



# **Royal Melbourne Yacht Squadron COVIDSafe Plan**

**28 October 2020  
V1.**

## **Contents**

- Introduction
- RMYS Guiding Principles
- COVID Team
- Government Regulations
  - Victorian Restrictions
  - On-Water Regulations
  - Hospitality Guidelines (Food & Beverage Outlets)
  - Marina and Boat Yard Guidance
- Communications
- Staff Training and Inductions
- RMYS Keelboat Racing COVIDSafe Plan
- Planning for a COVID Diagnosis at RMYS

## **Introduction**

The COVID-19 outbreak continues to be a rapidly evolving situation that presents a number of complex challenges for RMYS and the wider community. The information within this document provides a guideline for our internal service offering and decision-making.

We have a wide range of unique considerations and the club will use risk assessment tools and processes to make the most effective decisions. The health and safety of our members, volunteers, customers and staff will be the number one priority at all times. All necessary measures are being taken in a bid to be COVID-secure and reduce the risk of infection from COVID-19 to members, volunteers, staff and visitors in accordance with current Government guidance.

The effective eradication of COVID-19 relies on people taking individual and collective responsibility. It is the club's role to facilitate our service offerings safely and in line with Government guidance and to remind our Members of their individual responsibility so they can make informed choices.

The Victorian Government will continue to issue phased plans and measures. As they are evolving so rapidly, we will not duplicate the detail within this plan; rather we will provide direct links to the current regulations. The Manager will be responsible for communicating this information to RMYS members.

On an ongoing basis, we will carefully review any industry specific guidance that affects boating activities, such as advice for the sport and hospitality sectors, as well as paying particular attention to any guidance for specific sections of our community.

All current RMYS information related to the coronavirus and how it directly relates to our facility is available by visiting our dedicated Coronavirus webpage

<https://www.rmys.com.au/covid-19-virus/>

### **RMYS Guiding Principles**

These are RMYS guiding principles that underpin our decision-making. We have and will encourage all internal decision makers to use these principles to inform their own decisions during the COVID-19 period.

- 1) We will always follow Government advice - The COVID-19 preventative measures are vital to protecting health and wellbeing. We all have a role to play by following the Government guidelines
- 2) Regarding on-water activities we will follow Australian Sailings advice in line with the regulations
- 3) We will take a take a considerate and conservative approach
  - Considerate: be mindful of the potential impact on RMYS stakeholders
  - Conservative: help to minimise risk by taking a conservative approach to our service offerings

### **COVID Team**

RMYS has appointed a Safety Management Committee COVID-19 task group to make decisions related to activities, operations and implementing the relevant regulations. Policy matters will be presided over by General Committee.

The task group comprises:

They will:

- Recommend policies to the Executive and General Committee identifying how the Club will operate under the restrictions of the day
- Oversee the implementation of RMYS service offering in line with those policies
- Provide staff (and where relevant, members) training
- Review policies and operations and progress or retract them in line with the regulations of the day

## **Government Regulations**

### **Victorian Restrictions**

The current restriction levels are regularly updated on the Victorian Government website

→ [Click here to view the current restriction levels.](#)

As RMYS 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

### **On-Water Regulations**

RMYS will continue to be guided by the interpretation Australian Sailing make of the relevant guidelines of the day pertinent to our on-water services including racing and training. As these progress or retract, we will respond.

→ [Click here to go directly to Australian Sailing's COVID-19 Information Hub](#) – you will find the most relevant links to information and support for clubs as well as an archive of COVID-19 related news stories and updates.

### **Hospitality Guidelines (Food & Beverage Outlets)**

- See appendix A

### **Marina and Boat Yard Guidance**

RMYS will take advice from Government through the Boating Industry Association and Better Boating Victoria (Department of Transport) as it pertains to our boat yard and marina operations.

### **Communications**

RMYS has a wide range of stakeholders. We will communicate our service offering and COVID measures clearly, accurately and (we will do our best to deliver it) in a well-timed manner on a wide range of platforms.

This will comprise communications via email, website, social media, via onsite signage, verbally and in-person onsite at RMYS.

We will provide updates as necessary; seek feedback, listen and respond.

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 use signage extensively and various examples are included within this document. We will encourage everyone to stay safe, recognise the risks, whilst asking them to follow the club's new policies or procedures.

## RMYS Keelboat Racing COVIDSafe Plan

The State Government has begun to ease the restrictions on organised sport, and as such The Royal Melbourne Yacht Squadron (RMYS) intends to recommence racing, under strict adherence to the applicable guidelines. Our foremost concern is with the health and welfare of those involved in sailing at our club, including our staff, volunteers, competitors and guests. As such, RMYS has implemented the following plan to minimise risk while providing sailing opportunities for our community.

