



COVIDSAFE PLAN

Highett Youth Club

Highett Premises

3 Livingston Street, Highett VIC 3190

Moorabbin Premises

11 Nelson Street, Moorabbin VIC 3189

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HIGHETT YOUTH CLUB COVID-19 ACTION PLAN



COACH PROCEDURES

Arriving and Leaving the Centre:

When arriving at HYC, coaches will need to enter via the entry door, sign in on the Staff Sign-In sheet, sanitise hands using the dispensers provided at the entrance and have their temperature checked. When leaving, coaches need to sign out, sanitise hands and exit via the exit door.

The same arrangements apply at both locations. At Nelson Street the first coach will stand at the door, check off the coach's temperatures and ensure they use sanitiser.

Please do not arrive too early/stay at the centre for longer than required, to minimise the amount of crossover between people. Adhere to the **Arrive, Train, Leave** rule.

CHEER ONLY: Letting children/visitors into the building:

Children:

1. Meet child at entry door
2. Tick their name off the roll provided
3. Check temperature – send home if abnormal temperature (both low or high)
4. Get them to sanitise their hands using the automatic dispensers provided

You must only let 1 child into the building at a time. The roll is to be maintained at all times with arrival and departure times. If there are restrictions on amount of people in the building at one time, make sure they are on the roll. If they are not on the roll but are members, write their details down at the bottom of the roll in the blank spaces provided. Do not allow them to participate in the class if that exceeds allowable numbers.

If the child is not a current member, they will be considered visitors and will not be allowed in under any circumstance. Parents/spectators will also not be allowed into the building. If they are noted as a trial on the roll, they are able to participate for one week only.

Uniform/belongings:

Coaches are to wear regular clothes to work and change into work uniform once inside. When finished, you must change back into regular clothing before leaving the premises. Uniforms must then be washed after every shift. If you do not have enough uniforms for the number of shifts worked each week, please ask administration who will provide you with extra tops if need be.

Please bring your own bag to store your belongings in. Put your uniform in a separate bag to take home for laundering. This will help to reduce any potential contamination to you, through your vehicle or anyone else who may be exposed.

HIGHETT YOUTH CLUB COVID-19 ACTION PLAN



COACH PROCEDURES

Physical Distancing Whilst Training:

When children arrive, please avoid close greetings. Aim to keep the children at least 1.5 metres apart where possible. Try to avoid/minimise activities that involve close contact. This includes activities where kids are in close proximity to each other, or where a coach is required to spot.

If multiple classes are running at the same time, they are not to be combined for any activities including warm-up/strength. You are also NOT to enter any spaces that you are not required to work in. The gym will be clearly segmented to assist in identifying these separate areas.

Equipment:

Coaches are to sanitise each piece of equipment used after each class. Equipment is to be cleaned using clean cloths and disinfectant spray provided. Disinfectant is to be sprayed onto the cloth, and then wiped onto each piece of equipment. Gloves are not required for this as they will just transfer germs from one surface to the next. Cloths are to be disposed of when each session concludes.

MAG Chalk is to be placed in individual bags with name labels. This is only applicable to Gymstar 7+ and Gym 4 Me classes. Any other gymnasts are NOT to use MAG.

Any soft toys are not to be used as they cannot be sanitised with the disinfectant. Ropes in the gym area are also not to be used. These will be tied up/blocked off.

Our contracted cleaners are responsible for cleaning every night. If you find anything of concern during class, attend to it at the time or if able, leave a clear note for the cleaner.

First Aid:

If a child requires an ice pack, coaches are to get an instant ice pack from first aid. Do not use the reusable ice packs. Coaches are to 'crack' the instant ice pack and cover it with paper towel. Do not use the reusable white cloths. Once the ice pack has been used and is no longer required, the coach is to dispose of the ice pack and paper towel straight away. Dispose of it in the hazard bin provided for disposable masks.

Hygiene:

Keep doors and windows open to induce airflow within the centre. Encourage the children to adhere to appropriate hygiene practices, as well as applying them yourselves:

1. Avoid touching your eyes, mouth and nose.
2. Sanitise hands when arriving, when rotating apparatus and when leaving.
3. Wash hands well after using the bathroom and use paper towel to dry hands.
4. Keep 'hands to yourself'.
5. Cough and sneeze into elbow and sanitise after.
6. No food to be consumed inside during class.
7. Bring own bag for jumpers/shoes etc.

