



PROBUS CLUB OF WAHROONGA EAST INC

COVID-19 SAFETY PLAN

OVERVIEW

The Probus National Insurance Program provides coverage for Personal Accident, Public Liability, Association Liability and Club Money.

While the Program does not provide coverage for illnesses such as COVID-19, coverage under the Public and Products Liability component of the Program may be available to Management Committee Members provided that all reasonable steps have been taken to ensure compliance with any guidelines, principles or directives issued by the Australian Government, by relevant State or Territory Governments or by relevant authorities in relation to any infectious or communicable disease, bacteria or virus.

If a negligence claim were to arise, the insurer would not provide coverage if it formed the view that the Management Committee had displayed reckless disregard for any such guidelines, principles or directives.

The Club acknowledges and accepts that it owes a general duty of care to all those who participate in the Club's activities, whether they are members, wives or partners of members, widows of former members or invitees of the Club (normally friends of members or members of other Probus clubs). For this reason, the Club has adopted this COVID-19 Safety Plan.

A package of documents has been prepared which constitutes the Probus COVID-19 Safety Plan and is comprised of:

- *This Overview;*
- *Guidelines for Activity Convenors;*
- *Information for and Requirements of Activity Attendees;*
- *List of Activity Attendees;*
- *Checklist for Activities; and*
- *Incident Response Plan.*

This COVID-19 Safety Plan operates for each Club activity, including general meetings, that the Club offers to its Members. It applies from the commencement of the activity until the conclusion of the activity. Commencement of the activity occurs when Members arrive at the activity venue unless the arrangements for the activity include transport to the venue (normally a hired bus) in which case the activity commences when Members board the provided transport. Public transport (e.g. public buses, ferries, railways or commercial air flights) and members' own motor vehicles are excluded from this definition.

The conclusion of the activity will normally be self-evident e.g. the conclusion of a play, dining activity, arrival at walk destination or completion of a tour. If return travel from a venue on hired transport is provided as part of the activity, the activity concludes on disembarkation from that hired transport.

This Safety Plan will be regularly monitored to ensure that it remains up-to date and relevant, particularly having regard to guidelines, principles and directives which may be issued from time to time by a relevant government or regulatory authority in relation to COVID-19.

A copy of this COVID-19 Safety Plan must be posted on the Club's website and Members and widows of former Members must be advised of this. They will be expected to familiarise themselves with its contents and how it may affect them. Members will also be expected to familiarise their wives and partners with its contents and how it may affect them. Invitees to Club activities (normally friends of Members or members of other Probus clubs) who request information about the Club's COVID-19 safety precautions will be provided with a copy of this Plan.

Further information on COVID-19 and the guidelines, principles and directives issued in relation to it are available on the websites of the Federal Government and the State and Territory Governments and on the website of Probus South Pacific Limited.

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GUIDELINES FOR ACTIVITY CONVENORS

1. Activity Convenors must familiarise themselves with the contents of this COVID-19 Safety Plan and, in particular, be aware of the role which they have to take in its implementation and enforcement.
2. Activity Convenors are appointed and confirmed by minute of the Management Committee. In most cases a Deputy Convenor will also be appointed and confirmed by minute of the Management Committee. If neither the Activity Convenor nor the Deputy Convenor is able to attend an Activity the Activity Convenor may appoint a Coordinator to act as the Activity Convenor in his stead. An Activity Convenor, Deputy Convenor or appointed Activity Coordinator, may delegate certain tasks, e.g. ensuring the venue has a compliant COVID-19 safety plan or preparing the *List of Activity Attendees* for the activity, to other Member(s) but retains ultimate responsibility for the proper conduct of those tasks
3. For the purposes of this COVID-19 Plan, the Activity Convenor for an Activity, other than a general meeting of the Club, is the Activity Convenor as described in paragraph 2 above.
4. For the purpose of this COVID-19 Plan, the Activity Convenor of general meetings of the Club is the Club President or in his absence the Club Secretary. The Club President or, in his absence the Club Secretary, may delegate certain tasks, e.g. ensuring the venue has a compliant COVID-19 safety plan or preparing the *List of Activity Attendees* for club meetings, to other Member(s) but retains ultimate responsibility for the proper conduct of those tasks.
5. Irrespective of contact/tracing data which may be collected by an activity venue/service provider retained by the Club for a Club activity, Activity Convenors must cause a *List of Activity Attendees* to be completed for each Club activity by all participants in that activity, and promptly email or hand a copy of it to the Secretary after the completion of that activity.
6. Invitees (normally friends of members or members of other Probus clubs) who wish to participate in a Club activity but who do not have access to the Club's website, must be provided with a copy of *Information for and Requirements of Attendees at Probus Activities* before their booking for that activity is accepted.
7. In advance of an activity, the relevant Activity Convenor must seek confirmation from a proposed venue/service provider that it has a compliant COVID-19 safety plan and that it is being implemented and enforced.
8. If the Activity Convenor does not receive confirmation of those matters, the venue/service provider should not be used for the activity **unless** the venue is such (e.g. a park) or the service is such that the activity can be conducted in conformity with this COVID-19 Safety Plan without objection or obstruction by any third party venue or service provider.
9. If the Activity Convenor receives confirmation of those matters, the venue/service provider may be used for the activity, but if during the course of the activity the Activity Convenor becomes aware that the COVID-19 safety plan of the venue/service provider is not being implemented and enforced, the Activity Convenor must request the venue/service provider to implement and enforce its COVID-19 safety plan. If the venue/service provider refuses or fails to do so, and objects to or obstructs the Activity Convenor from implementing this PROBUS-19 Safety Plan in the venue or to the service then, if it is practicable to do so, the Activity Convenor must terminate the activity and make arrangements for the attendees to leave the venue or cease to use the service as soon as possible.

