



COVID Safe Plan (Vic)

AO BUMP IN/OUT

August 2021
Version 001

COVID SAFE Plan (VIC) – AO BUMP IN/OUT

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BACKGROUND

1. This document details the COVID Safe arrangements implemented by Tennis Australia Ltd (**TA**) for delivery of the Bump-In/Out at the areas of Melbourne Park operated by TA (**Site**) for the 2022 Australian Open (**AO**).

TA's COVID-19 Ground Rules

2. The following COVID-19 ground rules guide all TA's decision-making in relation to the AO:

The health and safety of Participants ¹ and the community is paramount.
Cooperation, compromise and flexibility will be required on the part of TA and all Participants.
TA will positively reinforce Public Health Authority (DH) guidelines to prevent infection and limit spread. All decision-making under this plan will be consistent with Public Health Authority guidelines and medical advice.
TA is grateful for the guidance and sacrifice provided by Australia's medical professionals. Hostile treatment of these professionals will not be tolerated.
One-voice messaging on the part of TA to Participants and the community will ensure trust and continuity.

TA's seven Biosecurity Controls

3. TA has adopted seven COVID controls to apply across all Major Events to reduce the COVID-19 transmission risk and ensure best practice management is followed in the event of an outbreak during the Major Events. The application of these controls may vary from event to event and setting to setting. Some of the high-level considerations under each control are set out in the following table:

Physical Distancing	Personal Protective Equipment	Ventilation	Enhanced Hygiene	COVID literacy	COVID systems	Medical overlay
Take all practical opportunities to maintain distance between people	Use of PPE as appropriate for the protection of ourselves and others	Promote outdoor or well ventilated spaces as the preferred option for places to dwell	Maintain a clean and hygienic environment	Provide good training and clear communications; engaging participants to play their part	Under an appropriate structure, maintain thorough and complete systems and processes to manage COVID-19 risks or outbreaks, and limit the impacts of an outbreak on the event	Operate under the best medical advice, and integrate medical practices into the event
<p><u>Spacing:</u> Where possible, 1.5m distancing will be encouraged</p> <p><u>Density:</u> As required by the current Government regulations, density quotients will be applied (1 person per 4 square metres)</p> <p><u>Dwell:</u> Areas where workforce and stakeholders dwell will be identified and subject to additional monitoring</p> <p><u>Access:</u> Limit access to essential</p>	<p><u>Mask Provision:</u> masks will be provided by each employer for their workforce. Additional masks will be available, if required, by Tennis Australia.</p> <p><u>Mask Protocol:</u> Mask protocol will remain in line with Public Health Guidelines. We will strive to ensure the workforce remains one step above the guidelines.</p> <p><u>Other PPE:</u> Other PPE such as gloves, N95 masks, or face shields will be used where appropriate</p> <p><u>Perspex Screens:</u> Perspex screens will only be used where there is a clear</p>	<p><u>Briefings and Meetings:</u> Workforces will be encouraged to conduct briefings and meeting outdoors.</p> <p><u>Temporary Facilities:</u> Will be designed to have outdoor areas where possible, and significant airflow where not possible.</p> <p><u>Airflow:</u> Windows and doors should remain open wherever possible, except in inclement weather or where required to remain closed for fire safety purposes</p> <p><u>Mechanical ventilation:</u> We will work with Melbourne and Olympic Parks to ensure HVAC systems provide maximum</p>	<p><u>Cleaning:</u> Regular and thorough cleaning (inc disinfectant where appropriate). Spot-cleaning of high-touch surfaces.</p> <p><u>Hand Hygiene:</u> Hand washing and sanitisers will be freely available</p> <p><u>Personal Hygiene:</u> Cough and sneeze etiquette will be encouraged.</p> <p><u>Limit shared items:</u> Shared items will be reduced, and cleaned between users</p> <p><u>Limit Touch:</u> Touchless items will be used where practicable. Processes will be</p>	<p><u>Communications:</u> Will be clear and consistent, through multiple platforms and onsite signage</p> <p><u>Workforce:</u> All accredited workforce will be provided with training in COVIDSafe behaviours.</p> <p>Engagement: We will engage openly with all participants and partners and build a COVIDSafe culture</p>	<p><u>Government Partnership:</u> We will engage with the state government to plan a safe event and meet their expectations</p> <p><u>Regulatory Compliance:</u> We will comply with all regulations and directives</p> <p><u>Contact Tracing:</u> We will implement a multi-layer contact tracing system to minimise the impact of an outbreak on the event</p> <p><u>Response Protocols:</u> We will develop clear protocols for managing a</p>	<p><u>Symptom Monitoring:</u> Symptom screening on arrival for all participants. Anyone displaying symptoms will be isolated and sent for testing immediately</p> <p><u>Vaccinations:</u> Promoting COVID-19 vaccinations</p> <p><u>Medical Expertise:</u> Public Health expertise will be integrated in decision making</p> <p><u>Medical Facilities:</u> Fit-for-purpose medical facilities will be provided for all participant.</p> <p><u>People & Culture Support:</u> Workforce will be supported to stay home and get</p>

<p>personnel in particular areas. One-way travel, ingress and egress routes will be promoted where practical</p> <p><u>Conduct:</u> Physical contact (e.g. Handshakes) is strongly discouraged.</p> <p><u>Decentralisation:</u> - Where possible, staff will be rostered in 'bubbles' across the precinct, with the same workers rostered on same shifts, Additional break areas will be created to prevent all workforce congregating in one space.</p>	<p>benefit, and where masks are unable to be used.</p>	<p>airflow in indoor areas.</p>	<p>reviewed to minimise contact.</p>		<p>suspected or confirmed case on site.</p> <p><u>COVIDSafe Plan Compliance:</u> We will monitor our performance and strive for continuous improvement</p>	<p><u>tested if they are unwell</u></p>
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¹ Including Workers

4. These concepts are embedded in TA's approach for the pre-event 'Bubble' and 'Event' phases of planning (including Bump in/out), to provide consistent language and frameworks right across the organisation, for all project-owners.
5. The seven controls capture considerations raised under the Victorian Government's "Six principles of CovidSafe workplaces,"² as follows:

Controls						
Physical Distancing	Personal Protective Equipment (PPE)	Ventilation	Enhanced Hygiene	COVID literacy	COVID systems	Medical overlay
Intention						
Practice Physical Distancing	Wear a Face Mask (In accordance with Victorian Government Regulations)	[Additional control]	Practise good hygiene	Keep records and act quickly if a workers becomes unwell	Keep records and act quickly if a workers becomes unwell	Keep records and act quickly
Avoid interactions in enclosed spaces					Create workforce bubbles	
Create Workforce bubbles						

Governance

6. The Chief Event Operations Officer has responsibility for implementation of, and compliance with, this plan and authority to cancel, modify or postpone any activity in this Plan. The Chief Event Operations Officer is supported by TA's Biosecurity Steering Group, who have responsibility for:
 - a. supervising implementation of this plan;
 - b. reviewing and updating plans as necessary;
 - c. decision-making on biosecurity issues, supported by expert medical advice;
 - d. monitoring compliance of Workers against the plan;
 - e. swiftly and effectively responding to any breach;
 - f. liaising with DH on biosecurity issues; and
 - g. reporting to TA Executive, Board, DH and Governments as required.

