

Gliding Club of Victoria

COVID-19 SAFETY PLAN

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0.9 Version Control

As the COVID-19 virus is a fast evolving situation throughout the globe, this document shall be treated as a living document and will be updated from time to time. Once Printed this document cannot be controlled, for the most up to date version of this document, refer to the Gliding Club of Victoria website www.glidingclub.org.au/covid19

Date	Version	Description of Changes	Approved	Comments
21/7/2020	0.9	Document created based upon LKSC template.	Committee	Thanks to Lake Keepit for the Template.
21/7/2020	1.0	Versioning Updates header.	Comittee	
27/7/2020	1.0	Added Closure of Club if case identified + advise membership	Committee	
10/11/2020	1.1	Updated CovidSafe Coordinator Details; removal of "accomodation closed"	Committee	

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 the Gliding Club of Victoria (GCV) 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 GCV facilities located at the Benalla airport, including all GCV 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 GCV members, guests, and the broader community.

The Plan provides the framework to govern the general operation of GCV and the behaviour of all members and guests and the monitoring and reporting of the health of attendees at the GCV 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 GCV needs to be engaged and briefed on the GCV 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 GCV must consider and apply all applicable State Government and local restrictions and regulations. GCV needs to be and remain prepared for any localised outbreak at our facilities (or in the local community).

3. Responsibilities under this Plan

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

The Committee of GCV have approved and will oversee the implementation of this plan, will update this plan as required, ensuring it reflects up to date information from government and public health officials.

The committee has appointed **Rhonda Gelletly** as the GCV COVID-19 Safety Coordinator 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 COVID-19 Safety Coordinator will be responsible for the following:

- Periodically reviewing the effectiveness of the COVID-19 Safety Plan and advising the committee accordingly,
- Ensuring that the plan is updated where necessary based on evolving information, and
- Acting as the contact point for the GCV’s members and guests – particularly around questions relating to actions GCV has taken to be COVIDSafe.

GCV 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 GCV;
- 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 GCV 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 **"GCV COVID-19 Protocols"**.

On 9th November, 2020 GCV will return to covid normal gliding activity with training, annual reviews, check flights being offered. At this stage, the priority is members and member flying over AEF's.

GCV will monitor public health guidelines and consult with relevant authorities as required to identify criteria for increasing (or if necessary, or scaling back) its COVID-19 prevention actions.

5. Principles of Operations

Area	Principles adopted by GCV
Training Processes	<ul style="list-style-type: none">• Prepare and support sanitising requirements.• No sharing of personal equipment.• Personal hygiene encouraged.• Attendance register must be kept (located in clubhouse).• Use your own parachute if you have one
Personal health	<ul style="list-style-type: none">• Advice to everyone they must not attend if unwell, including any signs/symptoms of cold, flu, COVID 19 or other illness.• 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.• 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.• Avoid physical greetings (i.e. hand shaking etc.).• Avoid coughing, clearing nose, spitting etc.

Area	Principles adopted by GCV
Communication	<ul style="list-style-type: none"> • Encouragement to all those onsite to download and use the government-endorsed COVIDSafe app. • Advise all members and display notices around club buildings and airport how Club will support and promote good personal hygiene practices in and around the aircraft and the airfield complex.
Facilities	<ul style="list-style-type: none"> • The GCV facilities are available for use by members • GCV will provide personal hygiene cleaning solutions as appropriate. Provision of additional health and safety equipment and Personal Protective Equipment (PPE) is the responsibility of the individual participant.
Facility access	<ul style="list-style-type: none"> • There are no health screening measures planned. This may change should the COVID circumstance change or evolve (i.e. temperature checks). • There will be no access to any GCV facilities for anyone who: <ul style="list-style-type: none"> – Has COVID-19. – Has been in direct contact with a known case of COVID-19 in the previous 21 days. – Has symptoms identified by VIC DHHS as being indicative of possible COVID-19 infection. • All persons on-site should observe physical distancing requirements (>1.5 metres). • A site attendance register to be kept. (located in clubhouse) Failure to sign the register shall be reported to the authorities.
Hygiene	<ul style="list-style-type: none"> • Hand sanitiser will be provided by GCV at: the State Gliding Centre (clubrooms), next to the flight centre computers, in kitchen / dining room facility, and in the communal toilet / bathroom facilities. In addition, all members and guests are encouraged to bring personal washing, cleaning and sanitising equipment and solutions, and use them often and extensively. • Cleaning, sanitising, and PPE will be provided by GCV for the club gliders, tugs, and tractors.