In accordance with the Notice of Race, compliance with this Safety Plan is enforceable under the Racing Rules of Sailing.

The following will apply to all Keelboat racing at RMYS until further notice:

- All entries shall be submitted online.
- No competitor shall enter the premises if they:
  - are feeling unwell and experiencing a cough, fever, chills or sweats, sore throat, shortness of breath, runny nose or a loss of sense of smell.
  - have returned from overseas travel within the last 14 days.
  - in the last 14 days have been in contact with anyone who has been diagnosed with COVID-19.
  - for any other reason believe that they may have been exposed to COVID-19 in the last 14 days.
- All competitors should arrive at the Club in their sailing attire and ready to sail. Changing facilities at the club will be open with a maximum of 10 at a time and social distancing applies
- There will be a strict limit to the number of competitors permitted to sail on board as follows:

Boat size	Max crew No.	Boat size	Max crew No.
Less than 30ft	3	38+ to 41ft	6
30+ to 34ft	4	41+ to 49ft	7
34+ to 38ft	5	49ft+	8

The only exception to this requirement is if all competitors on a boat reside in the same household.

- Boats shall be cleaned and disinfected before and after usage.
- All competitors shall sanitise their hands before boarding.
- Competitors shall not share personal equipment (lifejackets, drink bottles etc.).
- Masks shall be worn at all times while on club premises. Whilst on board all competitors shall wear masks unless they are from the same household.
- Whilst on board, competitors shall maintain social distancing (1.5m) for no less than 90% of the time. Competitors do not need to socially distance themselves during key manoeuvres. Sitting shoulder to shoulder on the rail/in the cockpit is not accepted as social distancing.
- There will be no prize giving ceremonies or post-race celebrations at the Club. Memento trophies can be picked up by a boat representative after the race.
- Competitors shall not congregate in groups in the club, marina or boat before or after the race, and shall leave the Club as soon as practicable after the race.

## **Juniors Sailing**

### **18 YEARS OLD OR UNDER**

Organised club racing and training for sailors 18 years old or under can resume (this includes double handed dinghies).

There is no limit on the number of boats on the water for racing or training.

If a parent/ guardian (19 years and older) are supporting the rigging of boats, then the area must be segmented into groups of 10 adults as a maximum (there is no specific distance required between groups, however, the areas for rigging must be obviously signed and separated).

Masks must be worn on land at all times.

Where adults over 18 years of age are sailing with children 18 and under, then the social distancing rule of 1.5 meters applies as outlined in the following section.

Coaches and officials over 18 years old must adhere to the 1.5m distancing requirements. Gathering limits will not apply to those reasonably necessary to conduct the training or competition as long as they are under the 10-person maximum (e.g. umpires, coaches).

**Sail Training (RMSTA)**

Yet to be provided

### **Contact Tracing & COVIDSafe App**

- To enable RMYS to contact all participants should the need arise, all competitors shall be signed on via MemberPoint.
- RMYS strongly recommends all competitors download and use the Australian Government COVIDSafe App.
- If any competitor has been diagnosed with COVID-19 and has visited the club prior to diagnosis, you must advise the Club on 9534 0227 or email [members@rmys.com.au](mailto:members@rmys.com.au) at the earliest opportunity.
- Members wishing to enter the club to access change rooms must use their own FOB at each entry. Entry points are limited to North and South Gate and Change Room doors

### **Planning for a COVID Diagnosis at RMYS**

In preparation for, or in a bid to avoid a potential coronavirus (COVID-19) outbreak amongst patrons or staff at RMYS we have the following measures in place:

- For staff we maintain accurate records of all work rosters (to identify who has been in close proximity with one another during a shift).
- We record all patrons who come into the Clubhouse and a list of all attendees at any training programs we run.
- Staff and Members are advised to stay away from the Club if unwell.
- Staff know if they develop symptoms at work, such as fever, cough, sore throat or shortness of breath, they should leave the workplace and seek medical advice.
- If a staff or Club member does test positive for coronavirus at RMYS, we will treat their condition with understanding and compassion. We will check in on their wellbeing regularly during self-isolation and monitor their mental health.
- Member attendance onsite is tracked through our key access system
- Tenants are required to record all onsite guests and contractors are required to sign in

### **What will we do if a staff member, Member or guest tests positive for coronavirus?**

- We understand if anyone who is a confirmed case of coronavirus (COVID-19) and they have been at RMYS whilst they are infectious, then the Department of Health and Human Services (DHHS) will contact us.
- 

