



Community Sport and Recreation COVIDSafe Plan Guide

This guide has been designed to accompany your CSR COVIDSafe Plan and provides a number of suggestions / example actions for how to implement requirements.

Please use this guide to help you complete your CSR COVIDSafe Plan.
For further information go to coronavirus.vic.gov.au.



1. Ensure physical distancing

Requirements

Action (examples)



You must ensure participants, volunteers and organisers are 1.5 metres apart as much as possible.

This can be done by:

- Modifying sporting activities to ensure participants remain 1.5 metres apart where possible except when engaging in physical activity permitted by the Chief Health Officer directions
- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing organisers and volunteers to work from home wherever possible

You may also consider:

- Minimising the build-up of people waiting to enter and exit the venue/facility
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and organisers and volunteers

- Identify areas that require floor marking, such as entrances, change rooms, foyers, bathrooms, clubhouses, lifts and kitchen areas
- Modify activities to optimise ability to maintain 1.5 metres physical distancing, including by separating groups as much as possible
- Allocate different doors for entry and exit and use floor markings to provide minimum physical distancing guides
- Use an entry and exit system to the venue/facility that is as contactless as possible and quick to enter and exit
- Identify designated drop off areas
- Provide signage on the maximum occupancy of areas that are open to the general public
- Establish contactless delivery and display signage for delivery drivers. This may be relevant if your club has canteen or café deliveries.

You must apply the density quotient to configure shared activity areas and publicly accessible spaces to ensure that:

- You are complying with any density quotient, any group size limits and other restrictions applicable to the type of facility being used.

- Rearrange, remove or cordon off furniture in common areas to ensure physical distancing.
- Stagger seating so participants, volunteers, organisers, parents and carers are not facing one another
- Comply with relevant density quotient and signage requirements in the Workplace Directions



You should provide training to organisers and volunteers on physical distancing expectations while working and socialising.

- Develop and educate volunteers and organisers on strategies and practice changes to maintain physical distancing
- Reinforce messaging to participants, volunteers and organisers that physical distancing needs to be maintained during activities/events and during social interactions
- Communicate to members on rules in relation to gathering limits, participants limits and spectators.
- Educating participants, volunteers and organisers on hand and cough hygiene, including how to wash and sanitise their hands correctly
- No high fives, handshakes, or other physical contact other than physical activity permitted by the Chief Health Officer as part of the game
- Develop strategies to communicate advice to participants, officials and volunteers to ensure travel is undertaken safely (e.g. following public health directions if carpooling - you should not carpool to and from the activity with a person you don't ordinarily live with, unless it is not otherwise reasonable and practical for either person to get to the activity)
- If travelling in a car with someone who is not part of your household, you should sit in the back seat in order to maintain physical distancing, wear a face mask in the car and increase ventilation in the vehicle by opening windows.
- Reinforcing the importance of not attending activities or events if unwell
- Ensuring appropriate information is available on the use of face coverings and PPE (if applicable)
- Identify the roles that are required to be performed from home or can be adapted to be performed from home (eg.. bookkeeping, scheduling of training)
- Regularly assess volunteers/organisers in attendance at the venue/facility to determine whether they are required to be there



1. Ensure physical distancing (continued)

If your activity is restricted or heavily restricted, you must also:



Reduce participant, volunteer and organiser levels in accordance with industry directions.



Limit number of patrons in accordance with industry directions.



Have no carpooling.

Heavily Restricted Industries Only



Organisers and volunteers in permitted premises must work from home, if they can.



2. Wear a face mask

Requirements



You must ensure all participants, volunteers and organisers entering the venue/facility wear a face mask as per public health advice

<https://www.dhhs.vic.gov.au/face-masks-vic-covid-19>

This includes:

- Providing adequate face masks and Personal Protective Equipment (PPE) to participants, volunteers and organisers that do not have their own
- A mask must be of at least two plies and covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements.

Action (examples)

- Identify face masks and PPE required for the venue/facility and describe when and how they need to be worn
- Monitor the use of face masks by all participants, volunteers, organisers and people who attend the venue/facility unless a lawful exception applies

You should install screens or barriers in the venue/facility for additional protection where relevant.

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

Masks must be worn at all times except when out of breath or puffing from strenuous exercise unless a lawful exception applies.

You should inform participants, volunteers and organisers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be changed immediately and the dirty mask stored in an airtight bag or container until it can be washed.

There are no additional requirements for restricted or heavily restricted activities.