Area	Principles adopted by GCV
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	<ul style="list-style-type: none"> • Cleaning, sanitising, and PPE “tool kits / packs” will be kept in the hangers for pre and post aircraft handling and preparation. • A cleaning, sanitising, and PPE “pack” will be supplied for the specific purpose of pre-flight preparation. This must be transported to the appropriate launch point in use that day. • These “packs” are to be returned to the GCV Office at the end of each day for review and re-supply.
Management of unwell guests	<p>General principles</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"> • Isolate the patient (member / student / guest / employee) and limit further contact as far as practical. • Assess the patient’s current condition and make arrangements to ensure their safety and ongoing care. Promptly contact emergency services if applicable. • Contact the health authorities for guidance and assistance. The National Coronavirus Helpline is 1800 020 080 (24-hour help line). • Cease Operations, Close Clubhouse, Hangars while situation is assessed. • Arranging COVID testing of the patient as soon as possible. • Advise everybody on site of the situation. (refer to attendance register) • Advise anybody who was onsite and who have left and who would have crossed paths with the patient. • Advise Membership of the situation. • 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). • 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. • Limit further population contact until the results are known. • For positive cases engage and co-operate with the relevant authorities / government bodies (etc). <p>Scenario 1 - Potential COVID case evolves on site.</p> <p>Someone at GCV (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"> • If possible, the circumstances are reported to a responsible person

as soon as possible (manager, instructor in charge, office administrator, etc).

Area

Principles adopted by GCV

- A quick assessment of the best action plan is required.
- If possible, gather initial details of who has been in close contact with the patient.
- Further close interaction with others at GCV should be avoided.
- They should get tested ASAP. Based on their condition and circumstances, they should be instructed to; (i) self-transport to the closest testing facility (<https://www.dhhs.vic.gov.au/where-get-tested-covid-19>), or (ii) have a family member (who is already exposed) transport them, or (iii) arrange for an ambulance to collect them. (suggest guidance from National COVID hotline)
- 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.
- Anybody remaining at GCV or had recently left the club, is to be advised of the situation while they wait the results.
- If the test results are positive:
 - 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.
 - All members to be advised that the club is in lockdown for 14 days.

Scenario 2 - COVID detected shortly after leaving GCV

Someone who was at GCV and tests positive for COVID with 14 days of leaving GCV.

- 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, and specifically highlights who may have been in close contact with the patient. This should be prepared and held in case official contact tracing is required.

Area

Principles adopted by GCV

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| | <ul style="list-style-type: none">• Anybody who was at GCV at the time the patient was at the club is to be advised of the situation.• All members who are planning to come to the club must be notified.• If applicable, all member to be advised that the club is in lockdown for 14 days. |
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6. External Guidelines / Reference Documents

6.1 COVID HELP

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

6.2 VIC Government - Good Hygiene Practices

<https://www.dhhs.vic.gov.au/staying-safe-covid-19>

6.3 DISINFECTING COCKPITS AND ASSOCIATED AVIATION (GFA AN 179)

http://doc.glidingaustralia.org/index.php?option=com_docman&view=document&alias=2696-gfa179an-issue-2-cockpit-disinfection-2020-05-25&category_slug=an-151-200&Itemid=133&highlight=WzE3OV0=