

COVID-19 Safety Management Plan

YMCA of Brisbane

Purpose

The purpose of this plan is to ensure the effective implementation of COVID-19 health and safety controls as identified in the [YMCA COVID-19 Risk Assessment and Control Record](#). This includes risks from changes that are made to work arrangements because of the COVID-19 pandemic.

Measures detailed in this plan are specific for the management of COVID-19 risks and are supplementary to existing risk assessments and risk management activities undertaken by the centre.

Implementation

Each YMCA Brisbane facility will develop a COVID-19 Safety Management Plan (this document) and seek to ensure measures are implemented to meet the requirements for COVID-19 health and safety controls as described in the [YMCA COVID-19 Risk Assessment and Control Record](#).

Supporting resources referenced in the development of this plan include:

- [Safe Work Australia – COVID-19 Information for workplaces > general industry information](#)
- [Safe Work Australia – COVID-19 Information for workplaces > Accommodation Services](#)
- [Safe Work Australia – COVID-19 Information for workplaces > Hospitality](#)
- [Safe Work Australia – COVID-19 Information for workplaces > Office](#)
- [Safe Work Australia – COVID-19 Information for workplaces > early childhood education and care](#)
- [National Health and Medical Research Council - Staying Healthy Preventing infectious diseases in early childhood education and care services](#)
- [Workplace Health and Safety Queensland – Keeping your workplace safe, clean and healthy during COVID-19](#)
- [Queensland Government – Unite and Recover COVID Safe Businesses](#)
- [Queensland Government – Return to Play: Guide for Queensland sport, recreation and fitness industries](#)
- [Queensland Government – Industry COVID Safe Plan for Outdoor Recreation Activity Providers](#)
- [Queensland Government – Industry COVID Safe Plan for Outdoor Education Providers](#)
- [Queensland Government – Industry COVID Safe Plan for Queensland Tourism and Accommodation](#)
- [Royal Life Saving Australia - Guidelines for Safe Pool Operations: Managing The Risk Of Covid19 In Aquatic Facilities](#)

Staff Training

Managers are to have reviewed the above information and this COVID-19 Safety Management Plan and shall discuss and share details of this Plan with employees, volunteers and relevant contractors, and contract partners so everyone is aware of what to do and what to expect. Once completed, staff and contractors shall sign the **Staff Acknowledgement** at the back of this document.

Review



The COVID-19 pandemic is an evolving situation – **this plan shall be reviewed when changes are made or required to operations and at least every 4 weeks** by the Group Manager and Centre Manager. All changes are to be made in consultation with the WHS team.

A number of resources are available from the [COVID-19 Information for Managers webpage](#) on the YMCA Intranet. Please be sure to subscribe to this page to be alerted to any changes of new information.

Centre Details

Work Group:	YMCA CAMPING			
Group Manager:	WILL SAMBROOK			
Centre Name:	YMCA CAMP WARRAWEE / NORTH PINE / BUNDALONG			
Centre Manager:	GRAEME FERGUSON			
Worker Representative(s) consulted:	MEGAN KINNANE, DAVID BAILEY, BRENT GREENFIELD			
Centre Services:	Service	Status	Service	Status
	<u>Childcare:</u> Long Day Childcare / OSHC Outside School Hours Care Family Day Care Vacation Care Crèche / Kids Club <u>Fitness:</u> Fitness Gymnasium Group Exercise 24/7 access <u>Aquatics:</u> Indoor Pool Outdoor Pool Swimming Lessons <u>Recreation:</u> Gymnastics Sports Stadium / Courts	NA NA NA Open NA NA NA NA NA NA NA Open NA NA NA Open	<u>Outdoor Recreation:</u> Camping Adventure Activities <u>Hospitality:</u> Hotel accommodation Conferencing <u>Social Impact:</u> School / VET Community / Youth Services Affordable Housing <u>Miscellaneous:</u> Facility Hire Admin. Support Services Other:	Open Open NA NA NA NA NA NA Open NA NA

Plan Approval and Agreement

Centre Manager: <i>Agrees that they have reviewed all reference documents indicated in the Implementation section and that this plan complies with all industry guidelines and they will implement, monitor and review risk control measures as specified in this plan.</i>	Name: Graeme Ferguson 
Group Manager: <i>Agrees to monitor and review this plan with the Centre Manager at required timeframes and ensure continued compliance with risk control measures specified in the plan.</i>	Name: Will Sambrook William Sambrook
WHS Manager: <i>Agrees that implementation of risk control measures specified in this plan meet the requirements under the YMCA COVID-19 Risk Assessment and Control Record.</i>	Name: Michael Schablon 

Date Completed:	24 JUNE 2020	Last Review Date:	16 JULY 2020
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COVID-19 Commitment

YMCA Brisbane is committed in ensuring all of its facilities and operations are:

- COVID Safe for all staff, volunteers, contractors, visitors and patrons
- Compliant with Government COVID-19 Restrictions

In order to be COVID Safe at all Y Facilities we are committed to:



High levels of personal hygiene

Each YMCA facility will provide soap and water hand washing facilities and hand sanitiser stations at entry/exit, in high touch point areas and areas of high traffic.



Social distancing requirements

*Maintaining a distance of 1.5m between people throughout our facilities and programs.
All spaces have been measured and 4m² capacity restrictions are in place for all facilities and spaces.
Removal of seats and equipment has occurred and other procedures implemented to ensure limits are maintained.*



Increased cleaning

Increased cleaning of regular touch points within each activity and program as well as daily facility cleans.



Communication and training

*Display of signage and instructions on how staff and customers can be COVID safe throughout each facility, including hygiene and social distancing requirements.
All YMCA staff will be trained in COVID-19 Infection Control as well as instruction in measures and acknowledgement of a commitment to ensure everyone stays COVID Safe.*



Tracking and tracing mechanisms

Implementation of processes to allow for efficient contact tracing, including recording details of everyone who enters our facilities.



Planning for confirmed cases

Procedures to ensure isolation, reporting, tracing and cleaning occurs before an area or facility can reopen. Protocols are in place and ready for decontamination cleans in the event of a confirmed case of COVID-19.

