



Ainslie Group COVID Safety Plan

Purpose

The purpose of this plan is to keep our staff, patrons and the broader public safe through implementing a range of measures and protocols to ensure we are operating in the safest possible manner. The primary objective of this plan is to detail the procedures for the safety of all people in or near the premises of our venues.

The Ainslie Group have developed this document as part of our commitment to ensure the safety and wellbeing of all persons employed at or visiting our venues.

The Plan has been developed using the SafeWork Australia National CoVID-19 safety guidelines and process identified within AS3745-2010 Planning for Emergencies in Facilities.

Scope

This Plan was created in response to the coronavirus pandemic and the subsequent closure and planned re-opening of Ainslie Group venues. This Plan applies to the Gungahlin Lakes Golf and Community Club and the Ainslie Football and Social Club, 'the Company', its employees, contractors, members and patrons.

This plan aims to provide a framework for workers and visitors to our club to appropriately behave in accordance with all current COVID-19 trading restrictions and compliances.

This document details the roles and responsibilities of the key personnel who will be expected to perform COVID-19 Management

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CoVID-19 (Novel coronavirus 2019) (2019-nCoV) summary

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. Adaption has led to severe acute respiratory outbreaks related to MERS-CoV and SARS-CoV, but there are also human coronaviruses that cause more mild illness in humans, such as the common cold.

COVID-19 is a disease caused by a new form of coronavirus. It was first reported in December 2019 in Wuhan City in China.

Mode of transmission

At present, where human-to-human transmission occurs, it is most likely be through direct contact with confirmed-case patients, by respiratory droplets and by fomites (contaminated objects and surfaces), as is seen with SARS-CoV and MERS-CoV infections.

Current health advice

According to authorities, symptoms of the coronavirus include: mild to severe respiratory illness with fever, cough, and difficulty breathing.

Currently, recommendations regarding everyday preventative actions are as follows:

- Washing hands often with soap and water for at least 20 seconds. If soap and water are not available, using an alcohol-based hand sanitizer.
- Avoiding touching your eyes, nose, and mouth with unwashed hands.
- Avoiding close contact with people who are sick.
- Staying home when sick.
- Covering your cough or sneeze with a tissue, then throwing the tissue in the trash.
- Cleaning and disinfecting frequently touched objects and surfaces with hospital grade disinfectant

Staff who display symptoms will be asked to leave the workplace and return only when medically cleared to do so. Patrons displaying symptoms may be asked to leave to protect other patrons, our staff and business.

Current Restrictions

The Ainslie Group agrees to and will abide by the following regulatory ongoing conditions:

1. A strict limit of one person per 4sqm
2. Maintaining records of patrons for the purposes of contact tracing where appropriate
3. Carefully managing restaurant, gaming, function and bar areas to ensure social distancing requirements are maintained
4. Following government regulations surrounding maximum numbers of patrons in a venue

As at 19 June 2020, the following regulations came into effect

- Restaurants, cafés, clubs and other licensed venues to have 1 person per 4sqm, maximum of 100 people per area.
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Note: As at 8 July 2020, the club reception began actively screening for interstate visitors from Victoria and reserves the right to refuse entry to individuals who have arrived in the ACT within the past two weeks.



Ainslie Group CoVID-19 Management Committee

The Ainslie Group CoVID-19 Management Committee is responsible for the development, implementation and maintenance of the COVID-19 Management Procedures and related training. The Committee will be appointed by Club management and will consist of at least two or more people deemed competent in the understanding of CoVID-19 restrictions and compliances.

It is furthermore essential that all levels of management and workers at the Company accept and participate in the implementation and maintenance procedures designed to minimise the spread of CoVID-19. Spread prevention techniques are ineffectual if they are not adequately understood or implemented at all levels.

