

COVIDSafe Plan

Frankston Football Club
1 Plowman Place



FRANKSTON
FOOTBALL CLUB
EST. 1887

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BACKGROUND

Information on the current COVID-19 (Coronavirus) pandemic changes often and the latest up-to-date information, including lock-down restrictions, can be found via the DHHS website at <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>.

This COVID Safe Plan for Frankston Football club has been developed utilising relevant Victorian Department of Health and Human Services and WorkSafe COVID-19 risk assessments for hospitality venues and associated check lists.

PURPOSE

The aim of this plan is to:

1. minimise the risk of COVID-19 (Coronavirus) exposure and transmission to, and between, Frankston Football club staff, volunteers, contractors and customers;
2. ensure that appropriate controls are in place that ensure appropriate social distancing is observed and that sale items are sanitised thoroughly
3. ensure that a workplace COVID-19 plan is in place in line with the requirements and directions of:
 - the National COVID-19 Coordination Commission (NCCC) [online planning tool](#)
 - the Safe Work Australia [National COVID-19 Safe Workplace Principles](#)
 - Victorian Department of Health and Human Services and WorkSafe

COMMUNICATIONS

Customers updated through the following channels:

- Frankston Football club Website www.frankstonfc.com.au
- Frankston Football club social media pages
- Signage at entry/ies to venue

All staff and contractors involved in operation of the Frankston Football club will be trained in this COVID-19 Safe plan and supporting documentation. It is the responsibility of the Site Supervisor to ensure all staff and contractors receive this training.

COVID-19 KEY CONTROL MEASURES



Ensure Physical Distancing

Requirement	Action
Ensure Physical distance	Use floor markings to ensure social distancing is observed
	Display density quotients in each enclosed space – 1 person for every 4sq mts of indoor space
	Removing excess chairs and tables from communal break areas to encourage workers to stay a minimum 1.5 metres from one another
	Reconfigure office spaces, kitchens or workstations so that workers do not face each other where possible and can remain 1.5 metres apart.
	Discourage carpooling
	Re-arrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so workers aren't facing one another
	Separate entry and exit points
	Take steps to have entry and exit as contactless as possible
	Regularly assess volunteers and workers at the venue to determine whether they are required to be there
	Gathering points eliminated to maintain social distance



Wear a Face Mask

Requirement	Action
Ensure all workers and visitors wear a face covering as per public health advice	Monitor use of facemasks unless a lawful exception applies (Government advice dependant)
	Monitor staffs wearing face mask, unless consuming food or drink.
	Ensure appropriate stock levels of spare masks for distribution in the event masks become soiled or damaged.



Practice Good Hygiene

Requirement	Action
Cleaning must occur frequently and regularly	Identify high touch surfaces (lift buttons, door handles, counters, photo copiers, printers, eft machines and cash registers)
	Conduct cleaning according to Appendix A Procedure Hygiene and Cleaning at the frequency outlined in Appendix B
	Ensure surfaces are cleaned regularly, and high-touch surfaces and bathrooms are cleaned at least twice on each given day in accordance with the Cleaning and Hygiene Procedures
	Make cleaning products available near commonly used surfaces where possible (for example, placing hand sanitiser on tables and chairs, and in bathrooms).
Fumigation machine	Reduce high-touch points and remove self serve equipment Fumigation cleaning occurs before and after each Match Day
Promote good hygiene practices	Display posters on good hygiene and handwashing practices in prominent places and establish hygiene stations (with hand sanitiser) at entrances and throughout the workplace to encourage hand hygiene of workers and customers.
	Display the cleaning log in shared spaces
	Unwell staff shouldn't attend the premises
	Ensure staff are educated on hand and cough hygiene and the correct methods of applying, removing and discarding a face mask
	Display posters to encourage staff to download the COVID safe app



