



# ROYAL YACHT CLUB OF VICTORIA COVID SAFE PLAN

Updated: 8th January 2022

120 Nelson Place, Williamstown

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## Introduction

We must all do our part to prevent the spread of COVID-19, in turn allowing us to participate in the activities that we are lucky enough to enjoy.

This appendix outlines the temporary additions and modifications to, and should be read in conjunction with, the Royal Yacht Club of Victoria (RYCV) [Rules, By-Laws and Policies](#) to mitigate the risks posed by COVID-19.

It has been prepared in accordance with current Victorian Government restrictions and guidelines, and Australian Sailing's approved Return to Sailing in a COVID Safe Environment document, with consideration to Sport Australia's Return to Sport Toolkit, however with regular changes to State and Federal Government COVID policies always refer to the [Coronavirus \(COVID-19\) Victoria website](#) for current policies, restrictions and advice.

RYCV regularly check official COVID-19 information sources including, but not limited to:

- Department of Health and Human Services
- Australian Government Department of Health
- Victorian Government
- Local Government
- World Health Organisation
- Australian Sailing
- Sport Australia
- Community Clubs Victoria
- Marina Industries Association of Australia
- Boating Industry Association of Australia

## Government Regulation – Victorian Restrictions

The current restriction levels are regularly updated on the [Victorian Government website](#)

As RYCV service offering is across several industry sectors, the relevant information tabs are

- Restaurants, cafes, bars, pubs and nightclubs
- Community facilities
- Sport & exercise
- Entertainment and culture
- Religion and ceremony
- Transport

## Health considerations

Staff, volunteers, and participants should stay home and not attend if:

- you are feeling unwell with possible coronavirus (COVID-19) symptoms including:
  - Fever
  - Chills or sweats
  - Cough
  - Sore throat
  - Shortness of breath
  - Runny nose
  - Loss or change in sense of smell or taste

<https://www.dhhs.vic.gov.au/getting-tested>
- You are feeling unwell, even if you have tested negative for coronavirus (COVID-19)—any spread of sickness puts our operations at risk if staff become unwell and must stay home and get tested.
- You have been diagnosed with coronavirus (COVID-19) and have not yet been cleared by health officials to stop isolating.
- You have been in contact with a coronavirus (COVID-19) case.
- You have been directed to isolate.
- You have returned from overseas in the last 14 days.
- You do not feel comfortable, including being in an at-risk category.

Staff, volunteers, and participants are encouraged to:

- Get a COVID vaccination and download the Services Victoria app.

All staff, Members, volunteers and training students over the age of 18 are required to provide proof of full vaccination to enter the Clubs facilities or undertake training services provided by RYCV.

## Personal Hygiene

Everyone should ensure good personal hygiene which is critical for stopping the spread.

### Wear a face covering

- A face mask must be worn while indoors, and when you can't maintain 1.5m social distancing from persons outside of your household.
- We recommend bringing two well-fitting, reusable cloth face masks, as well as resealable bags for when not in use.
- Masks can be provided for you at reception.

### Wash your hands

- Wash your hands regularly with for at least 20 seconds, using soap and water or a hand sanitiser that contains at least 70 percent alcohol.
- Wash your hands when you get home, arrive at other people's homes, or arrive at work.
- Wash your hands after blowing your nose, coughing, sneezing.
- Wash your hands regularly before, during and after a session.
- Wash your hands before and after eating, and after going to the toilet.

### Other actions

- Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow. Dispose of tissues properly.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid touching shared objects/surfaces except where necessary.
- Do not share drink bottles, crockery, cutlery or towels.
- Clean and sanitise frequently used objects including mobiles, keys and wallets.

### Facility Access

- For Hospitality services please enter through the front door where you will be greeted by an RYCV COVID Marshall. We recommend you [booking online](#) as there maybe density limits imposed
- For sailing everyone should arrive ready to sail and be prepared to go home to change afterwards.
- At times to limit facility visitors, anyone wishing to speak to our staff should call (03)9397 1277, email [rycv@rycv.asn.au](mailto:rycv@rycv.asn.au) or speak to one of our staff already outside. We can then arrange a physically distanced outdoor conversation.
- All staff, volunteers and visitors to sign in via the Services Victoria QR Code on signs at club entries.

