

COVID Safe Plan: A Voluntary Plan for Probus Clubs

As at 30th August 2020 – commencing from 12 noon

A guide for COVID Safe Clubs

This general checklist is for those clubs not required to have a COVID Safe Checklist under the Restrictions on Businesses, Activities and Undertakings Direction. If your club uses a venue in a restricted business or industry such as a hotel, licensed club, café or restaurant, please use the appropriate mandatory COVID Safe Checklist for your club type.

1. Check your club can operate

- Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au for the current Chief Medical Officer Health Directive to confirm you can operate your club and whether any specific restrictions apply such as numbers in a venue.
- If your club has been closed, check the condition of all equipment and any facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities. Ensure any food and/or beverages stored at your club venue have not been contaminated or are now out of date.
- Ensure that you have adequate hand sanitising equipment and/or adequate soap and water stations as well as any required Personal Protective Equipment (PPE) for your club members.

2. Wellbeing of members and guests

- Direct members and guests to stay at home if they are sick, and to go home immediately if they become unwell.
- Require them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home till they get a negative result for COVID-19.
- Consider the safety risks of the venue and manage these using Personal Protective Equipment (PPE) where required.
- Implement measures to maximise the distancing between members and guests to the extent it is safe, as defined by the Chief Medical Officer of Queensland, and practical and minimise the time that members and guests are in close contact.
- Appoint a club member to act as the club Covid Officer for the period of the pandemic and ensure adequate information and training.
- Where it is practical, and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase social distancing between members and guests e.g. any stalls selling goods, morning teas, BBQs, etc.
- Introduce work from home arrangements where members, and guests, are able to work from home, undertaking tasks such as administrative work where no face to face contact is required.
- Modify processes behind the counter (especially in kitchens) to limit members and guests as much as possible having to be in close contact. Assign members and guests to specific areas to minimise the need to go into other spaces and time breaks to ensure social distancing can be observed.
- Consult with members and guests on COVID-19 measures in the venue and brief members and guests with any changes to club procedures, tasks and practices and appropriate cleaning and disinfection practices at the venue.
- Put signs and posters up to remind members and guests and others of the risk of COVID-19.

3. Social distancing

- Place signs at entry points to instruct members and guests not to enter the venue if they are unwell or have COVID-19 symptoms. The sign should state that club has the right to refuse entry and must insist that anyone with these symptoms leaves the premises.
- If practicable set up separate exit and entry points to minimise contact.
- Implement measures to restrict numbers within the premises in accordance with the latest Chief Medical Officer Health Directive. Currently, this means maintaining a maximum of 50 people at any one time, in addition to staff, and ensuring an average distance of 4 square metres per person. However, in accordance with the latest Chief Medical Officer Health Directive, for smaller venues below 200 square metres, clubs can have one person per 2 square metres up to 50 persons at a time.
- Ensure social distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas or in accordance with the latest Chief Medical Officer Health Directive.
- Consider using physical barriers where practical, such as plexiglass around serving counters.
- Remove waiting area seating or space seating at least 1.5 metres apart or in accordance with the latest Chief Medical Officer Health Directive.
- Limit the use of cash transactions by encouraging members and guests to use tap and go, direct deposit or other contactless payment options.
- Limit walk-in visits and interaction at the reception area through the use of online/phone bookings.
- If members or guests need to travel together in the same vehicle:
 - encourage passengers and drivers to spread out, using front and back seats;
 - members should only handle their own equipment and bags where possible;
 - have processes to clean the vehicle hand touch areas at the end of each journey with a detergent/disinfectant;
 - encourage members to set the car air-conditioning to external airflow rather than recirculation.
- Have strategies in place to manage gatherings that may occur immediately outside the premises.

4. Hygiene and cleaning

- Ensure members and guests are provided with hand washing facilities or appropriate alcohol-based hand sanitisers. Alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol are recommended.
- Members and guests and staff must not be barefoot.
- Where members and guests and staff were previously required to use masks and gloves to control for risks other than COVID-19 infection (e.g. dust exposures), they must continue to do so. For controlling the risk of COVID-19 infection, masks and gloves may be considered as part of a range of controls.
- Instruct club members and guests to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is recommended.
- Reduce the sharing of equipment and tools, remove shared books/ magazines from common areas e.g. gavels, bells, computer equipment, microphones, etc.
- Refrain from using product samples or printed literature which have been handled by more than one member. Members and guests should refrain from any unnecessary contact with items they are not purchasing or taking with them.
- Refrain from offering communal refreshments such as self-serve morning teas or water stations.
- Clean frequently touched areas and surfaces, at least hourly, with detergent or disinfectant (including shared equipment and tools, EFTPOS equipment, tables, counter tops and sinks).