CoVID-19 Management Committee Composition

The CoVID-19 Management committee will consist of the following representatives:

- i. CEO
- ii. CFO
- iii. Human Resources Manager
- iv. Marketing Manager
- v. Venue Manager – Ainslie Football and Social Club
- vi. Venue Manager – Gungahlin Lakes Golf and Community Club

Duties of the Management Committee

The primary duty of the CoVID-19 Management Committee is to prioritise the prevention of the spread of CoVID-19 and to ensure that staff and visitors to the Club adhere to CoVID-19 restrictions. It is the responsibility of the Committee to ensure that staff are well-trained and adequately equipped to deal with the procedures that are to be undertaken to mitigate risk and reduce the spread of CoVID-19.

The CoVID-19 Management Committee shall meet at least weekly in its initial stages, with the view to:

- Identify any events that could reasonably impact on current CoVID-19 compliance;
- Establish, update, and implement physical distancing and hygiene procedures;
- Ensure appropriate resources are available for the effective management of CoVID-19 spread minimisation and associated procedures;
- Determine the validity period of the CoVID-19 Management plan;
- Establish the CoVID-19 Control Organisation to support the committee and operate according to the plan with succession plans in place for roles and responsibilities and maintain accuracy of CoVID-19 Control Organisation contact details;
- Determine the number of CoVID-19 management personnel consistent with the nature and risk of the buildings, structures, and venues;
- Arrange for the training of personnel and ensuring staff awareness of the plan;
- Ensure a permanent record exists for each action undertaken; and
- Ensure minutes of CoVID-19 Management Committee meetings are recorded

Responsibilities of CoVID-19 Management Committee

CEO & CFO

- Maintain that all spread prevention measures and controls are in place
- Maintain that all spread prevention measures and controls are being adhered to



- Ensure that the appropriate processes are in place to override the business structure in case of potential infection or risk

Human Resources Manager

- Maintain that all spread prevention measures and controls are in place
- Maintain that all spread prevention measures and controls are being adhered to
- Arrange for regular training and emergency exercises as required by the CoVID-19 Management Committee and ensure that all procedures remain appropriate and up to date
- Ensure that required personal protective equipment is available for any expected contingency
- Ensure that the appropriate processes are in place to override the business structure in case of potential infection or risk

Venue Managers

- Maintain that all spread prevention measures and controls are in place
- Maintain that all spread prevention measures and controls are being adhered to □
- Ensure that all signage, floor markings and other advisory are in place and able to be understood
- Arrange for regular training and emergency exercises as required by the CoVID-19 Management Committee
- Maintain all specialised cleaning and sanitising equipment according to manufacturer's specifications
- Ensure that required personal protective equipment is available for any expected contingency

Marketing Manager

- Ensure that all signage, floor markings and other advisory (including public address announcements) are in place and able to be understood
- Communicate any feedback received through website and social media to the rest of the committee

Business Impacts

The business impact of CoVID-19 on the Company and the hospitality industry in Australia more generally has already been substantial. Under conditions associated with widespread person-to-person contact and in the absence of a vaccine, CoVID-19 may continue to significantly impact this sector indefinitely. As a result, the Ainslie Group has and will continue to experience:

- a. increased illness and potential death;
- b. increased absence due to illness;
- c. increased absence to provide care and support to family members who are ill;
- d. increased absence due to social distancing/quarantine measures or fear of contracting virus;
- e. increased absence due to the closure of schools, child care or public transport facilities;
- f. restricted and/or ceased trade;
- g. increasing consumer demands for hygiene products and measures;
- h. major disruption to supply of goods and materials; and
- i. major disruption to business operations and service delivery.

Spread Prevention – General Precautions

This section describes basic steps that the Company will take to reduce the risk of staff exposure to CoVID-19 and what the Ainslie Group will be doing to prevent the spread of CoVID-19 in its venues.



General measures undertaken by the Company to prevent the transmission and spread of CoVID-19 are:

Physical Distancing

Physical distancing means keeping people apart. COVID-19 is most likely to spread through close contact with a person who has a confirmed infection. The likelihood of interactions causing the spread of COVID-19 is low if physical distancing advice and good hygiene are followed as the virus is unlikely to be spread if face-to-face interactions are limited to less than 15 minutes and close proximity interactions are limited to 2 hours.