### Entry, exit and use of indoors

- Entry to main club building by the front door.
- Exit via the signed door on the East side of the building.
- Maximise indoor airflow with open doors and windows or air conditioners set to fresh air.
- Comply with displayed enclosed space capacities, in accordance with the designated density ratio such as 1:4 or 1:2.

## COVID-19 Communications

Our Club communicates with our Members, guests, staff and contractors through several mediums, such as:

- Direct email
- [eNews](#)
- [Facebook](#)
- On-site signage
- Verbally and in-person at RYCV

It is our intent to communicate clearly and promptly with our stakeholders through the above platforms. We will emphasise the importance of the actions we are taking and the impact we know it will have on members, staff and volunteers. We will encourage everyone to stay safe, recognise the risks, whilst asking them to follow the Chief Health Officers and the Club's new policies or procedures.

# Cleaning Protocol

## Background information

- Commonly COVID-19 spreads through close contact with an infected person and is typically transmitted via respiratory droplets (produced when an infected person coughs or sneezes).
- It can survive on surfaces, depending on the type of surface and the ambient temperature. Less likely than droplet transmission but possible, someone may acquire the infection if they touch a contaminated object or surface, then touch their mouth, nose or eyes.

## Importance of cleaning your hands regularly

- Soap and water should be used for hand hygiene when hands are visibly soiled. Use an alcohol-based hand rub at other times (for example, when hands have been contaminated from contact with environmental surfaces).
- Cleaning hands also helps to reduce contamination of surfaces and objects that may be touched by other people.
- Avoid touching your face, especially their mouth, nose, and eyes when cleaning.
- Always wash your hands with soap and water or use alcohol-based hand rub before putting on and after removing gloves used for cleaning.

## Cleaning and disinfection

**Cleaning** means physically removing germs, dirt and organic matter from surfaces. Cleaning alone does not kill germs, but by reducing the numbers of germs on surfaces, cleaning helps to reduce the risk of spreading infection.

**Disinfection** means using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs that remain on surfaces after cleaning, disinfection further reduces the risk of spreading infection.

**Cleaning before disinfection is very important as organic matter and dirt can reduce the ability of disinfectants to kill germs.**

## Use of personal protective equipment (PPE) when cleaning

Gloves are provided and should be used when cleaning and disinfecting. Always follow the manufacturer's advice regarding use of PPE when using disinfectants.

## How to clean and disinfect

1) Wear gloves when cleaning and disinfecting. Use of eye protection, masks and gowns is not required when undertaking routine cleaning.

a) Disposable gloves will be provided and should be discarded after each clean.

b) Clean hands immediately after removing gloves.

2) Thoroughly clean surfaces using detergent (soap) and water.

3) Apply disinfectant to surfaces using provided spray bottle, disposable paper towel or cloth.

4) Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

A one-step detergent/disinfectant product may be used if the manufacturer's instructions are followed regarding dilution, use and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place).

## What to clean and disinfect, and when

### Routine cleaning and disinfection

**All frequently touched** surfaces should be cleaned and disinfected at a minimum of twice daily, at the start and end of the day, in addition to in between any different groups. Examples include: tabletops, door/cupboard handles, light switches, desks, toilets, taps, remotes, kitchen surfaces.

All equipment should be cleaned and disinfected in between users including:

Trolley handles RIBs, Pacers, Optis, WindSUPs Lifejackets Instructor equipment (or areas handled when moving boats) Disinfect between individual handlers

### In the event of a suspected or confirmed case

Refer to section below **“Steps to take if a participant or staff member is suspected or confirmed to have COVID-19”**.

### Choice, preparation, and use of disinfectants

Use disinfectants that claim **antiviral activity** (can kill viruses). Chlorine-based (bleach) disinfectants are a product that is commonly used. Other options are common household disinfectants or alcohol solutions with at least 70% alcohol (eg. methylated spirits). Follow the manufacturer’s instructions for appropriate dilution and use.

### Management of linen, crockery, and cutlery

If items can be laundered, lauder them in accordance with the manufacturer’s instructions using the warmest setting possible. Dry items completely. Do not shake dirty laundry as this may disperse the virus through the air. Wash crockery and cutlery in a dishwasher on the highest setting possible. If a dishwasher is not available, hand wash in hot soapy water.