We will then implement the following steps:

- We will consult with DHHS on whether the Club is required to close for a short period to facilitate cleaning and enable contact tracing
- We will determine what areas of the Club were visited, used, or impacted by the infected person
- We will clean and disinfect all areas that were used by the confirmed case (for example, bar, Off the beach, offices, bathrooms and common areas)
- We will close off the affected area before cleaning and disinfecting
- We will open outside doors and windows to increase air circulation and then commence cleaning and disinfection
- We will fully sanitise all areas of the site, paying particular attention to high touch areas. RMYS will remain closed until this is completed

Furthermore, the DHHS may request information from us to assist with contact tracing and we will make this freely available. DHHS will contact anyone who is identified as a close contact of the case.

RMYS will then work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the Club.

Any person who tests positive for coronavirus (COVID-19) know they should remain in home isolation until they have been notified by DHHS that they are no longer required to isolate and have met its criteria for release. The person should follow DHHS guidance and the SYC policy.

Those who are determined as close contacts of a person with coronavirus should not come to RMYS for 14 days after their last close contact and must quarantine themselves. During quarantine, they should watch for symptoms and seek medical assessment and testing if they become symptomatic.

If multiple staff are directed to be quarantined, and this affects operational capacity, the Club will need to consider its ability to trade in the respective areas. We will also assess the need to dispose of raw materials (especially fresh ingredients), any work in progress, or short shelf-life stock to ensure food safety is maintained.

We will respect the privacy of people with a confirmed case of coronavirus and treat their condition with understanding and compassion. If a staff member is isolating, we will check in on their wellbeing regularly and monitor their mental health

## Appendix A

Business name: Food And Desire

Site location: RMYS 2 JACKA BOULEVARD

Contact person phone: LESLEIGH MCDUGALL

Date prepared: 08/10/2020

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Hygiene</b></p> <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>	<ul style="list-style-type: none"> <li>• Hand sanitisers are placed around the kitchen in high volume areas.</li> <li>• Sanitisers are located:               <ol style="list-style-type: none"> <li>i. RMYS entrance doors</li> <li>ii. at all handwash basins,</li> <li>iii. event/retail service areas</li> </ol> </li> <li>• Sanitiser station ratio at least 1 per 15 people.</li> <li>• Kitchen and service area sanitiser stations consist of handwash, sanitiser, paper towels Handwash procedure posters and hygiene promotion and rubbish bins for paper towel disposal</li> <li>• Venue Sanitiser stations for clients consist of Covid safe hygiene information and guidance, sanitiser, paper towels and rubbish bins</li> </ul>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>• Airconditioning, extractor fans and additional mobile fans where necessary to increase airflow</li> <li>• Extractor fans and airconditioning is set at the beginning of each day</li> <li>• External window in kitchen kept open</li> <li>• Doors opened before and after service in all workspaces where possible</li> <li>• In office space air conditioning and open service window and external windows increases airflow</li> <li>• Airconditioners and filters are regularly cleaned and maintained</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• Masks are worn according to Victorian Government requirements at all times</li> <li>• Pot wash tasks have been assessed as areas of risk: specific PPE of washable reuseable gloves, washable rubber aprons and frequent changes of face mask will be worn for these duties.</li> <li>• Gloves are used for all cleaning, in the potwash area, and where possible clearing tables and handling high touch equipment</li> <li>• Signage placed around the kitchen, entrances offices and communal areas promotes the correct usage of masks including changing masks when they are wet or damaged</li> <li>• Face masks will be supplied by food&amp;desire if the employee cannot supply the required mask or if a change of mask is required .</li> <li>• Masks will be given to patrons where required</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• All staff receive covid safe training via email prior to the venue opening including the safe use and disposal of PPE</li> <li>• Kitchen hands have been identified as most at risk of infection and will receive targeted training in the Munro St Kitchen on good hygiene practices, safe waste disposal, correct use and disposal of PPE</li> <li>• When in person or site specific Covid safe training is required, all training is conducted in small socially distanced groups</li> </ul>