7. All parameters in this plan are open for review and refinement, taking into account evolving:
 - a. public health restrictions;
 - b. advice of Department of Health (DH);
 - c. status of the COVID-19 pandemic, in particular community transmission levels in Victoria;
 - d. operational practicalities;
 - e. cost;
 - f. public and Worker expectations;
 - g. likely effectiveness or arrangements of controls against vs COVID-19;
 - h. integrity of the tennis tournaments conducted in the Major Events; and
 - i. other considerations of the Biosecurity Steering Group from time to time

² <https://www.coronavirus.vic.gov.au/six-principles-covidsafe-workplaces>

Risk management

8. In addition to ensuring important safety requirements are met for all Participants, this plan has been developed to satisfy the requirements of a COVID Safe Plan in accordance with Victorian Government public health directions. Below, this plan explains the principles behind each of the seven COVID Controls in delivery of COVID Safety and lists the 'controls in action' (the applications to be implemented across the Venue).
9. TA recognises that short of an effective vaccination rate or cancelling the event, no one single action will mitigate COVID-19 transmission risk during the Bump In/Out phase for the AO. However, each decision and action taken has the potential to reduce risk, for example:
 - a. Each time a Worker wears a mask, this is adding safety to the pile.
 - b. Each time Workers interact outdoors instead of indoors, this is adding safety to the pile.
 - c. Each time Workers queue 1.5m apart instead of closer together, this is adding safety to the pile.
 - d. Every shift where a Worker limits the breadth of the other Workers they have face-to-face interactions with, or shares enclosed spaces with, this is adding safety to the pile.
 - e. Every Worker supported to become COVID-literate is then armed with the capacity to add to the pile.
 - f. Each COVID-system reduces the prospect of an uncontrolled, undiscovered outbreak and supports the capacity to contact trace, adding public safety to the pile.
10. The purpose of this CovidSafe Plan is to ensure the pile is always big enough by encouraging and enforcing the above actions
11. Each Project Lead is responsible for:
 - a. understanding all aspects of this plan and applying the controls herein to the project that is under their supervision;
 - b. proactively championing a culture of COVID Safety and compliance;
 - c. willingly tolerating and even embracing the additional inconveniences and impediments that will be placed upon them as a result of COVID-19 risk management;

in addition to the application of the project-specific controls outside this plan ("Coverlays").

To support the implementation of COVID Safe controls for Bump In, Project Leads may refer to the checklist in Schedule 7.

CONTROLS IN ACTION

Physical Distancing

1. TA recognises that COVID-19 can be spread by airborne transmission in small droplets and particles that can linger in the air; it is most common for COVID-19 to spread through “close contact”. Accordingly, TA’s ambition for the Bump In/Out is that all Workers will maintain *at least* 1.5 metres of distance from others, wherever possible, and that a range of controls will support this to maintain personal space and protection from airborne transmission.
2. TA will reinforce a culture of 1.5m around the site at all times, for example through signage, communications and workforce conduct. Where 1.5 m cannot be maintained, for specific and essential reasons, operational protocols and PPE will be deployed to mitigate risk of transmission. Common cultural norms involving touch and close contact such as handshakes will be discouraged.
3. Unless otherwise advised, as a baseline Capacity limits of 1 person / 2 SqM for all indoor spaces will provide everyone with enough room to keep their distance as required. A variety of tools will be used to monitor capacity and limit access where capacity is reached. TA will continue to monitor Victorian Government Regulations ([Website](#)) and adjust room capacity should the quotient increase, currently, the regulations are 1 person per 4 SqM (August 31, 2021). Transient spaces like hallways and lifts will require alternative forms of management.
4. Settings where queue and [over]crowding may occur will be managed with visual controls like signage and floor-stickers.

Application	Responsibility
<p>General capacity</p> <p>The capacity of each indoor space should be capped, in line with the current Government regulations. Currently, the capacity of each indoor space to be capped at 1 person per 4 square meters.</p> <p>Capacity of each room to be signposted on entrances.</p>	<p>Project Leads:</p> <ul style="list-style-type: none"> - Identify rooms within work areas and work with Biosecurity team to plot capacities. – - Capacity signage to be installed in relevant areas <p>Biosecurity Manager:</p> <ul style="list-style-type: none"> - Maintain master register of Room capacities. - Continually monitor Government regulations regarding room capacities and inform Project Leads of any changes (Website). <p>Master Plan Lead: Supervise work requests and manage timing of works per Bump In/Out works plan to ensure indoor space capacity is not exceeded.</p> <p>All: Comply with capacity signage and report any breaches to S,C&EM Manager.</p>

Application	Responsibility
<p>Spacing – General</p> <p>Workers should always be separated by a minimum of 1.5 meters (where possible).</p> <p>Where it is not possible to maintain physical distancing of 1.5m to complete a <i>specific and essential</i> task:</p> <ul style="list-style-type: none"> - minimise interactions that need to be completed within 1.5 metres; - complete tasks quickly and without unnecessarily mingling or contact; - provide additional PPE (if appropriate): Eg gloves where contact is unavoidable, glasses in prolonged periods of unavoidable physical distancing; and - otherwise observe the guidance in Schedule 3 – Manual Handling Instructions. 	<p>All: Comply with requirement and report any breaches to S,C&EM Manager.</p> <p>Project Leads: Express brief all Contractor Representatives on <i>Manual Handling Instructions</i>.</p> <p>Site Delivery lead: plot workstations on site map >1.5m.</p> <p>Biosecurity Manager (with support of Signage Lead): install reminder signage.</p>
<p>Breaks</p> <p>To minimise indoor contact and interaction:</p> <ul style="list-style-type: none"> - All meal breaks (e.g. tea, lunch, dinner breaks) must be taken outdoors (except for consumption of water or as required for medical reasons). - Breaks times will be staggered to reduce crowding in meal break areas. 	<p>All: Comply with requirement and report any breaches to S,C&EM Manager.</p> <p>Project Leads: Review rosters to facilitate staggered breaks.</p> <p>Contractor Representatives: Review rosters to facilitate staggered breaks.</p>
<p>Shelter Areas</p> <p>Shelter areas will be used for outdoor interactions (lunch breaks, meetings) and emergency/bad weather use, where the total Workers on-Site exceeds the capacity of all indoor spaces.</p>	<p>Project Leads: Be aware of the nearest sheltered space.</p>

