



# Harrington Park Probus Club COVID-19 Incident Response Plan

## 1. Purpose

Probus South Pacific Limited expects that each associated Probus Club be responsible for its own risk management. Harrington Park Probus Club has already an existing Risk Management Policy that is located in the members section of our website.

The plan outlined in this document is a further requirement of our club to appropriately manage risk in responding to COVID-19.

Harrington Park Probus Club has been encouraged to review the Probus South Pacific **COVID-19 Risk Assessment Checklist\*** to mitigate the risks associated with COVID-19. This Risk Assessment Checklist has been designed to assist our Probus Club in determining what could be considered when assessing the risks associated with COVID-19 during meetings, activities, trips and outings.

The **COVID-19 Incident Response Plan\*** will assist Harrington Park Probus Club to manage any suspected or confirmed COVID-19 incident occurring during or after a HPP organised event. This includes club meetings, activities, trips and outings and any other event approved by our Club's Management Committee.

## 2. Scope - Application

This includes all events organised by Harrington Park Probus Club including meetings.

### NOTE FROM PROBUS SOUTH PACIFIC LIMITED:

*"The Probus National Insurance Program provides coverage for Personal Accident, Public 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 is available to Management Committee members provided that all reasonable steps have been taken to ensure compliance with any guidelines or restrictions issued by the Australian Government or by relevant State or Territory Governments in relation to any infectious or communicable disease, bacteria or virus. If a negligence claim was to arise, the insurer would not provide coverage if it felt that the Management Committee displayed reckless disregard for any guidelines, principles or instruction issued by the Australian Government or by relevant State or Territory Governments regarding any infectious or communicable disease, bacteria or virus."*

## 3. Roles and Responsibilities

Harrington Park Probus Club has a responsibility to develop this **COVID-19 Incident Response Plan** and members have a responsibility to ensure the plan is implemented if an incident were to arise.

## 4. Action Plan

Harrington Park Probus Club will take all reasonable steps to protect the health and welfare of their members at any Probus organised, managed or sponsored event. This includes meetings, outings, tours, activities and any other event approved and/or co-ordinated by Harrington Park Probus Club.

#### 4.1. Contact Tracing

It is the responsibility of Harrington Park Probus Club in case of a COVID-19 incident to advise all attendees of the incident. In order for this to occur the Event/Activity Coordinators organising events on behalf of Harrington Park Probus Club **must** maintain a contact list of all event attendees which **must** include name, address and phone number.

#### 4.2. Members - Attendees

An attendee that has tested positive or is unwell, has recently travelled and/or has been in contact with someone who has tested positive **should**:

- Not attend a Harrington Park Probus Club organised event.
- Notify the Harrington Park Probus Club President or Secretary as soon as possible.
- Follow the advice of the relevant health authority including advice regarding testing for COVID-19.
- Refer any enquiries from media representatives or the public to the Club President who should refer such requests to Probus South Pacific Limited.

#### 4.3. Event Organiser or Coordinator

A current contact list of attendees must be maintained for each event. Any Harrington Park Probus Club Event/Activity organiser or coordinator, who becomes aware that an attendee has, or is believed to have COVID-19, **shall**:

*During Event:*

- Notify the Club President and/or Secretary.
- Immediately exclude that member from the current event if underway and monitor their condition.
- Arrange separate transport for the unwell attendee or if the attendee is very ill, call an ambulance (for example: chest pain, difficulty breathing).
- Immediately suspend the event 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.

*After Event:*

- Notify Probus South Pacific Limited.

#### 4.4. Secretary

The Club/Association Secretary, on becoming aware of a COVID-19 incident, **shall** as soon as practicable:

- Notify the Club/Association President.
- Obtain the contact list of attendees from the Event Organiser or Coordinator.

#### 4.5. President

The Club/Association President on becoming aware of a COVID-19 incident **shall** as soon as practicable:

- Notify the Club/Association Secretary.
- Notify the venue owner to confirm that cleaning is required and/or has already been undertaken.
- Notify the relevant health authority in the local area.
- Establish an Incident Management Team.

#### **4.6. Incident Management Team**

The Harrington Park Probus Club's Incident Management Team will consist of the President, Secretary and Risk Management Coordinator.

The Incident Management Team **should**:

- Immediately notify all attendees by phone of the incident. If uncontactable by phone, leave a voicemail message or notify by email if an email address is available.
- As soon as practicable, notify all attendees of the results of any COVID-19 test by an unwell attendee.
- Determine the cleaning requirements from the venue owner/event provider.
- Refer to the Incident Notification Factsheet through Safe Work Australia ([www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au))
- Provide regular status updates to Probus South Pacific Limited.
- Refer requests from the media to Probus South Pacific Limited.
- Reassess any further events

***\*The following Probus South Pacific Limited documents have been used in the preparation of this Plan:***

- ***COVID-19 Risk Assessment Checklist Issued 18/06/20 and***
- ***COVID-19 Incident Response Plan Issued 18/06/20***

Steve White  
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Harrington Park Probus Club

Approved by the Harrington Park Management Committee on 20/07/2020