VOLUNTARY COVID-SAFE PLAN – 14 DEC 2020

Business name:

> *Adelaide Combined Dragonboat Club (ACDC)*

✓ is aware of current infection control and precautionary measures as recommended by health authorities and set out in this plan

✓ is aware of and chooses to implement key COVID-Safe principles

✓ this COVID-Safe Plan is available on-site

COVID-SAFE CHECK-IN

Adelaide Combined Dragonboat Club (ACDC)

Checking in is quick and easy:

1. Scan the QR code with the free mySA GOV app or your phone camera

2. Enter your name and mobile number

3. Follow the prompts

4. Show staff your green tick

Remember:

✓ Do not enter if you are unwell

✓ Stay 1.5 metres from others not in your group

✓ Regularly wash or sanitise your hands

This COVID-Safe Plan was issued on 7/01/2021

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VOLUNTARY COVID-SAFE PLAN – 14 DEC 2020

Summary

Name of business	Adelaide Combined Dragonboat Club (ACDC)
Business or activity	Dragon Boat Event
Address of business or activity	92 Barrage Road Goolwa South SOUTH AUSTRALIA 5214
Owner or Operator name	John Holland
Contact name	John Holland
Contact phone	61412356616
Contact email	johnholland@senet.com.au

Recommended people capacity (excluding staff)

Recommended overall people capacity (excluding staff) on premises	**Does not apply**

Note: to host more than 1,000 people on site, a COVID Management Plan approved by SA Health is required.

Certain settings are exempt from this requirement. These include offices, retail settings and shops, public transport, medical/health facilities, airports, factory buildings, aged care and other care facilities, mining operations, educational institutions, accommodation providers, etc.

A full list of exempt settings is included in Schedule 1 of the current Emergency Management Public Activities Direction.

If you have indicated your interest in hosting more than 1,000 people when completing this Plan, you will be contacted with more information about how to submit a COVID Management Plan.

Principles

General principles

- No more than 1,000 people are allowed on site at any one time. To have more than 1,000 people on-site, you will need to prepare a dedicated COVID Management Plan and have this approved by SA Health. Exemptions apply.

I understand this requirement	✓

Recommendations

The following are recommendations on how to adapt your business or activity to become COVID-Safe. You are not required to implement these, but you are encouraged to think about how you can adapt the way you do things to try and follow these recommendations where you can, and to the extent possible, in your individual circumstances.

General

Recommendations - scope and applicability

- If you have created this Voluntary Plan in addition to a different, mandatory type of COVID-19-related plan or protocol (for example to obtain a COVID-Safe Check-in QR Code), then the content of those plans will continue to apply and prevail over the content of this Voluntary Plan, if and where they may be conflicting.

Density

- The maximum number of people per room or area should not exceed 1 person per 2 square metres of public space, where possible and practical. This is particularly important for indoor areas. Exemptions apply.

Digital contact tracing (COVID-Safe Check-in QR Codes, ScanTek, etc)

- To set up your COVID-Safe Check-in station(s), all you have to do is print the QR code provided in this Plan, and make it available onsite.
- It is recommended to make your QR code available on various locations, for example on each table, in a central area, near a service area, or near your entrance.
- When choosing the best place, please make sure you do not create bottlenecks/queues.
- It is recommended that everyone who attends your venue, premises or activity checks in - guests, clients and participants, but also staff, contractors and volunteers.
- The data collected in this way is stored in a highly secure way, and can only be used by SA Health for contact tracing purposes. The data will be kept only for 28 days.
- To prevent your QR codes from getting damaged easily, you may wish to laminate the page they are printed on. This will not affect their usability.
- Please only use the QR code provided in your plan, as this is linked to your venue/place of your activity.
- Guidance on setting up and using ScanTek will be made available at a later date.

Physical distancing

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- Maintain and encourage others to maintain the physical distancing principle of at least 1.5 metres separation, where possible:

- Between groups within each room.

- At entry and exit points.

- This does not apply to members of the same household, family members, and other regularly associating people who are attending as a group.

- Consider venue layout and move tables and seating to comply with physical distancing (1.5m separation) and density requirements (1 person per 2 square metres).

- Dedicate separate bathroom facilities for each separate room or area of a venue, where possible. Install signage to make members of the public aware of which bathroom to use.

- Dedicate separate entry and exit doors from separate rooms, and pathways to encourage "one-way traffic" where possible.

- Minimise mixing between separate rooms or groups of people as much as possible.

- Display signage at the venue entrance to instruct members of the public (and staff) not to enter if they are unwell or have COVID-19 symptoms.

- Encourage contactless payments to be used where possible.

- Encourage online bookings, reservations and pre-ordering where practical.

- Consider using physical barriers, such as plexiglass screens, in areas that involve high volume interactions (e.g. point of sale).

- Consider placing floor or wall markings or signs to identify 1.5 metres distance between people, particularly for queues and waiting areas.

- Monitor compliance with physical distancing requirements, with particular regard to areas where members of the public might congregate.

- Consider limiting the duration of the activity to 2 hours or less where possible.

- Encourage and support downloading of COVID-Safe App.