Record Keeping

Requirement	Action
Support workers to get tested and stay home even if they only have mild symptoms	Communicate to workers financial support available if they cannot work while waiting for test results
Plan to respond to notification of close contact or positive case	Undertake a risk assessment, contact DHHS, determine "hot spots", clean the premises as per Appendix B procedure document. Undertake cleaning according to Appendix C
Records of all people who enter the premises must be kept for contact tracing	All visitors and staff will be required to enter via Plowman Place and check in using the preferred method employed by Frankston Football club. These records will be kept for 28 days and will not be used for any purposes other than contact tracing.
	Communicate to Frankston City Council and other stakeholders that access to the site can't be gained without first reporting to Frankston Football Club Staff
	Match Day - utilising INTIX ticketing system to ensure crowd capacity is met (and zones if applicable). Vic Gov QR codes for contact tracing on all external and interbal entry points.



Avoid interactions in enclosed spaces

Requirement	Action
Maximise air quality and ventilation	Open windows and outside doors where possible to maximise ventilation. Use air conditioning to enhance the flow of air, however ensure that you are not using the 'recirculate' mode.
	Open outside doors and windows to increase air circulation before commencing cleaning and disinfection. Keep doors and windows open after cleaning and disinfection to allow the cleaning agents to disperse in the airflow.



Create Workforce Bubbles

Require	Action
Minimise the contact that workers have with each other	Modify processes to minimise interactions between workers during breaks or when transitioning into or out of work.
	Review shift arrangements to create smaller teams and avoid mixing workers across shifts.

APPENDICES

Appendix A	Procedures
Appendix B	Disinfecting Process
Appendix C	Preparing for a positive case
Appendix D	What to do if you or someone becomes ill at the venue
Appendix E	Map of venue showing Entry points and Zones when in place

APPENDIX A PROCEDURES

HYGIENE AND CLEANING

Practice good personal hygiene

- All PPE essential for the safety of the Frankston Football club staff is to be utilised, and it is important that all good hygiene and sanitation and cleaning practices continue. Sanitisers, handwash and disinfecting cleaning wipes have been provided.

Effective hygiene has been identified as the single most important measure for personal protection and controlling the spread of the virus.

- Cleaning and disinfection are crucial to preventing virus transmission and infection.
- Wash / sanitize hands after handling a phone, handling cash etc.
- Wash hands after going to the toilet and before eating.
- Avoid touching your face (mouth, eyes, nose) without sanitised hands.
- Dispose of all wipes, tissues and any possible infected material safely in a plastic bag and place in bin.
- Cover your cough and sneeze (using a tissue or flexed elbow- coughing into your bent arm), dispose of tissues and use the alcohol-based hand sanitiser provided.
- Maintain social distance. Avoid close contact with others, including shaking hands.

Sanitising and cleaning

All staff, volunteers and contractors must wear disposable gloves when cleaning and wash hands thoroughly with soap and water or use alcohol-based hand sanitizer. If hands can't be washed, both before and after wearing safety or disposable gloves.

Disposable gloves used when cleaning must be discarded after each use.

When reusable safety gloves must be used for a task, these gloves must not be shared with others (between workers).

Dispose of any disposable cloths in a rubbish bag or launder reusable safety gloves or cloths in the usual way (washing machine using detergent).

After cleaning

- Dispose of any single-use PPE, disposable cloths and covers in a rubbish bag and place it inside another rubbish bag and dispose of in general waste bin provided.
- Launder any reusable cleaning equipment including mop heads and disposable cloths and completely dry before re-use.
- Empty and re-clean equipment such as buckets with a fresh solution of disinfectant and completely dry before re-use

Stock

- Clean stock, as per the following instructions:
 - Use spray bottles / hand pumps or containers supplied with disinfectant liquid / sanitiser.
 - Wear disposable gloves, protective face mask and safety glasses when decanting and steaming items.
 - Wear gloves when disinfecting bar
 - Hard surfaces to be wiped down with sanitiser or disinfectant.
 - For soft and highly porous items the steam cleaner must be used in line with the conditions of use as outlined in the manual supplied with the machine.

Frankston Football club cleaning

All staff, volunteers and contractors must wear disposable gloves when cleaning and wash hands thoroughly with soap and water or use alcohol-based hand sanitiser if hands can't be washed, both before and after wearing safety or disposable gloves.