COVID-19 Information

What is COVID-19?

Coronaviruses (CoV) are a large family of viruses that cause illness from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). In December 2019, an outbreak of a novel (new) coronavirus occurred in Wuhan, Hubei Province, China. The virus, initially called COVID-19 and now officially named SARS-CoV-2, is thought to have originated in a seafood market and is likely to have come from bats before being transmitted to humans from an intermediate animal. This Coronavirus, COVID-19 spread globally and was declared a world-wide pandemic by the World Health Organisation on 12 march 2020.

Incubation period

Current estimates suggest a median incubation period from five to six days for COVID-19, with a range from one to up to 14 days. Modelling studies confirm that it remains prudent to consider the incubation period of at least 14 days.

Transmission

COVID-19 is transmitted primarily by breathing in micro-droplets from a person close to them has released by sneezing, coughing or breathing out whilst they are infectious (showing symptoms) or in the 24 hours before their symptoms appeared. A person can also contract the disease via the hand to face pathway – touching a surface where live virus material is present, then touching their mouth, nose or eyes. The virus has been shown to survive for up to several days on some surfaces.

Symptoms and severity

The most commonly reported clinical symptom is fever, cough, sore throat general fatigue and shortness of breath. Based on current data, it is estimated that approximately 80% of cases will have a mild illness, approximately 15% will require hospitalisation, and approximately 5% will require ICU admission. Patients classified as critical (respiratory failure, septic shock, and/or multi-organ failure) have tended to be elderly and / or people with comorbidities.

Vulnerable groups

Population groups that have been more frequently reported having severe disease and death include people above 60 years of age and people with underlying conditions such as hypertension, diabetes, cardiovascular disease, chronic respiratory disease and cancer.

COVID-19 Risk Assessment and Control Summary

The YMCA of Brisbane has completed a detailed **COVID-19 Risk Assessment** which forms the basis for information in this COVID-19 Safety management Plan. The full **COVID-19 Risk Assessment** can be accessed from the YMCA of Brisbane Intranet [here](#).

Hazard	Novel Coronavirus COVID-19 (CoV-SARS-2)
Risk Events	Two primary risk events exist: 1. Person comes into close contact with another person who has COVID-19 2. Person comes into contact with a contaminated surface or object.
Infection Information	Evidence to date suggests: 85% of people contracting the disease will suffer minor symptoms. 15% will suffer moderate symptoms (heavy influenza) 5% of people contracting the disease will suffer serious potentially life-threatening illness requiring hospitalisation. Note – to date in Australia - Infection rate is approximately 2.7% of the total population - Mortality rate is approximately 1.5% of infected population
Consequence Assessment	Person contracts COVID-19 Typical effects – General Population (Significant): <ul style="list-style-type: none"> Cough Fatigue Sore throat Fever Shortness of breath Head and body aches Potential effects – Vulnerable Persons (Major): <ul style="list-style-type: none"> Respiratory illness - Pneumonia Fatal
Likelihood Assessment	The risk assessment is completed taking into consideration existing Government social distancing restrictions. Without additional control measures in place it is Unlikely some people within the YMCA community will contract COVID-19.
Overall Risk Rating	Moderate (General population) High (Vulnerable persons)

RISK ASSESSMENT MATRIX		Consequences				
		A – Minor Injury requiring first aid treatment only e.g. cuts, bruises.	B-Significant Disabling injury requiring short term medical treatment (e.g. laceration requiring stitches, fractured bone)	C-Substantial Serious injury requiring overnight hospitalization / short term rehabilitation.	D-Major Serious injury resulting in permanent impairment / long term rehabilitation	E-Disaster Death, multiple serious injuries.
Likelihood	5-Almost Certain Is expected to occur in most circumstances; once a week; 50-100%	HIGH	HIGH	EXTREME	EXTREME	EXTREME
	4-Likely Would probably occur in most circumstances; once every month; 10-50%	Moderate	HIGH	HIGH	EXTREME	EXTREME
	3-Possible Might occur at some time in the future; once every year; 1-10%	Moderate	Moderate	HIGH	HIGH	EXTREME
	2-Unlikely Unlikely sequence or coincidence but could occur at some time; once every 10 years; < 1%	Low	Moderate	Moderate	HIGH	HIGH
	1-Rare May only occur in exceptional circumstances; once every 100 years; "one in a million"	Low	Low	Moderate	Moderate	Moderate

COVID-19 Risk Control

COVID-19 is transmitted primarily through respiratory droplets expelled during a cough or sneeze and can be contracted in either of the following ways:

- Close contact with a person who has COVID-19 virus.
- Physical contact with a surface or object contaminated with COVID-19 virus.

The controls necessary to minimise the risk of passing on the COVID-19 virus, centre on eliminating or reducing the risk of exposure. The key categories of controls are outlined below:

1. **Personal Hygiene and PPE** - Maintain high levels of personal hygiene in the form of hand washing, hand sanitation practices as well as good cough / sneeze etiquette. Provision of appropriate PPE where suitable.
2. **Cleaning and Disinfecting** - Ensure additional cleaning practices are implemented, especially for frequently touched surfaces.
3. **Physical Separation and Isolation** – Seek to maintain separation either through physical barriers or by distance. Ensure suspected or confirmed cases of COVID-19 are isolated.
4. **Communication and Education** - Ensure all workers understand the risks and how to eliminate or reduce the risk of harm. Customers and other members of the public are informed about expectations and requirements for reducing COVID-19 risk. Ensure strategies are in place to keep up to date on public health directions, and control measures are effectively implemented in the workplace.
5. **Record Keeping and Tracking** – Implement processes to allow for efficient contact tracing if necessary.

The specific practices to be implemented at this centre are shown in the following table.