Application	Responsibility
<p>Reduced Workforce</p> <p>Non-essential visitors are prohibited from visiting the Site. Where 'office' tasks can be completed off-site, Workers should stay home for the day to complete them. TA will remind all staff that the Site is not to be freely accessed.</p> <p>TA will monitor and comply with Victorian Government regulations regarding the number of workers permitted on the Australian Open worksite. Workforce Planning will be completed to identify baseline workforce number.</p>	<p>Master Plan Lead/Site Delivery Lead: Review Baseline Workforce number.</p> <p>Project Leads: Review project activities and identify tasks that can be completed remotely.</p> <p>Biosecurity Manager: Arrange TA "all staff" messaging re: work from home.</p> <p>All: Comply with requirement and report any breaches to S,C&EM Manager.</p>
<p>Workforce bubbles</p> <p>Where it is possible staff should be rostered in "bubbles" across the worksite and avoid interaction across shifts or workspaces.</p> <p>Contractors should plan the scheduling of works to minimise the spread of Workers across the Site, for example, where possible:</p> <ul style="list-style-type: none"> - limit Workers' activities to one zone on each day; - limit Workers' activity to one project in one location, until completed, before moving to the next project; - assign Workers within the same working teams as much as possible (Team A // Team B etc); - Workers only move zones for <i>specific and essential</i> purposes; and where there are multiple shifts in a day, Contractors should limit, where possible, the physical cross-over between shifts. 	<p>Project Leads:</p> <ul style="list-style-type: none"> - Express brief to staff, Workforce and Contractor Representatives, ensure minimal movement around Site. - Review work plans and provide feedback to reduce movement and ensure that works are contained within fewest zones. <p>S,C&EM Manager: Audits of Covid Comply records to determine any contractors who appear to be repeatedly crossing through multiple zones for unnecessary purposes.</p> <p>Master Plan Lead/S,C&EM Manager & Biosecurity Manager: Approval for working in multiple bubbles.</p>
<p>Worker Interactions</p> <p>All non-essential meetings of Workers, whether indoors or outdoors will be avoided. Preference should be to conduct meetings via Microsoft Teams, Zoom etc.</p> <p><i>Essential</i> meetings should take place outdoors, with sufficient space for 1.5m of physical distancing</p> <p>Notwithstanding the above, meetings should (where possible and practicable) be limited to no more than 10 persons; all attendees should be essential to the meeting outcomes and should not combine work teams unnecessarily.</p>	<p>Project Leads: Review project activities and identify tasks and meetings that can be completed remotely.</p> <p>All: Comply with requirement and report any breaches to S,C&EM Manager.</p>

Application	Responsibility
<p>Public transport</p> <p>Workers encouraged to:</p> <ul style="list-style-type: none"> - walk or bike to work (where possible); - avoid car-pooling arrangements unless the occupants reside in the same household; - travel at quiet times and avoid crowd; - on public transport sit away from other people; - wash or sanitise hands after using public transport; - sit in the back seat of taxis and ask the taxi driver to open vehicle windows where possible; and - otherwise follow the advice of DH regarding transport. 	<p>Contractor Representatives: Encourage Workers to observe public transport protocols and communicate to workforce encourage transportation guidelines.</p>

Personal Protective Equipment (PPE)

1. TA recognises that COVID-19 can be spread by airborne transmission in small droplets and particles that can linger in the air, it is most common for COVID-19 to be spread through “close contact”. Accordingly, TA will mandate the use of face masks and appropriate PPE is a vital tool in the reducing the spread of airborne droplets and particles from one person to another.
2. Compulsory use of masks on the part of all workforce in accordance with Victorian Government directions (at a minimum) will set a visual example and reminder to distance, while providing further risk mitigation. Other PPE will be made available to relevant Workers depending on specific circumstances and roles.
3. TA will remind of all contractors of obligations regarding provision of PPE for own workforce, if required. Similarly, TA will procure and maintain a stock of PPE for its own workforce and if required for contractors.

Application	Responsibility
<p>PPE – Facemasks</p> <p>All workers to wear face coverings in accordance with Victorian Government directions (at a minimum) – see DH - Face coverings at work.</p> <p>Guidance on how to correctly fit, use and dispose of Facemasks included in induction materials.</p>	<p>All: Comply with requirement and report any breaches to S,C&EM Manager.</p> <p>Biosecurity Manager (with support of Signage Lead): Plot and install reminder signage.</p> <p>Biosecurity Manager and S,C&EM Manager: Define any mask protocols over and above Victorian Government directions, in conjunction with M&OP.</p>
<p>PPE - Supply</p> <p>Contractors are responsible for providing PPE for their own Workers, though spare PPE (masks and gloves) will be stored at First Aid to be accessed if needed.</p>	<p>Project Leads: Express brief to all Contractor Representatives; provide own PPE</p> <p>Biosecurity Manager and S,C&EM Manager: Procure and distribute TA supply</p>
<p>PPE – Other requirements</p> <p>In circumstances where close contact is unavoidable or contact with suspect case is required additional PPE requirements may be mandated</p>	<p>Project Leads – Identify any work requiring close contact and inform staff and contractors of additional requirements.</p> <p>S,C&EM Lead – recommendations on additional PPE requirements for specific tasks and notify staff and contractors.</p> <p>Biosecurity Manager – Procure relevant PPE for staff and Workforce and ensure available for entire Bump In/Out period.</p>

Enhanced Hygiene

4. TA recognises that personal hygiene, plus the hygiene of surfaces, shared spaces and equipment is regarded as an important tool in reducing COVID-19 transmission risk. Accordingly, TA's ambition for Bump In/Out is that it will be conducted in an environment where there is a low prospect of Workers coming into contact with the COVID-19 pathogen, via other Workers, surfaces or equipment.
5. Workers. TA will reinforce a culture of personal hygiene, hand-washing, cough etiquette and the like, through signage, training, communications and workforce conduct.
6. TA will ensure both hand washing and sanitation facilities will be easily accessible for all Workers. TA will reinforce a culture of personal hygiene, hand-washing, cough etiquette and the like, through signage, training, communications and workforce conduct.
7. Shared touch equipment will be minimised. Where such equipment cannot be removed, for specific and essential reasons, it will be cleaned between users. Where it cannot be cleaned and hand washing or sanitisation facilities will be readily available nearby.
8. Noticeably increased cleaning and sanitisation will occur. It is acknowledged that the AO Bump In/Out is not a hospital or aged-care setting; however, the breadth, volume and profile of the AO requires a level of enhanced hygiene that should exceed all DH guidelines. All areas of the Site will be assessed to identify high-touch or other high-risk areas and that require increased cleaning or other protocols.
9. Specialist deep-clean crews will be trained and available for ready deployment in circumstances of a positive case.

Application	Responsibility
<p>Hand hygiene</p> <p>Hand sanitiser will be located at various locations across the Site (for example only: at entrance and exit, break area, bathrooms, water refill stations, main entry points to buildings and other high traffic locations).</p>	<p>Project Leads: Identify spaces required through the project and proposed sanitiser requirements</p> <p>Biosecurity Manager:</p> <ul style="list-style-type: none"> - plan sanitiser locations - sanitiser procured and installed, maintained and checked to ensure working
<p>Amenity signage</p> <p>Signage in bathrooms and work spaces will promote regular hand washing with soap for at least 20 seconds, cough etiquette and other hygienic practices.</p>	<p>Security and Cleaning Lead: Reminder signage required in bathroom and workspaces; signage pack created for each area's amenities, both permanent and temporary.</p>

