



Yarra Valley Aeromodellers Inc.

Covid Safe Management Plan

Date: 18/10/2021
Revision A

Plan Control & Amendment

The current reviewed and approved version of this Plan is available from the committee/or secretary all members to access. Downloaded Plans are deemed uncontrolled, and it is the responsibility of the user to ensure they are using the latest revision. The responsibility for maintenance, review, update and approval of this plan is the responsibility of the committee. All changes to this document are noted.

Rev	Date	Description of Change	Prepared by
A	23/9/21	New Document	Melissa Law
B	18/10/2021	Amendments to WorkSafe Notification Vaccination requirements	Melissa Law

Plan Review & Approval

Prepared by	Approved by
Melissa Law	YVA Inc Committee



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1. Introduction

The YVA INC. COVID-19 Management Plan has been developed in response to the COVID-19 pandemic currently affecting community sport and recreation.

Up to this point, the YVA INC. committee have been providing constant advice and information on a regular basis for members. This revision update incorporates Coronavirus (COVID-19) Guidelines recently updated as Road Map 22/10/2021.

YVA INC. recognises the increasing need to manage our members exposure to the COVID-19 virus by setting clear guidelines for our people to follow. We will continue to monitor and manage this situation, placing appropriate preventative measures across the club so that all members and their families are kept safe and well.

This document outlines the expectations for containing and managing the impact of COVID-19 at our club. These expectations are based on advice given by the Department of Health.

It identifies matters to be considered at the club grounds with regards to managing the spread of COVID- 19.

Further Fact Sheets from the Australian Government Department of Health can be located on the Caronavirus.vic.gov.au website.



2. Information Updates and Management

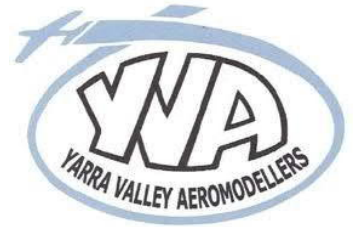
2.1 Covid-19

To manage the threat of Covid-19, the YVA INC. committee meet when required to address the evolving issues and challenges it is facing and has been tasked with reducing the existing contamination hazards within the club and identifying and implementing protocols that can improve the clubs resilience to Covid-19, so as to maintain the clubs continuity for the benefit of all involved.

The committee, shall continue to monitor current information relating to COVID-19 utilising information supplied by the Department of Health, National Coronavirus Hotline and other relevant health advice.

Information is disseminated throughout the club via various mechanisms including the website, emails and facebook updates.

As the situation is changing frequently and at times with very little notice it is important to keep abreast of these changes. The committee will monitor local requirements via the Victorian DHHS and make updates to this plan as required.



3. Current Covid-19 Work Practices

3.1 Covid-19


If you show symptoms and/or have been in contact with a confirmed case or have travelled internationally, the below steps shall be follow:

WHAT TO DO IF YOU...

- Have any coronavirus (COVID-19) symptoms and/or have been diagnosed with coronavirus in the last 14 days, or
- Are in a period of 14 day quarantine as directed by a health professional, or
- Have been overseas in the last 14 days, or
- Have been in contact with anyone who has coronavirus, or
- Have been in contact with anyone who is currently being tested for coronavirus, or
- Have anyone in your household who has symptoms consistent with coronavirus.

STEP 1 **CONDUCT DHHS CORONAVIRUS (COVID-19) INTERACTIVE SELF ASSESSMENT**

dhhs.vic.gov.au/coronavirus-self-assessment



Step 2: Contact: The President at YVA INC. club

Step 3: When results are back – contact The President to advise of result



3.2 Club Members Responsibilities

Members are expected to:

- Remain vigilant, fully adopt promoted personal hygiene and “Social Distancing” practices and quickly adapt to expected rapidly changing management protocols.
- Demonstrate commitment to Self, Family, Team and Community through being proactive and responsive.
- Following guidelines issued by the government and the Club

All members should maintain 1.5 metres from other members. This includes

- In the pits
- At the flight line
- Within the toilet facilities
- In any undercover area

From a practical point of view, we all need to remain vigilant about personal hygiene to prevent illness.

