

# LEONGATHA GOLF CLUB



# COVID SAFETY PLAN

Version 31 – 23/4/2022

## Changes as at 6pm 22/4/2022

- ▶ •Patrons no longer are required to have two doses or show their vaccination status before entering any venue. Check-in using the Service Victoria app has ended.
- ▶ •Face masks are no longer required in hospitality and retail settings, or at events of any size.
- ▶ •Close contacts no longer have to quarantine – provided they wear a face mask indoors and avoid sensitive settings. They will also need to undertake at least five rapid tests that produce a negative result over the seven days.
- ▶ •Individuals will be required to notify their workplace contacts, in addition to informing their social contacts. Workplaces don't have to individually identify and notify each potentially exposed worker.
- ▶ Some restrictions remain in place, including:
- ▶ •Anyone who is diagnosed with COVID-19 must isolate for seven days; and
- ▶ •Existing two-dose vaccination mandates for staff still apply.
- ▶ •COVIDSafe Plans are still required in all workplaces and should be updated given the above changes.

# COVID-19 Information

## What is a Corona Virus and COVID-19?

Coronaviruses are a large family of viruses known to cause respiratory infections. These can range from the common cold to more serious diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).

## Signs and Symptoms of COVID-19

*Most common symptoms:*

fever  
dry cough  
tiredness

*Less common symptoms:*

aches and pains	sore throat
Diarrhoea	conjunctivitis
Headache	loss of taste or smell
a rash on skin, or discolouration of fingers or toes	

## How is COVID-19 Spread?

COVID-19 is most likely to spread from person-to-person through:

- Direct close contact with a person while they are infectious including in the 48 hours before their symptoms appeared.
- Close contact with droplets from an infected person's cough or sneeze.
- Touching objects or surfaces (like as door knobs or tables) that have droplets from an infected person, then touching your mouth or face.

# Leongatha Golf Club

At Leongatha Golf Club we believe it is essential that we operate the club in line with all government restrictions for the best outcome for our staff, members, guests and community. The following document outlines how we will be operating the club during the COVID-19 restrictions and will be amended in line with changes as they occur.

ALL STAFF HAVE COMPLETED THE FEDERAL GOVERNMENT online module - "INFECTION CONTROL TRAINING".

## **THE LEONGATHA GOLF CLUB IS COMMITTED TO ENSURING ALL OF ITS FACILITIES AND OPERATIONS ARE:**

- COVIDSafe for all staff, volunteers, contractors, visitors and patrons
  - Compliant with Government COVID-19 Restrictions
  - Operating in line with Golf Australia recommendations
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- Deep cleans of the premises have been conducted at Leongatha Golf Club 22/08/2020 & 31/12/2020

# Our Commitment:

In order to be COVIDSafe we are committed to:

## Modified Golf Operations

Golf competition & social of nature with players being asked to play the game and behave in a manner consistent with COVID safe recommendations.

## Training for staff

All staff have completed the online COVID Safety training module provided by the Federal Government Department of Health. Role specific training has also been completed to ensure all operations are COVIDSafe

## Signage and Instruction

Throughout each area, members will find signage and instructions on how staff and members can be COVIDSafe. Hygiene signage.

## Increased Hygiene and Cleaning

The club has hand sanitiser stations at entry/exit, in high touch point areas and areas of high traffic.  
Cleaning has been increased with regular touch point cleans, 24 hour facility cleans and ready for decontamination cleans in the event of a confirmed case of COVID-19

## Process for a confirmed Case

In the event of a confirmed case of COVID-19 the club has a process in place to notify members and visitors. This includes reporting, communication, tracing and deep cleaning before an area or facility can reopen. Everyone who enters the club will have their details recorded to assist with case tracing.