Application	Responsibility
<p>Cleaning - General</p> <p>Professional Cleaners will deliver:</p> <ul style="list-style-type: none"> - routine site cleaning; - enhanced high touch surface cleaning. <p>Such Cleaning to be delivered to a standard that at least exceeds the following guidelines:</p> <p>https://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19</p>	<p>Biosecurity Manager: Provide a general guidance to Project Leads on High Touch Surfaces.</p> <p>Project Leads:</p> <ul style="list-style-type: none"> - work with Biosecurity and Cleaning Leads to confirm requirements for routine and high-touch cleaning with Cirka. continual rotations of cleaning required for high touch points surfaces. - inform Cleaning Leads if any projects involve multiple shifts per day (so cleaning can be scheduled between shifts). <p>Security and Cleaning Lead: Collate project requirements and prepare brief pack to Cirka.</p>
<p>Cleaning – Contractor Site Sheds</p> <p>Contractors will be responsible for cleaning any of their exclusive Site Sheds to at least the standards set out in the Cleaning Protocol.</p>	<p>Contractor Representative work with Project Lead and Biosecurity Manager to confirm requirements for routine and high-touch cleaning with Cirka.</p>
<p>Cleaning – Amenities and CI Card Areas</p> <p>Toilets will be regularly cleaned by cleaning staff within work hours.</p> <p>Contractor Representatives undertaking work in CI Card Areas will be responsible for cleaning their own high-touch surfaces and any shared equipment.</p>	<p>Project Leads: Express brief to all Contractor Representatives; provide own high-touch cleaning in CI areas.</p>
<p>Cleaning Log</p> <p>Cleaning records to be displayed and maintained.</p>	<p>Security and Cleaning Lead: Include record keeping requirement in brief pack to Cirka. Cirka to maintain cleaning logs.</p>
<p>Shared equipment - All power tools, equipment and communication devices will be reserved for single person use, therefore not requiring constant sanitary cleans. Where shared use cannot be avoided for essential and specific reasons, disinfectant wipes will be used.</p> <p>Site vehicles (buggies) should be operated by a designated operator (ie not shared). Where shared use cannot be avoided for <i>essential and specific</i> reasons, disinfectant wipes will be used.</p>	<p>Project Leads: Review project equipment and identify shared use items that need mitigation overlay. Request disinfectant wipes from Biosecurity Manager.</p> <p>Contractor Representative: Review Contractor equipment and identify shared use items that need mitigation overlay. Provide disinfection wipes for equipment.</p> <p>All: Comply with requirement and report any breaches to S,C&EM Manager.</p>
<p>Cleaning Wipes</p> <p>Contractors are responsible for providing Disinfectant Wipes for their own Equipment, though spare Wipes will be stored at First Aid.</p>	<p>Project Leads: Express brief to all Contractor Representatives; provide own disinfectant treatment for shared equipment.</p> <p>S,C&EM Manager/Biosecurity Manager: Procure and distribute TA supply of wipes.</p>

Application	Responsibility
<p>Meals</p> <p>Delaware North may operate a takeaway café within Melbourne Park (but outside the "Site") during Bump In/Out.</p> <p>The café will operate under its own COVID Safe plan; however, TA will ensure the café does not offer shared utensils or shared condiments and that the workers consumer their food and beverages outdoors.</p>	<p>All: Comply with requirement and report any breaches to Risk & Safety Manager.</p>

Ventilation

1. TA recognises that COVID-19 is an air-borne virus and a lot of research is being conducted regarding the transmissibility of Covid-19 in enclosed spaces and effects of ventilation. Accordingly, TA is aiming to employ strategies and promote well ventilated or outdoor spaces for places for people to dwell during bump in.
2. TA will work with Melbourne & Olympic Park to employ strategies to reduce the risk posed by recirculated air in enclosed areas
3. Windows should be opened wherever operable and air conditioning adjusted to increase ventilation.

Application	Responsibility
<p>Melbourne & Olympic Park Facilities</p> <p>Tennis Australia will work with Melbourne and Olympic Park regarding ventilation of indoor spaces.</p> <p>Regular inspection, maintenance and cleaning of ventilation systems will be conducted in line with relevant national regulations and specific Government advice.</p>	<p>Master Plan Lead</p> <ul style="list-style-type: none"> - Inform M&OP regarding Internal space usage <p>Master Plan Lead and Biosecurity Manager: Discuss with M&OP regarding ventilation maintenance and cleaning.</p>
<p>Ventilation – Offices and Temporary Buildings</p> <p>Windows and doors should be opened wherever secure and operable and airconditioning adjusted to increase ventilation.</p> <p>Ventilation systems, where possible to be adjusted to increase the rate of air exchange, reducing or eliminating recirculation of air and increasing the use of outdoor air in heating.</p> <p>The use of portable fan/heating units should be avoided in enclosed spaces.</p>	<p>Master Plan Lead/Biosecurity Manager: Work with M&OP regarding facilities HVAC systems.</p> <p>Project Leads: Maximise fresh air flow in any air conditioning systems and open windows.</p> <p>All: Open windows wherever secure and operable.</p>
<p>Outdoor Spaces</p> <p>Where possible, TA will provide a number of shaded outdoor spaces for the workforce to congregate for meetings or breaks.</p>	<p>Master Plan Lead – Provision of outdoor areas within work areas for workforce to congregate for meetings or breaks.</p> <p>Project Leads: Inform contractors and workforce of spaces provided.</p>

COVID-Literacy

4. TA recognises that clarity and confidence around infection prevention and control (**IPC**) can greatly support the management of COVID-19 risk. Using clear and consistent communications, TA's ambition is to actively engage all Workers in the implementation of the controls set out in this plan.
5. To ensure everyone has a base level of understanding of the dangers of COVID-19 and the ways it may be transmitted, all Workers will undertake online IPC training.
6. All workplace communications regarding COVID-19 will be vetted for accuracy and consistency by authorised persons. TA will utilize a variety of formats and channels to ensure COVID messaging is continually being reinforced to Workers; for example, electronic communications, physical signage, briefings, media releases, voice announcements. The ambition of these communications is to ensure all Workers:
 - a. understand COVID-19 and its Symptoms and are COVID-literate enough to take action with confidence;
 - b. are engaged (and can be relied upon) to proactively mitigate risk; and
 - c. are prepared to tolerate and even embrace the additional inconveniences and impediments that will be placed upon them as a result of COVID-19 risk management.

Application	Responsibility
Training An infection control module will be included in the induction training to be completed by all Workers prior to being admitted to Site. https://bounce.tennis.com.au/login/signup.php?t=contractor	S,C&EM Manager: <ul style="list-style-type: none"> - Integrate module into induction process. - Ensure all TA Workers complete the induction before attending site and monitor TA staff compliance. - Check registers of completion against Covid Comply attendance logs Contractor Representatives: Ensure all Workers complete the induction before attending Site.
Role specific training Contractors are responsible for delivering additional role-specific training regarding infection control and their Workers. TA recommends "competency based" training is provided.	Contractor Representatives: Deliver training in accordance with Contractor's COVID Safe plan.
All communications regarding COVID-19 must be approved by the Head of Biosecurity and Event Projects.	Project Leads: Check key communications with the Head of Biosecurity and Event Projects

Application	Responsibility
<p>Urgent communications – cascading messages</p> <p>Project Leads will maintain text message groups of all Contractor Representatives they are managing on-site to communicate any urgent messages. Contractor Representatives must maintain text message groups for all Workers to in-turn immediately on-communicate any such messages.</p>	<p>Project Leads: Maintain a message thread of all Contractor Representatives.</p> <p>Contractor Representative: Maintain a message thread of all Workers.</p> <p>Master Plan Lead: Maintain a message thread of all Project Leads, and another with key personnel and M&OP.</p>
<p>Engagement – Hazard ID</p> <p>As COVID-literate stakeholders, Workers on Site are encouraged to identify any COVID-19 hazards and either action them to rectify, or report to POC for action.</p>	<p>M&OP Project Manager: Ensure M&OP POC Manager is briefed on operations and record keeping, ensure TA-related issues are promptly notified to S,C&EM Manager for action.</p>