How we are meeting our COVID Safe Commitment

Key Control Measures	How the Centre will Implement Controls	Responsibility
Personal Hygiene and PPE	Provide details on how the Key Control measure will be implemented in the centre.	Person who will implement.
Provision of soap hand wash in kitchens and bathrooms for use by staff / visitors.	Accommodation and Amenities a) Soap, disposable paper hand towels and air dryers are available in all bathrooms, including disability toilet. Soap is also available in the kitchen General b) All staff to wash hands at start of shift and at regular intervals (minimum every 2 hours) c) All soap dispensers and paper towel to be checked daily and refilled / restocked as required. Increase frequency of completion of travel path	a) Graeme Ferguson b) All Staff c) Megan Kinnane/ Graeme Ferguson
Provision of alcohol-based hand sanitiser (>60% alcohol content) at entry point and in other locations of facility for use by workers, visitors, etc.	General a) Hand sanitizer in several locations throughout the facility <ul style="list-style-type: none"> Office Kitchen Entry (WAR & NP) Dining Hall Entry (WAR & NP) OEI Packs Jack Harris Hall Entry Noonameena Hall Entry Bundalong Hall Entry Workshop b) Sanitise hands at regular intervals throughout the day, especially before / after touching shared or common items or objects – eg: cupboard handles, fridge door handle, taps or handling money / credit cards, etc. c) Visitors, contractors, delivery drivers directed to sanitise hands upon entry. d) Monitor and maintain adequate supply of hand sanitiser stocks. Activities e) Staff and Activity participants to sanitise hands prior to participating in any activities. OEI staff to provide sanitiser	a) Graeme Ferguson b) All staff c) Reception staff d) Cleaners / Grounds Staff e) OEIs
Minimise touching high contact surfaces and reduce sharing of equipment. Refrain from sharing personal items. This includes items available for sale, consider relocating items behind counter to prevent touching by customers.	General a) Camp attendees told to bring their own water bottle to camp and refill via appropriate water refill stations	a) Graeme Ferguson
Reduce the sharing of equipment and tools, removed shared books / magazines from common areas.	Camp Office and Administration a) Magazines etc at reception and staff common areas removed Activities b) Each participant to have dedicated PPE - No sharing of PPE during activity sessions. Activity PPE (harnesses, helmets) to be disinfected after each use or allocated to individual student for duration of camp and sanitised at conclusion of camp. PPE kept in order of role in JH Hall overnight. c) Sharing of personal items such as clothing (jumpers, hats etc) is forbidden	a) Graeme Ferguson b) David Bailey c) David Bailey d) David Bailey/Brent Greenfield

	<p>d) Ensure equipment for each participant to avoid need for sharing. Equipment that must be shared during the activity to be cleaned before being used by another participant.</p> <p>e) Pool play equipment removed from general public use or cleaned after each activity.</p> <p>Accommodation</p> <p>f) Camp groups are encouraged to supply their own linen and pillow.</p>	<p>e) David Bailey/Brent Greenfield</p> <p>f) Graeme Ferguson / Megan Kinnane</p>
Review and amend any work tasks requiring close contact with a potential infected individual or contaminated surfaces and retraining of relevant staff.	<p>General</p> <p>a) Cleaning activities to follow YMCA COVID-19 Cleaning Protocols. Staff provided with instructions</p> <p>b) COVID-19 Cleaning and Decontamination Safe Work Procedure for confirmed cases. Staff provided with instruction and training</p> <p>Camp Office / Administration</p> <p>c) No contact sign-in/out process for families attending Vacation Care (YMCA staff to use Ipads to access QikKids Kiosk)</p> <p>Kitchen / Dining</p> <p>d) Delivery drivers to sanitise hands prior to entry to kitchen</p> <p>Activities</p> <p>e) Activities assessed for ability to maintain social distancing, hygiene and cleaning protocols as required by approved Industry COVID Safe Plans. Activities modified where possible and changes to procedures documented appropriately (eg: updated or addendum to SOP's). Those activities not able to meet requirements will be removed from the program.</p> <p>f) Induction provided to OEI's on COVID Safe modified procedures for activities.</p>	<p>a) Megan Kinnane / Cleaners</p> <p>b) Graeme Ferguson</p> <p>c) Brent Greenfield</p> <p>d) Megan Kinnane</p> <p>e) Graeme Ferguson / David Bailey / Brent Greenfield</p> <p>f) David Bailey / Brent Greenfield</p>
Provision and use of PPE (face masks) to staff in higher risk vulnerable groups who choose to or are required to work in close contact with other people (eg: childcare, schools) whom may be unwell.	<p>First Aid</p> <p>a) Face masks and gloves available for staff or guests required to be in close contact with any person showing symptoms of being unwell</p> <p>b) Unwell guests awaiting pick up to wear mask and remain in isolation area (first aid room)</p> <p>Kitchen / Dining</p> <p>c) Food servers/kitchen staff to wear gloves when serving meals</p>	<p>a) All Staff</p> <p>b) Graeme Ferguson</p> <p>c) Kitchen Staff</p>
No shared food services to be provided eg: self-serve meals or food platters. Minimise food handling / preparation on site, utilise pre-packaged foods wherever practicable, ensure continued food handling and hygiene requirements where prepared food is required.	<p>Kitchen / Dining</p> <p>a) Substitute multi-use shared products (ie mayonnaise bottle) with single-serve products where possible</p> <p>b) Guest Services Coordinator to brief Camp Coordinators (guests) on process for food serving and cleaning requirements. Food servers vetted prior to serving for signs of illness</p> <p>c) All food served by dedicated servers to ensure there is no cross-contamination from shared use of utensils and serving implements (including staff meals). No buffets or self-service where guests and staff would touch the same items / surfaces (eg serving spoons, lid handles)</p> <p>d) Vacation Care lunch to be single-serve options ie individually wrapped roll</p> <p>e) Monitor children to ensure no sharing of food</p> <p>f) Kitchen staff to follow Food Safety Plan at all times.</p>	<p>a) Megan Kinnane</p> <p>b) Megan Kinnane</p> <p>c) Megan Kinnane</p> <p>d) Megan Kinnane</p> <p>e) Kitchen Staff</p> <p>f) Kitchen Staff</p>
If possible, accept only cashless transactions.	<p>Camp Office / Administration</p> <p>a) EFTPOS is available and recommended where possible</p> <p>b) EFTPOS terminal to be wiped down after each transaction (when touched i.e. pin number required)</p>	<p>a) Megan Kinnane</p>