Recommended actions for all members, as a minimum include:

- Have not travelled overseas or interstate in the last 14 day, or
- Have they not been in contact with anyone who has coronavirus (COVID-19), or
- Have not been in contact with anyone who is currently being tested for coronavirus (COVID-19), or
- Do not have anyone in their household who has symptoms consistent with COVID-19 or works in a high-risk industry
- Have not been directed to self-isolate for a 14-day period (in which case, they must stay home and not attend club or work)
- Wash hands frequently for at least 20 seconds with soap and water, and carry hand sanitizer for use when soap and water are not readily available
- Avoid touching the face area and keep some distance from people who are not well
- Seek medical attention if you develop symptoms, especially fever or shortness of breath
- Do not come YVA INC. if you are showing signs of any recognised symptoms.
- Regularly wash surfaces that are frequently touched such as door handles, light switches, kitchen and bathroom areas
- Establish “Social Distancing”
- Do not shake hands or have any body-to-body contact unless absolutely essential (e.g., provision of first aid)



- Avoid touching your face and in particular nose and mouth unless your hands are recently cleaned
- Do not attend the club if you are suffering from any medical condition.
- Cough or sneeze into your elbow or shoulder.
- Do not share equipment.
- Wear a face covering unless an exemption applies. Proof of exemption
- Immediately advise a committee member if you have a confirmed diagnosis of COVID-19 and self-isolate.
- as per DHHS requirements and until such time DHHS provides clearance from isolation requirement
- Follow DHHS requirements for notification of positive diagnosis

Members can find further information on the Caronavirus information through:

- Up to date information is available at the Australian Government Department of Health web site:
- <https://www.health.gov.au/news/health-alerts>
- Up to date information is available at the Victorian Government Department of Heath website:
- <https://www.dhhs.vic.gov.au/coronavirus>
- Up to date information is available at the Victorian Government Corona Virus website:

<https://www.coronavirus.vic.gov.au/coronavirus-covidsafe-settings>

- The World Health Organisation website: <https://www.who.int/health-topics/coronavirus>
- Coronavirus Health Information Line: 1800 020 080
- Support that is available as we navigate this challenging time includes EAP, Beyond Blue, Lifeline, and other support programs.

3.3 QR Codes

It is now mandatory for visitors/members at all Victorian workplaces to check in using the Victorian Government QR Code service. Record keeping continues to be an important tool for helping Victoria stay safe and stay open. The need for fast and accurate contact information for anyone who has visited a COVID-19 public exposure site is vital. QR posters are displayed at all entrances to the club, in the pits areas and the kitchen and indoor sitting areas.

Check-In data can only be accessed for the specific purpose of contact tracing in the event of an outbreak.



3.4 Screening Members

In addition of the self-assessment for COVID-19 defined above, screening must be undertaken and special consideration must be given to vulnerable members. Members must declare that they:

- Have not travelled overseas or interstate in the last 14 days, or
- They have not been in contact with anyone who has coronavirus (COVID-19), or
- Have not been in contact with anyone who is currently being tested for coronavirus (COVID-19), or
- Do not have anyone in their household who has symptoms consistent with COVID-19 or works in a high-risk industry
- Have not been directed to self-isolate for a 14-day period (in which case, they must not attend the club).

If member declares any of the above, they may be required to self-isolate. If a member is displaying symptoms consistent with COVID-19 they must not attend the field or club and inform a committee member and not return to work or the club until they have been cleared by DHHS

3.5 Vulnerable Members

DHHS has identified the following groups of people as vulnerable members in relation to COVID-19:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions.
- People 65 years and older with a chronic medical condition
- People 70 years and older
- People with compromised immune systems

3.6 Density Limits

These will be determined by updates from DHS or the coronavirus website listed above 3.2



3.7 Common Use Equipment

3.8.1 Plant & Equipment

All mobile plant (ie mowers) are required to be maintained in a clean and healthy state.

Both the entering and exiting drivers are responsible for wiping down and disinfecting the vehicle prior to handing the keys back.

Club equipment/mobile plant that are shared should be regularly cleaned to ensure adequate hygiene and protection.

3.8.2 Common Use Areas (kitchen and indoor sitting areas)

The kitchen and common areas remain closed.

Wash/sanitise your hands prior to preparing and eating food.

Members are encouraged to spread out in accordance with "Social Distancing" practices whilst eating. The use of the deck area is also encouraged, as is outdoor areas.

Place all food waste in the bins and clean up after yourself. Bins should be left with lids off or open where possible to limit the need for people to touch the same surface.

Members are encouraged to bring their own products from home. This includes Tea/Coffee ect until further notice and when the kitchen reopens.

3.8.3 Toilets and amenities

Soap dispensers and anti-bacterial sprays are in the toilet facilities.

Signs displaying correct hand washing practices are in each toilet facility, all members must correctly wash their hands following the use of the toilet facilities.

It is a requirement that each member wipe down the surface areas touched after each use.

3.8 PPE

PPE is one mitigation that has been recommended by various sources to support our members.