COVID-Systems

7. A range of COVID-19 risk management systems will be implemented to ensure TA can identify and trace COVID-19 risks, sources or spread of COVID transmission. An effective scheme of contact tracing is the most obvious and critical COVID-system; however, regulatory compliance, internal assurance and workforce mapping/segregation are examples of additional COVID-Systems that will support risk reduction.
8. In addition to mandatory check in on Service Victoria QR Code, Contact tracing details of Workers will be collected, and securely stored via Covid Comply to ensure any outbreak can be minimised. It is TA's ambition to be able to provide accurate and complete contact tracing records to any DH within 60 minutes of a notification of any positive case associated with the AO. Multiple layers of contact tracing will be deployed, with the primary interface being the commonly used Covid Comply for anyone attending the Site, and the MDS delivery system will collect information for delivery personnel and check via QR Code.
9. The Site will be divided into a number of zones (Reference – Schedule 11 Bump In Zones). Contractors will be directed to, where possible, limit their Workers' activities to one zone on each day or for each projects (until completed).
10. Ideally, Workers would be assigned to the same zone for each day that they work on Bump In/Out. Nonetheless, it is acknowledged that some Workers may have *specific and essential* reasons to attend multiple zones (e.g supervisors, COVID Safety Marshals, emergency wardens, multiple projects), but this movement should be limited and recorded.
11. An internal assurance program is a vital COVID-System, led by the Risk & Compliance Unit, to ensure TA actually implements what it says it will over the course of Bump In/Out. The M&OP Risk & Safety Manager will also provide audit and cross-checking.
12. All Contractors must maintain their own COVID Safe plans or protocols for their activities on Site that at least meet the requirements of these Bump In/Out Protocols. These plans should be submitted to TA Project Leads for review prior to commencement of any works.
13. The Precinct Operations Centre (**POC**) will operate through Bump In/Out to receive calls on all COVID issues, and coordinate recording, analysis, and action. TA's team of Safety Officers will act as COVID Safety Marshals to encourage engagement and monitor and compliance and conduct roving hazard identification checks.

Application	Responsibility
<p>Service Victoria QR Code</p> <p>The Service Victoria QR Code will be displayed at all entry points to the worksite and every person entering the site will be required to check in to the Australian Open Worksite.</p> <p>Additional QR Codes will be displayed in the various work areas around the site and workforce will be required to check in to these work areas.</p>	<p>Biosecurity Manager: Ensure QR Codes are produced and displayed at all entries to the Australian Open Worksite</p> <p>Project Leads: Express brief to all contractor representatives. Observe the requirements of <i>Schedule 8 – Bump In/Out Contact Tracing Guidance for Contractors</i></p> <p>All: Comply with requirements and report any breaches to Safety Manager.</p>
<p>Contact tracing– Covid Comply</p> <p>A Covid Comply QR Code will be displayed at access points to each work zone used to maintain contact tracing details of the workforce, this QR code will direct you to Check In via Service Victoria QR system. All workers must sign in and out of each zone</p>	<p>Project Leads: Express brief to all Contractor Representatives; Observe the requirements of <i>Schedule 8 - Bump-in/out Contact Tracing Guidance for Contractors</i></p> <p>All: Comply with requirement and report any breaches to S,C&EM Manager and Risk & Safety Manager.</p>

Application	Responsibility
<p>Restricted Activities & Directions</p> <p>TA will continually monitor Victorian Government COVID-19 workplace compliance requirements.</p> <p>All workers will require an Authorised Workers permit from their employer. TA will ask to sight the Authorised worker permit of each individual working onsite.</p>	<p>Biosecurity Manager: Monitor State Government requirements and inform project leads and Contractor representatives of changes.</p>
<p>Contractor COVID Safe plans</p> <p>Contractors will be required to establish COVID Safe plans as required under Victorian public health directions. Contractors must provide a copy of such plans to TA.</p>	<p>Project Leads: Express brief to all Contractor Representatives: submit COVID Safe Plan (Monday.com channel is ok) and maintain compliance records.</p> <p>Risk & Safety Manager (with support of Biosecurity Manager): Review selected Contractor COVID Safe plans and provide feedback as required</p>
<p>Deliveries</p> <p>Where possible, contact free deliveries and pick-up procedure will be documented and notified to delivery drivers in advance via the MDS system. Otherwise, drivers must check In via the work zone QR code.</p> <p>All deliveries must be arranged via MDS. On-site arrivals that have not been booked into MDS will be turned away.</p>	<p>Logistics Lead with support of Biosecurity Manager: Establish and operate contactless delivery protocol.</p> <p>Project Leads: Express brief to all Contractor Representatives, use MDS or be turned away.</p>
<p>Workforce bubbles – Management</p> <p>Contractors should plan the scheduling of works to minimise the spread of Workers across the Site, for example, where possible:</p> <ul style="list-style-type: none"> - limit Workers' activities to one zone on each day; - limit Workers' activity to one project in one location, until completed, before moving to the next project; - assign Workers within the same working teams as much as possible (Team A // Team B etc); - Workers only move zones for <i>specific and essential</i> purposes; and - where there are multiple shifts in a day, Contractors should limit, where possible, the physical cross-over between shifts. 	<p>Project Leads:</p> <ul style="list-style-type: none"> - Express brief to all Contractor Representatives, ensure minimal movement around Site. - Review work plans and provide feedback to reduce movement and ensure that works are contained within fewest zones. <p>S,C&EM Manager: Audits of Covid Comply records to determine any contractors who appear to be repeatedly crossing through multiple zones for unnecessary purposes.</p>

Application	Responsibility
<p>Workforce bubbles – Worker Movements (other sites)</p> <p>Contractors must ensure Workers limit movement to other sites in accordance with DH directions. Records of any Workers' attendances at other sites must be maintained and made available to TA upon request.</p>	<p>Project Leads: Express brief to all Contractor Representatives, limit worker movement.</p> <p>Contractor Representatives: Maintain records of:</p> <ul style="list-style-type: none"> - any Workers' attendances at other work sites
<p>Covid Marshals –</p> <p>TA will allocate personnel to the role of Covid Check In Marshal and Covid Marshal.</p> <p>Covid Check In Marshals – Positioned at each Access gate to ensure any person entering the work zone has checked in via QR Code</p> <p>Covid Marshals – Ensure compliance with CovidSafe plan and any specific industry obligations</p>	<p>Security & Cleaning Lead: Brief Security on requirements for guards acting as Covid Check in marshals</p> <p>S,C&EM Manager: Appoint and brief Covid Marshals for the site</p>
<p>Assurance and audit</p> <p>TA Safety, Compliance and Emergency Management and M&OP Risk & Safety will conduct spot audits on compliance with this plan or Contractors' compliance with their own COVIDSafe plans.</p>	<p>S,C&EM Manager: Establish internal compliance plan and spot-audit regime.</p>
<p>Melbourne Park communications</p> <p>M&OP (Capex projects and general operations) are operating projects within Melbourne Park. A communications protocol has been established (Schedule 9) to ensure transparency between the organisations and support rapid response to shared COVID Safety issues.</p> <p>Unless otherwise communicated, Melbourne Olympic Parks arenas and venues will operate under the M&OP CovidSafe procedures, until handover of the area/venue to TA. The handover dates will be communicated via TA. Access to these areas is required to be communicated to M&OP in advance.</p>	<p>Risk & Safety Manager: Act as the key communications point for TA within the Stakeholder Communications Plan</p> <p>Master Plan Lead/Biosecurity Operations Manager: Inform staff and contractors of handover dates and when areas/venues will be operating under Tennis Australia Bump In Plan.</p>
<p>Tennis HQ – TA Spaces</p> <p>It is acknowledged that Tennis HQ is a zone within the Site, however as an office, this setting is somewhat different setting to the other zones. The protocols for occupation of TA Spaces in Tennis HQ are set out in Schedule 6. From time to time and as communicated, The Australian Open Bump In CovidSafe plan may supersede the Tennis HQ plan in certain areas of Tennis HQ and will be communicated.</p>	<p>Master plan Lead/Biosecurity Manager: Communicated to staff and contractors when Tennis Australia Bump In Plan applies to Tennis HQ</p>