HIGHETT YOUTH CLUB COVID-19 ACTION PLAN



COACH PROCEDURES

Masks:

Coaches are required to wear masks at all times (when arriving, during class and leaving). Masks may **ONLY** be taken off when it interferes with your ability to communicate with children, or when it becomes a safety hazard eg. When demonstrating a skill. Masks **MUST** be worn at ALL OTHER TIMES, unless you have a lawful exception not to wear one.

Disposable masks for coaches will be supplied. Please wear your own mask when entering, leave this with your belongings and switch to a disposable mask before you commence coaching, and switch back to your normal mask when finished. Dispose of your mask in the hazard bin provided once you have finished coaching. Masks must fit properly and cover both the mouth and nose at all times in a snug fit. Contact the Hygiene Officer if this presents a problem with your disposable mask.

Athletes are only required to wear a mask if over 12 years of age. Anyone over 12 years of age will need to wear a mask when arriving and leaving, however they may take their mask off and leave it with their belongings to commence training. Please advise them to wear their masks when leaving.

Drink Bottles:

Labelled drink bottles are to be brought into class and taken around with the athletes when they rotate onto a different apparatus. They are NOT to use the drinking fountain. If a child forgets a water bottle, administration will supply disposable bottles of water, and label it with their name. Suitable locations will be provided throughout the gym for safe storage of drink bottles.

NB: A check is to be made upon arrival the member has a water bottle and it is labelled. If not, one will be applied before entering. Children without a drink bottle can be given one from the club store. Drinks cannot be given in non-disposable containers.

If a child looks sick or has flu-like symptoms:

Gymnastics/Calisthenics:

If you notice that a child looks sick or is displaying any symptoms of COVID-19/flu-like symptoms during class, please advise administration immediately. They will take them outside of the centre and advise a family member to collect them.

Cheerleading:

If this occurs at the Moorabbin premises, the coach will call the parents directly to advise a family member to collect them, then advise administration via phone that this has happened.

If a child advises you that they are feeling unwell, get them to describe their symptoms before advising administration.

Any incidents of this nature that occur must be recorded on the roll sheet provided under notes.

HIGHETT YOUTH CLUB COVID-19 ACTION PLAN



ADMIN PROCEDURES

Arriving and Leaving the Centre:

When arriving at HYC, staff will need to enter via the entry door, sign in on the Staff Sign-In sheet, sanitise hands using the dispensers provided at the entrance and have their temperature checked. When leaving, staff need to sign out, sanitise hands and exit via the exit door.

Please do not arrive too early/stay at the centre for longer than required, as we are trying to minimise the amount of crossover between people. Adhere to the **Arrive, Train, Leave** rule.

Uniform/belongings:

Arrive to work in a clean uniform/attire. Make sure any clothes worn each day are washed before wearing them again. Bring all belongings in your own bag.

Masks:

Masks are to be worn at all times (when entering, whilst working, and leaving). The only time you are allowed to take off your mask is if you are having issues that may interfere with your ability to work eg. Trouble communicating with members, or unless you have a lawful exception not to wear one.

Masks must be washed after every time you attend HYC or in the case of a disposable mask, it must be placed in the hazard bin at the conclusion of class. You will need a fresh mask to go home, so it is advisable to bring one of your own.

Hygiene:

Ensure that you upkeep appropriate hygiene practices whilst working:

1. Sanitising hands regularly, including entering/leaving the centre and after using the bathroom (drying hands with paper towel after).
2. Coughing/sneezing into elbow and sanitising after.
3. Disinfecting any spaces you have used in the office when you are leaving, using either disinfectant wipes or a cloth with the disinfectant spray provided. This includes the desk, keyboard/mouse, computer screen, phones etc.
4. Disinfecting kitchen spaces after using and avoid using shared equipment/utensils eg. cups and cutlery.

Procedures for letting staff into the building:

1. Meet staff member at entry door
2. Write their full name and time of entry on sign in sheet
3. Check temperature – send home if abnormal temperature (both low or high)
4. Ask if they have any flu-like symptoms or feel unwell
5. Get them to sanitise their hands using the automatic dispensers provided

Staff must sign out and sanitise their hands when leaving the premises.