	<ul style="list-style-type: none"> <li>Processes for the safe disposal of PPE and waste are clearly documented and communicated</li> <li>Signs and posters in communal areas and entrances promote good health, hygiene and the process for safe waste recycling and disposal including disposal of PPE .</li> <li>Information on the correct use of supplied cleaning chemicals and sanitisers are displayed in each BOH area for FOH and kitchen .</li> <li>Covid safe messages and training are included in all service briefings</li> <li>All updates and information from Federal and State Government and Government departments are emailed to all staff promptly upon release official release</li> </ul>
<b>Replace high-touch communal items with alternatives.</b>	<ul style="list-style-type: none"> <li>Communal utensils for staff meals are replaced by individual serving utensils</li> <li>Where possible, when restaurant or event dishes are shared, each guest place is set with serving utensils or an increased number of serving utensils is placed with the dishes.</li> <li>Condiments on the tables are replaced by individual portions. E.g. small dishes of tomato sauce per person</li> <li>Increased use of disposables and individual portions for coffee and food service</li> <li>Tools and equipment are assigned or belong to individuals. Each person must have own wine knife for opening bottles</li> <li>Work station desks and computers are allocated to an employee at each shift. All high touch items such as staplers are allocated to the station and cleaned before and after each shift</li> <li>Adequate supplies of stationary ensure that pens and markers are never shared</li> <li>All tablecloths, cloth napkins, reusable cleaning cloths and teatowels are commercially washed</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b>	<p>All areas cleaned and disinfected at least twice a day, between shifts and after the last shift . Cleaning schedules, high touchpoint logs and signed checklists ensure thorough cleaning and disinfection All Bathrooms and the venue floors are professionally cleaned at the end of the day</p> <p><b>Kitchen</b> on each shift a designated cleaning person will:</p> <ul style="list-style-type: none"> <li>clean high touch surfaces according to touch point log in kitchen and storage areas</li> <li>clean communal areas and employee toilets</li> <li>safely empty all waste</li> <li>keep sanitising stations topped up</li> </ul> <p><b>FOH Harbour Room/retail</b> on each shift cleaner will be a delegated role and entails</p> <ul style="list-style-type: none"> <li>cleaning high touch surfaces according to touch point log including all public areas</li> <li>cleaning communal staff areas and client toilets</li> <li>safely disposing of handtowels from sanitising stations and bathrooms</li> <li>keeping sanitising stations and bathrooms topped up during event or retail service</li> </ul> <p><b>Members Bar</b> M1 Cleaners will replenish and clean all bathrooms Members bar attendants clean and disinfect all tables before and after services. ie before and after Midweek Mariners lunch and before sailing .</p> <ul style="list-style-type: none"> <li>Bar attendants will clean all high touch points at hourly intervals including upstairs</li> </ul>

	<p>bathrooms and coolroom doors according to touch log.</p> <ul style="list-style-type: none"> <li>All beverage and food coolrooms will be cleaned weekly</li> </ul> <p>sales and events office use</p> <ul style="list-style-type: none"> <li>All surfaces, tables desks and keyboards to be cleaned before and after use by user.</li> <li>Where possible personal lap tops are to be used not onsite office computers.</li> </ul> <p>Sales and Events meeting tables and areas.</p> <ul style="list-style-type: none"> <li>Staff meeting tables and frequent touch points are cleaned by a delegated attendee</li> <li>client meeting tables and touch points are cleaned , by the sales or events co-ordinator before and after the meeting.</li> <li>Tables and touch points must be cleaned promptly</li> <li>glassware and any equipment must be cleared by the sales /event co-ordinator to the appropriate wash area</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>Chemical store is checked at the end of every day using a stock checklist after which low items are reported and re-ordered</li> <li>Chemical spray bottles, soaps and sanitisers are refilled at the end of everyday by designated cleaning person</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Physical distancing and limiting workplace attendance</b></p>	
<p><b>Ensure that all staff that can and/or must work from home, do work from home.</b></p>	<ul style="list-style-type: none"> <li>All roles such as sales and event co-ordination which are largely via email or telephone are given access to the food&amp;desire network and are working from home.</li> <li>Administrative roles such as People and Culture and Accounts operate on the network from home</li> <li>Meetings are conducted via zoom where possible</li> </ul>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<ul style="list-style-type: none"> <li>Roster systems ensure that all employees work in one area only .</li> <li>All employees must declare to People and Culture if they work other jobs and what work they are doing so that steps can be taken to minimise risk.</li> <li>This will be an obligation for current employees and part of the employment requirement for new employees</li> <li>Register of employees with other jobs is maintained by People and Culture</li> </ul>