Medical Overlay

12. Medical Overlay involves implementation of medical strategies right across the AO Bump Out to ensure this activity occurs safely during the COVID-19 pandemic.
13. Medically responsible behaviour (including but not limited to regular hand washing especially before and after consuming food and beverages, sneezing and coughing into elbow instead of hand and avoiding touching eyes, nose and mouth) will be encouraged and irresponsible behaviour will be discouraged. Compliance with the protocols in this plan is essential to protect the health, safety and welfare of all Workers and the community. Compliance with the protocols in this plan is an express OH&S direction from TA to all Contractors, accordingly failure to comply with the protocols amounts to a breach of contract. Contractors must ensure all Workers have COVID-19 leave entitlements; to encourage them to stay home when unwell.
14. Dedicated plans and resources at the AO bump in will provide for efficient and effective response to potential COVID-19 exposure. The protocols for dealing with suspected and positive cases is set out in Schedule 1.
15. Screening is an important control that can minimize transmission of COVID-19 by enabling early detection of cases and potential cases, as well as encouraging Workers to think carefully before proceeding to enter the Site and expose other Workers to risk. First aid will be arranged by TA.

Application	Responsibility
<p>First aid (and Isolation zone)</p> <p>A manned St Johns first aid point will operate during site operation hours of bump In/Out. There will be personnel with appropriate First Aid qualifications on site throughout the Bump In/Out, with a register of qualifications kept by TA.</p> <p>An Isolation Zone (seat and masks) will be available for isolation of a Suspected Case is unable to return home (refer Schedule 1)</p>	<p>Security and Cleaning Lead:</p> <ul style="list-style-type: none"> - Establish First Aid location. - Ensure qualified first aid coverage is on site as specified. <p>Signage Lead: Provide site maps with locations specified</p>
<p>Vaccination</p> <p>In accordance with Victorian Government guidelines, Construction workers are required to have at least one dose of Vaccine to work and must show evidence of this to their employer. Any construction worker who is not vaccinated (and doesn't have a legitimate medical exemption) will not be permitted to enter the site).</p>	<p>Head of Biosecurity and Event Projects: TA vaccination policy and communications plan</p> <p>Biosecurity Manager/S,C&EM Manager: Oversee vaccination verification requirements</p> <p>Project Leads: Inform all contractor representatives of requirements.</p>
<p>Symptoms process</p> <p>Basic instructions will be communicated to all Workers regarding action in response to Symptoms onset: leave Site; get tested; isolate; report back seek further advice from GP (if appropriate).</p>	<p>Project Leads: Express brief to all Contractor Representatives; Symptoms? Stay home and get tested.</p> <p>Biosecurity Manager (supported by Signage Lead): Install symptom awareness signage on site</p>

Application	Responsibility
<p>Symptoms alert</p> <p>All Workers should look out for people exhibiting COVID-19 symptoms and like; avoid close contact and notify the Risk & Safety Manager of any concerns.</p>	<p>Project Leads: Express brief to all Contractor Reps: Workers to report observed Symptoms.</p> <p>TA & M&OP Risk & Safety Manager: investigate reports of persons exhibiting symptoms, in conjunction with POC</p>
<p>Screening – Health questionnaire</p> <p>Pre-shift health check declaration (Schedule 2) for all Workers will be completed via Covid Comply. Use of personal phone is encouraged (manual entry discouraged).</p> <p>MDS will deliver health questionnaire to delivery drivers.</p>	<p>TA & M&OP Risk & Safety Manager: integrate screening into Covid Comply process.</p> <p>Security Lead: Ensure sufficient facilities available for (discouraged) manual Covid Comply check-in.</p>
<p>Suspected or Positive Case.</p> <p>Any suspected or positive case will be immediately reported and managed in accordance with Suspected and Positive Case Protocol (Schedule 1) and the Stakeholder Communications Plan (Schedule 9).</p> <p>Where contact tracing is required, TA will observe the Contact Tracing Protocol set out in Schedule 5.</p>	<p>Project Leads: Ensure all Contractors are briefed and aware to call POC in the event of asuspected case. Process included in Daily Health questionnaire.</p> <p>S,C&EM Manager: Convene CCRT in circumstances of suspected or positive case.</p> <p>Biosecurity Manager: Support CCRT in accordance with Schedules 1, 5 and 9.</p>
<p>Tests, isolation, transparency</p> <p>Contractors must report any Workers who are currently isolating or waiting for test result. To encourage a culture of transparency and disclosure on-site, Contractor Representatives and Project Leads should consider Schedule 10 <i>Covid-19 - What Do I Need To Report?</i>.</p>	<p>Project Leads: Express brief to all Contractor Representatives; If you have a Worker getting tested, let us know.</p>
<p>Leave</p> <p>Contractors must ensure all Workers have COVID-19 leave entitlements, to encourage them to stay home when unwell.</p>	<p>Project Leads: Express brief to all Contractor Representatives: ensure leave entitlements are in place for Workers to encourage them to stay home when unwell.</p>
<p>Local testing</p> <p>A list of local testing sites will be maintained, to inform any person exhibiting Symptoms (or otherwise required by DH) to undertake a test.</p>	<p>Biosecurity Manager: Maintain a list of local testing sites</p>

Application	Responsibility
<p>Enforcement</p> <p>COVID Safe protocols will operate just as any other reasonable OH&S direction given by TA. Where TA identifies a suspected breach of these requirements, an investigation will be undertaken. Significant or repeated breaches may result in:</p> <ul style="list-style-type: none"> - suspension of works; - suspension/removal of a Contractor or Worker from the Site; - termination of TA's contract with the Contractor; or - permanent exclusion of a Worker or Workers from the Site. 	<p>Project Leads: Express brief to all Contractor Representatives, consequences of breach reasonable OH&S direction</p> <p>S,C&EM Manager: Investigate all observed or reported breaches of COVID Safety requirements.</p>

SCHEDULES

1.	Suspected and Positive Case Protocol
2.	Health Declaration
3.	Manual Handling Instructions
4.	Not used
5.	Contact Tracing Protocol and Workforce Mapping Template
6.	Tennis HQ Plan
7.	Project Lead Checklist
8.	Bump-in Contact Tracing Guidance for Contractors
9.	Stakeholder Communication Plan
10.	COVID-19 What do I need to Report?
11.	Site Map – Biosecurity QR Check In Zones

