

COVIDSafe Plan

Business name: Melbourne Sunrise Probus Club Inc
Victorian incorporation A0057893T

Plan completed by: Kimberley Rea

Date prepared: 6 March 2021

Committee approved: [9 March 2021??]

1. Ensure physical distancing

Requirements: Event and activity hosts must ensure members and visitors are 1.5m apart as much as possible. This can be done by –

- Observing that meeting and event venues show seating plans that comply with the social distancing rules
- Reminding members and visitors in promotional material about the need for social distancing at the meeting or event

Action: Event and activity hosts to review promotional emails to ensure that physical distancing will be provided

2. Wear a face covering

Requirements: Event and activity hosts must ensure all members and visitors attending meetings and events wear a face covering as per public health advice.

- Currently, face masks are required indoors whenever physical distancing cannot be maintained
- Members and visitors should be encouraged to carry a face mask whenever they leave home to attend a Probus event
- Face masks are not required when members and visitors are consuming food and drink in a restaurant

Action:

- Event and activity hosts must review current DHHS requirements and ensure that members and visitors comply with current face mask requirements
- If DHHS requirements change, members and visitors registered to attend an event or meeting should be alerted by email or text of the changed rules

3. Practise good hygiene

Requirements: Event and meeting venues must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

Action:

- Event and meeting hosts should observe that venues are complying with good hygiene standards
- Members and visitors should regularly wipe their hands with sanitisers especially before consuming any food and drink
- Where necessary, the event or meeting host should ensure that a hand sanitiser is acquired and provided for those attending the meeting or event

4. Keep records and act quickly if members or visitors become unwell

Requirements: Event and meeting hosts must encourage members and visitors to get tested and stay home even if they only have mild symptoms.

- Event and meeting hosts should advise unwell members and visitors to immediately get tested and stay home even if their symptoms are mild. Stay at home advice should remain until such time as the relevant member or visitor has obtained a negative Covid test result.
- Event and meeting hosts should use their registers of attendances to advise each attending member of someone becoming unwell after attendance at the Probus meeting or event
- Attending members should be advised to be alert for any symptoms and if feeling even mildly unwell to get tested immediately and isolate at home until they receive a negative Covid test result
- The event or meeting host should immediately advise the President and Secretary of any Covid illness concerns and the President and Secretary shall notify DHHS of the event (Hotline 1800 675 398) and the action being taken to alert and warn members
- Where required by DHHS the attendance register for the relevant meeting or event shall be copied to DHHS for contact tracing purposes

Requirements: Event and meeting hosts must keep records of all members and visitors who attend the meeting or event for contact tracing.

Action: Attendance registers must be copied at least monthly to the Secretary or immediately in any event where possible Covid illness symptoms are suspected

5. Avoid interactions in enclosed spaces

Requirements: Event and meeting hosts should reduce the amount of time members and visitors are spending in enclosed spaces. This could include –

- Enabling events in outdoor environments
- Moving as much activity outside as possible
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action:

- Event and meeting hosts should explore opportunities for conducting the event and meeting in an outdoor setting where practical but in any event ensuring all indoor events and meetings comply with physical distancing requirements
- Hugging and kissing should be discouraged

6. Encourage vaccination program participation

DHHS is managing a vaccination rollout of Covid vaccines and most members of the Club are prioritised in Category 1(b) – aged 70 or more without an underlying medical condition.

The Club should publicise in its monthly newsletter the availability of vaccine programs and encourage members to participate in such programs where their personal medical circumstances allow. Any information on vaccines to be distributed to members should be sourced only from official Victorian and Australian government websites

7. Dissemination and currency of this CovidSafe Plan

Upon the Committee approving this CovidSafe Plan, a copy should be distributed to each member and maintained on the Club's website <https://portal.clubrunner.ca/7788>. New members should be copied with this Plan as part of their induction process.

This guide should be formally reviewed by no later than 31 March 2022 for compliance with Covid settings applicable at that time

This guide has been based on a template downloaded on 3 March 2021 from <https://www.coronavirus.vic.gov.au/covidsafe-plan#creating-a-covidsafe-plan>

The guide prepared for Melbourne Sunrise Probus Club Inc has modified the DHHS template to bear in mind the Club is not a place of work and uses third party venues for meetings and events. In many cases, the Club needs to ensure the meeting or event venue appears to be complying with CovidSafe rules and practices as promulgated on the DHHS website – especially the current status settings available at <https://www.coronavirus.vic.gov.au/coronavirus-covidsafe-settings>