<p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>• QRcode questionnaires are taken for all employees on arrival via mobile phone scan</li> <li>• Temperature taken by senior staff on arrival</li> <li>• Where required, clients/members temperatures will be taken</li> <li>• QRcode questionnaire given to all delivery drivers taken on arrival if they enter the building.</li> <li>• If the person has a high temperature or any of the Covid 19 symptoms they are sent home and asked to take a Covid test and procedures for possible infection are followed according to DHHS requirements and the f&amp;d process</li> <li>• f&amp;d staff monitor for symptoms</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Configure communal work areas and publicly accessible spaces so that:</b></li> <li>• <b>there is no more than one worker per four square meters of enclosed workspace</b></li> <li>• <b>workers are spaced at least 1.5m apart</b></li> <li>• <b>there is no more than one member of the public per four square meters of publicly available space.</b></li> </ul>	<ul style="list-style-type: none"> <li>• In all workspaces, where possible workbenches and tables are removed and configured to ensure clear walkways and 1.5 m between workers. Some food prep will be carried out in the Harbour room on sanitised trestles to ensure 1.5 between workers.</li> <li>• FOH staff are encouraged to arrive in uniform and to leave belongings in cars if possible if driving to decrease congestion in change rooms</li> <li>• Table service for food and beverage decreases congestion</li> <li>• <b>Bar service is redesigned to decrease queuing at bars (need more info on service)</b></li> <li>• Tables in service and event spaces are laid out according to current government density requirements</li> </ul> <p>RMYS10 x Members bar 10x Committee room  Balcony – replace large tables with smaller trestles.  Roof top- for members only takeaway no service ?</p> <ul style="list-style-type: none"> <li>• <b>wet bar TBC</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff and/or guests</b></li> </ul>	<ul style="list-style-type: none"> <li>• Designated delivery goods areas are marked</li> <li>• The floor is marked by sign-in-machine at entrance to ensure 1.5 metre distancing.</li> <li>• Workstations in kitchen and bars are marked to ensure 1.5 distance between workers</li> <li>• Service areas are marked to ensure 1.5 m spacing</li> <li>• Walkways and stairs are directionally marked in order to decrease congestion</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Modify the alignment of workstations so that workers do not face one another.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Allocated workspaces have high physical barrier between facing computers.</li> <li>• Office computers are separated to 1.5 m</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Minimise the build up of workers waiting to enter and exit the workplace.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Start times are staggered where possible to decrease congestion at entrances and exits</li> <li>• Staff encouraged to wait in their cars or away from entrance if early</li> <li>• Employees, where possible, finish shifts in small groups</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></li> </ul>	<ul style="list-style-type: none"> <li>• All staff receive covid safe training including physical distancing expectations while working or socialising via email prior to the restart of work</li> <li>• Daily sign in QR code includes covid safe message</li> <li>• Training on physical distancing expectations are included in all service briefings</li> <li>• Infographics are placed in all communal areas.</li> </ul>
<p><b>Review delivery protocols to limit contact between delivery drivers and st</b></p>	<ul style="list-style-type: none"> <li>• Where possible assigned person receives and distributes deliveries</li> <li>• When deliveries are delivered onsite the protocols are: <ul style="list-style-type: none"> <li>• Before entry all drivers fill in QRcode questionnaire <ol style="list-style-type: none"> <li>i. All delivery drivers must wear clean gloves and mask</li> <li>ii. Deliveries are placed in specific marked area</li> <li>iii. The protocols are clearly displayed at delivery entrances and all suppliers will be informed of their requirements via email</li> </ol> </li> </ul> </li> </ul>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<ul style="list-style-type: none"> <li>• Roster systems ensure that, as much as possible all employees work in one venue only for all departments .</li> <li>• Where possible different shifts do not overlap on the same day in the venue</li> <li>• Rosters are reviewed on a day to day, shift to shift basis, to ensure temporal distance where possible</li> </ul>
<p><b>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></b></p>	<ul style="list-style-type: none"> <li>• Signage is placed at all entrances of the venue specifying the maximum capacity of internal and external dining areas</li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p><b>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p>	<ul style="list-style-type: none"> <li>• QR code questionnaire and employee sign ins record attendance of all employees .</li> <li>• QR code questionnaire records all delivery drivers</li> <li>• All food&amp;desire clients guests and visitors record first names and contact phone numbers via QR code and all records are retained by People and culture to form the basis of the close contact list</li> </ul>

<ul style="list-style-type: none"> <li>• Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance to staff on the effective use of the workplace OHS reporting system is integrated into Covid safe training</li> </ul>
---	---