Schedule 1 – Suspected and Positive Case Protocol

https://tennisaust.sharepoint.com/teams/AO22Delivery/_layouts/15/Doc.aspx?OR=teams&action=edit&sourceidoc={5CCAAA39-BF77-4B6A-A02C-63BD596C383F}

Schedule 2 – Health Declaration

- Are you currently required to be in isolation because you:
 - o Have been diagnosed with coronavirus (COVID-19) and/or;
 - o Are waiting for the results of a COVID-19 test?
- Are you currently required to be in quarantine as directed by the Department of Health as a result of being a primary close contact of someone who is infectious with COVID-19?
- Are you currently required to be in isolation, as directed by DH, as a result of attending a public exposure site?
 - o [List of Public Exposure Site](#)
- In the last 24 hours have you experienced any of these symptoms?
 - o Fever (above >37.5oC)
 - o Chills
 - o Cough
 - o Sore throat
 - o Shortness of breath
 - o Runny nose
 - o Loss of sense of smell
 - o Fatigue

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting, chest pain or pressure, and diarrhoea may also be considered as symptoms.

Schedule 3 – Manual Handling Instructions

<https://tennisaust.sharepoint.com/teams/MajorEventsBiosecurityPlanningTeam/Shared%20Documents/COVID%20Safe%20AO%20Bump%20In/Bump%20In%20Plan%20Schedule%203%20-%20Manual%20handling%20of%20Materials.pdf>

Schedule 4 – Cleaning Particulars

:

<https://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19>

Schedule 5 – Contact Tracing Protocol

https://tennisaust.sharepoint.com/teams/AO22Delivery/_layouts/15/Doc.aspx?OR=teams&action=edit&sourceidoc={844F0C1E-96AA-4835-A8A6-87310739D02A}

Schedule 6 – Tennis HQ Plan

https://tennisaust.sharepoint.com/teams/MajorEventsBiosecurityPlanningTeam/_layouts/15/Doc.aspx?OR=teams&action=edit&sourcedoc={8D75114B-1425-42BC-978E-760599AE944A}

Schedule 7 – Project Lead Checklist

<p>Brief Contractors on the following topics (use the Contractor Handbook):</p> <ul style="list-style-type: none"> - follow Schedule 3: Manual Handling Instructions; - provide own PPE; - use MDS or be turned away; - provide own high-touch cleaning in work zones; - provide own disinfectant treatment for shared equipment; - submit COVID Safe Plan and maintain compliance records; - ensure minimal movement around Site, work in one zone per day; - observe the requirements of Schedule 8 - Bump-in Contact Tracing Guidance for Contractors; - record Worker movement at other Sites; - ensure leave entitlements are in place for Workers, to encourage them to stay home when unwell; - Symptoms? Stay home and get tested; - Workers should be encouraged to report anyone they observe exhibiting Symptoms; - if you have a Worker getting tested, let us know; and - there are significant consequences of breach these reasonable OH&S directions. 	
Identify indoor spaces used in project, plot capacity on site drawings. Arrange workflow to ensure capacity is not exceeded.	
Via Smartsheet, notify Master Plan Lead of indoor space requests for Bump In works plan.	
Review project rosters to facilitate staggered breaks.	
Review project activities and identify tasks that can be completed remotely.	
Identify proposed sanitiser requirements	
Work with Biosecurity and Cleaning Leads to confirm requirements for routine and high-touch cleaning with Cirka	
Review project equipment and identify shared use items that need mitigation overlay.	
Maximise fresh air flow in any air conditioning systems and open windows.	
Check key external communications with the Head of Biosecurity and Event Projects	
Maintain a message thread of all Contractor Representatives.	
Review Contractors' work plans and provide feedback to reduce movement and ensure that works are contained within fewest zones.	
Consider Schedule 10 Covid-19 - What Do I Need To Report?.	

Ensure all Contractors are aware to call POC in the event of a suspected case.	
<p>Otherwise:</p> <ul style="list-style-type: none"> - understand all aspects of this plan and apply the controls herein to the project that is under your supervision; - proactively champion a culture of COVID Safety and compliance; and - willingly tolerate and even embrace the additional inconveniences and impediments that will be placed upon you as a result of COVID-19 risk management. 	

Schedule 8 – Bump-in/out Contact Tracing Guidance for Contractors

https://tennisaust.sharepoint.com/teams/AO22Delivery/_layouts/15/Doc.aspx?OR=teams&action=edit&sourcedoc={462D4C05-DFC2-47C5-A0A4-C3E5A89F9CD4}

Schedule 9 – Stakeholder Communication Plan

AUSTRALIAN OPEN 2022 – BUMP IN/OUT

This document describes the flow of communications between all key stakeholders operating on-site at Melbourne and Olympic Parks during the COVID-19 pandemic.

This plan has been developed to ensure transparency and timeliness of information regarding COVID-19 incidents / events to ensure all parties can continue to achieve their objectives and milestones on-site.

Each stakeholder organisation must ensure internally that processes exist for their staff or contractors to report COVID-19 related incidents, and ensure the designated person is informed. It is the responsibility of the designated person to notify the appropriate stakeholders as outlined in Appendix 1.

PRIVACY REQUIREMENTS

In accordance with the guidance issued by the Office of the Australian Information Commissioner (OAIC), the following points should be observed in any response to a confirmed or suspected case of COVID-19:

- > Personal information should be used or disclosed on a 'need-to-know' basis.
- > Only the minimum amount of personal information reasonably necessary to prevent or manage COVID-19 should be collected, used, or disclosed.

Further information and FAQ's can be found at the OAIC's website: <https://www.oaic.gov.au/privacy/guidance-and-advice/coronavirus-covid-19-understanding-your-privacy-obligations-to-your-staff/>

UNDER WHAT CIRCUMSTANCES MUST A NOTIFICATION BE MADE?

Notification should be made for the following key events:

- > A person has attended any space at the M&OP Precinct in the past 14 days who has been diagnosed with a confirmed case of COVID-19.
- > Victoria Police or an Authorised Officer undertake compliance or enforcement activities in any space at the M&OP Precinct, related to Chief Health Officer directions or the Permitted Worker scheme. This can include actual site visits or entries, or enforcement / compliance activity conducted remotely (i.e.: email, phone).
- > WorkSafe enter any space at the M&OP Precinct for investigations relating to COVID-19 preparedness or risk control.

WHAT INFORMATION SHOULD BE GIVEN?

Confirmed Case	Authorised Officer compliance	WorkSafe attendance
Date/s and time/s infected person was on site.	The organisation (ie: VicPol, DHHS).	Date/s and time/s of visit.
Location/s infected person attended, worked or traversed site.	Date/s and time/s of compliance or enforcement activity.	Details of the nature of the visit.
Duration/s the infected person was on site.	Details of the nature of the activity.	Details of the outcome of the activity – including Entry Report or Improvement Notices.
Other information only on a need-to-know basis that is required to manage the risk.	Details of the outcome of the activity – including actions or notices.	The risk to other stakeholders, or improvement opportunities.
Actions taken (ie: site / partial closure, deep cleaning)	The risk to other stakeholders.	Status (open / closed)
Status (open / closed)	Status (open / closed)	

Contact Tracing information should be held by each individual stakeholder organisation and be able to be

readily collated and forwarded to the Department of Health (DH) when requested.