	c) Gloves available for cash transactions	
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Cleaning and Disinfecting	Provide details on how the Key Control measure will be implemented in the centre.	Person who will implement.
<p>Implement additional cleaning for high contact surfaces and objects, refer to YMCA COVID-19 – Additional Cleaning Protocols located on the COVID-19 Information for Managers webpage.</p> <p>Records for all cleaning must be maintained.</p> <p><i>Examples of frequently touched surfaces include:</i></p> <ul style="list-style-type: none"> • handrails / grab handles • light switches • door handles or push plates • door handles of cupboards, refrigerators, microwaves • kitchen appliances • tables and chairs • photocopiers • phones, pens at reception • toilets, tapware • water bubbler / drinking fountain • waste bins • equipment and tools • hand sanitiser dispensers 	<p>Accommodation, Amenities and Common Areas</p> <p>a) All cabins and common use areas cleaned and disinfected prior to group occupation. Ensure sufficient time allocated for cleaning to occur</p> <p>b) Toilets, dining hall entry doors and water refill/hand-wash stations to be disinfected prior to group arrival and then after each meal service. Emphasis on high touch point areas (door handles, handrails, light switches, taps, toilet roll dispensers, basins)</p> <p>Camp Office / Administration</p> <p>c) Office cleaned, disinfected and restocked daily when in use</p> <p>d) Reception counters and items touched by visitors, patrons (eg: EFTPOS machines, pens, etc) to be cleaned after each interaction where practical or at least every hour.</p> <p>e) All shared workspaces cleaned and disinfected after each shift</p> <p>f) Time Target kiosk + scanner to be cleaned regularly (min. 3 times per day)</p> <p>g) Keys provided to groups are cleaned and disinfected before re-using.</p> <p>Activities</p> <p>h) Activity infrastructure and hard equipment (ladder, initiative games, archery bows etc) to be disinfected at the conclusion of each activity rotation</p> <p>i) High contact program surfaces (ie rock climbing wall, high ropes course, ropes) to be disinfected at the end of each day.</p> <p>j) Minimise sharing of equipment during a session where possible. If sharing required items to be cleaned periodically during the session.</p> <p>Kitchen and Dining</p> <p>k) Rubbish bin lids to be opened during meal service times and closed after service. Bins to be emptied daily and lids disinfected</p> <p>Grounds and Maintenance</p> <p>l) Ground keeping and maintenance equipment cleaned after each use.</p> <p>General</p> <p>m) Monitor and maintain adequate supply of cleaning products, paper towel, antibacterial wipes, gloves, etc</p> <p>Vehicles</p> <p>n) Vehicles equipped with appropriate sanitisation supplies</p> <p>o) Drivers responsible for sanitising hard surface touch points when exiting vehicle</p> <p>Accommodation and Amenities</p> <p>p) Any supplied bedding laundered after use.</p> <p>q) Full clean of communal shower facilities as per YMCA COVID-19 Cleaning Protocols when used undertaken between each group</p> <p>r) Cleaning equipment and bins provided to enable shower facilities used by adults to be cleaned after every use.</p> <p>Kitchen / Dining</p> <p>s) Food service area/s and dining space cleaned and disinfected at the conclusion of each meal</p> <p>Vacation Care</p>	<p>a) Cleaning Staff / Megan Kinnane</p> <p>b) Megan Kinnane</p> <p>c) Megan Kinnane</p> <p>d) Reception staff</p> <p>e) All Staff</p> <p>f) Megan Kinnane</p> <p>g) Megan Kinnane</p> <p>h) David Bailey / Brent Greenfield</p> <p>i) David Bailey / Brent Greenfield</p> <p>j) OEIs</p> <p>k) Graeme Ferguson</p> <p>l) Grounds Staff</p> <p>m) Megan Kinnane</p> <p>n) Graeme Ferguson</p> <p>o) Graeme Ferguson</p> <p>p) Megan Kinnane</p> <p>q) Megan Kinnane</p> <p>r) Kitchen Staff</p> <p>s) Brent Greenfield</p>

	t) Equipment used for Vacation Care to be cleaned and disinfected at the end of each day	
Remove from use soft toys, cushions, dress up clothing and other objects unable to be easily wiped clean.	Vacation Care a) Soft toys, cushions and other objects unable to be easily wiped clean removed for Vacation Care	a) Brent Greenfield
Plates, cups, cutlery etc used are washed up immediately with dishwashing liquid and warm water or placed in dishwasher. Items not to be left in sink.	Kitchen and Dining a) YMCA staff to do wash-up of all plates & cutlery for all groups using dishwasher b) YMCA Staff encouraged to bring their own plates & cutlery where possible c) Tea/Coffee consumed from porcelain or disposable cups only (ie-no keep cups) d) Morning/Afternoon Tea packs to be cleaned in warm water with dishwashing liquid after each use	a) Megan Kinnane b) Graeme Ferguson c) Megan Kinnane d) Kitchen Staff
Any water bottles / food containers left at centres are emptied and washed with detergent and warm water.	General a) Lost property washed with detergent and warm water prior to storage	a) Cleaning Staff
Ensure proper waste management including containment and disposal of waste using bin with plastic liners and routine and regular empty.	General a) All disposable tissues, paper towel and cleaning materials shall be placed in a bin immediately after use and not left on surfaces. Cleaning and Housekeeping b) Bins are to be lined and emptied daily. Staff to wear gloves when emptying and dispose of gloves into a bin after use. c) Bags of rubbish which contain materials used to clean, disinfect or tissues etc. are to be placed in a second plastic bag prior to placing in larger bins for usual collection / removal from site. d) Bins shall be lined and monitored by staff emptying as required to ensure they are not overflowing.	a) All Staff b) Grounds Staff / Kitchen Staff c) Grounds Staff / Kitchen Staff d) Grounds Staff / Kitchen Staff
Physical Separation and Isolation	Provide details on how the Key Control measure will be implemented in the centre.	Person who will implement.
Implement social distancing measures to facilitate <ul style="list-style-type: none"> 1.5m between adults 1 person per 4m² <i>Example measures:</i> <ul style="list-style-type: none"> Relocation of desks / seating arrangements in offices, classrooms and shared spaces Utilize larger rooms or outdoor spaces in childcare and schools Increase spacing of chairs/ seating and cots / beds in childcare Staggering meal breaks / play times Separate entry and exit points (where possible) Remove from use or distance chairs and tables in reception and foyer areas. <p>NOTE: <i>School-aged children from the same client group may exceed the base density of one person per four-</i></p>	General a) No more than 1 person per 4m ² in a room at any one time b) Furniture in public / common areas spread out to ensure physical distancing. Chairs / tables removed where needed. c) Spread out furniture in staff areas, including workspaces or common areas to the extent possible. d) Maximum occupancy displayed on entry to all activity spaces, offices and staff rooms e) As required restrict number of non-essential adults attending camp to enable compliance to social distancing requirements. f) No co-mingling between groups. Management and segregation of multiple groups though: <ul style="list-style-type: none"> Stagger group arrival / departure times Utilise separate arrival and departure locations g) Camp bookings assessed and arrangements made to reduce occupancy numbers to allow effective implementation of all COVID risk mitigation strategies h) Bus unloading/loading plan implemented to manage flow of guests and prevent crowding i) Arrival and departure timings for groups managed to avoid mixing of adult and school groups Kitchen and Dining	a) Graeme Ferguson b) Graeme Ferguson c) Graeme Ferguson d) Graeme Ferguson e) Graeme Ferguson f) Graeme Ferguson/ David Bailey / Megan Kinnane g) Graeme Ferguson h) Graeme Ferguson i) David Bailey / Megan Kinnane

