

<p>You must keep records of all people who enter the workplace for contact tracing.</p>	<ul style="list-style-type: none"> • During all staffed hours of all sites, a dedicated COVID-19 Check-In Marshal is on duty. The Check-In Marshal is responsible for ensuring that every effort is made to have all visitors follow the correct check-in protocols. (Note: All NSW based Aligned Leisure sites are currently closed) • Contract tracing for all Victorian sites is captured through the Government's Services Victoria App for all visitors, including members, staff, casual visitors, contractors and other guests. This is accessible via QR code on the person's personal device where possible, with staff able submit details on behalf of visitors who are unable to scan the code. • The QR system automatically records the date and time of each person's entry to site. • Evidence of signing-in must be shown to a team member prior to entry. • Outside of staffed hours (24/7 Gym access) signage is in place upon entry to advise customers of QR code entry requirements. As an additional protocol, visitor information is also captured through their membership tag which is scanned upon entry.
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5. Avoid Interactions in Enclosed Spaces |

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>You should reduce the amount of time workers are spending in enclosed spaces.</p>	<ul style="list-style-type: none"> • In line with DHHS advice, fans can be used provided that they are not pointed directly at a person or blowing air across people. • Where the risk to health and safety in not using fans is too great (eg. Heat related injury or illness), fans can and should be used, in line with Aligned Leisure's - Fan Use in Indoor Facilities Risk Assessment.

6. Create Workforce Bubbles |

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.</p>	<ul style="list-style-type: none"> • Updated roster protocols to use site specific direct service teams across sites • Training provided to all Heads of Department on rostering protocols

References |

- Refer to Aligned Leisure's:
 - *Exposure Response Plan*
 - *Corporate Risk Assessment - Infectious disease connection to a community leisure facility*
 - *COVID Safe Training Checklist*
 - *COVID Safe Training Agenda*
 - *COVID Safety Marshal Position Description*
 - *COVID Safety Marshal Training Agenda & Checklist*
 - *Systematic Cleaning Schedules*
 - *Aligned Leisure's - Fan Use in Indoor Facilities Risk Assessment*
 - *Aligned Leisure's – Crowd Management Control Plan*