The Company will enforce physical distancing through the following:

- i. Queuing strategies (inc. marking out spacing on the floor with tape etc)
- ii. Enforcing a 4 square metre of space between people rule
- iii. Having a responsible person on the work floor at all times to ensure everyone is keeping the required distance from each other
- iv. Having seating, rest stations, and tables configured to ensure physical distancing
- v. Taping off access to seating where physical distancing cannot be ensured
- vi. Rostering to ensure less staff are in the workplace at once

Note: to achieve the 4 square metre 'rule', we will calculate the area of the room (e.g. length of room in metres x width of room in metres = area of room in square metres), and divide the area of the room by 4.

Under this rule:

Gungahlin Lakes Golf and Community Club is able to safely accommodate a maximum number of 750 patrons.

Ainslie Football and Social Club is able to safely accommodate maximum number of 474 patrons.

Handwashing and Hygiene

COVID-19 is most likely spread from person to person through:

- Direct contact with a person while they are infectious;
- Contact with droplets when a person with a confirmed infection coughs or sneezes; and
- Touching objects or surfaces that are contaminated by droplets coughed or sneezed from a person with a confirmed diagnosis.

Proper hygiene is therefore necessary to stop the spread. Staff will be expected to:

- i. Perform frequent hand washing with soap or hand sanitiser, including before and after eating, between tasks and after going to the bathroom
- ii. Perform hand washing after contact with a patron, as well as after transactions involving cash or handling a payment instrument (debit/credit card)
- iii. Perform hand washing after handling membership/loyalty/rewards cards
- iv. Limit contact with others, including through shaking hands
- v. Make a conscious effort to stop touching eyes, nose, and face
- vi. Follow respiratory etiquette by covering their mouths while coughing or sneezing with a clean tissue or their elbow; and
- vii. Place used tissues straight into the bin.

Alcohol based hand sanitisers with greater than 60% ethanol or 70% isopropanol is the recommended form of hand hygiene and will be utilised wherever possible across both venues. Where hand sanitiser is unavailable, staff are to take the opportunity to wash their hands with soap.



The World Health Organisation (WHO) advises that hand washing should take 20-30 seconds. Staff are to ensure the entirety of their hands (palms, fingers and back of their hands) are covered with soap prior to washing them with warm water.

Practical means that our workplace will ensure the highest levels of hygiene is through:

- i. Placing hand sanitiser stations at entry and exit points and around the workplace
- ii. Regular cleaning of frequently touched surfaces
- iii. Implementing cashless transactions wherever possible
- iv. Increasing the amount of closed bins
- v. Following established protocols regarding the disposal of waste classified as a biohazard.

A combination of personal hygiene, cleaning and disinfection will be most effective in removing the COVID-19 virus in venues when cleaning after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace. Ainslie Group currently uses hospital grade disinfectant for this purpose.

Self-Isolation

All Ainslie Group staff must self-isolate if they have COVID-19 or have been in close contact with a confirmed case of COVID-19. Any staff that are displaying symptoms consistent with CoVID-19 or other respiratory discomfort should remain at home and seek urgent medical advice.

Under no circumstances are staff with symptoms to attend the workplace.

Self-isolation means the staff member must stay at home for 14 days. If a worker suspects they have COVID-19, they must isolate themselves (self-quarantine) and advise their manager immediately. They should inform their manager and call a doctor or hospital and advise them of their recent travel or close contact history.