HIGHETT YOUTH CLUB COVID-19 ACTION PLAN



ADMIN PROCEDURES

Procedure for letting **children** into the building:

1. Meet child at entry door
2. Tick their name off the roll provided
3. Check temperature – send home if abnormal temperature (both low or high)
4. Get them to sanitise their hands using the automatic dispensers provided
5. Get them to wait in the foyer area

You must only let 1 child into the building at a time. If there are restrictions on amount of people in the building at one time, make sure they are on the roll. If they are not on the roll but are members, write their details down at the bottom of the roll in the blank spaces provided. If they are not current members, they will be considered visitors and will not be allowed in. Parents/spectators will also not be allowed in unless they are required to supervise (eg. Kinder Gym and All Abilities). If they are trialling, they are a temporary member on the day.

Procedure for letting **hall hirers** into the building:

1. Admin to meet the hirer at the door
2. Temperature check to be made by Admin member
3. The hirer is to provide keep a register of participants for the day
4. When the participants arrive, they are checked off the register by the hirer
5. Any participants arriving in Australia in the past 14 days will be denied access until such time those days are passed.
6. When the participants depart, their departure time is noted on the register
7. The hirer gets Admin to take a copy of the register. A copy goes to Admin for keep in a file for contact purposes, the original goes to the hirer.

Procedure for letting **contractors** into the building:

1. Meet contractor at entry door
2. Check temperature – send home if abnormal temperature (both low or high)
3. Get them to sign in using the contractor's sign in book
4. Get them to sanitise their hands using the automatic dispensers provide
5. Ensure that they sign out and sanitise hands when leaving the premises.

Procedure if a child is unwell:

If a child appears unwell/is displaying flu-like symptoms, a coach will advise administration immediately.

1. Take affected child outside to sit on chair near exit door (area allocated). Bring sick blanket outside for them in case of cold weather. Ensure someone will wait outside with the child.
2. Get someone in the office to call the family and advise them to collect their child.
3. When they arrive, advise them to contact the 24-hour hotline 1800 675 398 or call their doctor and mention their symptoms and risk factors. They will determine if a COVID-19 test is required.
4. Make a note both on Jackrabbit and on the roll provided on the day.
5. The child will not be able to return until they have returned a negative result or have a clearance certificate from their doctor.

HIGHETT YOUTH CLUB COVID-19 ACTION PLAN



ADMIN PROCEDURES

Set-up of centres to reduce potential spread of COVID-19 - Highett:

Entry/Exit:

Entry will be via the big emergency exit doors. Exit is via the doors closest to the gym near reception. Create barrier between the exit and entry doors inside to eliminate any crossover between athletes.

Hand Sanitiser:

An automatic sanitiser dispenser will be placed at the entrance to the building. A bottle of hand sanitiser will be set up next to each apparatus in the Gym (6 total). 2 bottles of hand sanitiser will be set up in the Activity Room.

Paper towel:

Paper towel will be set up in each bathroom to use instead of hand dryers. It will also be set up in the foyer kitchen and in the coaches room in replacement of tea towels. One roll is to be kept in the first aid cupboard for instant ice packs.

Bins

At Highett, 1 hazard bin will be stored near the rear stairwell. At Nelson St, 1 hazard bin will be placed near the cleaner's cupboard.

Furniture:

The following communal items will be locked away and unavailable for use:

- Chairs/tables in foyer (to go upstairs)
- Chairs in activity room (to go upstairs)
- Ottomans in gym (to go upstairs)
- At Nelson Street, furniture will be stacked and will not be available for use until further notice
- Tea towels in kitchen area (to go in kitchen cupboards)
- No mugs/cups will be available for communal use.

Kitchen:

Kitchen cupboards must be kept locked to avoid any potential germ contamination.

Doors/Windows:

Doors/windows are to be kept open as much as possible to increase air flow.

HIGHETT YOUTH CLUB COVID-19 ACTION PLAN



ADMIN PROCEDURES

Set-up of centres to reduce potential spread of COVID-19 – Moorabbin:

Entry/Exit:

Entry will be via the main door. Everyone must exit via the roller door.

Hand Sanitiser:

An automatic sanitiser dispenser will be placed at the entrance to the building.
2 bottles of hand sanitiser will be available at the front of the cheer floor.
A bottle will also be available in the coaches room.

Paper towel:

Paper towel will be set up in each bathroom to use instead of hand dryers. One will also be set up in the coaches room.

Bins

There will be one hazard bin near the cleaner's cupboard. Other bins are available for non-hazardous material.

Doors/Windows:

The roller door must be kept open to increase air flow whenever possible.