# Leongatha Golf Club

## Facility Details

Name of Facility		Leongatha Golf Club		Prepared by		Rebecca Thomas (staff) Rebecca Wilson (Board)	
Type of Facility (Sector)		Community Golf Club		Position title		Clubhouse & Membership Manager – Rebecca Thomas	
Street Address		855 Koonwarra Inverloch Road Leongatha South, Vic, 3953		Completion Date		17 August 2020	
Contact Number		03 5664 3314		Review Date		22 April 2022	
Email Address		admin@leongathagolf.com.au					
Y	Clubhouse	Y	Change facilities – club house	Y	Cart Shed	Y	Spike Bar
Y	Course	Y	Toilet facilities – on course	Y	Maintenance Shed	Y	QR code provided for Clubhouse /Range & course
Y	Golfers Bar and Bistro rooms - Food & beverage service open for fully vaccinated patrons only	Y	Pro Shop – take away F&B service	y	Kitchen	Y	Covid Marshall
Y	Masks mandatory indoors	Y	Masks outdoors only if you cannot socially distance	y	Driving Range & putting green		

# COVID Safe club and area capacity

## Leongatha Golf Club - Social Distance Capacity per Room /Area -- CLUBHOUSE

Room / Area	Total m2	Total People	Specific Gov Number limits	Open/Closed
Club Room – Golfers Bar	192	192	N/A	Open
Club Room – Bistro	80	80	N/A	Open
Pro-Shop	72	72	N/A	Open
Pro Shop Behind counter	6	6	N/A	Staff Only
Foyer	12	12	N/A	Open
Ladies Change – club room	72	72	N/A	Open
Men's Change – club room	40	40	N/A	Open
Spike Bar	50	50	N/A	Open
Club Storage Room	30	30	N/A	Open
End Storage Room	14	14	N/A	Staff Only
Cleaners Store Room	4	4	N/A	Staff Only

# COVID Safe club and area capacity

\* Kitchen closed other areas open

Leongatha Golf Club - Social Distance Capacity per Room / Area --CLUBHOUSE				
Room / Area	Total m2	Total People (per 4m2)	Specific Gov Number limits	Open/Closed
Kitchen	18	<b>8</b>	N/A	Staff Only
Office - GM	15	<b>7</b>	N/A	Staff Only
Office - CM	12	<b>6</b>		
Bar	12	<b>6</b>	N/A	Staff Only
Safe Room	8	<b>4</b>	N/A	Staff Only
Cart Room	80	<b>40</b>	N/A	Staff Only
Foyer toilet - Women's	9	<b>4</b>	N/A	Open
Foyer Toilet – Men	6	<b>3</b>	N/A	Open



# COVID Safe club and area capacity

\* Maximum 4 cart shed / 1 course toilets

## Leongatha Golf Club - Social Distance Capacity per Room / Area – Maintenance Shed & Outside Buildings

Room / Area	Total m2	Total People (per 2sqm)	Specific Gov Number limits	Open/Closed
Cart Shed - Green	280	<b>140</b>	N/A	Open
Cart Shed - Cream	280	<b>140</b>	N/A	Open
On course toilets – 5th	9	<b>4</b>	N/A	Open
On course toilets – 14th	9	<b>4</b>	N/A	Open
Maintenance Shed - Office	15	<b>7</b>	N/A	Staff Only
Maintenance Shed - Annex	15	<b>7</b>	N/A	Staff Only
Maintenance Shed – Main	240	<b>120</b>	N/A	Staff Only
Maintenance Shed – Outside shed	65	<b>32</b>	N/A	Staff Only
Maintenance Shed – Chemical Storage	60	<b>30</b>	N/A	Staff Only

# Leongatha Golf Club

## COVID-19 suspected or confirmed case action plan

### Step 1 - Isolate

Isolate the person from others, provide them with disposable mask. Send them for testing at suitable testing location.

Person to self-isolate at home until results have been confirmed

### Step 2 - Escalate

Notify management immediately. Manager to escalate to the President of the Board of Management.

### Step 3 - Inform

Manager to contact the national COVID-19 hotline

**1800 020 080**

Follow advice of the health officials

### Step 4 – Close

Close the golf club facility, ensuring all guests have exited the property. Await advice from health officials regarding re-open and cleaning requirements.

