

Everglades GREENS COVID-SAFE Plan

Business Name: Everglades Greens

Plan Completed By: Everglades Course Superintendent, Everglades Management.

Wellbeing of staff and customers	
Exclude staff, visitors and customers who are unwell.	All greens staff have been asked to stay home if they are unwell.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	A copy of the local testing facilities has been given to staff and is included in this plan.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff have up to date leave balances. Last updated June 2020.
Display conditions of entry for any customers or visitors (website, social media, entry points).	Signage is on all three doors into the club that displays this, as well as the club website and Facebook pages.
Physical Distancing	
There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website. If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and close proximity where practicable.	The current maximum number of players at the one time for our golf courses is 124. This is on a sign at the exit/entry to the course. The current restriction for outdoor sports and bowling greens is 500. With the 4 square metres per person the capacity for each green is 30.
Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with	All staff clean the machinery/equipment prior to use.

detergent/disinfectant between use.	
Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.	Refer to above point re: 'golf course and bowling green capacity'.
Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.	All meal breaks are staggered to ensure minimal time is spent in the same lunchroom. The lunchroom can have 14 people at 4m ² however we only have 7 greens staff.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	Refer to above point.
Use telephone or video for essential meetings where practical.	Meetings are currently still able carried out in larger rooms where 1.5 meters physical distancing is practical.
If staff or workers need to travel together in the same vehicle: <ul style="list-style-type: none"> • encourage passengers and drivers to spread out, using front and back seats • workers should only handle their own tools and bags where possible • have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant • encourage workers to set the air-conditioning to external airflow rather than recirculation. 	1 person per buggy rule applies to all staff. All golf machinery is single rider only with the exception of the golf course utility, which has the above rule imposed. All machines and vehicles are cleaned prior to use.
Hygiene and Cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	Hand sanitiser has been provided throughout the workplace.
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Spray and wipe/antibacterial wipes have been provided for this to occur.

<p>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.</p>	<p>Greens bathrooms are well stocked and clean. Hand washing signs have been provided and installed.</p>
<p>Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.</p>	<p>All disinfectant solutions are mixed at the appropriate strength.</p>
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p>	<p>Gloves are provided for staff to use.</p>
<p>Record Keeping</p>	
<p>Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.</p>	<p>Staff details are recorded with their timesheets in our software Timetarget.</p>
<p>Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.</p>	<p>This was mentioned and spoken about in this planning meeting and has been mentioned to staff. Information on the app is also in this plan.</p>
<p>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.</p>	<p>Yes, we will do this.</p>



Everglades
GOLF