5. Deliveries, contractors and non-meeting visitors attending the club venues

- Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with members and guests.
- Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

6. Review and monitor

- Regularly review your systems and procedures to ensure they are consistent with the current and in accordance with the latest Chief Medical Officer Health Directives and advice provided by Queensland Health authorities.
- This checklist is a key part of your COVID Plan as outlined on the WorkSafe website.
- Publicly display this signed checklist as evidence that you are a COVID Safe club.
- Keep up to date and find additional guidance at www.covid19.qld.gov.au and www.worksafe.qld.gov.au.

Name of Club President:

Signature and Date:

Name of Club Covid Officer:

Signature and Date:



COVID-19 Incident Response Plan - Australia

PSPL recognises that it is up to each Probus Club and Association to determine when to resume meetings and activities. We encourage Management Committees to consult with their membership in this process. The Risk Assessment Checklist and this Incident Response Plan have been designed to assist Clubs and Associations in determining what could be considered when assessing the risks associated with COVID-19 during meetings, activities, trips and outings.

The Probus National Insurance Program provides coverage for Personal Accident, Public Liability, Association Liability and Club Money.

While the Program does not provide coverage for illnesses such as COVID-19, coverage under the Public and Products Liability component of the Program is available to Management Committee members provided that all reasonable steps have been taken to ensure compliance with any guidelines or restrictions issued by the Australian Government or by relevant State or Territory Governments in relation to any infectious or communicable disease, bacteria or virus.

If a negligence claim was to arise, the insurer would not provide coverage if it felt that the Management Committee displayed reckless disregard for any guidelines, principles or instruction issued by the Australian Government or by relevant State or Territory Governments regarding any infectious or communicable disease, bacteria or virus.

As such, PSPL recommends Clubs and Associations consider implementing a risk assessment process.

1. Purpose

Each Club and Association is responsible for its own risk management. The purpose of this plan is to assist Clubs and Associations manage a suspected or confirmed COVID-19 incident occurring during or after an organised event. This includes meetings, activities, trips and outings and any other event approved and/or co-ordinated by a Probus Club or Association. Clubs and Associations are encouraged to review the COVID-19 Risk Assessment Checklist to mitigate the risks associated with COVID-19.

2. Scope/Application

All events organised and/or sponsored by an entity accredited to Probus South Pacific Limited. This includes Probus Clubs and Probus Associations.

3. Roles and Responsibilities

Probus South Pacific Limited	Provide this plan to accredited Clubs and Associations
Club and Association Management Committees	Ensure all members are aware of the plan
Club Members	Should be aware of their responsibilities under the Club/Association's plan if an incident arises.

4. Action Plan

Probus Clubs and Associations should take all reasonable steps to protect the health and welfare of their members at any Probus organised, managed or sponsored event. This includes meetings, outings, tours, activities and any other event approved and/or co-ordinated by a Probus Club or Association.

4.1. Contact tracing

To enable advice to all attendees of an incident, the event organiser (Probus Club or Association) must maintain a contact list of all event attendees which must include name, address, phone number and time in and out of the meeting venue or outing venue.

4.2. Members/attendees

An attendee that has tested positive or is unwell, has recently travelled and/or has been in contact with someone who has tested positive, or been in a Covid positive venue or area should:

- Not attend a Probus organised event.
- Notify the Probus Club/Association President or Secretary as soon as possible.
- Follow the advice of the relevant health authority including advice regarding testing for COVID-19.
- Refer any enquiries from media representatives or the public to the Club/Association President who should refer such requests to Probus South Pacific Limited.

4.3. Event Organiser or Coordinator

A current contact list of attendees must be maintained for each event. Any Probus event organiser or coordinator, who becomes aware that an attendee has, or is believed to have COVID-19, shall:

During Event

- Notify the Club/Association President and/or Secretary.
- Immediately exclude that member from the current event if underway and monitor their condition.
- Arrange separate transport for the unwell attendee or if the attendee is very ill, call an ambulance (for example: chest pain, difficulty breathing).
- Immediately suspend the event and advise all attendees to go to their homes and isolate until further notice.
- Advise attendees to contact their health care provider and follow the advice of the relevant health authority.

After Event

- Notify Probus South Pacific Limited.

4.4. Secretary

The Club/Association Secretary, on becoming aware of a COVID-19 incident, shall as soon as practicable:

- Notify the Club/Association President.
- Obtain the contact list of attendees from the Event Organiser or Coordinator.

4.5. President

The Club/Association President on becoming aware of a COVID-19 incident shall as soon as practicable:

- Notify the Club/Association Secretary.
- Notify the venue owner to confirm that cleaning is required and/or has already been undertaken.
- Notify Probus South Pacific Limited Ph: 1300 630 488.
- Notify the relevant health authority in the local area.
- Establish an Incident Management Team.

4.6. Incident Management Team

The Incident Management Team should consist of at least 3 persons being the Club/Association President, Secretary and Vice President. If there is no VP, then another member of the Management Committee as determined by the Club President. The Incident Management Team should:

- Immediately notify all attendees by phone of the incident. If uncontactable by phone, leave a voicemail message or notify by email if an email address is available.
- As soon as practicable, notify all attendees of the results of any COVID-19 test by an unwell attendee.
- Determine the cleaning requirements from the venue owner/event provider.
- Refer to the Incident Notification Factsheet through Safe Work Australia by [clicking here](#).
- Provide regular status updates to Probus South Pacific Limited.
- Refer requests from the media to Probus South Pacific Limited.
- Reassess any further events.