### Step 5 – Identify & communicate

Identify who has been on site or in close contact with the infected person in the 24 hrs prior to them showing symptoms. In consultation with the Board, communicate with staff, volunteers, members, guests, contractors.

### Step 6 – Deep Clean

Undertake deep cleaning/decontamination of all relevant areas. Determine and communicate re-opening once approved by health officials.

## Record of attendance and contact details will be maintained at all times

QR codes provided for Clubhouse/Course & driving range

Players – booked in Mi-club

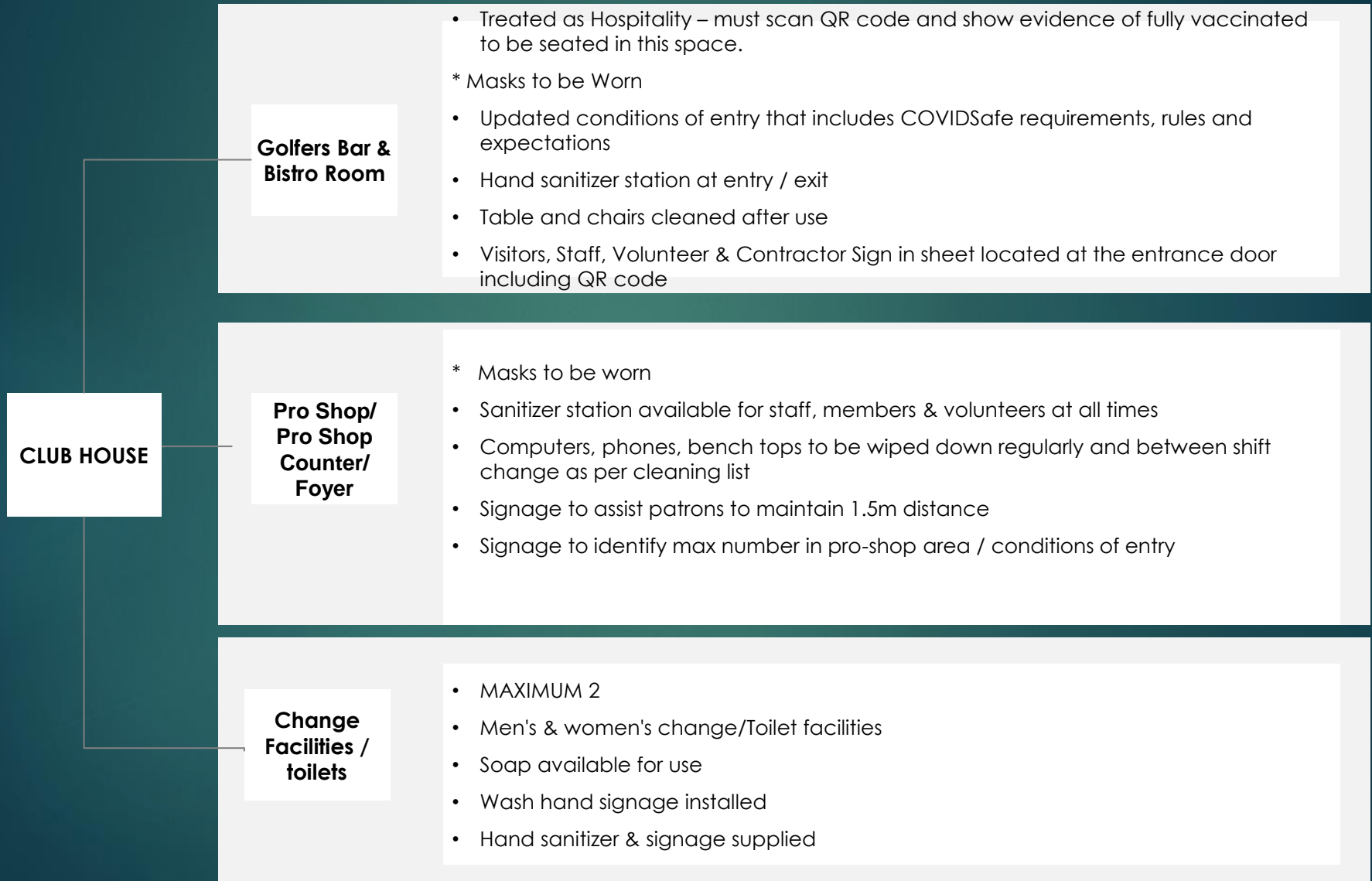
Volunteers – manual record kept by staff