<p>square metres, however should maintain physical distancing protocols where possible.</p>	<p>j) No co-mingling between groups. Management and segregation of multiple groups though staggered meal timings scheduled</p> <p>k) Separate Dining Table/s set-up for supervising adults</p> <p>l) All meals served from kitchen/dining hall serveries, guests may elect to sit inside or outside</p> <p>m) Signage, floor markers and barriers used to reinforce physical distancing.</p> <p>n) Morning/afternoon Tea served in takeaway boxes per activity group. Utensils and gloves provided for distribution of food items</p> <p>o) Table and chairs set-up to ensure 1.5m separation and 4m2 per diner, where required.</p> <p>p) Meal tables separated and chairs spaced to enable 1.5m distancing.</p> <p>Accommodation</p> <p>q) Additional cabins /beds allocated to client groups (where possible) to enable greater social distancing</p> <p>r) All adults (Group Leaders & Supervising Adults) will be accommodated with full compliance to 4m2 requirement</p> <p>s) School aged children and supervising adults in bunk style or tent accommodation will be accommodated with as much physical distancing as possible using a 'pillow to pillow' approach which will maximise the distance between participants. 'Pillow' end designated with ribbon or sticker. Once allocated to a bed participants will only use that resource for the entirety of their camp.</p> <p>t) No co-mingling between groups. Management and segregation of multiple groups though:</p> <ul style="list-style-type: none"> o Separation during activities o Scheduling to avoid group overlap o Booking system to manage participant numbers <p>Cleaning and Housekeeping</p> <p>u) Only a single worker to clean accommodation rooms at a time wherever possible. Where more than one worker is required to perform housekeeping tasks safely in a room, workers are to maintain physical distancing where possible or minimise close contact to the extent possible.</p> <p>Activities</p> <p>v) Adopt a "Turn up, Participate, Depart" strategy with participants arriving ready to participate and departing immediately afterwards.</p> <p>w) Activities undertaken with physical distancing requirements in mind keeping 1.5m between adults. Where possible maintaining physical distancing and minimise adult to child and child to child interactions and physical contact. Close contact interactions between adult-child and child-child to be no longer than 15mins</p> <p>x) Activities capped at 100 per group (includes children, adult supervisors and activity staff).</p> <p>y) No co-mingling between groups. Management and segregation of groups through:</p> <ul style="list-style-type: none"> o Length and scheduling of activity session adjusted to reduce overlap between groups arriving and leaving activities o Consider alternative start / finish points for activities or for different groups <p>z) Restrictions to participants attending facilities to reduce numbers:</p> <ul style="list-style-type: none"> o Not more than one non-participating adult to attend with a child. 	<p>j) David Bailey / Megan Kinnane</p> <p>k) Megan Kinnane</p> <p>l) Megan Kinnane</p> <p>m) Graeme Ferguson</p> <p>n) Megan Kinnane</p> <p>o) Graeme Ferguson</p> <p>p) Graeme Ferguson</p> <p>q) Graeme Ferguson</p> <p>r) Graeme Ferguson</p> <p>s) Graeme Ferguson</p> <p>t) Graeme Ferguson / David Bailey / Group Leader</p> <p>u) Cleaners</p> <p>v) Graeme Ferguson / OEIs</p> <p>w) David Bailey / OEIs</p> <p>x) David Bailey</p> <p>y) David Bailey</p> <p>z) Graeme Ferguson / David Bailey / OEI</p>
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	<ul style="list-style-type: none"> ○ Encourage non-participating adults to drop off / pick up rather than remaining on site during the activity. ○ Gathering numbers not to exceed 100 ○ Minimise numbers of spectators 	
Utilise physical barriers where practical, such as clear acrylic screens at reception and customer service areas.	Not Applicable – minimal customers service requiring person to person interaction. Physical distancing in place.	
Eliminate / minimise close contact (15 mins face to face contact or 2 hours in enclosed space) with other staff, patrons, visitors, members, students, children/young people in care etc.	Camp Office and Administration a) Workers in shared office spaces will be placed in a rotating roster – work from home / work in office / on reception duty Vacation Care b) Parents dropping off/collecting child/ren from Vacation Care instructed to leave site within 15 minute window General c) Utilise other methods such as mobile phone or radio to communicate rather than face to face interaction wherever possible.	a) Graeme Ferguson b) Brent Greenfield c) All Staff
Workers to limit contact with others– no shaking hands or touching unless necessary.	General a) No handshaking or other physical contact unless necessary (eg: provision of first aid) b) Latex gloves to be used where physical contact is required. Proper disposal of gloves and handwashing after use.	a) All Staff b) Graeme Ferguson
Implement staff work from home arrangement wherever practicable. Refer to Working from Home Business Protocols and the Working from Home Agreement located on the COVID-19 Information for Managers webpage .	Camp Office and Administration a) Identify staff where working from home is practical and implement working from home arrangements.	a) Graeme Ferguson
Where reasonably practicable alter shift arrangement so less staff are in the workplace at the same time.	General a) Where reasonably practicable staff rostered so less staff are in the workplace at the same time.	a) Graeme Ferguson
Change delivery of programs to increase time spent outdoors in order to reduce time spent indoors in closed spaces.	Activities a) Programs scheduled to avoid multiple groups using indoor venue/s at the same time b) Programs developed with consideration to participation numbers and practicality of cleaning requirements. Larger groups may require staggered approach for activities requiring PPE (harnesses, helmets) c) If it is identified that the risk of COVID-19 infection is high and difficult to be controlled, the activity will be removed from activity selection d) Where the risk of infection can be managed with the provision of an appropriate sanitation process (adhering to equipment manufacturer guidelines and /or industry best practice guidance) and a modification to SOPs, then updated changes will be documented appropriately e) Staff allocated to an activity group for duration of program (where possible)	a) David Bailey b) David Bailey c) David Bailey d) David Bailey e) David Bailey
Cancel / postpone non critical meetings, events and other group gatherings or utilise alternative methods for essential meetings – eg: zoom, teleconferencing, Microsoft Teams or provide information via mail or Intranet.	General a) As required liaise with client groups exceeding 100 guests to split group and conduct back-to-back camps or manage as two separate groups to comply with COVID-19 restrictions. b) As required try and reschedule camps to avoid multiple groups onsite	a) Graeme Ferguson b) Graeme Ferguson