If a member or guest have serious symptoms such as difficulty breathing, call 000, ask for an ambulance and notify the officers of the recent travel or close contact history. In the event of this occurring, a member of the CoVID-19 Management Committee will:

- Assume control of the isolation procedure
- Conduct a risk assessment regarding possible exposure to self and others
- Utilise any protective personal equipment as deemed necessary
- If it is safe to do so, obtain the subject's details (membership number, name, address and contact details) and enquire if they have downloaded the Australian Government CoVID-19 tracing app
- Ask the subject to advise regarding which areas of the business they visited to the best of their recollection
- Explain to the subject that they will be required to self-isolate and request them to leave the business under escort, ensure that the anticipated exit route is clear of other persons and has minimum touchpoints
- If need be, arrange transport for the subject to either home or a medical practitioner. Advise any transport provider of the need to follow strict anti-infection guidelines
- If the subject leaves the area immediately, initiate evacuation of and any areas suspected of being infected and prohibit re-entry until cleaning and disinfecting has occurred
- Co-ordinate and monitor evacuation of patrons from the area to other locations (maintaining physical distancing)
- Maintain communications with other staff
- Make final checks to ensure that the infected area is empty
- Brief cleaning personnel upon their arrival and then clean and disinfect as per CoVID-19 protocols



- Ensure that the progress of any isolation, evacuation and cleaning actions taken, are recorded in an incident log
- Notify senior management
- Notify any regulatory or health authority as required
- Collaborate with authorities to contact-trace all patrons and staff present in the area and venue

The Company will also promote the guidelines of the Australian National Cabinet concerning the recommended self-isolation of vulnerable groups and post advisory at entry points asking the cohorts below to seriously reconsider entering the establishment:

- Persons over 70 years of age
- Persons over 60 years of age who have existing health conditions or comorbidities
- Indigenous Australians over the age of 50 who have existing health conditions or comorbidities

Signage, Posters and Public Announcements

Ainslie Group will place signs and posters (see Appendix B) throughout the venues to remind staff and patrons of the risks of COVID-19 and to outline the measures that the business is taking to stop its spread. This includes posters on what COVID-19 is and how we can stop it spreading, how to wash your hands and about physical distancing requirements.

Stickers have been placed at all queue points to avoid close contact and making it easier for patrons to adhere to social distancing measure at all times, minimising the risk of contagion.

Reminders about the importance of respecting all safety measures will be consistently included in digital communications through EDM, text messages and social media posts.

Waste Disposal

All waste that contains biohazard material will be labelled, stored, and handled as per the Company's normal safe handling of biohazard material policy and safe operating procedure.

Spread Prevention by Club Area

Kitchen

CoVID-19 is not considered a foodborne disease and is not known to be transmitted by food at present. Our kitchen staff are to continue to comply with the highest standard of food safety procedures that were in place prior to CoVID-19 and this is not to be relaxed under any circumstances. Additionally, all kitchen staff are expected to:

- Follow strict adherence to all Australian Food Safety Standards and HACCP procedures
- Ensure only workers who have undergone a recognised Food Safety Handling course are used in food preparation
- Minimise the number of workers in the kitchen at any one time to ensure physical distancing is being maintained
- All non-disposable cutlery, crockery, or utensils to be washed as per Australian Food Safety Standards after every use

Restaurant and Dining Areas

All above-mentioned general physical distancing and hygiene expectations are to be followed. In addition, food & beverage staff are to:

- Follow and adhere to all Australian Food Safety Standards



- Utilise any PPE as required
- Utilise disposable cutlery and crockery wherever possible, as/if provided by the Club
- Remove condiments (salt, pepper, sauce) from tables
- Ensure that dining areas are configured to comply with current CoVID-19 restrictions regarding the consumption of eat in meals
- Promote 'Take Away' meals and drinks
- Ensure members and visitors utilise the hand sanitiser station situated in the dining area
- Regularly clean and sanitise tables and chairs
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise point of sales devices
- Prohibit open food displays
- Encourage cashless sales
- Utilise QR codes to access digital menus
- Provide disposable menus

Reception Area/s

All general physical distancing and hygiene expectations are to be followed. In addition, reception staff are expected to:

- Ensure physical distancing is being followed
- Monitor the appearance of those entering the workplace for any signs consistent with a respiratory condition and advise the CoVID-19 Committee if they have any concerns
- Ensure that members and guests are aware of the physical distancing and hygiene expectations in place at our workplace
- Keep an auditable record of the number of persons entering and exiting the workplace
- Ensure members and visitors utilise the hand sanitiser station on entry and on exiting the workplace
- Ensure that all legal requirements for entering the club are being followed
- Regularly clean and sanitise the reception area and counter
- Regularly clean and sanitise the reception workstation and equipment
- Regularly clean and sanitise member and guest sign in stations
- Direct any deliveries to the main loading dock
- Not take any umbrellas, hats or coats from guests
- Tape off waiting area seating

A greeter will be placed at reception to assist reception staff in the enforcement of the above.