Staff – logged on timesheets

Visitors / Contractors – manual record kept by staff

**ALL PEOPLE TO SCAN QR CODE UPON ENTRY TO COURSE/CLUBHOUSE**

**MASKS MANDATORY AT ALL TIMES UNLESS EATING OR DRINKING**



## **Record of attendance and contact details will be maintained at all times**

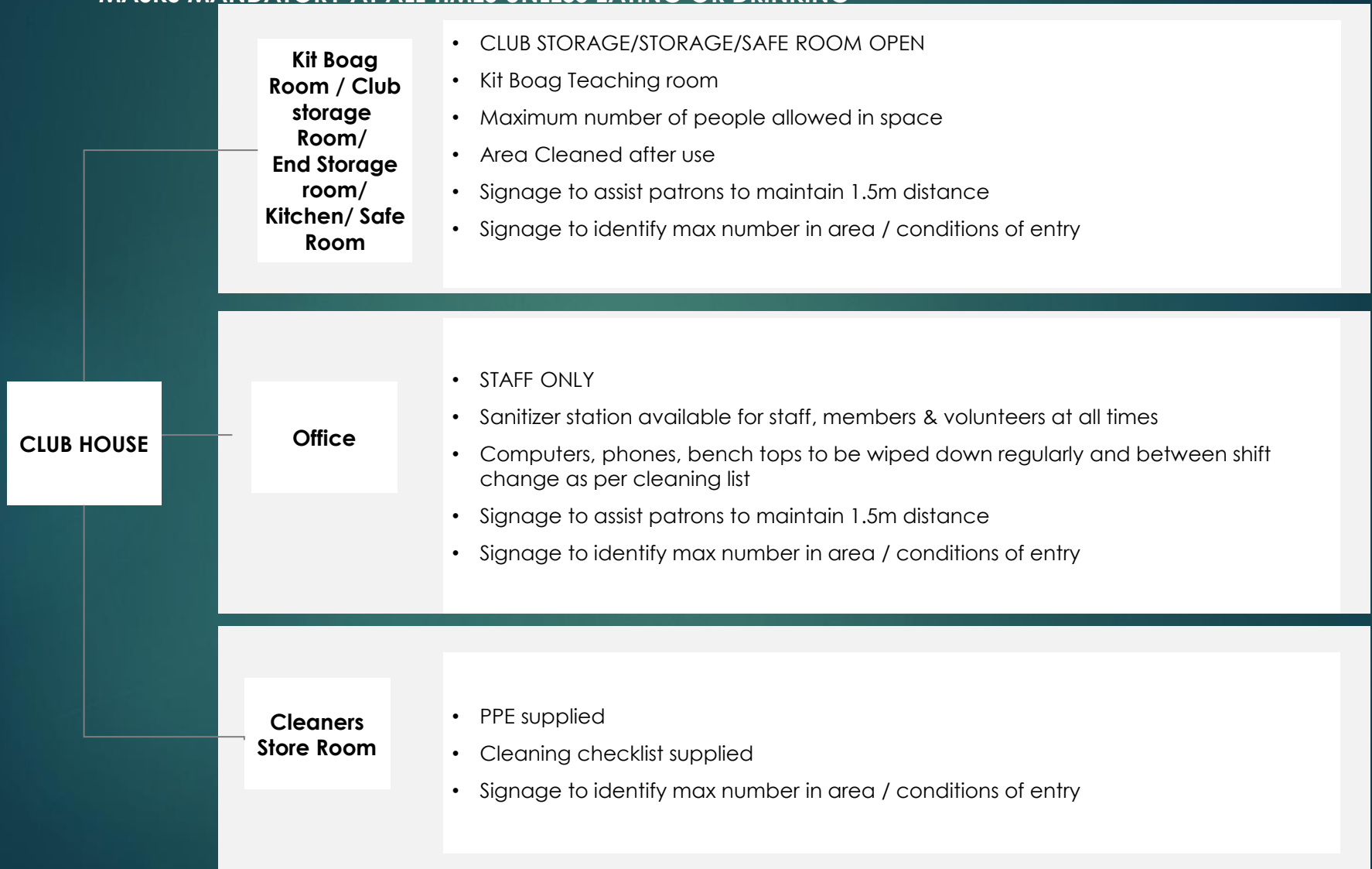
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Staff – logged on timesheets Volunteers – manual record kept by staff