Use of facemasks

- Until 23 December 2020, the wearing of facemasks is recommended (but not obligatory) in situations or environments where physical distancing is difficult or impossible.

Hygiene

- Conduct frequent environmental cleaning and disinfection especially of touch-points (door handles, push plates including bathroom, EFTPOS facilities, counters, table tops, backs of chairs, food preparation areas etc).

- Refer to SA Health and the Australian Government's online COVID-19 cleaning guidelines and factsheets for detailed information on how to undertake effective cleaning and disinfection, including the products and methods to use.

- Frequency of cleaning will be determined by the turn-over of patrons – the more patrons over a period of time, the more cleaning required.

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- Clean bathrooms more frequently than lower traffic areas, especially taps, door handles and other frequently touched points.

- Avoid providing/using shared items, equipment or utensils. Where this is not possible, clean them frequently or between use.

- Ensure bathrooms have soap and running water for handwashing.

- Hand drying facilities must be made available. Provide disposable paper towels or hand dryers only. Cloth towels should only be provided if they are for single use.

- Provide hand sanitiser on entry and exit of the premises, and areas where you expect many people to be, or a high turnover of people.

- Consider installing signage on hand hygiene and cough etiquette.

- Hand drying facilities should be made available. Provide disposable paper towels or hand dryers only. If providing cloth towels, these should be single use.

- If using communal showers, maintain/encourage that people maintain 1.5 metres distance between people.

- Ensure proper ventilation. If using air conditioning, particularly in smaller spaces, adjust the air conditioning to increase external airflow (rather than the recirculated cycle mode). Avoid using static/pedestal fans where possible; where you do use these, try to ensure a maximum density of at least 1 person per 2 square metres.

Staff

- Staff should stay home if they are sick, and go home immediately if they become unwell. Unwell staff with COVID-19 compatible symptoms should be tested for COVID-19 and remain in isolation until they receive a result. They can return to work once a test is negative and their acute symptoms have resolved.

- Minimise unnecessary contact between staff. Consider dividing staff into fixed teams or shifts that do not crossover to reduce the risk of transmission.

- Consider how you will minimise contact between staff and site visitors such as delivery personnel.

- Consider if staff need any additional training to be able to implement your COVID-Safe Plan, such as COVID awareness training, COVID Marshal training, a COVID cleaning course or other training courses.

Ready for business

- Print your COVID-Safe Plan.

- Print and display COVID-Safe materials (such as signage/posters on hygiene, physical distancing).

- Ensure all staff are aware of this plan and the requirements that are relevant to them.

- Review obligations under existing legislation and regulation which will continue to apply.

- Check that COVID-19 safety measures are risk assessed to ensure that any newly implemented measures do not create safety or security risks.

Response planning

- Ensure you and your staff have a basic understanding of how to respond to a suspected case of COVID-19 at the workplace.

- A brief, step-by-step summary of actions to take is:

    1. Keep others away from the confirmed or suspected case. Talk to and assess the person concerned; if they need urgent medical help, call 000 immediately.

    2. If well enough, ask the person to go home, and seek medical advice and testing for COVID-19, and self-quarantine until a result is returned. Ensure the person has safe transport to get home; if not, you may need to arrange for a taxi.

    3. Notify SA Health via HealthCommunicableDiseases@sa.gov.au to ensure they can trace any contacts of this person and contain the spread. SA Health may ask for any attendance records you may have kept to assist with this.

    4. SA Health will assess whether other staff, patrons or contractors may have been exposed to COVID-19, and direct them to self-quarantine at home. Note: this may include your staff; as such, it is recommended to have contingency plans in place. SA Health may also ask you to close your premises for a deep environmental disinfection clean.

- Regularly review your COVID-Safe Plan when required. Update it if needed, for example, if your place of doing business or the services you offer change.

COVID Marshals

- If you wish to ensure your Voluntary COVID-Safe Plan is implemented as effectively as possible, you may choose to nominate COVID Marshals to supervise your business or activity.

- A free online training course for COVID Marshals, prescribed by SA Health, is available via www.covid-19.sa.gov.au.

- A COVID Marshal's role is to supervise your operations and ensure that all people onsite comply with your COVID-Safe Plan and general COVID-Safe measures, including distancing, density, hygiene and cleaning, infection control, venue layout, ensuring stock of items like sanitiser, and any other measures you may have chosen to implement (such as keeping attendance records).

- COVID Marshals must be familiar with their business or activity's COVID-Safe Plan. Owners, operators or people effectively in charge of a business or activity should provide a copy of their Plan to their COVID Marshal(s) and discuss the Plan and its implementation with them. This gives COVID Marshals the information they need to take reasonable action to ensure staff, patrons and other people comply with the Plan and the rules and recommendations in it.

- It is recommended that people nominated as COVID Marshals have good customer service, people and communication skills, a solid knowledge of the business or activity's operations, and sufficient experience and authority among staff to supervise and give limited directions.

I understand these recommendations and will implement them where I can, to the extent possible, to ensure my operations are COVID Safe	✓

Notes (optional, for use by owner/operator)