

# COVIDSafe Facility Setup Checklist

CREATING A SAFE  
ENVIRONMENT



## Purpose

This facility setup checklist provides the core set of actions to assist you in opening access to your club. The following check list provides actions required to setup the facility to reopen including signage, personal and facility hygiene, and physical distancing, to prevent transmission and manage the safety of your members and visitors.

Y/N or N/A	Action	Description
	Communication	Signage has been placed at key locations within the facility as per the LSV <a href="#">COVIDSafe Signage Checklist</a> .
	Cleaning	Prior to reoccupation the site has been thoroughly cleaned.
		Enhanced cleaning regimes are in place as per the LSV <a href="#">COVIDSafe Cleaning Guide</a> .
		Identify supplier for deep clean and agree on protocols, if a case was to occur. See the <a href="#">COVIDSafe Case Action Plan</a>
	Hygiene	Sanitisation stations have been provided throughout the facility. Include hand sanitiser, anti-bacterial wipes and a disposal bin.
		Ensure bathrooms are well stocked with hand wash and paper towel.
	Physical Distancing	Setup one-way walkways (separate entrances and exits), where possible.
		Calculate and set maximum capacity of areas and communicate.
		Setup spaces with 1.5m distancing mapped and signed.
		Close non-use areas and communicate

**COVIDSafe for Saving Lives**

LSV COVIDSAFE PLAN | VERSION 1.0 | SEPTEMBER 2020

	Transmission	Service air conditioning system/s to ensure maximum airflow
		Setup areas to maximise airflow using open windows, air-conditioners or consider outdoor where possible
		Remove communal food service and water stations, including shared condiments, cutlery, and water stations
		Ensure first aid kits updated to include COVIDSafe PPE
	Monitoring	Ensure contact tracing is in plac. See LSV <a href="#">COVIDSafe Contact Tracing Guide</a> in place
		Protocol in place to advise members to isolate if unwell during an activity.
	Plan	Identify area to be designated as an isolation area, for members/patient identified as unwell.
		Train key members on actions required if suspected or confirmed case. See the <a href="#">COVIDSafe Case Action Plan</a>
		Members are aware of the notification procedure in the event of infection with COVID-19. See the <a href="#">COVIDSafe Case Action Plan</a>

## References:

Business Victoria, COVIDSafe Business, COVIDSafe Plan;

<https://www.business.vic.gov.au/coronavirus-covid-19/covid-safe-business/covid-safe-plan>

Safe Work Australia, National Guide to Safe Workplaces COVIDSafe;

<https://www.safeworkaustralia.gov.au/doc/national-guide-safe-workplaces-covid-19>

Sport and Recreation Victoria, Return to Play Template; <https://sport.vic.gov.au/our-work/return-to-play/Restrictions-for-areas-outside-of-metropolitan-Melbourne/return-to-play-eform>