10. Each Activity Convenor must monitor the conduct of activities for which they are the Activity Convenor to ensure that the activities are at all times conducted in accordance with a COVID-19 compliant safety plan, whether that be of the venue/service provider or this COVID-19 Safety Plan.
11. If the Activity Convenor of an activity becomes aware of a COVID-19 incident at and during the course of that activity, the Activity Convenor must, irrespective of any response to the incident made by the venue/service provider, activate and implement the *Incident Response Plan*.
12. Each Activity Convenor must have access to a copy of this COVID-19 Safety Plan at all times during the course of an activity for which they are the Activity Convenor.
13. The time at which an activity commences and ends for purposes of this COVID-19 Safety Plan is set out in the OVERVIEW above. Should Members wish to meet prior to the activity or continue together after the activity e.g. for a meal, the Activity Convenor must advise them that this falls outside the purview of this Plan.
14. Information in regard to COVID-19 safety plans is available on various websites including the following NSW Government site and Probus South Pacific Limited site:
 - admin@probussouthpacific.org
 - <https://www.nsw.gov.au/covid-19>

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CHECKLIST FOR ACTIVITIES

NAME OF ACTIVITY			
DATE OF ACTIVITY			
NAME OF CONVENOR			
VENUE(S)			
TRANSPORT MODE(S)			
WELLBEING OF ATTENDEES			
Take reasonable steps to exclude attendees who have tested positive to COVID-19; are unwell; who have recently travelled to/from a Government COVID-19 restricted area; and/or been in contact with someone who has tested positive to COVID-19. (See 'Information for and requirements of Activity Attendees').	YES	NO	N/a
Ensure that all attendees are aware of their responsibilities in relation to the minimizing of the risk of contracting or spreading COVID-19 infection.			
Consider alternative arrangements for people in high-risk categories (e.g. > 70s)			
Confirm that Covid-19 safety plans are in place at activity venues.			
Display condition of entry signs as necessary (Covid-19 warnings, Keeping your distance signs, provision of hand sanitizer, if necessary).			
Activity Convenor (or person in charge) is familiar with the Probus Covid-19 Incident Response Plan			
Food preparation and handling - consider alternative catering options - those preparing and serving food must observe good hygiene. Consider: • <i>use of Personal Protective Equipment.</i> • <i>physical distancing during food consumption.</i> • <i>safeguards for those serving food already prepared.</i>			
Advise attendees that any person becoming aware of a COVID-19 incident at the activity must, as soon as practicable, report the matter to the Convenor, the President, the Secretary or health authorities.			
PHYSICAL DISTANCING			
Ensure that the maximum number of people permitted to attend an activity is not exceeded			
Use signage to communicate the maximum safe capacity, if necessary			
Move table and seating as required to comply with physical distancing requirements			
Reduce crowding to promote physical distancing			
Ensure attendees maintain the 1.5 metres physical distancing requirement			
Develop strategies to minimize Covid-19 risks associated with transportation			
Consider suitable transport for attendees (e.g. Numbers of cars or buses))			
Avoid group singing, chanting or similar			
HYGIENE AND CLEANING			
Encourage good hand hygiene practices			

Ensure hand soap/sanitizer and disposable towels/hand drier and hand are available.			
Check that frequently used areas are regularly cleaned with detergent or disinfectant			
Wear gloves when carrying out any cleaning and wash hands thoroughly before and after			
Avoid money handling			
RECORD KEEPING			
Keep a record of all attendees and their details in accordance with the Probus List of Attendees Form and provide the completed form to Secretary			
Encourage attendees to maintain the "CovidSafe app"			

NOTES

1. This Checklist may not be appropriate for all or particular Probus activities. If in doubt, the Activity Convenors should consult with the President or Secretary on this issue, or on any other COVID-19 related issues they may have as Activity Convenors.
2. The Secretary has available samples of COVID-19 related warning and control signage produced by Probus South Pacific Limited which may be relevant for some activities where those items are not made available by a venue/service provider.

