

# Boonah Gliding Club

## COVID-19 SAFETY PLAN

CLUB PRESIDENT	
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# 1. Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by BGC to support the club, its Members and Guests for the resumption of normal club activities.

In this document the term “members and guests” should be read as meaning anyone visiting the BGC and club facilities, including all BGC members, guests, instructors, coaches, officials, administrators, volunteers, visitors, and families.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among the BGC members, guests, and the broader community.

The Plan provides the framework to govern the general operation of BGC and the behaviour of all members and guests and the monitoring and reporting of the health of attendees at the BGC facilities.

This Plan is subject to all regulations, guidelines and directions of the relevant government and public health authorities.

## 2. Key Principles

The Plan also accepts as key principles that:

- The health and safety of members and guests and the broader community is the number one priority,
- Everyone intending to come to and when arriving at BGC needs to be engaged and briefed on the BGC COVID 19 plans,
- Facilities have been assessed and appropriate plans are developed to accommodate and maintain upgraded hygiene protocols, physical distancing, and other measures to mitigate the risk of transmission of COVID-19, and
- At every stage BGC must consider and apply all applicable State Government and local restrictions and regulations. BGC needs to be and remain prepared for any localised outbreak at our facilities (or in the local community).

## 3. Responsibilities under this Plan

BGC is responsible for the management and implementation of the activities and operations outlined in this Plan.

The Club President is in effect the BGC COVID-19 Safety Coordinator and will act to execute the day to day delivery of the plan and to act as the point of contact for information relating to the plan. The Safety Coordinator will be responsible for the following:

- Periodically review the effectiveness of the COVID-19 Safety Plan for your organisation and amend, update, or improve, as necessary,
- Advise the committee on the effectiveness of COVID-19 Safety Plan arrangements and seek assistance where required, and
- Act as the contact point for your organisation’s members and guests – particularly around questions relating to actions your organisation has taken to be COVIDSafe.

BGC expects all members and guests to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by the government, health authorities and/or BGC;
- Act with honesty and integrity regarding the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

## 4. COVID Arrangements and Protocols

This plan outlines specific requirements that BGC will implement for the foreseeable future of its day to day operations. The protocols for conducting our normal operations and the whole of airfield facilities are set out in the club protocols document, titled ***"BGC COVID-19 Protocols"***.

BGC will monitor public health guidelines, COVID case number trends and consult with relevant authorities as required to identify criteria for increasing or scaling back its COVID-19 prevention actions.

## 5. Principles of Operations

Area	Principles adopted by BGC
Training Processes	<ul style="list-style-type: none"><li>• Prepare and support sanitising requirements.</li><li>• No sharing of personal equipment.</li><li>• Personal hygiene encouraged.</li><li>• Attendance register must be kept.</li></ul>
Personal health	<ul style="list-style-type: none"><li>• Advice to everyone they must not attend if unwell, including any signs/symptoms of cold, flu, COVID 19 or other illness.</li><li>• As applicable, washing / sanitising of hands prior to, during and after flights, training sessions, meetings, use of computers, handling aircraft, use of vehicles and ground handling equipment.</li><li>• As applicable, sanitising of aircraft and equipment prior to and after use. This includes aircraft touch points (wings, cabin, controls, instruments, ground handling equipment) computers, vehicles, quad bikes, hangers.</li><li>• Avoid physical greetings (i.e. hand shaking etc.).</li><li>• Avoid coughing, clearing nose, spitting etc.</li></ul>