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<ul style="list-style-type: none"> <li>• Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• A Covid 19 policy and plan file containing all relevant documentation, protocols and contingency plans is kept on the food&amp;desire website and is accessible to all managers .</li> <li>• A hard copy of this file is kept onsite in the venue</li> <li>• where possible food is frozen or refrigerated and returned to dry store.</li> <li>• good stock control ensures minimal wastage of food and beverage</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</li> </ul>	<ul style="list-style-type: none"> <li>• On being informed of a confirmed or suspected case People and Culture or specified managers will use DHHS contact spread sheets to trace close contacts</li> <li>• QR questionnaire records and visitor/guest register held by People and Culture are used to identify close contacts</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</li> </ul>	<ul style="list-style-type: none"> <li>• DHHS risk assessment templates, spreadsheets and procedures are kept onsite and all protocols are followed</li> </ul> <p>Risk assessment is undertaken when:</p> <ol style="list-style-type: none"> <li>i. a confirmed case of Covid 19 is known to have been onsite prior to confirmation in the previous 48 hours</li> <li>ii. if there are 3 suspected cases in the previous 5 days</li> </ol> <ul style="list-style-type: none"> <li>• Following the risk assessment DHHS will decide if the whole business needs to close or parts may remain open</li> <li>• The area of contact or venue remains closed until after DHHS approval</li> <li>• Cleaning chemicals for deep cleaning and disinfection are onsite and where necessary professional services will be used</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Procedure and resources for covid 19 infection response are kept in a folder in all departments.</li> <li>• Following these protocols if the worker or visitor is on site and is a suspected/confirmed case <ol style="list-style-type: none"> <li>i. they are isolated</li> <li>ii. given a questionnaire to establish extent of movement and contact.</li> <li>iii. given information on the correct actions to take following suspected or confirmed infection.</li> </ol> </li> </ul> <p>Munro Street : disabled toilet  RMYS:Wet Bar  Carousel:Cafe office  Aerial disabled toilet</p>

	<ul style="list-style-type: none"> <li>• At all times the case and anybody in contact with them must wear a a mask and gloves</li> <li>• As soon as possible they are assisted home to self quarantine by uber or taxi or self driven. if they are unable to remain home they remain isolated.</li> <li>• Employees suspected or confirmed of Covid 19 are taken off the roster</li> <li>• Risk assessment is carried out</li> <li>• Close contacts are traced</li> <li>• All cases of Confirmed Covid 19 are recorded in the P&amp;C incident File</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare to notify workfers and site visitors (including close contacts)</li> </ul>	<ul style="list-style-type: none"> <li>• Close contacts are traced and informed via email or text by delegated manager or P&amp;C</li> <li>• DHHS form letter is used to ensure all relevant obligations are met.</li> <li>• All employees are informed of confirmed infection and advised to self monitor for symptoms via sms by P&amp;C</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Worksafe as well as DHSS are notified by People and Culture or a delegated manager immediately via the hotlines when an employee, independent contractor, employee of the independent contractor, has received a confirmed COVID-19 diagnosis and it is known that the diagnosed person has been on site within the infectious period of 14 days prior to the onset of symptoms consistent with COVID-19, or a confirmed COVID-19 diagnosis</li> <li>• Formal written notification is sent within 48 hours to DHHS</li> <li>• All directions from DHHS and WorkSafe as to closure or cleaning are complied with</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees suspected or confirmed of Covid 19 are taken off the roster until:             <ol style="list-style-type: none"> <li>i. They receive a negative test or cleared by the DHHS after a confirmed infection</li> <li>ii. they have given proof via email documentation that they are clear of Covid19 infection</li> </ol> </li> <li>• Approval is sought from DHHS to reopen following compliance of all directions</li> </ul>

## COVID-19 Workplace Policy

### 1.0 Introduction and Purpose of Policy

As a business, food&desire take the welfare and well-being of our employees and customers seriously. This policy outlines our strict procedures for employees who remain in the workplace, or who are required to return to the workplace due to operational requirements during the COVID-19 pandemic.

Preventing the spread of illnesses and diseases requires the cooperation of everyone at the workplace therefore it is essential that each employee follows the guidelines and requirements of this Policy. It is also expected that all employees comply with all directions from Federal and Victorian State government agencies and recognised medical authorities regarding the control and spread of the pandemic.

### 2.0 Scope

This policy applies to all our employees, owners and other stakeholders regardless of employment agreement or rank.

Also included in the scope of this policy are

- suppliers and contractors of food&desire as well as any other people authorised to enter food&desire premises
- clients, customers and guests of food&desire events and businesses.

### **3.0 Policy**

The actions taken to control the outbreak are a direct outcome of the means of transmission of COVID-19. The virus is spread from person to person through close contact with an infectious person or contact with droplets from an infected person's cough or sneeze on objects or surfaces (like doorknobs or tables or cutlery) that have droplets from an infected person. COVID-19 has been known to survive a considerable amount of time on surfaces depending on environmental conditions. Infection may also be airborne.

