



COVID Safety Plan


Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.


Premises name: **Mandurah Aquatic and Recreation Centre**

has a maximum capacity of Number: 2210 patrons and agrees to the following Phase 4 safety requirements:

 A strict limit of a minimum of 2sqm per person

 Maintain physical distancing

 Maintain hygiene standards and conduct frequent cleaning

 Carefully manage shared spaces to ensure physical distancing

- 1 Refer to the **COVID Safety Guidelines** for information on the expectations for COVID Safety Plans and to assist you in completing this plan. These are available at [wa.gov.au](https://www.wa.gov.au)
- 2 Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
- 3 The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.
- 4 Print and display the **COVID Safety Plan Certificate** available at the end of this form.

**We're all
in this
together.**

Premises details

Premises name:	MARC	Prepared by:	Adrian Timms
Type of premises:	Aquatic & Recreation Centre	Position title:	Coordinator
Street address:	303 Pinjarra Road, Mandurah	Completion date:	25/6/2020
Contact no:	(08) 9550 3600	Revision date:	
Email:	recreationcentres@mandurah.		

* For the sections below, please complete the form and attach additional pages or information as required.

1. Physical distancing

• What will be done to implement physical distancing guidelines?

Consider: physical distancing for staff and patrons; occupancy limits based on 2sqm requirements; management of waiting areas etc.

There will be signage on entry to the facility to ensure that patrons they are healthy and not displaying any cold or flu like symptoms.

Hand sanitiser will be available on entry & exit from the facility

Staff will monitor entry & exit numbers to ensure that occupancy numbers are not exceeded.

Club activities at the facility will be on pre-booked and the booking process requires an estimate of attendance numbers

staff will monitor areas to ensure social distancing and no loitering with prompt encouragement from staff to keep moving.

Limited chairs will be available for casual seating or gathering

2. Hygiene

• How will you ensure required hygiene standards are maintained?

Consider: hygiene protocols and practices; supply of cleaning and sanitiser products etc.

Thorough in-depth cleaning of the facilities will be undertaken of all areas overnight.

Ongoing cleaning will be undertaken throughout the day by staff and contract cleaners with a particular emphasis on hard surfaces and touch-points.

Cleaning protocols & checklists have been developed to ensure appropriate practices are adhered to.

Hand sanitiser will be available at the facility entry and strategically placed around the centre.

Hand soap dispensers are available in all toilet areas

Currently we have not experienced any shortage of hand sanitiser or cleaning products but are always looking to maintain are supplies.

3. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

Consider: staff training; records of training; additional education; signage; guidance material etc.

All staff will undertake an induction to ensure they are aware of the COVID-19 Phase 4 restrictions, signage, requirements, procedures & protocols as they relate to the facility.

Staff will be updated of any changes in restrictions, signage, requirements, procedures & protocols.

All Staff will undertake the WA AHA Hospitality & Tourism - Hygiene COVID-19 Training Course prior to commencing their first shift. Use of COVIDSafe App encouraged

Records of staff training will be maintained by City of Mandurah Human Resources.

4. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes ☒ No ☐

Comments:

City of Mandurah Risk OSH Plan

Regular OSH inspections undertaken at the facility

5. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

Cleaning protocols will be in place with checklist.

Should there be any suspected COVID-19 cases in the facilities the WA Health Department will be contacted immediately to advise.

Procedure will be reviewed regularly by the recreation centres Leadership team on an ongoing basis, initially daily.

Premises name:

Mandurah Aquatic & Recreation Centre

COVID Safety Plan Certificate

Welcome.

Number:

2210

We can accommodate patrons and agree to maintain the WA Government's safety measures



2sqm per person



**Frequent cleaning
and disinfection**

**We're doing our part to help keep you safe.
Please respect the rules and our staff.**

We're all in this *together.*

Prepared by:

Adrian Timms

Date:

25/6/2020