- Disposable gloves used when cleaning must be discarded after each use.
- When reusable safety gloves must be used for a task, these gloves must not be shared with others (between workers).
- Dispose of any disposable cloths in a rubbish bag or launder reusable safety gloves or cloths in the usual way (washing machine using detergent).
- Empty and re-clean equipment such as buckets with a fresh solution of disinfectant and completely dry before re-use
- Use spray bottles / hand pumps or containers supplied with disinfectant liquid / sanitiser.
- Wear disposable gloves and safety glasses when decanting.
- Protective face masks and safety glasses must be used when steam-disinfecting recyclable items to protect from steam/heat.
- Wear gloves when disinfecting shop goods.
- Regularly spray disinfectant structures during the day.
- Advise the site supervisor when there is less than 5lt of disinfectant liquid.

Support and resources

- Staff training to comply with new protocols essential for their protection.
- Spot checks by supervisors and other staff to ensure protocols are being met.
- Sanitiser to be available at key locations.

CONDITIONS OF ENTRY

All patrons and staff must comply with the direction of Frankston Football club/Frankston Football Club staff with respect to monitoring by "Fever Cam" and chosen contact tracing method at the venue entry. Correct messaging ensures customers fully understand and respect the restrictions enforced.

Customer access control and messaging

- Directions of staff and contractors must be followed
- Social distancing to be maintained - 1.5 meters
- One person per 4 sqm
- Customers must provide name, address and contact phone number to via the access control method at entry

Support and resources

- Additional staff / contractors and security as required to guide customers and access control

Queue management -

- Designated areas for queues.
- Line marking outside entrance at 1.5m.
- Use of social distancing marking/stickers on the ground
- Sanitiser to be available for visitor use at exit and entry points and throughout the store
- Refer to Appendix A for site specific plan

Paying for purchases

- As per queue management above - demarcation of 1.5m.
- Cash transactions - kept to a minimum to reduce transmission through cash handling, - follow **Procedure** for sanitising hands and equipment after payment.
- EFTPOS / card transactions to reduce infection through cash handling -
- Replace cling wrap on keyboards and EFTPOS machine regularly, at least once per hour.

Good Hygiene practices:

Become familiar with the following:

- Practice good hand hygiene and wash hands regularly
- Where this is not possible, use hand sanitiser provided.
- Avoid touching your face/eyes, nose, mouth
- Cough/Sneeze into a tissue or your elbow
- Avoid shaking hands and other personal contact
- Practice social distancing
- Seek medical treatment if unwell or experiencing symptoms

How to put on a face mask

- Clean your hands thoroughly with soap and water (for a minimum of 20 seconds) or hand sanitiser before touching the mask or removing it from its packaging. Dry your hands and make sure you do not touch any surfaces (like opening a door) before you handle the mask.
- Remove the mask from its packaging and make sure the mask has no obvious tears, holes or faults. Avoid touching the front of the mask.
- Identify the top of the mask (generally it has a stiff bendable edge that will mould to the shape of your nose) and the front of the mask (normally a mask is coloured on the front) with the white side towards your face.
- If your mask has ear loops, hold the mask by the ear loops and place a loop around each ear. If your mask has ties bring the mask to nose level and place the ties over the crown of your head and tie with a bow (leave the bottom set of ties at this time).
- If your mask has a band, hold the mask in your hands with the nose piece or top of the mask at your fingertips, the headbands will hang loosely below your hands, then bring the mask to your nose level and pull the top strap over your head to rest on the crown of your head, then pull the bottom strap all the way over your head to rest at the nape of your neck.
- Pinch the stiff nose piece to the shape of your nose.
- If your face mask has ties take the bottom ties (one in each hand) and tie at the nape of your neck with a bow.
- Adjust the bottom of the mask over your mouth and under your chin.