## Steps to take if a participant or staff member is suspected or confirmed to have COVID-19

1. **Isolate:** Remove the person from others. SafeWork Australia recommends giving the person a surgical mask, if possible. Quarantine in the relevant room as per the Training Centre procedures.

2. **Inform:** Contact the General Manager – Michael Neumann, who will in turn inform Doug Shields and the state health authorities (by calling the Victorian COVID-19 hotline on 1800 675 398) and follow the advice of health officials. Depending on the situation, authorities may give specific advice. Should a staff member, independent contractor, employee of the independent contractor, or self-employed person receive a confirmed COVID-19 diagnosis and have attended the workplace during the infectious period, then Worksafe Victoria must be immediately notified on 132360.

3. **Transport:** Ensure the person has transport, either to their home where they can isolate or to a medical facility. This must be in a private vehicle to minimize exposure to others. They should NOT use public transport

4. **Clean:** Close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected. Contact the RYCV’s contracted cleaner to conduct a deep clean. Open outside doors and windows if possible, to increase air flow. All areas, for example offices, bathrooms, common areas and equipment or PPE that were used by the person concerned must then be thoroughly cleaned and disinfected.

5. **Identify:** Find out who at the workplace had close contact with the infected person (including up to 48 hours before they first started experiencing symptoms). This information can be found through the

office attendance register and the course attendance sheets. Close contact means anyone who has been face-to-face for at least 15 minutes with the infected person or has been in the same space as them for two hours. Those employees/ participants should then be sent home to isolate and get tested. If the infected employee/ participant had contact with large parts of the workplace, all employees/ participants may have to self-isolate for 14 days. All Training Centre staff members must get a COVID test and remain in isolation until they have the results-regardless of whether they are displaying any symptoms.

**6. Review:** Review COVID-19 risk management controls, in consultation with staff, and assess and decide whether any changes or additional control measures are required.

## Hospitality Service Guidelines

The hospitality services we provide will follow the guidelines as set out by the Chief Health Officer specific to this sector. These guidelines can be found [here](#).

These guidelines set out important criteria to provide a COVID Safe environment to reduce the risk to our Members & guests, staff and contractors.

## Yacht Racing and Private sailing

Australian Sailing has produced a set of guidelines specific for this sport, these guidelines can be found [here](#), and as set out by the Chief Health Officer specific to this sector. These guidelines can be found [here](#).

It is the skippers responsibility to ensure all persons onboard are either vaccinated or aware if an unvaccinated person is onboard. If it recommended that skippers document names and contact details of persons on board to assist in contact tracing should the need arise.

## Sail Training Activity Guidelines

As our sail training services have close contact with instructors and fellow students, we have set out specific detailed guidelines for this sector below.

### Indoor Theory Courses

- All participants need to be entered into RevSport System.
- All stationary supplied to participants to be kept by participants or disposed of after session.
- Instructors need to ensure that rooms are set up to ensure 1.5m spacing.
- Maximum Room capacities include Instructor and must be adhered to at all times. Density limits will be sign posted at the entrance to each area
- Hand Sanitizer is available. Sanitizer is available from the Office or Bar, and club amenities

### Hardstand and boat access

- Access to all equipment in the yard should be by an instructor of that session only, with one handling any part of the equipment. Handled areas of boat and trolley should be cleaned in accordance with the cleaning protocol prior to another person touching it.



## Physical Distancing

It is everyone's responsibility to maintain physical distancing requirements including staff, volunteers, participants and spectators.

- Physical distancing of 1.5m maintained at all times while onshore.
- When attending training sessions, ensure a distance of 1.5 metres is kept between yourself and others.
- Split the group for any onshore demonstrations where there is more than one instructor.
- No inside sessions or briefings. If weather is inappropriate for outdoors, we will cancel.
- Staff and volunteers should not be in close proximity to each other (for example in the office), or in close proximity to participants.
- Single handed sailing only for those 19years old and over, except where participants are members of the same household.