HIGHETT YOUTH CLUB COVID-19 ACTION PLAN



OUTDOOR CLASS PROCEDURES

Procedures:

For outdoor classes, the same policies and procedures apply as stated in the coach procedures. This includes signing in when you arrive and signing out when you leave, wearing a mask, disinfecting equipment between classes and physical distancing where possible. However, taking attendance will be completed by coaches. You will also be restricted on your reasons to enter the building.

Taking Attendance

1. Coaches will meet children on the grass area outside HYC.
2. Children will be marked off the roll provided by admin.
3. Children must have temperature checked.
4. Ensure children sanitise hands with sanitiser provided.
5. Get them to place belongings/drink bottle in designated area on grass.
6. Ensure children sanitise hands before leaving.

If a child is not on the roll, they are not permitted to join the class. If a child is 3 or under, a parent is required to supervise. Please ensure that you write down their details on the sign in sheet, and their session time.

Permitted reasons to be indoors

Coaches and children will only be permitted indoors for the following reasons:

1. Collecting and putting back equipment and sign in sheets for classes
2. Use of FRONT TOILETS ONLY (ensure that 1 coach goes inside the building with the child and any other children outside are supervised by another coach)
3. If any first aid equipment is required.
4. If you are required to contact a parent for any reason.

Coaches are NOT to enter an area indoors that they are not required to use for any reason.

Sign in Sheets

Sign in sheets are to be filled out each day and left in the attendance folder.

HIGHETT YOUTH CLUB COVID-19 ACTION PLAN



PREPARING FOR AND MANAGING A POSITIVE COVID-19 CASE:

If you are unwell:

If you are feeling unwell/have any flu-like symptoms, please refrain from coming into work. You should immediately isolate at home, call the Coronavirus information hotline on 1800 675 398 and follow guidance from DHHS. You will be required to call administration on 9532 0457 or have someone call on your behalf if you are feeling unwell on the day that you are meant to work. Once administration has received your call, they will find a replacement for you using the emergency staff roster.

If you have a high/low temperature when you are checked at the entrance, or display any flu-like symptoms, you will be asked to leave the centre (or isolate at the workplace until you are able to travel home), instructed to self-isolate once home and be requested to call your doctor or the Coronavirus hotline on 1800 675 398.

If you get tested for COVID-19 or are sent home displaying any flu-like symptoms, you will not be able to return to work until you have provided administration with a doctor's clearance or have tested negative for COVID-19.

Symptoms of COVID-19:

Please see below symptoms of COVID-19:

- Fever
- Fatigue
- Chills or sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of sense of smell or taste

In certain circumstances headache, muscle soreness, nausea, vomiting and diarrhea may also be considered.

If you have any of these symptoms, please call the Coronavirus hotline on 1800 675 398.

If you are a close contact of someone with a positive COVID-19 case, or if you test positive for COVID-19:

If you are identified as either a positive case of COVID-19 or have been in close contact of someone that has tested positive for COVID-19, you must immediately notify administration on 9532 0457. You will NOT be allowed to return to work until you have completed your quarantine for the 14-day period from when you last had contact with the positive case and have been advised by DHHS that you are cleared to return to work. This also applies if you are a confirmed positive case.

HIGHETT YOUTH CLUB COVID-19 ACTION PLAN



PREPARING FOR AND MANAGING A POSITIVE COVID-19 CASE:

Steps to take in the event that we have been notified of a positive case of COVID-19 in the workplace:

1. Gather all records of attendance to determine which parts of the workplace have potentially been infected/who has been a close contact. This includes the roll, staff sign in sheet, contractors sign in book and visitors sign in sheet.
2. Consult with DHHS on whether the workplace is required to close for a short period to facilitate cleaning and enable contact tracing.
3. Notify Worksafe Victoria and Bayside Council/Kingston Council of positive case.
4. Open all doors and windows to increase air circulation, but close off the affected area.
5. Contact the classes/staff that are considered a close contact via text and email to notify them of the positive case. Any staff member/child that is considered a close contact or is a positive case must self-isolate for a 14-day period from when they last had contact with the positive case.
6. Organise for cleaning/disinfecting of the workplace.
7. Organise for any upcoming classes to run from home via Zoom that are due to run when the centre is closed for cleaning.
8. Work with DHHS to ensure that centre is cleared to reopen.
9. Review prevention measures in order to reduce risk of further coronavirus exposures.

Resources for further information on Coronavirus:

<https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19>

<https://www.worksafe.vic.gov.au/coronavirus-covid-19>

<https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-covid-19/coronavirus-business-support>

<https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>