Area	Principles adopted by BGC
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Endorsement of government COVIDSafe app and encouragement to all those onsite to download and use app.</li> <li>• Advise all members and and promote good personal hygiene practices in and around the aircraft and the airfield complex.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• Most of the BGC facilities are available for use.</li> <li>• Selected accommodation is available for use. All surfaces must be disinfected after use. No eating is allowed in the bunkhouse and a register of occupation must be completed</li>   <li>• Common area bathroom / toilet units will be available but struct hygiene measures are in force including the responsibility of users to clean the surfaces touched before and after use</li>   <li>• BGC will provide appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions as appropriate.</li> </ul>
<b>Facility access</b>	<ul style="list-style-type: none"> <li>• There are no health screening measures planed. This may change should the COVID circumstance change or evolve (i.e. temperature checks).</li> <li>• Restrictions on access to all BGC facility for anyone who: <ul style="list-style-type: none"> <li>– Have COVID-19.</li> <li>– Has been in direct contact with a known case of COVID-19 in the previous 14 days.</li> <li>– Have Flu-like symptoms.</li> <li>– Travelled internationally, to NSW, Victoria or known Covid contact hotspots (anywhere) in the previous 14 days regardless of any official permit to do so.</li> </ul> </li> <li>• All persons on-site should observe physical distancing requirements (&gt;1.5 metres).</li> <li>• A site attendance register to be kept.</li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• All members and guests are expected to bring personal washing, cleaning and sanitising equipment and solutions, and use them often and extensively.</li> <li>• Hand sanitiser will be provided by BGC at: in the flight centre, next to the flight centre computers, in kitchen / dining room facility, and in the communal toilet / bathroom facilities.</li> <li>• Cleaning, sanitising, and PPE will be provided by BGC for the club gliders, tugs, and retrieve vehicles.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Cleaning, sanitising, and PPE “tool kits / packs” will be kept in the hangers for pre and post aircraft handling and preparation.</li> <li>• A cleaning, sanitising, and PPE “COVID kit” will be supplied for the specific purpose of pre-flight preparation. This must be transported to the appropriate 04/22 launch point in use that day.</li> <li>• These “packs” are to be returned to the flight centre at the end of each day for review and re-supply.</li> </ul>
<p><b>Management of unwell guests</b></p>	<p><b>General principles</b></p> <p>The following principles will form the basis of any real-world situation. They need to be adapted to the circumstances as they evolve.</p> <ul style="list-style-type: none"> <li>• Isolate the patient (member / student / guest / staff resident) and limit further contact as far as practical.</li> <li>• Assess the patient’s current condition and make arrangements to ensure their safety and ongoing care. Promptly contact emergency services if applicable.</li> <li>• Contact the health authorities for guidance and assistance. The National Coronavirus Helpline is 1800 020 080 (24-hour help line).</li> <li>• Arranging COVID testing of the patient as soon as possible.</li> <li>• Advise everybody on site of the situation.</li> <li>• Advise anybody who was onsite and who have left and who would have crossed paths with the patient.</li> <li>• Warn incoming guest of the situation.</li> <li>• Prepare a list of those who are on site and were onsite at the same time as the patient (and thus could have come into contact with the patient).</li> <li>• For both positive or negative COVID test results, when advised of the results, provide advice of the results for all those on site, those who were onsite and those who were warned of the situation – anybody who is aware of the situation.</li> <li>• Limit further population contact until the results are known.</li> <li>• For positive cases engage and co-operate with the relevant authorities / government bodies (etc).</li> </ul> <p><b>Scenario 1 - Potential COVID case evolves on site.</b></p> <p>Someone at BGC (i) becomes ill, (ii) feels unwell, (iii) develops a cough, temperature, or other symptoms, etc (aka the patient).</p> <ul style="list-style-type: none"> <li>• If possible, the circumstances are reported to a responsible person as soon as possible (manager, instructor in charge, office administrator, etc).</li> </ul>

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	<ul style="list-style-type: none"> <li>• A quick assessment of the best action plan is required.</li> <li>• If possible, gather initial details of who has been in close contact with the patient.</li> <li>• Further close interaction with other at BGC should be avoided.</li> <li>• They should get tested ASAP. Based on their condition and circumstances, they should be instructed to; (i) self-transport to the testing facility, or (ii) have a family member (who is already exposed) transport them, or (iii) arrange for an ambulance to collect them.</li> <li>• As applicable the patient would normally be advised to wait in their room to minimise further contact with others.</li> <li>• After testing, while awaiting the results, they should then remain in isolation - at BGC in their room, or their home, whichever is the most practical and await the results.</li> <li>• As soon as possible the manager or delegate must prepare a report that includes who was at the club during the time the patient was at the club, who may have had close contact with the patient. This should be prepared and held in case official contact tracing is required.</li> <li>• Anybody at BGC or who was and has recently left the club, is to be advised of the situation while they wait the results.</li> <li>• If the test results are positive: <ul style="list-style-type: none"> <li>○ All members and staff at the club, or who were recently at the club, or who are planning to come to the club must be notified.</li> <li>○ All members to be advised that the club is in lockdown for 14 days.</li> <li>○ If additional testing and isolation at the club is required, arrangements for delivery of food and other essentials to be arranged as required.</li> </ul> </li> <li>• On vacating the club, the patient's room (and any related areas) is to be subject to an extensive clean and left unoccupied for at least 3 days.</li> </ul> <p><b>Scenario 2 - COVID detected shortly after leaving BGC</b></p> <p>Someone who was at BGC and test positive for COVID with 14 days of leaving BGC.</p> <ul style="list-style-type: none"> <li>• As soon as notified, the manager or delegate must prepare a report that includes who was at the club during the time the patient was at the club, who may have had close contact with the patient. This should be prepared and held in case official contact tracing is required.</li> </ul>

Area	Principles adopted by BGC
	<ul style="list-style-type: none"> <li>• Anybody who was at BGC at the time the patient was at the club is to be advised of the situation.</li> <li>• All members who are planning to come to the club must be notified.</li> <li>• If applicable, all member to be advised that the club is in lockdown for 14 days.</li> <li>• If additional testing and isolation at the club is required, arrangements for delivery of food and other essentials to be arranged as required.</li> </ul>

## 6. External Guidelines / Reference Documents

### 6.1 COVID HELP

The National Coronavirus Helpline is **1800 020 080 (24-hour help line)**.

### 6.2 DISINFECTING COCKPITS AND ASSOCIATED AVIATION (GFA AN 179)

[http://doc.glidingaustralia.org/index.php?option=com\\_docman&view=document&alias=2696-gfa-179an-issue-2-cockpit-disinfection-2020-05-25&category\\_slug=an-151-200&Itemid=133&highlight=WzE3OV0=](http://doc.glidingaustralia.org/index.php?option=com_docman&view=document&alias=2696-gfa-179an-issue-2-cockpit-disinfection-2020-05-25&category_slug=an-151-200&Itemid=133&highlight=WzE3OV0=)