#### **food&desire commitment**

To promote health and safety and help limit the spread of COVID-19, food&desire will

- Endeavour to provide and maintain a safe working environment for all stakeholders
- Comply with all requirements of Victoria's Roadmap for reopening and obligations under the Department of Health and Human Services (DHSS) and Worksafe Victoria
- Provide information, instruction and supervision to all employees so far as we can to promote health and safety
- Provide information, instruction and supervision of any new roles or procedural changes
- Provide updates on all current restrictions and regulations
- Provide where necessary masks, gloves and protective wear (PPE)
- Provide adequate facilities to practice good hand hygiene and cleaning. This includes hand sanitiser, soap, disinfectant spray, tissues and appropriate cleaning chemicals
- Consult with employees about work health and safety issues relevant to this outbreak
- Integrate work health and safety issues into all of our decision making
- Put in place mechanisms for monitoring and supporting work safety and mental health including a designated Covidsafe manager
- Treat personal information about individual employees' health carefully, in line with privacy laws – any information disclosed will remain confidential.
- Take any health concerns raised by you seriously

#### **Employee commitment**

To promote health and safety and help limit the spread of COVID-19, food&desire asks employees to

- Adopt and comply with any new procedures or roles food&desire establishes to provide a safe, healthy workplace.
- Take responsibility for personal hygiene, health and safety and encourage others to do the same.
- Wear a mask at all times. The supply of a mask is the employee's responsibility but food&desire will maintain a stock onsite.
- Maintain at least 1.5 metre or as much as possible between you and all others at all times.
- Stay informed on restrictions and required procedures as mandated by Federal and Victorian State government agencies and recognised medical authorities.

- Inform food&desire if you have another job and what type of work it is so that risk can be minimised.
- Inform us if you have a pre-existing condition that may mean you are at risk of complications and serious illness from contracting Covid19.
- If you have even mild symptoms of Covid 19, get tested and stay home in isolation until given a negative result.
- If you have been confirmed as infected with the Covid19 virus, stay in self-quarantine even if your symptoms are mild.
- If you suspect you have or have been identified as a close contact of someone confirmed as being infected, self-quarantine until it is confirmed that you are not infectious
- Keep People and Culture updated on your health status, if you are in quarantine or self-isolation, by email including proof that you are safe to return to work. Please refer to the **Process of action for suspected or confirmed cases of Covid19 infection**
- Commit to better health and safety for all by giving constructive feedback and suggestions to improve plans or procedures put in place to limit the spread of Covid19.

## Obligations

The Victorian State Governments has outlined a series of measures designed to control and limit the spread of COVID-19 collected under title Road map to Reopening. food&desire is obliged by law to comply with these restrictions. This policy is in all respects subject to any overriding Government directive or law. For example, if the Government implements a mandate or restriction that contradicts this policy, the Government directive will override the policy. The many changes and additions to procedure and protocol are a response to these requirements and our obligation under Worksafe laws and sincere wish to provide a safe, healthy workplace.

In addition to defining stages of lockdown and their restrictions, there are six fundamental Covidsafe actions in the Roadmap all businesses must put in place.

The following list a description of the six basic Covidsafe principles of the Roadmap  
<https://www.coronavirus.vic.gov.au/industry-restrictions-roadmap-metro-melbourne>

1. ENSURE PHYSICAL DISTANCING
  - Staff and visitors must be 1.5m apart at all times
  - Density quotient applied to share spaces (e.g. workspace, tearooms)
  - Display signs showing patron limits at the entrance to enclosed areas where limits apply
  - Use floor markings to provide minimum physical distancing guides
  - Minimise the build-up of people waiting to enter and exit the workplace
  - Provide training to staff on physical distancing expectations while working and socialising (including during lunch breaks)
2. WEAR A MASK
  - All staff to wear a mask as per current directions
  - Provide training/guidance on how to use PPE
  - Install screens or barriers where possible
3. PRACTISE GOOD HYGIENE
  - Frequent and regular cleaning and disinfection of shared spaces
  - Make soap and hand sanitiser available for all staff and customers throughout the workplace

- Replace high-touch communal items with hygienic alternatives
- Display a cleaning log in shared spaces
- 4. KEEP RECORDS AND ACT QUICKLY IF STAFF BECOME UNWELL
  - Support staff to stay home and get tested even if they only have mild symptoms
  - Have a plan to manage cases, notify others and potentially close down if there are coronavirus (COVID-19) cases
  - Keep records of all people who enter the workplace for contact tracing
  - Temperature checking
- 5. AVOID INTERACTIONS IN ENCLOSED SPACES
  - Move as much activity outside as possible, including serving customers, meetings, kitchens, tearooms and lunchbreaks
  - Enhance airflow by opening windows and doors
  - Do not recirculate air
- 6. CREATE WORKFORCE BUBBLES
  - Keep groups of staff rostered on the same shifts for a given geographic area/site
  - No overlap in shift changes