## Reduce risk of transmission in vehicles

- Staff, volunteers and participants should avoid travelling in the same vehicle as others who don't live in the same household, where possible.
- Wear a mask or face covering.
- Vehicle air-conditioning should be set to fresh air

## Online training for staff and volunteers to complete

Play by the Rules: COVID-19 (CORONAVIRUS): WHAT IT IS, HOW TO PREVENT SPREAD  
10min online module: <https://pbtr.ausport.gov.au/q/PBTRCV1900> Staff and volunteers to email completion confirmation to [training@rycv.asn.au](mailto:training@rycv.asn.au).

## Pre-session

- Staff, volunteers and participants should arrive ready to work/sail and be prepared to go home to change.
- All volunteers to complete a COVID-19 health screening declaration form. Participant communication prior
- Arrive ready to sail and be prepared to go home to change. There is no access to building or changing rooms except toilet and medical purposes.
- Participants will be directed to our COVID Information page at every stage of registration.
- Participants will be reminded by email of important measures, including not to attend if unwell, prior to the first session, and before subsequent sessions if the situation changes.
- There will be continuous reminders of COVIDSafe measures by staff, posters and social media.  
Before commencing set up
- Anyone who appears to be visibly unwell should be directed go home and seek medical advice.
- Lead Instructor to ensure everyone has completed induction of this document.
- If multiple staff and volunteers, delegate tasks to ensure physical distancing and no double handling of equipment.
- Allocate instructors their equipment including RIBs
- Allocate participants to training boats prior to their arrival and assign a designated "sailing buddy", where applicable.
- Weather should be monitored with a more cautious approach than usual to reduce the likelihood of intervention being required. Equipment
- RIBs should be accessed by only staff/volunteers, with one person handling each part (eg. Trolley handle, painter), and the allocated user of that RIB being the only one to handle it.

- Any RIB should be used only by one staff member/volunteer unless cleaned in accordance with cleaning protocol in between users.
- Access to Pacers, and Optis in the yard should be by the instructor of the session/group, with the handled areas of the boat and trolley disinfected before use by another individual. Likewise, after participants use the boat, it must be disinfected before being put back in the yard.
- Pacer covers should be removed in the yard by the instructor allocated to those boats.
- Set out equipment so that groups of people in any one area do not exceed 10, excluding staff and volunteers.
- Set out equipment within designated zones for each group and with sufficient space enable physical distancing of 1.5m at all times while onshore and launching.

## During the session

### At the start of the session

- Ensure all participants are registered on-arrival with instructor
  - Instructor to complete sign on/off sheet
  - Instructors to remind everyone to not participate if unwell.
- An individual who presents at the start of the session while visibly unwell (including but not limited to staff, volunteers, and participants):
- If an adult, should be directed to not participate and to seek medical advice.
  - if under 18, should be removed from the activity and moved to the Library separate from all others, with parent/guardian or emergency contact notified with advice to seek medical advice.
  - In addition to the above steps, if someone becomes unwell or develops symptoms during the session, they should first be removed from the activity and moved to the Library separate from all others. Follow suspected or confirmed case steps outlines in Appendix A.
  - Remind everyone of personal hygiene and provide handwashing opportunities.
  - Remind everyone to maintain 1.5m physical distancing.
  - Remind everyone to not share drink bottles, towels etc.
  - Allocate participants an appropriately sized lifejacket on arrival to reduce double handling.
  - Allocate equipment to participants.

### While onshore

- Always maintain 1.5m physical distancing.
- All activities should be appropriate to maintain physical distancing.
- Ensure equipment is not shared during the session.
- Ensure number of people in one area does not exceed 10, excluding staff/volunteers.
- Pacer rigging should be completed by the participant with close (physically distanced) supervision by instructors/volunteers within the designated zones.
- Opti rigging should be completed by the participant with close (physically distanced) supervision by instructors/volunteers. While on-water
- Set buoys to allow maximum distancing and separation between boats, and other groups. Maintain 1.5m physical distancing, where practicable.
- Safety boats to come alongside training boats to leeward or grab painter. At the end of the session
- Remind everyone to maintain 1.5m physical distancing.

- Pacer derigging should be completed by the allocated participant(s) with close (physically distanced) supervision by instructors/volunteers within the designated zones.
- Pacer covers put on post-session in yard by instructor.
- Opti derigging should be completed by the participant(s) with close (physically distanced) supervision by instructors/volunteers.
- Remind everyone of personal hygiene and provide hand washing opportunities.
- Participants should go home to change.