Bar

All general physical distancing and hygiene expectations are to be followed. In addition, bar staff are expected to:

- Follow strict adherence to all Australian Food Safety Standards
- Have valid RSA and RCG certification
- Ensure members and visitors utilise the hand sanitiser station situated in the bar/lounge
- Utilise any PPE as required (especially if collecting glasses)
- Regularly clean and sanitise tables, benches, and chairs
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise point of sales devices
- Ensure that bar runners are regularly changed and commercially laundered
- Regularly clean and sanitise the back of bar areas and equipment
- Regularly clean and sanitise beer taps and ice scoops
- Regularly clean and sanitise remote controls and other frequently handled equipment



- Encourage cashless sales

Gaming & TAB Areas

All general physical distancing and hygiene expectations are to be followed. In addition, gaming staff are to:

- Ensure members and visitors utilise the hand sanitiser station on entry and on exiting the gaming area
- Utilise any PPE as required
- Regularly clean and sanitise seating
- regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise point of sale devices at cashier stations
- Ensure that physical distancing numbers are being maintained
- Clean and sanitise controls of gaming devices between users, ensuring that machines are cleaned at minimum between each user and otherwise at regular intervals
- Ensure that equipment used to facilitate the placement of bets are configured to comply with current physical distancing requirements
- Where required, disable certain gaming devices to ensure that physical distancing can be maintained
- Ensure members and visitors utilise the hand sanitiser station situated in the TAB Area
- Implementation of automatic machine exclusion software to enable social distancing
- Ensure spacing of 4sqm between machines through the utilisation of isolation software and/or the temporary removal of machine bases
- Appointment of a designated COVID Champion to patrol gaming areas and enforce adherence to distancing regulations

Offices and Administrative Areas

The following will apply to administrative and management staff working in offices at either site:

- Staff that are able to work remotely without significant business disruption will be able to work remotely
- Working staggered shifts to reduce the number of people in administrative areas at any given time
- Reduce the number of required touch points in the office area
- Ensure utilisation of the hand sanitiser station situated in the area
- Do not share office equipment or stationery
- Do not answer phones other than their own (configure phones for pick-up from any phone where necessary)
- Keep personal items such as mobile phones in pockets or bags where possible
- Regularly clean and sanitise tables, workstations, and chairs
- Regularly clean and sanitise keyboards, monitors and computer accessories (mouse and mousepad, external hard drives, USBs etc.)
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces □
Clean and sanitise photocopiers and printers after each use
- Use Online programmes (Zoom etc) to host work related meetings where possible
- Do not meet with suppliers or other business representatives where avoidable

Functions Areas



It is unlikely that the current physical distancing could be implemented in regard to hosting crowds for entertainment or events. Nevertheless, where possible, functions staff will be expected to:

- Prohibit the facilitating of events unless all current physical distancing rules can be implemented and enforced
- Ensure members and visitors utilise the hand sanitiser station situated in the function's spaces
- Utilise any PPE as required (especially if collecting glasses)
- Regularly clean and sanitise tables, benches, and chairs
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise remote controls and other frequently handled equipment

Cellar & Loading Dock Areas

All general physical distancing and hygiene expectations as above are to be followed. In addition, cellar and loading dock staff are to:

- Utilise any PPE as required (especially if receiving deliveries)
- Request delivery vendors to facilitate paperless deliveries where possible
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise equipment and stationery
- Regularly clean and sanitise touchpoints and other frequently handled equipment
- Regularly clean and sanitise the control of plant designed to assist in manual handling
- Regularly clean and sanitise controls and cabins of forklifts and other machinery