How to remove a face mask

- Clean your hands thoroughly with soap and water (for a minimum of 20 seconds) or hand sanitiser before touching the mask. Dry your hands and avoid touching the front of the mask.
- If you are wearing gloves you should remove your gloves and wash your hands before removing your mask. See our information on Gloves for how information on how to remove your gloves.
- Only touch the ear loops, ties or bands.
- If your mask has ear loops hold both ear loops and gently lift and pull the mask away from you and away from your face.
- If your mask has ties untie the bottom bow first (at the nape of your neck), then untie the top bow and pull the mask away from your face as the ties are loosened.

APPENDIX B

Frankston Football club Disinfecting Process

The following information has been adapted from the SWA

<https://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19>

Frankston Football club Disinfecting Process

Summary to COVID-19

This document provides guidance on routine cleaning, and cleaning and disinfection following a case or suspected case of the COVID-19 in a non-healthcare workplace.

It covers:

- 1.1 – Cleaning during the COVID-19 pandemic**
- 1.2 – Required cleaning by surface**
- 1.3 – Required cleaning by item**

1.1 Cleaning and disinfecting solutions

Cleaning and disinfecting are two different processes:

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. Disinfectants are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging. Where there is uncertainty, the manufacturers or importing suppliers of the substance should be contacted for advice.

For routine workplace cleaning in a non-healthcare workplace, physical cleaning with water and detergent is sufficient. Water and physical effort alone will not kill the COVID-19 virus.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace.

Note: Disinfectants require sufficient contact time to be effective.

1.2 Required cleaning by surface

The following table outlines the required minimum frequencies for routine cleaning of various surfaces, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

	Routine cleaning		
	Frequently touched surfaces	Infrequently touched surfaces	Method
Soft plastics	Clean at least daily or every shift change	Clean weekly	Disinfectant
Hard plastics	Clean at least daily or every shift change	Clean weekly	Disinfectant
Metal surfaces (stainless steel, uncoated steel, zinc coated steel, aluminium)	Clean at least daily or every shift change	Clean weekly	Disinfectant
Painted metal surfaces	Clean at least daily or every shift change	Clean weekly	Disinfectant
Deliberately Greased or Oiled metal surfaces	Clean at least daily or every shift change	Clean weekly	Clean according to manufacturer's recommendations
Wood	Clean at least daily or every shift change	Clean weekly	Disinfectant
Laminate	Clean at least daily or every shift change	Clean weekly	Disinfectant
Glass	Clean at least daily or every shift change	Clean weekly	Disinfectant
Concrete floor (rough)	Clean at least daily or every shift change	Clean weekly	Vacuum (HEPA) or Detergent
Leather	Clean at least daily or every shift change	Clean weekly	Steam Cleaner
Fabric	Clean at least daily or every shift change	Clean weekly	Steam Cleaner

1.3 Required cleaning by item

The following table outlines the required minimum frequencies for routine cleaning of various items in the Frankston Football club, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

1.3 Frankston Football club cleaning regime

	Cleaning by item		
	Frequently touched items	Infrequently touched items/surfaces (i.e. below a table etc)	Method
Alcohol-based hand sanitiser dispenser	Clean entire dispenser at least daily		Disinfectant
Chairs (non-upholstered) e.g. plastic chairs, wooden chairs, other non-padded chairs	Clean at least daily	Clean weekly	Disinfectant
Chairs (upholstered) e.g. fabric padded chairs, sofas, office chairs	Clean at least daily	Clean weekly	Steam Cleaner
Cleaning Equipment	Clean after use	Clean after use	Disinfectant
Clipboard / Folders	Clean after use	Clean weekly	Disinfectant
Door knob/handles	Clean at least daily	Clean daily	Disinfectant
Hand rails	Clean at least daily	Clean weekly	Disinfectant
Keys and locks and padlocks	Clean daily	Clean weekly	Disinfectant
Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)	Clean at least daily	Clean weekly	Disinfectant
Light and Power point Switches	Clean at least daily	Clean weekly	Disinfectant
Lights/lighting	Clean daily	Clean weekly	Refer to manufacturer's recommendations Disinfectant