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LIST OF ACTIVITY ATTENDEES

NAME OF ACTIVITY			
DATE OF ACTIVITY			
NAME OF ACTIVITY CONVENOR			
VENUE(S)			
TRANSPORT MODE(S)			
ATTENDEES			
NAME	TELEPHONE NUMBER (mobile number where applicable)	ADDRESS (not required for members, their wives or partners, or for widows of former members)	EMAIL (not required for members, their wives or partners, or for widows of former members)

This form must be completed for each Probus activity and a copy of it promptly emailed or handed to the Secretary after the conclusion of the activity.

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INCIDENT RESPONSE PLAN

NAME OF ACTIVITY
DATE OF ACTIVITY
NAME OF ACTIVITY CONVENOR
VENUE(S)
TRANSPORT MODE(S)

For purposes of this COVID-19 Incident response Plan, an "incident" may include - a person having reasonable cause to believe that they may have contacted COVID-19; a person being unwell; a person displaying symptoms of COVID-19; a person disclosing that they have recently travelled to/from a Government COVID-19 restricted area; and a person realising and disclosing that they may have been in contact with someone who has tested positive to COVID-19 .

The information required by this form should generally be completed only if a convenor becomes aware that an attendee has, or the convenor reasonably believes that an attendee may have, COVID-19.

If, during an activity, the convenor becomes aware that an attendee has, or reasonably believes that an attendee may have, COVID-19, the convenor must:

- Immediately exclude that attendee from the activity, if underway, and monitor their condition.
- Arrange separate transport for the unwell attendee or if the attendee is very ill (e.g. chest pain, difficulty breathing) call an ambulance.
- Immediately suspend the activity and advise all attendees to go to their homes and isolate until further notice.
- Advise attendees to contact their health care provider and follow the advice of the relevant health authority.
- Promptly notify the President and/or Secretary of the incident.
- Promptly email the completed List of Attendees from the activity to the Secretary.

As soon as practicable after becoming aware of the incident at an activity, the President or Secretary must

- Notify the venue owner to confirm that cleaning is required and/or has already been undertaken.
- Notify Probus South Pacific Limited Ph: 1300 630 488.
- Notify the relevant health authority in the local area.
- Establish an Incident Management Team.

As soon as practicable after being notified of an incident, the President or, in his absence the Secretary, must constitute an Incident Management Team consisting of at least 3 members of the Management Committee (including, if available, the President, Vice President and Secretary). The Incident Management Team must:

- Immediately cause all attendees at the activity to be notified by phone of the incident or, if uncontactable by phone, by voicemail message or by email if an email address is available.
- As soon as practicable, notify all attendees of the results of any COVID-19 test of an unwell attendee.
- Determine the cleaning requirements from the venue/service provider.
- Comply with any applicable incident reporting requirements including those of Safe Work Australia.
- Provide regular status updates on the incident to Probus South Pacific Limited.
- Refer any media inquiries regarding the incident to Probus South Pacific Limited.
- Reassess the holding and conduct of any proposed activities.

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INFORMATION FOR AND REQUIREMENTS OF ATTENDEES AT PROBUS ACTIVITIES

BEFORE ATTENDING A PROBUS ACTIVITY
<i>Before attending an activity, proposing attendees should ask themselves:</i>
1) To the best of your knowledge - have you tested positive to COVID 19; are you unwell; have you recently travelled to/from a Government Covid-19 restricted area; and/or have you been in contact with someone who has tested positive to COVID 19?
<i>If you answer "yes" to any of the above- you should not attend the activity.</i>
2) Are you physically fit and well to attend this activity? This is particularly relevant for physical activities such as walking, golf, bowls etc.
<i>If you answer "no", you should consider not attending the activity</i>
3) Are you in a high-risk category (e.g. health condition and/or > 70s) and do you need to take additional precautions?
<i>If you answer "yes", you should consider either taking additional precautions whilst attending the activity or not attending the activity.</i>
4) Are you aware of your responsibilities in relation to the minimizing of the risk of contracting and/or spreading COVID-19 infection? (Physical distancing, hygiene, etc.).
<i>All proposing attendees should have an understanding and appreciation of the basic requirements in relation to the minimizing of the risk of contracting and/or spreading COVID-19 infection (Physical distancing, hygiene etc.).</i>
ATTENDANCE AT A PROBUS ACTIVITY
5) All attendees must complete the List of Activity Attendees by entering upon it their name and the contact details required by it.
6) All attendees must comply with the guidelines, principles and directives issued by the Australian Government, by a relevant State or Territory Government or by a relevant authority regarding COVID-19 and, in particular, comply with the COVID-19 safety plan of the venue/service provider for a Probus activity, or with this Probus COVID-19 Safety Plan, whichever is applicable.