3. Practise good hygiene

Requirements

Action (examples)



You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs, shared equipment and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Minimise the sharing of equipment. All equipment must be cleaned and disinfected between uses
- Clean between user groups or sessions

- Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared equipment, taps and toilets)
- Provide information about venue/facility cleaning schedule and how to use cleaning products
- Identify which products are required for thorough cleaning
- Monitor supplies of cleaning products and regularly restock
- Swap shared coffee and condiments for single serve sachets
- Install no touch amenities such as contactless taps, rubbish bins and soap dispensers
- Avoid sharing equipment such as phones, desks or other equipment
- Encourage participants, volunteers and organisers to bring their own personal equipment, labelled with their name and reinforce that equipment should not be shared
- No sharing of personal items such as water bottles, food and towels



You should display a cleaning log in shared spaces.

You should make soap and hand sanitiser available for all participants, volunteers and organisers throughout the venue/facility and encourage regular handwashing.

- Locate hand sanitiser stations throughout the venue/facility
- Ensure rubbish bins are available to dispose of paper towels
- Ensure adequate supplies of soap and sanitiser
- Ensure participants, volunteers and organisers have information on how to wash and sanitise their hands correctly
- All attendees will sanitise their hands upon arrival and departure at the venue/facility.

If your activity is restricted or heavily restricted, you should also:

Conduct an audit of cleaning schedules.



4. Keep records and act quickly if participants, volunteers or organisers become unwell

Requirements

Action (examples)



You must support participants, volunteers and organisers to get tested and stay home even if they only have mild symptoms.



You must develop a plan to manage any outbreaks. This includes:

- Having a plan to respond to a participant, volunteer or organiser being notified by health authorities that they are a positive case and attended the facility whilst infectious, noting people who show symptoms or have been in close contact should NOT attend the venue/facility or activity until they receive their test results or have completed their quarantine period and are cleared by DHHS.
- Having a plan to identify and notify close contacts in the event of a positive case attending the venue/facility during their infectious period. You are also required to notify DHHS of the positive case
- Having a plan in place to clean the venue/facility (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the action taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your venue/facility
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your venue/facility once agreed by DHHS and notify participants, volunteers and organisers they can return to the venue/facility
- More information can be found at coronavirus.vic.gov.au

- Establish a process for notifying participants, volunteers and organisers and close contacts about a positive case in the venue/facility .
- Establish a cleaning process in the event of a positive case.
- Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative/authorised officer, if applicable.
- Establish a process for confirming a participant, volunteer or organiser (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical venue/facility
- Establish a process for notifying Worksafe that the venue/facility is reopening



You must keep records of all people who enter the venue/facility for contact tracing.

- Ask volunteers/organisers to complete a health questionnaire before starting their shift
- Establish a process to collect records from participants, volunteers, parents/carers or organisers in attendance for activities/events (including cleaners, delivery drivers), including areas of the venue/facility accessed during each visit. Where possible, consider implementing a contactless system
- Review processes to maintain up-to-date contact details for all participants, volunteers or organisers
- Provide information on protocols for collecting and storing information, e.g. contactless registration systems, 'sign on' and 'sign off' via mobile phone.



4. Keep records and act quickly if participants, volunteers or organisers become unwell (continued)

If your activity is restricted or heavily restricted, you must also:



Restricted Industries

Ask participants, volunteers and organisers to declare verbally before each session that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.



Heavily Restricted Industries

Ask participants, volunteers and organisers to declare in writing or electronically before each session that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.



5. Avoid interactions in enclosed spaces

Requirements

You should reduce the amount of time participants, organisers, parents, carers and anyone in attendance for activity are spending in enclosed spaces (e.g. entrances, bathrooms, changerooms and clubhouses) (where use of indoor areas are permitted under the restrictions).

This could include:

- Enabling working activities in outdoor environments
- Moving as much activity outside as possible, including serving customers/patrons, meetings, tearooms and lunch breaks and locker rooms.
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action (examples)

Making sure that windows and air conditioning are set for optimum air flow at the start of each session or activity

Where applicable, minimise the activity conducted in foyers, entrances, clubrooms, bathrooms and changerooms

Develop strategies to communicate advice to participants, volunteers, organisers and parents/carers to ensure travel and other activities are undertaken safely (e.g. only carpooling when necessary and develop guidance on car-pooling safely with masks, windows open, fresh air circulation)

There are no additional requirements for restricted or heavily restricted activities