### Post-session

- Maintain 1.5m physical distancing.
- Maintain personal hygiene and encourage regular handwashing.
- If multiple staff and volunteers, delegate tasks to ensure physical distancing and no double handling of equipment.
- Consult and complete Sail Training checklist.
- Handled areas (dolly handle etc) of Pacers and Opti's should be disinfected after participants use the boat, prior to being returned to the yard by the instructor of the session/group for cleaning according to the cleaning protocol.
- RIBs should be returned to the yard for cleaning by staff/volunteers only, with one person handling each part (eg. Trolley handle, painter). The allocated user of the RIB should be the only one to handle the RIB. RIBs must be cleaned and disinfected once in the yard according to the cleaning protocol. Ensure that cleaning protocols are adhered to including disinfecting:
  - Training boats
  - Participant PFDs
  - RIBs
  - Instructor VHF radios and lifejackets
  - Downstairs building common touch points (door handles, light switches, bathrooms etc.)
- Staff and volunteers should go home to change. There is no access to building or changing rooms except toilet and medical purposes.
- Records to be kept for minimum 28 days including session checklists, participant sign on sheets, volunteer and staff contact details.

### Hardstand and Yard Guidelines

The yard is an operational workspace, all persons operating in this area are required to be fully vaccinated as specified by the Chief Health Officer. This area covers several sectors such as, [Maritime](#) & [Manufacturing](#).

The hardstand and it's associated equipment such as slew cranes, towing tug, and privately owned Club Member vessels is utilised by all Members that berth a vessel in this area and by volunteers that support on-water operations. We recommend you regularly sanitise your hands and disinfect the equipment controls before and after operating this equipment.

## Our COVID Safe Plan

Business name:	Royal Yacht Club of Victoria
Site location:	120 Nelson Place, Williamstown
Contact person:	Michael Neumann
Contact person phone:	0402 001 884
Date prepared:	August 5, 2020 – Current version updated 8 <sup>th</sup> January 2022

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b></p>	<p><i>All areas have hand sanitiser stations, soap and paper towel for employees and club members to use. Supplies are regularly checked and replenished as required</i></p>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<p><i>Offices are in an open space environment with minimal personal. Air conditioning is regularly operating to circulate air.</i></p>
<p><b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b></p>	<p><i>All employees have been instructed to wear face coverings, and all staff have been provided with surgical grade face masks</i></p>
<p><b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<p><i>Regular verbal communications with staff to ensure they are familiar with correct and safe practices with the use and disposal of PPE &amp; face coverings</i></p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p><i>All common touch items such as pens have been removed from being accessible, or sanitised after each use</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p><i>All staff have been instructed to only work from their workstation, all common touch surfaces such as desks and the front reception are regularly wiped down and/or sprayed with a disinfectant</i></p>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p><i>Large volumes of products have been purchased and are stored in the cleaner's storeroom</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p><i>All staff that can work from home are working from home</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>All staff have been instructed to only work from their workstation</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>Reception monitors all person entering the building, and our access control has been adjusted to minimise non-member access and members entering through exit only doors</i></p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p><i>The office space has been assessed and staffing levels have been reduced</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>We have installed barriers and signage</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>We have relocated affected staff to remove this risk</i></p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p><i>Not an issue with our workplace</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>Provided</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>Undertaken &amp; deliveries have been reduced</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Undertaken</i></p>
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <a href="#">‘four square metre’ rule</a>.</p>	<p><i>Signage installed</i></p>

Guidance	Action to ensure effective record keeping
<p><b>Record keeping</b></p>	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p><i>Access control system is being monitored &amp; recorded</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p><i>Regularly reviewed and updated accordingly</i></p>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<p><i>We only utilise the Services Victoria QR code and our Clubs Services Victoria Kiosk for our record keeping</i></p>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<p><i>Cleaning contractors are on standby if required</i></p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p><i>Undertaken and implemented</i></p>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<p><i>Templates for emails on file</i></p>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	
<p><b>Confirm that your workplace can safely re-open, and workers can return to work.</b></p>	