



COVIDSAFE ASSURANCE PLAN

COVIDSAFE SUMMER

Monday 7th December 2020

Organisation and Contact Details

Organisation: Auscycling LTD

ABN: 70 644 149 351

Primary On-Site Contact: Steven Nicol

Contact Number: 0402 984 210

Secondary On-Site Contact: Craig Eastwood

Contact Number: 9099 0665

Workplace under COVIDSafe Summer from 11:59pm, Sunday 6th December 2020

- All businesses are required to have a COVIDSafe plan
- Offices and professional services: operating at up to 25% of the workforce, increasing to 50% of the workforce from 11th January 2021.

Actions Taken to Prevent the Spread of COVID 19

Physical Distancing and Minimising Workplace Attendance

- All work that can be done at home, is being done at home.
- All meetings conducted remotely utilising video teleconferencing.
- Employees to nominate days they will be on site, with a maximum of two (2) persons in the office space, increasing to four (4) persons from the 11th January 2020.
- Fitted facemasks that cover the nose and mouth must be carried at all times, and worn (unless a lawful exemption applied) where physical distancing cannot occur.



Actions to mitigate the introduction and spread of COVID 19

- Hand Sanitiser available in the main entrance and at the rear door. An additional hand sanitiser placed outside the cycle changerooms/toilets.
- Notification on good hygiene practices, effective physical distancing and hand-washing has been placed throughout the facility.
- All user groups to provide their own COVIDsafe plan, vetted and approved by AusCycling and the Darebin Council.
- Contractors on site for maintenance, repair, supply of equipment and cleaning to submit a COVID safe plan to the Darebin Council and Auscycling.

Cleaning Processes

- Adequate supplies of cleaning products for the track users on the infield, including detergent spray and single use wipes. This is for the track users to clean touch points such as plastic chairs, bike racks, tables and other touch points at the end of every session.
- Additional cleaning of cycle toilet areas to cover the use of the facility, including removal of waste from all cycle use areas.

Record Keeping

- It is recommended that attendees use the **Victoria Government QR Check – In Now** when arriving at DISC.
- Advise all signing in that the register is used for the purpose of contact tracing in the event of a COVID 19 case on site. Details are kept confidential and are disposed 28 days from the date stated on the form.
- All user groups to record a list of attendees for every session which as a minimum note: First Name, Mobile Number, and Arrival Time. The details of infants 12 months old or younger are not required.

Further Easing of Restrictions from 11:59pm, Sunday 6th December 2020

- No patron caps apply where 4sq/m of physical distancing can be maintained.
- COVID marshall must be appointed for each user group session.
- Ausycling to provide this COVIDSafe plan online due to having over 500 person venue capacity.
- Records of all attendees must be maintained.
- Up to 50 persons can participate in an activity at a time. This number does not include coaches, officials and personnel required to conduct the session.



Response to a Suspected or Confirmed COVID 19 Case

- Identify the close contacts from staff and visitor records for COVID tracing. Contact details to be sent to the DHHS within 48 hours of a suspected case.
- Persons with a suspected or confirmed COVID case must remain isolated for the entire quarantine period.
- If they feel fine and can work from home, they are permitted to do so.
- Employees who require support should contact the Auscycling State General Manager and Human Resources for assistance.
- Notify staff, visitors or contractors expected to be on site about the suspected case, and advise them not to attend until an assessment of the facility for cleaning is complete.
- Notification of a suspected or confirmed COVID 19 case forwarded to
 - Craig Eastwood – Auscycling State General Manager - VIC
 - Email – craig.eastwood@auscycling.org.au
 - Ian Waugh – Recreation Operations Coordinator
 - Email - ian.waugh@darebin.vic.gov.au
- Assess whether all or part of the workplace must be closed, or the implementation of other control measures to manage risk.
- If cleaning is required, engage suitably qualified cleaning personnel, adhering to [WorkSafe Australia Industry Information for COVID 19 Cleaning](#)

Note – This plan has been prepared to the best knowledge of the current workplace utilisation of DISC, the primary workplace for Cycling Victoria. This plan is subject to change and will respond to guidance from the DHHS, Vicsport, WorkSafe Australia, the State Government of Victoria, and the Federal Government of Australia.