For necessary meetings 1.5m shall be maintained between attendees.	General <ol style="list-style-type: none"> For necessary meetings 1.5m shall be maintained between attendees. Where practical meetings will be conducted outdoors. Limit the number of attendees in a gathering, meeting or training. This may require, for example, multiple training sessions to be held. Make sure the gathering, meeting or training goes for no longer than it needs to keeping to under 15 minutes wherever possible. 	<ol style="list-style-type: none"> Graeme Ferguson Graeme Ferguson Graeme Ferguson
Refrain from non-essential travel to public spaces, other YMCA sites or other worksites.	General <ol style="list-style-type: none"> Refrain from non-essential travel to public spaces, other YMCA sites or other worksites 	<ol style="list-style-type: none"> All Staff
Cancel incursion and excursion activities in childcare and schools.	Vacation Care <ol style="list-style-type: none"> No incursion and excursion activities in Vacation Care program 	<ol style="list-style-type: none"> Brent Greenfield
Where practical, direct contractors and deliveries to the centre in a way to minimise physical interaction with staff.	Camp Office and Administration <ol style="list-style-type: none"> Delivery drivers and other contractors who need to attend the workplace, to provide maintenance or repair services or perform other essential activities to be provided with clear instructions on physical distancing requirements. Wherever possible direct deliveries to be left in safe place outside and utilise non-contact methods for delivery confirmation. 	<ol style="list-style-type: none"> Megan Kinnane / Graeme Ferguson Megan Kinnane / Graeme Ferguson
<p>Implement procedures for identification of vulnerable workers and make provisions to reduce risk of infection for those workers.</p> <p>Eg: Modification of work tasks, relocation to alternative position / work tasks, provision of PPE (face masks),</p> <p>Refer to COVID-19 Vulnerability Self-Assessment and COVID-19 Vulnerability Assessment Procedure located on the COVID-19 Information for Managers webpage.</p>	General <ol style="list-style-type: none"> Identify vulnerable workers and make provisions to reduce risk of infection for those workers –e.g PPE, rotation of duties, work from home periods 	<ol style="list-style-type: none"> Graeme Ferguson
<p>Any staff person, visitor or program participant shall not be permitted into the centre if they</p> <ul style="list-style-type: none"> have returned overseas in the past 14 days have been to a designated COVID Hotspot in the last 14 days have been in contact with a confirmed case of COVID-19 <p>Increased diligence and tighter controls (reduced tolerance) to children in care / students who present with flu-like symptoms.</p> <p>Enforce right to refuse service as necessary</p>	General <ol style="list-style-type: none"> Conditions of Entry sign on display at entrance. COVID-19 awareness signs in prominent locations around the club, including change rooms Reminders on social media pages & website 14 day isolation requirements to be enforced where required. Monitor Queensland Government website for information on latest declared COVID-19 Hotspots. Accommodation and Activities <ol style="list-style-type: none"> Conditions of Entry discussed with Camp Organiser/s and during group induction process. Confirmation of health status of all campers prior to entry to facilities through declaration / additional booking terms and conditions. Health screening questions: <ul style="list-style-type: none"> Have you been in direct contact with a known case of COVID019 in the previous 14 days? Do you have any flu-like symptoms? Have you travelled internationally or to declared Hot Spot in the last 14 days? 	<ol style="list-style-type: none"> Graeme Ferguson Graeme Ferguson Kara Flanders Graeme Ferguson Graeme Ferguson Megan Kinnane/ David Bailey Megan Kinnane/ David Bailey