Visitors / Contractors – manual record kept by staff

ALL PEOPLE TO SCAN QR CODE UPON ENTRY TO COURSE/CLUBHOUSE / Masks to be worn

**MASKS MANDATORY AT ALL TIMES UNLESS EATING OR DRINKING**



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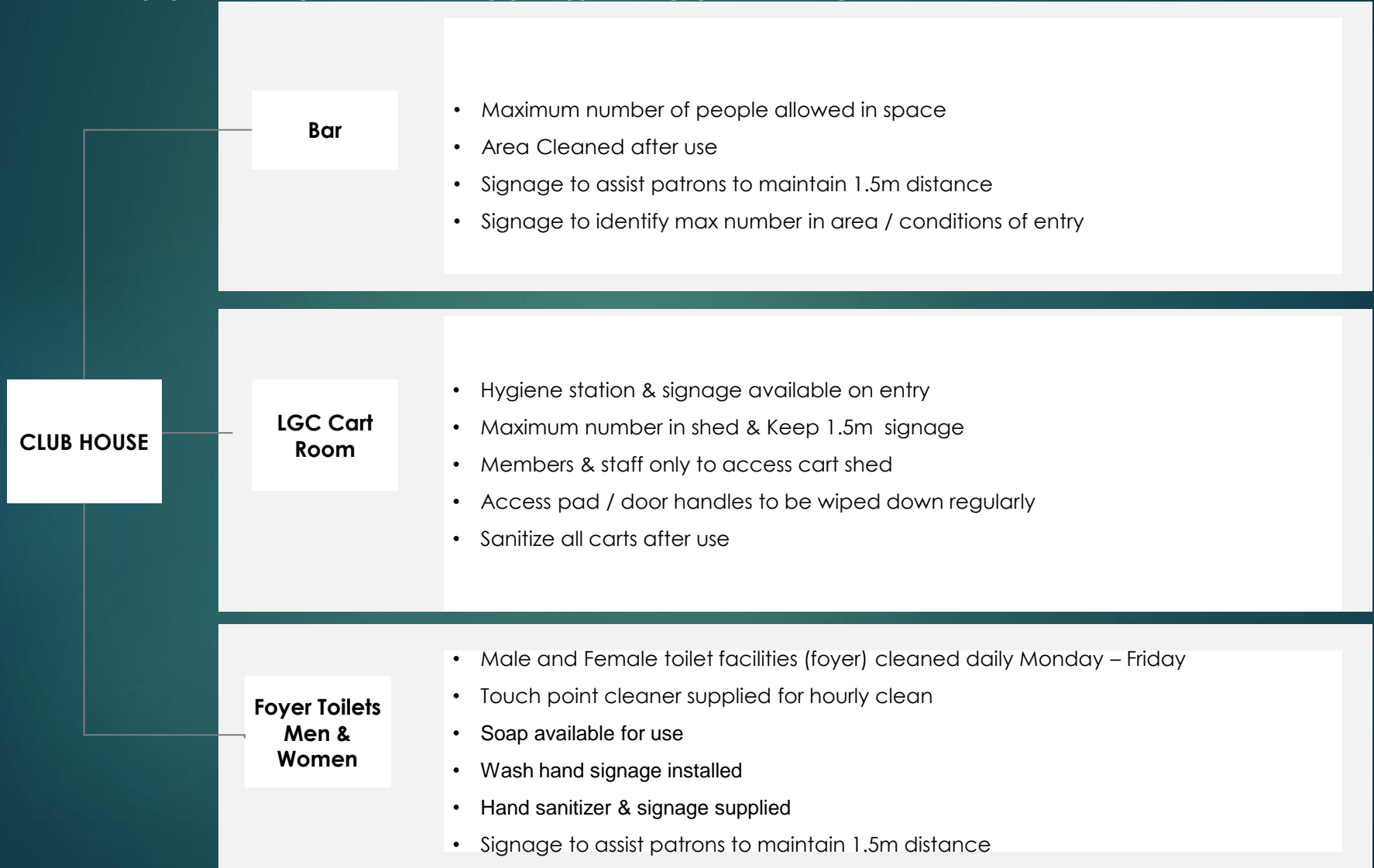
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Staff – logged on timesheets Volunteers – manual record kept by staff