Toilets and Change Areas

All general physical distancing and hygiene expectations are to be followed. In addition, staff are to:

- Ensure staff and visitors utilise the hand sanitiser station situated in the area
- Perform regular inspections of the facilities
- Regularly clean and sanitise taps and hygiene equipment
- Regularly clean and sanitise any ambulatory toilet handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise light switches
- Regularly clean and sanitise any manual toilet and urinal flush mechanisms

Staff facilities including break rooms & BOH areas

All general physical distancing and hygiene expectations are to be followed. In addition, staff are expected to:

- Ensure staff utilise the hand sanitiser station situated in the area
- Regularly clean and sanitise tables, benches, and chairs
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise equipment including kettles, microwaves, and white goods
- Regularly clean and sanitise remote controls and other frequently handled equipment
- Remove shared consumables (biscuits etc) from kitchenettes
- Ensure that seating is configured to allow physical distancing to be accommodated
- Stagger their breaks to prevent too many people being in staff rooms at any given time

Golf Course and Pro-Shop



All general physical distancing and hygiene expectations are to be followed. In addition, the following will be implemented:

- Social distancing of 1.5m separation between players at all times
- No rakes in the bunkers
- Flagsticks to be left in the holes and the inserts to remain where they are
- Players to putt-out once putting commenced to minimise physical proximity while on the putting surfaces
- No 'Nearest the Pins' in any competitions being offered at the course to minimise the touching of a card
- Water bubblers on the course to remain covered to prevent use
- Cleaning equipment provided at all of the toilets on the course. Golfers expected to make use of this equipment
- Using the MiScore app provided by the club, members will be able to minimise the use and handling of printed cards. Note: the MiScore app is a scoring product and is part of the MiClub suite of support tool for golf clubs
- Motorised carts and pull buggies cleaned after each use. The number of users permitted to use the one golf cart will depend on the current COVID 19 regulations
- No more than two people to be in the Golf Manager's office at any one time
- No more than 15 people to be in the Pro-shop at any one time and strict social distancing guidelines will be adhered to

Work Health & Safety Requirements

The health, safety and welfare of our workers, contractors, patrons and community are of vital importance to the Company. The current Work Health and Safety (WHS) regulations further commit the Company to:

- providing and maintaining a work environment that is without risk to health and safety
- providing adequate and accessible facilities for the welfare of workers to carry out their work, and
- monitoring the health of workers and the conditions of the workplace for the purpose of preventing illness or injury.

Duty to workers

The Company will continue to do all we can to ensure the health and safety of our workers, including but not limited to attempting to eliminate the risk of exposure to COVID-19 where reasonably practicable. Where we are not able to eliminate the risk of exposure to COVID-19, the Company is committed to minimising this risk as far as is reasonably practicable.

Duty to other people in our workplace

The Company will also continue, as far as possible, to ensure the work of our business or undertaking does not put the health and safety of other persons (such as patrons, members and visitors) at risk of contracting COVID-19.

Duty to maintain the workplace and facilities

The Company will maintain our venues to ensure our work environment does not put our staff and others at risk of contracting COVID-19 and that the necessary precautions are undertaken to mitigate risk.



Duty to provide information, training, instruction and supervision

The Company is committed to providing our workers with any information or training that is necessary to protect them from the risk of exposure to COVID-19 arising from their work.

Central to the Company's recommencing trade is that all employees will be required to undertake training prior to re-commencing with the business. Copies of the relevant training certificates will be kept with the Human Resources Manager in digital and hard-copy formats.

As a pre-cursor to recommencing in the workplace, all employees will undertake Barrington's WHS & Covid-19 Risk Minimisation online course.

Senior employees will additionally be expected to undergo face to face training with their Human Resources Manager and any other related external training provider at such a time as is reasonably practicable to do so.

Duty to consult

The Company will continue to consult with workers on health and safety matters relating to COVID-19 as it does on other WHS matters. When consulting, the Company will give workers the opportunity to express their views and raise WHS concerns. We must take the views of workers into account and advise workers of the outcome of consultation where appropriate.