	<p>Any person not meeting requirements will not be permitted to remain on-site.</p> <p>h) Guests vetted during Group Induction to identify any guests who are feeling unwell, showing symptoms or have been in close contact with someone who is sick. Induction to include COVID-19 declaration.</p> <p>i) Isolation area (first-aid room) set-up for children/guests showing any symptoms or feeling unwell. Unwell person required to wear a mask if showing symptoms of respiratory infection. Isolation room thoroughly cleaned immediately after unwell person leaves / is collected.</p> <p>Vacation Care</p> <p>j) Children attending Vacation Care vetted upon arrival and questioned if they are feeling unwell or have been in close contact with someone who is sick</p> <p>k) Isolation area (first-aid room) set-up for children/guests showing any symptoms or feeling unwell. Unwell person required to wear a mask if showing symptoms of respiratory infection. Isolation room thoroughly cleaned immediately after unwell person leaves / is collected.</p> <p>l) Parents/care-givers contacted immediately should a guest/child become ill for collection. Incident Report Form to be completed</p>	<p>h) Megan Kinnane</p> <p>i) Graeme Ferguson</p> <p>j) Brent Greenfield</p> <p>k) Graeme Ferguson</p> <p>l) Graeme Ferguson</p>
<p>Unwell workers showing signs of flu-like symptoms are required to stay at home.</p> <p>Refer to COVID-19 Prevention and Management – Managing your workplace located on the COVID-19 Information for Managers webpage.</p>	<p>General</p> <p>a) Unwell workers showing signs of flu-like symptoms are required to stay at home. If presenting with symptoms at work, staff will be sent home</p> <p>b) Direct workers suffering from any flu-like symptoms at all, to stay at home until well and free from symptoms. COVID-19 Return to Work Declaration required to be completed and approved for return to work</p> <p>c) Unwell contract staff showing signs of flu-like symptoms will be sent home</p>	<p>a) All Staff</p> <p>b) Graeme Ferguson</p> <p>c) David Bailey</p>
Communication and Education	Provide details on how the Key Control measure will be implemented in the centre.	Person who will implement.
<p>Managers and supervisors to maintain knowledge of current information and resources provided on the COVID-19 Information for Managers webpage on the YMCA Intranet.</p>	<p>General</p> <p>a) Centre Manager / Coordinator and all Program Supervisors shall subscribe to the YMCA COVID-19 Information for Managers web page.</p> <p>b) Updates to the YMCA COVID-19 Risk Assessment and Control Record will be reviewed by the Centre Manager and necessary changes / additions made to this plan.</p>	<p>a) Graeme Ferguson</p> <p>b) Graeme Ferguson</p>
<p>Display signage / notices at points of entry and throughout centre – various available but must include signs on:</p> <ul style="list-style-type: none"> • Conditions of Entry • Hand hygiene & cough/sneeze etiquette • Social distancing • Staying home if unwell • How to hand wash / hand rub (at hand wash / hand sanitiser stations) 	<p>General</p> <p>a) Display all required signage at entry points and throughout centre including conditions of entry</p> <p>b) Induction process for all guests including information about personal hygiene, social distancing requirements and risks associated with COVID-19</p> <p>c) Vacation Care rules explained to children every morning. Rules to include information about personal hygiene, social distancing requirements and risks associated with COVID-19</p>	<p>a) Graeme Ferguson</p> <p>b) Graeme Ferguson</p> <p>c) Brent Greenfield</p>
<p>Maintain routine / regular communications to workers – updates, guidance information etc.</p>	<p>General</p> <p>a) Weekly YMCA email update distributed to all staff</p> <p>b) Fortnightly 'check-in' email sent by Camp Manager</p> <p>c) Check-in with staff daily to manage psychological health and stress related to COVID-19</p>	<p>a) YMCA Head Office</p> <p>b) Graeme Ferguson</p> <p>c) Graeme Ferguson / Megan Kinnane / David Bailey</p>

Provide information notices to parents / guardians / careers / members on relevant COVID-19 safety precautions	General <ul style="list-style-type: none"> a) All client groups provided with a copy of COVID-19 Safety Management Plan and conditions of entry. b) All client groups provided with a letter to Parents/Care Givers outlining COVID-19 measures implemented and requesting parents to keep child/ren home if showing any symptoms of illness. Refund offered for students unable to attend camp due to illness (medical certificate required) c) Confirmation emails sent to client groups to include COVID-19 information and reminders. d) Vacation Care e-newsletter to include COVID-19 information and conditions of entry 	<ul style="list-style-type: none"> a) Graeme Ferguson b) Graeme Ferguson c) Graeme Ferguson d) Graeme Ferguson
Ensure provision of adequate training on COVID-19 Infection Control strategies to staff. Please contact learning@ymcabrisbane.org to arrange for enrolment of new staff into YMCA COVID-19 Infection Control training course and	General <ul style="list-style-type: none"> a) All staff to complete YMCA COVID-19 Infection Control training course b) All permanent staff to complete the Qld Fitness, Sport & Recreation - COVID Safe Return to Play Guide course from AQIA c) Provision of training to all staff on site specific measures implemented for the management of COVID-19 risks (this plan) 	<ul style="list-style-type: none"> a) Graeme Ferguson b) Graeme Ferguson, David Bailey / Brent Greenfield / Megan Kinnane c) Graeme Ferguson d)
Record Keeping and Tracking	Provide details on how the Key Control measure will be implemented in the centre.	Person who will implement.
Maintain protocols for tracking persons on site - Visitor Sign In Register, Member Sign, Roll calls, Staff sign in etc. Records are to be kept for a minimum of 56 days.	Camp Office and Administration <ul style="list-style-type: none"> a) Client groups to provide Attendance Register identifying Arrival Date, First Name, Surname, Contact Number, Departure Date & Cabin Allocation for each participant. b) Client groups to provide Activity Group List if participating in YMCA led activities. List to include First Name & Surname of each participant c) Client program and final staff allocations saved to client file as a record of who was in contact with each group d) Staff to sign-in via Time Target Kiosk and manual timesheet e) Induction checklist completed with Group Leader/s for each client group. f) Contact information, including name, email, phone number and date and time of visit, taken for all visitors, contractors and delivery drivers. <ul style="list-style-type: none"> o Visitor Sign-in maintained at Office. Visitors to agree to conditions of entry o Visitor/Delivery Driver Sign-in maintained at Kitchen. Visitors to agree to conditions of entry g) All records to be kept for 56 days. Vacation Care <ul style="list-style-type: none"> h) Vacation Care attendees to be signed-in/out by YMCA staff using QikKids Kiosk i) Cleaning checklists and walking trails completed daily j) Debrief notes to be recorded and saved to client file. Debrief agenda to include COVID-19 safety processes to facilitate discussion to help identify process improvements 	<ul style="list-style-type: none"> a) Megan Kinnane b) David Bailey c) David Bailey d) Graeme Ferguson e) Megan Kinnane f) Megan Kinnane / Brent Greenfield g) Graeme Ferguson h) Graeme Ferguson i) Brent Greenfield / David Bailey j) Brent Greenfield

Facility and Area Capacity

The below table identifies details the maximum permitted number of persons in an indoor area utilising current Government requirements.