IMMEDIATE RESPONSE

For the avoidance of any doubt, each stakeholder organisation is required to have their own processes in place to adequately respond to any COVID-19 related incident or enforcement activity.

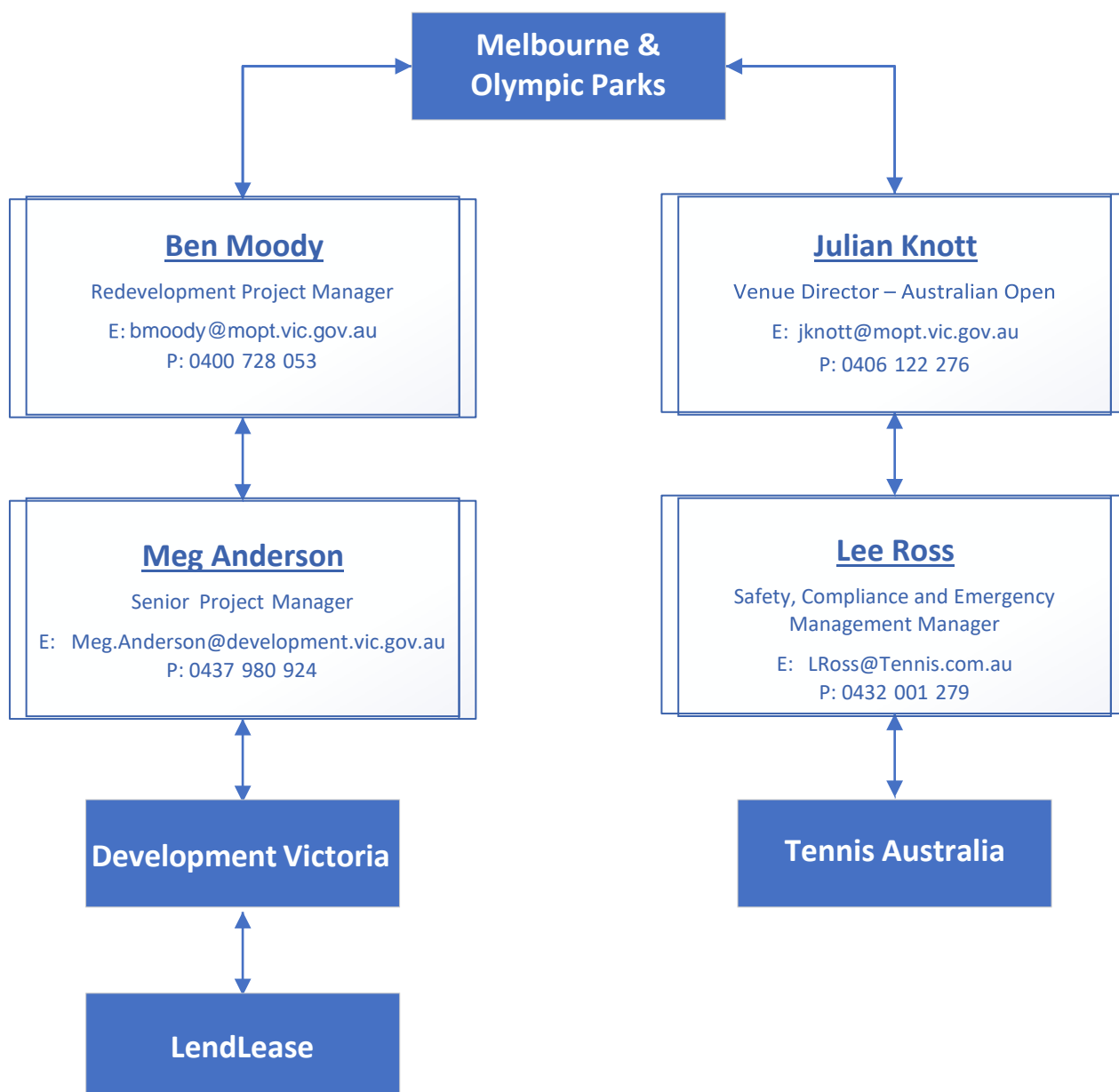
The notification to Regulators (where required, i.e.: DH, WorkSafe) must be undertaken by the stakeholder organisation directly, in the specified timeframes. The below stakeholder notification process should only be undertaken after the Immediate Response has been undertaken, to ensure safety is prioritised.

STAKEHOLDER NOTIFICATION PROCESS

The nominated representative shall:

- > Within 1 hour of becoming aware of an agreed notifiable event, make initial phone contact with each nominated representative for all stakeholders to brief them on the notifiable event.
- > Follow up with a group email notification to all nominated representatives, utilising the templates in **Appendix 2**.
- > Provide a daily update to all nominated representatives on the status of each event, including progress on any actions or notices, until the event is considered closed.

APPENDIX 1 – STAKEHOLDER COMMUNICATION FLOW



APPENDIX 2 – EMAIL NOTIFICATION TEMPLATES

Confirmed Case

Melbourne and Olympic Parks / Tennis Australia wish to advise that a person has attended the Precinct who has a confirmed case of COVID-19.

- Date/s and time/s infected person was on site
- Location/s infected person attended, worked or traversed the site
- Duration/s the infected person was in each location on site
- Other information required to manage the risk
- Actions taken (site closure, partial closure, cleaning status etc)
- Status (open / closed)
- Any other necessary information

Melbourne and Olympic Parks / Tennis Australia will continue to update all stakeholders on the progress of actions every 24 hours by email, until the matter is closed.

If there are any concerns / enquiries, please contact *name*.

Authorised Officer compliance / enforcement

Melbourne and Olympic Parks / Tennis Australia wish to advise that there has been an Authorised Officer compliance or enforcement event on the Precinct related to COVID-19.

- Organisation
- On-site or remote
- Date/s and time/s of compliance or enforcement activity
- Details of the nature of the activity
- Details of the outcome of the activity (actions or notices served)
- Potential risk/s to other stakeholders
- Status (open / closed)
- Any other necessary information

Melbourne and Olympic Parks / Tennis Australia will continue to update all stakeholders on the progress of actions every 24 hours by email, until the matter is closed.

If there are any concerns / enquiries, please contact *name*.

WorkSafe attendance

Melbourne and Olympic Parks / Tennis Australia wish to advise that there has been a WorkSafe entry event on the Precinct related to COVID-19.

- Date/s and time/s of visit
- Details of the nature of the visit
- Details of the outcome of the activity (Entry Report or Improvement Notices)
- Potential risk/s to other stakeholders, or improvement opportunities
- Status (open / closed)
- Any other necessary information

Melbourne and Olympic Parks / Tennis Australia will continue to update all stakeholders on the progress of actions every 24 hours by email, until the matter is closed.

If there are any concerns / enquiries, please contact *name*.

Schedule 10 – What do I need to Report?

<https://tennisaust.sharepoint.com/teams/MajorEventsBiosecurityPlanningTeam/Shared%20Documents/COVID%20Safe%20AO%20Bump%20In/Bump%20In%20Plan%20Schedule%2010%20-%20Issues%20reporting%20expectations.pdf>

Schedule 11 – Site Map

INSERT LINK