As of 11:59PM 27th July 2021, face coverings must still be carried at all times and must be worn indoors and outdoors except if at home, or if an exemption applies.

A face covering needs to be a surgical face fitted mask or Snood (minimum 2 ply). The following exemptions apply:

- a) If you are in the car alone or with someone from your household, you do not need to wear a face covering. If you are driving for work, such as deliveries, or with people outside of your household then you are required to wear a facemask.
- b) If you are doing strenuous physical exercise you do not need to wear a face mask, but you must carry one with you. Strenuous exercise includes activities like jogging, running or cycling but not walking. (Note: Flying RC aircraft is not a strenuous activity)

Face mask types include face fitted cloth/snood, surgical and N95 and P2. Other types of face coverings such as scarves, face shields and muffs are not permitted.

N95/P2 masks must be compliant with AS1716.

Instruction on the correct use and disposal of face coverings and PPE, good hygiene practices, physical distancing expectations while attending the club, socialising and slowing the spread of COVID-19 will be provided to all members.



3.9 Social Distancing

“Social Distancing” is a term developed to define the separation of people to stop or slow the spread of infectious diseases such as Covid-19. It means less contact between you and other people.

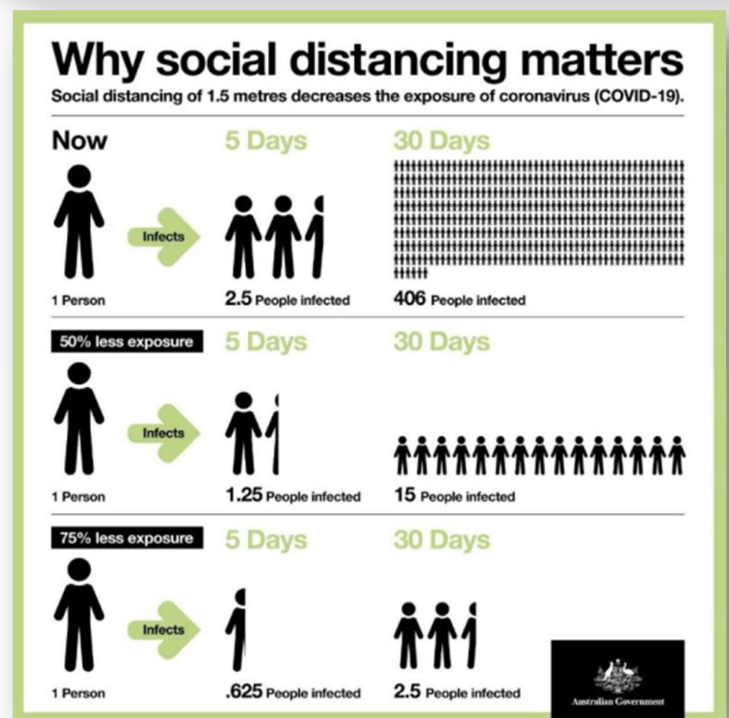
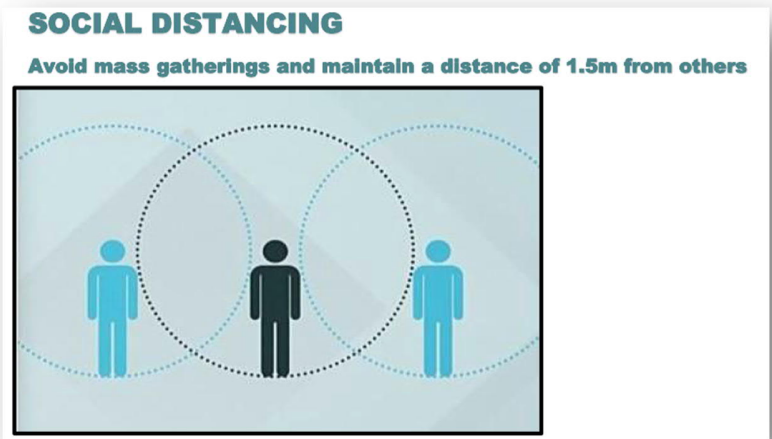
A Fact Sheet from the Australian Government Department of Health explaining “Social Distancing” is included in Appendix A An explanation of the benefits and importance of “Social Distancing” is well displayed in a series of animated graphics available on the Washington Post web site:

Social distancing practices must be implemented in aspects of your life, including such places as:

- At home and at work
- Socialising
- In transit (i.e., public transport)
- At shopping centers
- Anywhere you normally interact with others.