Area / room maximum must not contravene any overarching limits or conditions as imposed under the [Queensland Government's Roadmap to Easing Restrictions](#) including [Chief Health Officer public health directions](#).

Room / Area	Total Square Metres	Maximum permitted occupants (per 4m ²)	Details of any relevant Government restrictions or conditions or self-imposed limits	Area Open / Closed
North Pine Teacher Room (x2)	14.5m ²	3	Adults (4m ² per person)	Open
North Pine (Male Wing) Room #2	45m ²	11	Adults (4m ² per person)	Open
North Pine (Male Wing) Room #3	42.5m ²	10	Adults (4m ² per person)	Open
North Pine (Male Wing) Room #4	42m ²	10	Adults (4m ² per person)	Open
North Pine (Male Wing) Room #5	42m ²	10	Adults (4m ² per person)	Open
North Pine (Female Wing) Room #2	42.5m ²	10	Adults (4m ² per person)	Open
North Pine (Female Wing) Room #3	42.5m ²	10	Adults (4m ² per person)	Open
North Pine (Female Wing) Room #4	42m ²	10	Adults (4m ² per person)	Open
North Pine (Female Wing) Room #5	42m ²	10	Adults (4m ² per person)	Open
North Pine Bus Driver Room	13.5m ²	3	Adults (4m ² per person)	Open
North Pine Dining Hall	400m ²	100	Adults (4m ² per person)	Open
Warrina Cabin - Room #1	45m ²	11	Adults (4m ² per person)	Open
Warrina Cabin - Room #2	45m ²	11	Adults (4m ² per person)	Open
Warrina Cabin - Room #3	9m ²	2	Adults (4m ² per person)	Open
Teacher Cabins (x3) - Bedroom	12m ²	3	Adults (4m ² per person)	Open
Teacher Cabins (x3) - Lounge	24m ²	6	Adults (4m ² per person)	Open

Murrumba – Room #1	21m ²	5	Adults (4m ² per person)	Open
Murrumba – Room #2	21m ²	5	Adults (4m ² per person)	Open
Murrumba – Room #3	9m ²	2	Adults (4m ² per person)	Open
A-Frames (x4/x16) – Rooms	8.9m ²	2	Adults (4m ² per person)	Open
Elimmatta Cabin – Room #1	20m ²	5	Adults (4m ² per person)	Open
Elimmatta Cabin – Room #2	9m ²	2	Adults (4m ² per person)	Open
Elimmatta Cabin – Room #3	20m ²	5	Adults (4m ² per person)	Open
Elimmatta Cabin – Teachers Room	13.5m ²	3	Adults (4m ² per person)	Open
Waratah – Room #1	7.8m ²	1	Adults (4m ² per person)	Open
Waratah – Room #2	7.8m ²	1	Adults (4m ² per person)	Open
Waratah – Room #3	7.8m ²	1	Adults (4m ² per person)	Open
Waratah – Lounge #1	54m ²	13	Adults (4m ² per person)	Open
Dalziel Lodge – Student Rooms (x3)	54m ²	13	Adults (4m ² per person)	Open
Dalziel Lodge – Teacher Room	29.7m ²	7	Adults (4m ² per person)	Open
Jack Harris Hall	936m ²	234	Adults (4m ² per person)	Open
Jack Harris Hall – Store Room	22m ²	5	Adults (4m ² per person)	Open
Bundalong Hall	620m ²	155	Adults (4m ² per person)	Open
Noonameena Hall	62.5m ²	15	Adults (4m ² per person)	Open
Camp Office	104m ²	26	Adults (4m ² per person)	Open
Maintenance & Grounds Workshop	36m ²	9	Adults (4m ² per person)	Open
Equipment Shed	36m ²	9	Adults (4m ² per person)	Open
Kitchen	90ms	22	Adults (4m ² per person)	Open
Dining Hall	352m ²	88	Adults (4m ² per person)	Open







Response Procedures for Suspected or Confirmed COVID-19 Cases

Staff are not expected, and should not try, to diagnose people. However, there is a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable. If it is reasonably suspected that someone could have the virus, or has been exposed, this creates a health risk at the workplace. The steps below shall be followed.





There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of workplace.

Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.

1. The person you are concerned about is at the workplace.

	1. ISOLATE	Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.
	2. SEEK ADVICE	Call the Queensland COVID-19 Helpline – 13 432 584 . Follow advice of public health officials.
	3. TRANSPORT	Ensure the person has transport to their home or to a medical facility.
	4. CLEAN	Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning. Refer to the YMCA COVID-19 Cleaning and Decontamination Safe Work Procedure .
	5. IDENTIFY AND INFORM	Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements. Notify YMCA COVID-19 Support via email providing details of events to date. covid19support@ymcabrisbane.org
	6. REVIEW	Review the risk management controls in the centre's COVID-19 Safety Management Plan (this plan) and review whether work may need to change. Consult with the WHS Unit and workers on WHS issues. When the worker is ready to return to work provide them with a YMCA COVID-19 Return to Work Declaration form located on the the COVID-19 Information for Managers webpage .

2. The person you are concerned about was recently at the workplace.

	1. SEEK ADVICE	Call the Queensland COVID-19 Helpline – 13 432 584 . Follow advice of public health officials.
	2. IDENTIFY AND INFORM	Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements. Notify YMCA COVID-19 Support via email providing details of events to date. covid19support@ymcabrisbane.org
	3. CLEAN	Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning. Refer to the YMCA COVID-19 Cleaning and Decontamination Safe Work Procedure located on the the COVID-19 Information for Managers webpage .
	4. REVIEW	Review the risk management controls in the centre's COVID-19 Safety Management Plan (this plan) and review whether work may need to change. Consult with the WHS Unit and workers on WHS issues.



Staff Acknowledgement

By signing this document you acknowledge that you have reviewed and understand the information contained in this COVID-19 Safety Management Plan, and agree to follow and implement the procedures as described therein.

Date	Name (please print)	Signature

Date	Name (please print)	Signature