Shelves (and items on shelves)	Clean weekly	Clean weekly	Disinfectant
Sink (hand washing)	Clean at least daily	Clean daily	Disinfectant
Tables/desks	Clean at least daily	Clean weekly	Disinfectant
Toilet	Clean at least daily	Clean weekly	Disinfectant
Toilet doors and locks	Clean at least daily	Clean weekly	Disinfectant
Walls	Spot clean touched walls daily & full clean yearly	Spot clean weekly & full clean yearly	Disinfectant
Windows	Spot clean touched windows daily	Clean weekly	Disinfectant

1.3.2 Retail Areas

	Routine cleaning		
	Frequently touched items	Infrequently touched items	Method
Cash registers	Clean after each shift	Clean weekly	Disinfectant
EFTPOS machines	Clean after each use (if practicable)	Clean weekly	Disinfectant
Hand-held cash register scanners and tablets	Clean after each use (if practicable)	Clean weekly	Disinfectant

APPENDIX C

Preparing for a Positive Case

A person who has recently been at our venue may inform us they have, or may potentially have, COVID-19. Depending on the circumstances (e.g. how recently the person was at our venue and how closely they were in contact with us) we may have reasonable concerns about the health of others in our venue.

We will continue to meet our [WHS](#) duties at all times and takes steps so far as is reasonably practicable, to minimise the risk of workers and patrons in our workplace (contracting COVID-19).

1. Seek advice and assess the risks

To determine if it is reasonable to suspect the person may have COVID-19, talk to the person about our concerns and see what they say. We do not have to do this if the person has already informed us that they have or may potentially have COVID-19

Seek Victorian government health advice and follow the advice of the state public health unit. The National Coronavirus Helpline on 1800 020 080, which operates 24 hours a day, seven days a week can also be contacted. The National Helpline can provide advice on when and how to seek medical help or about how to get tested for COVID-19.

Ensure that we have current contact details for the person and make a note about the areas they had been in the venue, who they had been in close contact within the workplace and for how long. This will inform you about [risks](#) to others and areas to clean and disinfect. This information may also assist the state public health unit if they need to follow up at a later time.

2. Identify and tell close contacts

The state public health unit will identify close contacts of a confirmed COVID-19 case and provide them with instructions, for example, in relation to quarantine requirements.

In the meantime, for the purposes of undertaking a workplace risk assessment and to assist the state public health unit, consider who the affected person may have had recent close contact with. If instructed by health officials, tell close contacts that they may have been exposed to COVID-19 and the requirements for quarantine. The privacy of all individuals involved should be maintained.

Seek information about the areas that close contacts have been in the venue, who they have been in close contact within the venue and for how long. This will inform us about possible [risks](#) to others, and additional areas that may also need to be cleaned and disinfected.

3. Clean and disinfect

Close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected. Open outside doors and windows if possible, to increase air flow.

All areas, for example offices, bathrooms, kitchens and common areas as well as equipment or [PPE](#) that were used by the person concerned must then be thoroughly cleaned and disinfected.

Further information on how to clean and disinfect can be found in Appendix B, the document [Cleaning to prevent the spread of COVID-19 guide](#) and also the Cleaning information in COVID-19 updates.

Cleaners must wear appropriate [PPE](#), for example disposable gloves or gloves appropriate to the cleaning chemicals being used, and safety eyewear to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaners should also wear a disposable apron.

The state public health unit may also provide further information about how and where to clean.

4. Review risk management controls

Review COVID-19 risk management controls, in consultation with staff, and assess and decide whether any changes or additional [control measures](#) are required.

APPENDIX D

What to do if you or someone becomes ill at the venue:

- Immediately isolate – i.e. stay 2 metres away from anyone else and keep mask on
- Notify Management immediately
- Ask them to contact their health care provider prior to going there to get instructions for assessment
- If testing is deemed necessary, you should self-isolate until your test result is returned.
- If the result is **positive**, you should follow the advice of your doctor and isolate at home or in a hospital until well.
- If the result is **negative**, the employee should remain at home until they are well enough to return to work.

APPENDIX E

Map of Venue showing entry points and Zones when in place