PROBUS COVID-19 SAFE PLAN CONTACT TRACING FORM

Disclaimer: Your contact information is being collected for the purpose of contact tracing in the event of positive COVID-19 diagnosis involving this business, as per the Queensland Chief Health Officer's Restrictions on Businesses, Activities and Undertakings Direction (No. 5) (or its successor). Should your duration in premises not be indicated on this form you may be contacted by Health compliance officers.

Your personal information will be stored securely and destroyed after 56 days, unless otherwise required by public health officials in the event of a Coronavirus (COVID-19) outbreak. It will NOT be used for marketing or research purposes, given or sold to third parties. Depending on the nature of your dealings with us, we may collect and hold other types of personal information ordinarily collected by us which will only be used to provide you with those services.

Date of entry:

Time of meeting: (Duration in premises):

IN: OUT:

First name:

Last name:

Email address:

(Residential address if not available)

Phone:

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(Residential address if not available)

Phone:

**Q&As – these were checked with the COVID-19
Hotline 134 COVID (13 42 68)**

Do I have to collect the members' name, address, email and phone number every time at a meeting?

No BUT. If the meeting venue is a hotel, club, RSL club, café or other similar business, the venue is responsible for collecting those details. They may ask you to assist in the collection of member details. However, if you meet inside a building or structure, such as a community or church hall, you have to collect the required information and store it in such a way that Queensland Health Department officials can be provided with it within the stated time of the request.

Do members have to complete a Covid Form if we are meeting in a park or outside venue?

No. The collection of Covid details is required for inside venues only.

How long do I have to store the Covid-19 Forms after the meeting?

56 days and they **must be able to be produced on request** within the stated time of the request.

Can we just use a copy of our members list and get them to initial or sign at the meeting?

No. This information must include: name, phone number, email address, and the date and time period of patronage. If requested, this information must be provided to public health officers within a stated time.

Are there penalties for businesses who don't comply?

Failure to collect and/or produce contact tracing information, without a reasonable excuse, may result in a fine of **\$1,334 for individuals and \$6,672 for corporations.**

Do I have to put signs about social distancing up at the meeting?

Yes. There should be signage outside and inside the meeting venue warning people with symptoms not to enter. There is a requirement to display signage showing social distancing is to be applied within the meeting venue.

How many members can I have at the meeting?

Limited to one person per 4 square metres regardless of the size of the venue as at August 2020.

Limited to one person per 2 square metres with 50 as a maximum for venues under 200 sq. m.

Can members move around before the meeting or during the meeting?

No. Social distancing requires members to be seated quickly and remain seated.

Do I have to have hand sanitiser at the meeting?

No BUT. you have to have adequate soap and water and paper towel stations available throughout the venue. Hand sanitiser needs only to be made available as a backup. **Hand sanitisers need to be placed throughout the meeting venue** if there are inadequate soap and water stations available.

Do I have to sanitise equipment used at the meeting?

Yes. All equipment should be sanitised before and after use at the meeting. Hand-held microphones will need to be sanitised before passing them to new users including guest speakers.

Can we sing (the National Anthem) at the meeting?

Yes, as long as social distancing is a minimum of 1 person per 4 sq. m. *Note: this advice may change.*

Can we get members to serve their own tea and coffee and help themselves to morning tea food at the meeting?

No. The current Chief Medical Officer Directive states that there can not be any buffet or self-service of food of any kind.

Members can sit and be served morning tea by venue staff or members can sit and enjoy their own morning tea.

Clubs that wish to serve morning tea to members will need to have sufficient Personal Protective Equipment (PPE) to enable them to safely serve the food. Orders would need to be taken and delivered to seated members. All food would need to comply with the Covid Safe Food Guidelines (individually packaged items).

Ten ways to reduce your risk of coronavirus

- **Wash hands often** with soap and running water, for at least 20 seconds. Dry with paper towel or hand dryer.
- **Try not touching** your face, nose, eyes, and other mucous organs.
- **Cover your nose and mouth** with a tissue when you cough or sneeze. If you don't have a tissue cough or sneeze into your upper sleeve or elbow.
- **Isolate yourself at home** if you feel sick. If you take medication ensure you have adequate supplies.
- **Phone your GP** first if you need medical attention. They will tell you what to do.
- **Continue healthy habits:** exercise, drink water, get plenty of sleep, and now is the time to quit smoking. Call the Quitline 137 848.
- **Buy an alcohol-based hand sanitiser** with over 60 per cent alcohol.
- **Get the flu shot** (available April).
- **Don't Shake hands** with **or hug** others!
- **Wear a face mask** if you are unable to physically distance.