We will consult with workers:

- when we conduct a risk assessment
- when we make decisions on control measures to use to manage the risk of exposure to COVID-19
- when we make decisions about the adequacy of the workplace facilities to allow for control measures such as physical distancing and hygiene
- when we propose other changes that may affect the health and safety of workers, and
- when we change any procedures that have an impact on the WHS of workers.

A formal procedure for consultation will be decided upon and enacted by the CoVID-19 Management Committee.

Risk Assessment

A CoVID-19 Risk Assessment has been attached at Appendix A. This risk assessment will be amended as required and in-line with government health advice and regulatory changes.

Classifying Worker Exposure to COVID-19 during an outbreak will vary from very high to high, moderate, or lower (caution-only) risk. The level of risk depends in part on the job type, the need for contact within 2 metres of people known to be, or suspected of being, infected with CoVID-19, or the requirement for repeated or extended contact with persons known to be, or suspected of being, infected.

It is anticipated that most of Ainslie Group's staff will fall into the low to moderate risk group from performing their regular duties. By following the controls as set out in this management plan, the risk of infection or spread to our staff is minimal.

Very High to High Exposure Risk: High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. This category primarily pertains to medical workers or those regularly exposed to confirmed cases of CoVID-19.



Medium Exposure Risk: Medium exposure risk jobs include those that require frequent and/or close contact with (i.e. within 2 metres of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. One risk for workers in this risk group is that they may have frequent contact with persons who have frequented known COVID-19 infection clusters and are asymptomatic.

Lower Exposure Risk: Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e. within 2 metres of) the general public. Workers in this category have minimal occupational contact with the public and other co-workers. Ainslie Group employees will primarily sit in the low risk category.

Emergency Procedures

In the event of an emergency such as a fire, staff will respond effectively to minimise injury to personnel and damage to equipment, plant, and property as per the emergency response plan of the business. Whilst not the first prerogative, where COVID-19 spread minimisation techniques can be discharged without risk to life and safety, they should be.

No control measure put in place to ensure physical distancing should impede or hamper the safe emergency egress from the business to a place of safe refuge.

Physical distancing will be enacted at emergency evacuation points.

All staff are to follow all WHS protocols and safe operating procedures already in place at the business. If COVID-19 compliances create a risk to safety in an emergency situation, staff should not proceed and should advise their manager immediately.

Emergency contacts

Contact	Name	Phone number
Emergency services – triple zero	Fire/police/ambulance	000
Police	Gungahlin Police	02 6256 7777
First aid officer	Duty Manager	Ext 221
WHS representative	Venue Manager/s	Ext 923 (Ainslie) Ext 813 (Gungahlin)
Security service		
Reception	N/A	Ext 900 (Ainslie) Ext 912 (Gungahlin)
COVID-19 information lines	ACT Government	6205 0900

Incidents

In the event of an incident, whether confirmed or perceived, the Company will notify WorkSafe ACT if it is suspected that a person may have contracted COVID-19 and requires treatment in hospital or meets the prescribed serious illnesses from within the workplace. Notification will be made immediately after the Company becomes aware of the incident. Notifications will be made regardless of whether ACT Health Protection Service is already aware of the case. Notification will be made by submitting the online incident notification template and/or by calling the ACT Government call centre on 13 22 81.

Work health and safety incident notification allows WHS regulators to investigate serious work health and safety incidents and potential contraventions of WHS laws. This notification also supports WHS



regulators to provide targeted advice and information to a business on how best to manage risks and prevent future COVID-19 infections in workplaces

Employees & Staffing

The health and safety of our employees is of the upmost concern. Employees will not be expected to undertake any duty that has the effect of putting themselves at risk. It is the joint responsibility of the Company to limit the exposure of our employees to potential risk, as well as of the employees, to ensure they are not acting in a way that could expose themselves or other staff to further risk.

Getting staff back to work

Out of necessity, the Company will take a staggered approach to returning employees to work.