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ALL PEOPLE TO SCAN QR CODE UPON ENTRY TO COURSE/CLUBHOUSE – Masks to be worn

**MASKS MANDATORY AT ALL TIMES UNLESS EATING OR DRINKING**



ALL PEOPLE TO SCAN QR CODE UPON ENTRY TO COURSE/CLUBHOUSE  
**MASKS MANDATORY AT ALL TIMES UNLESS EATING OR DRINKING**

**Practice  
Fairway &  
Practice  
Green**

- PRACTICE FAIRWAY Open to members and Public
- QR code supplied for registration
- Practice green available
- Must use own equipment / no sharing

**On Course**

**Course**

- Vaccination policy in place
- Four players permitted per group, may be adjusted as required due restrictions
- COMPETITION GOLF
- Members and Guest MUST be booked on timesheet before commencement of play
- Members and Guest to report to Proshop before commencement of play
- QR code on 1st & 10th tee for course usage
- Hire carts & hire equipment available - Sanitized between use.

**On course  
toilets**

- Soap dispensers regularly checked,
- Hand & hygiene signage with toilet / basin areas
- Cleaned Tuesday & Friday Signage that reflects that is on the entry door
- Touch point cleaner supplied for hourly clean

### Outdoor Seating

- Hygiene station & signage available on entry
- Cleaning provided after each patron departs
- QR code supplied for area

### Cart Shed – Green & Cream

- Hygiene station & signage available on entry
- Maximum number in shed & Keep 1.5m signage
- Members & staff only to access cart shed
- Access pad / door handles to be wiped down daily Monday - Friday

### Maintenance Shed

- Maximum number signage in each area of maintenance shed
- Hygiene station available for staff and volunteers
- Disinfectant supplies available for staff & volunteers to wipe down all equipment they have used during maintenance activities
- Record kept of **all persons** entering maintenance shed / and times present
- QR code provided
- Signage reminding staff of 1.5m distance, hygiene and mask wearing

### Course

- Sand bucket sanitised between use
- SCAN QR CODE

### Other areas





# COVID Safe Resources

- COVID-Safe Plan – All areas
- COVID checklists for staff to record cleaning and sanitizing of areas
- COVID record keeping
  - Players' details and visits will be recorded in Mi-club
  - Staff attendance will be recorded via timesheets
  - Volunteer, Board members & contractor visits will be recorded manually and stored
  - All visitor details, date / time / name / phone / reason for visit recorded and stored
- Golf Australia COVID recommendations
- COVID-Safe Infection Control training

ALL PEOPLE TO SCAN QR CODE UPON ENTRY TO COURSE/CLUBHOUSE REGARDLESS OF BEING BOOKED ON THE TIMESHEET.

- **MASKS MANDATORY INDOORS AT ALL TIMES UNLESS EATING OR DRINKING**