### **Health monitoring of employees and clients**

food&desire will monitor employees for key symptoms of COVID-19 which are

- fever /high temperature
- coughing
- a sore throat
- fatigue
- shortness of breath
- loss of sense of smell and taste
- runny nose
- At each shift employees are required to answer a health questionnaire via QR code scan or hard copy
- Each venue and area will have access to a digital thermometer to check temperature
- All staff will monitor for symptoms in guests and clients, reporting to managers if illness is observed

### **Handwashing**

All employees are obliged to clean their hands thoroughly with soap and water before and after

- Preparing and cooking food
- Handling or serving food
- Handling raw meat, raw poultry or raw eggs
- Smoking, sneezing, coughing, blowing the nose, eating, drinking or touching the hair, scalp or body opening
- Going to the toilet
- Before and after wearing gloves, taking off masks or other protective wear

As a matter of routine, employees should thoroughly clean their hands with soap and water or a sanitiser every half hour.

### **Sanitation schedules/deep cleaning frequency**

Touch point checklists and cleaning schedules have been created for the below and must be executed by assigned staff efficiently and to schedule.

- All Kitchens
- Venue back of house areas

- Event space - during event and during public hours
- Offices/Logistics
- Half Acre Restaurant / RMYS
- Catering

### **Working from home**

We are actively reviewing and taking steps to ensure that our workplace remains safe and COVID-19 free. Taking into consideration the operational requirements of our business, and the nature of your role, we may form the view that you are either

- Required to attend the workplace to be able to fulfil your duties and to meet the requirements of our business
- You must work remotely

Refer to the Working at Home Policy for more detail

### **Movement between venues**

Employees will be organised into working teams(bubbles) to minimise risk of infection to other employees.

Where possible employees will be assigned to one workplace and will not move to other venues. There will be no overlapping shifts.

Start and finish times, break periods will be reviewed and staggered where possible to enable social distancing and minimise congestion in shared facilities

## **4.0 Procedure**

If a violation of any regulation within this policy is discovered, food&desire will take all reasonable steps to respond appropriately to such violation and to prevent further similar violations. Such steps may include, without limitation, appropriate disciplinary action of the individual(s) involved and/or, after full investigation and if appropriate under the circumstances, reporting a violation of any applicable law or regulation to an appropriate governmental authority. All disclosures in accordance with this policy should be recorded in writing and placed on the relevant employees' file.

## **5.0 Role & Responsibilities**

All employees are responsible for behaving in a way that is consistent with the principles set out in this policy at all times while at any food&desire venue while rostered to a shift or for any other reason.

Any employee of food&desire who learns of an apparent violation of this policy shall report such violation or conduct to his/her supervisor or other manager, or to People & Culture team.

Change Champions will be designated for each department to address and monitor COVID-19 issues and their impact at the workplace. It is the responsibility of the employees to make themselves familiar with each of these representatives in the case they need to make contact

## **6.0 Consequences of a Breach of this code/Disciplinary actions**

Breaches of this policy may result in disciplinary action up to and including termination of employment. Disciplinary action may extend, as appropriate, to individuals responsible for the failure to prevent, detect or report an offense under this policy.

Possible other consequences could include but are not limited to:

- Demotion.
- Reprimand.

- Suspension or termination for more serious offenses.  
We may take legal action in cases of unlawful behaviour.

### 7.0 Related Policies

Working from Home Policy  
 OHS Policy  
 Health and Safety Issue Resolution Policy  
 Working at Clients Premise Policy  
 Process of action for suspected or confirmed cases of Covid19 infection

### 8.0 Related Legislation

Public Health Act 2010 No 127  
 Public Health and Wellbeing Act 2008 (Vic)  
 COVID-19 Omnibus (Emergency Measures) Act 2020 (Vic)

### 9.0 Related Forms

Email Communications  
 Procedures for each department  
 Sanitation schedules for each department  
 Physical distancing guidelines and procedures for each department  
 Workplace Hygiene Poster

### Version Control

Version	Date	Author
1.0	7 <sup>th</sup> July 2020	Lesleigh McDougall, Operations Manager
1.1	15 <sup>th</sup> July 2020	Charlotte Bowden, People & Culture Coordinator
1.2	20 <sup>th</sup> July 2020	Jenny Egan, People & Culture Team Leader
1.3	5 <sup>th</sup> October 2020	Lesleigh McDougall

## Appendix B.