The Company will need to balance the requirement to deliver its business operations with its duty of care regarding the health, safety and well-being of its employees and community.

During the first stages, there will be less staff required to undertake key tasks, and this will continue until such a time as the business is enabled to re-open in a complete capacity.

The Ainslie Group will assess operational staffing needs to determine which employees should return to work, and at what stage.

Stage 1 - 18/5/2020 to 25/5/2020: Venue Managers, Marketing, Human Resources return to work

Stage 2 - 27/5/2020 onwards: Operations Managers, Restaurant Managers, Duty Managers begin to return to work.

Stage 3 – 19 June to date TBC:

Other permanent staff and long-term casuals in receipt of JobKeeper payments are gradually recalled to work.

Stage 4 – mid-July to TBC:

All permanent staff are recalled to work. Casuals in receipt of JobKeeper are gradually recalled to work.

Staff attendance in the workplace

All staff are to attend their normal place of work as usual when they are recalled from stand down. Staff are reminded to stay home if they feel unwell. Staff will be sent home from work if they show symptoms of being unwell.

Employees who want to stay at home as a precaution need to come to an arrangement with their Venue Manager that best suits the requirement of the club, such as opting to take some form of paid or unpaid leave, such as annual leave or long service leave. Ainslie Group's normal leave application processes will apply. If arrangements to take paid leave are not made, employees will not be entitled to be paid for any time off and other performance measures may apply.

Employees who do not work because they have a reasonable concern about an imminent risk to their health or safety will not be considered to be undertaking industrial action in this instance. This is provided they are not failing to comply with a direction to perform other appropriate and safe work.

If an employee cannot work due to travel restrictions (for example, being stuck overseas), they are not entitled to be paid unless using paid leave entitlements. Employees should contact their Venue Manager immediately if they are unable to attend work because they cannot return from overseas, are required to enter quarantine or to self-isolate because of the coronavirus or illness for which they have sought



medical attention.

Communication strategy

Manager/staff	Type of communication	Person responsible	Frequency
Human Resources Manager to all staff	All staff email, posting on Workplace social forum	Human Resources Manager	Following each major revision
Marketing Manager to members	EDM, website posting	Marketing Manager	Following each major revision
Executive Management to board	Meeting	CEO, CFO	TBC

Reviewing, reporting and record-keeping

This safety plan was implemented on 2 June 2020 to align with the partial business reopening from 3 June 2020.

A record of this document and its amendments will be kept on-site at reception in both clubs. A copy will also be available on the Company's website.

This plan will be reviewed as additional information comes to light, and as regulations concerning the Clubs' business are amended.

This plan will be reviewed in consultation with workers and all other persons who have a work health and safety duty in relation to the same matter, so far as is reasonably practicable.

Indemnity

Members of the CoVID-19 Management Committee and the CoVID-19 Control Organisation (CCO) shall be indemnified by the Club against civil liability resulting from workplace COVID-19 management, assessment, education, training, periodic exercises, or the isolation of sick persons, where the personnel act in good faith and in the course of their CoVID-19 control duties.

Policy Management

These procedures have been prepared to assist all occupants in preventing the spread of CoVID-19. When following these procedures, our first priority is the safety of our occupants. Then if safe to do so, ensure protection of records, property, and other assets.

By approval of this document, The Club Management authorises the CoVID-19 Management Committee to make decisions and provide instructions as required to control infection spread.

Prepared date: 2 June 2020

Prepared by: Human Resources Manager



Revision history

Version Number	Changes made	Person responsible	Date updated
Version 1.1	<ul style="list-style-type: none">• Updating page 2 – ‘<i>Current Restrictions</i>’• Updating page 9 – ‘<i>Gaming & TAB Areas</i>’	Human Resources Manager	9/7/2020
Version 1.2	<ul style="list-style-type: none">• Adding additional section to ‘Spread Prevention by Club Area’ to accommodate golfing & pro shop	Pro Shop Manager Human Resources Manager	6/8/2020