Social distancing recommended guidelines while at work include: Irrelevant to us, needs to be club specific

- Keep 1.5 metres away from others or allowance for 1 person per 4m² in enclosed working spaces
- Stop shaking hands to greet others and avoid any kind of physical contact such as hugging Hold meetings via video conferencing or phone call
- Put off large meetings to a later date and hold essential meetings outside in the open air if possible or





- ideally hold all meetings over the phone or video conferencing to eliminate the face-to-face aspects
- Promote good hand, sneeze and cough hygiene
- Provide alcohol-based hand rub for all members
- Regularly clean and disinfect surfaces that many people touch (at least twice daily)
- Open windows or adjust air conditioning for more ventilation
- Limit food handling and sharing of food at the field.
- Avoid non-essential travel
- Promote strict hygiene among food preparation (canteen) staff and their close contacts
- Provide ground demarcation assisting in identifying and establishing social distancing requirements.

3.10 Covid-19 Diagnosis

If you are showing symptoms and/or have had contact with a confirmed carrier you are obligated to seek advice from your Medical Provider (i.e., GP, Family Doctor, Hospital) and get tested immediately. You are required to follow the advice of your Medical Provider, including undertaking testing as deemed required. Do not attend the club until you have received clearance from your Medical Provider, and you have provided evidence of a negative COVID-19 test result to the club. If you are diagnosed with COVID-19, you are to return home and isolate immediately and comply with the Department of Health's isolation procedures. YVA INC. will notify DHHS of the confirmed case of COVID-19 at the club and if the Department of Health has not contacted you within 24 hours you are to contact them directly on 1300 651 160.

Any member confirmed to have contracted COVID-19 will be not be able to attend the field and/or club until fully recovered and cleared by DHHS. Any person who has been confirmed as having COVID-19 will need to provide written evidence of medical clearance to YVA INC. prior to being allowed to return to the field.

In the event of a confirmed case of COVID-19 at the field, we understand that there will be limited time to consider relevant actions and communications.

Shouldn't this next paragraph be under Sec 4.2

A risk assessment of the club will be immediately initiated and will include identifying close contacts of the confirmed case to enable contact tracing, notification, testing and deep cleans. DHHS will be notified of the actions taken and be provided the risk assessment and contact details of any close contacts. DHHS will also undertake contact tracing, but YVA INC. will immediately initiate this process to ensure there is no lag time between the commencement of tracing.



4. Monitoring & Measurement

4.1 Covid-19

The implementation of the COVID-19 Management Plan is monitored to assess its effectiveness. A key component of management measurement is a review of performance against the objectives. At a management level, this is monitored by the committee of YVA INC..

4.2 Confirmed Case Response

In the event COVID-19 impacts the management of the field and/or attendance of members, we understand the importance of an effect response. In the instance of a confirmed case of COVID-19, a process has been established to provide guidance, outlining the expectations to be complied with to ensure the safety of all persons at the field and to mitigate potential impacts on other members.

4.3 Covid Marshall

YVA INC. has appointed COVID Marshals, which are responsible for supporting compliance and providing advice to members the following measures:

- Ensuring volunteers and members comply to appropriate physical distancing measures
- Ensuring workers practice minimum-level hygiene measures (as per Infection Control Awareness training)
- Maintaining accurate and robust record keeping
- To review Vaccination data if required on behalf of the committee.
- Insuring compliance to the High Risk COVIDSafe plans. COVID Marshals are individuals who have (at a minimum) certifications and training for:
 - Infection Control Awareness Training (mandatory); and



5. Review & Reporting

Ongoing monitoring is to occur regarding implementation of COVID-19 controls detailed in this plan.

Confirmed COVID-19 cases must be immediately reported as per requirements detailed in various locations throughout this plan.

- Any member received a confirmed diagnosis of COVID-19, and
- They have attended a club within the relevant infectious period. The infectious period begins 14 days prior to the onset of symptoms or a confirmed COVID diagnosis, whichever comes first, until the day on which the person receives clearance from isolation by DHHS



6. Appendices

Due to the ever-changing nature of the Covid-19 Advice, the Australian Government Fact Sheet links have been provided to assist the project site ensuring that all Covid-19 advice and requirements is being adhered to.

Social Distancing Guidance:

https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-on-social-distancing_4.pdf

Covid-19 Information for Employers:

https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-foremployers_1.pdf

Frequently Asked Questions:

https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-frequently-asked-questions_9.pdf

Information for people with a suspected case:

https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-for-people-with-a-suspected-case_3.pdf

Information for close contact with a confirmed case:

https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-forclose-contacts-of-a-confirmed-case_2.pdf

Information on routine cleaning:

<https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community.pdf>

Isolation Guidance:

https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-isolation-guidance_7.pdf