



ABOUT THE COMMUNITY SPORT AND RECREATION COVIDSAFE PLAN

The Community Sport and Recreation (CSR) COVIDSafe Plan has been developed to support the community sport and recreation sector prepare to safely open and operate in accordance with the easing of restrictions, while also ensuring the public feels confident that their health and safety is being protected.

It is important to develop your CSR COVIDSafe Plan in accordance with the **Community Sport and Physical Recreation Industry Restart Guidelines** and the restriction level at the time (Closed, Heavily Restricted, Restricted, Open with a COVIDSafe Plan). The Guidelines can be found here: <https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services>.

Communitysport and recreation workplaces, venues/facilities, associations and clubs have two options on how to reopen in line with current public health directions. They can:

- Complete a Community Sport and Recreation COVIDSafe Plan (mandatory)
- OR
- Update their existing voluntary Return to Play Plan to align with the mandatory COVIDSafe Plan template.

The template has been customised to assist sport and recreation facility owners and operators, State Sporting Associations (SSAs), National Sporting Organisations (NSOs) and peak sport and recreation bodies to prepare a CSR COVIDSafe Plan that incorporates the mandated COVIDSafe principles. CSR COVIDSafe Plans can be adopted and implemented by leagues, associations and clubs.

Communitysport and recreation workplaces, venues/facilities, associations and clubs will be responsible for completing the CSR COVIDSafe Plan and ensuring it is implemented at open workplaces, venues and facilities.

To support communication with local government authorities as community sport facility/venue owners and their members, SSAs will be asked to upload a copy of their CSR COVIDSafe Plan on their website and make it available upon request.

In order to be compliant with public health directions, plans must:

- Align with the directions issued by the Victorian Chief Health Officer
- Provide complete responses and the required supporting documentation
- Account for the current permitted level of sport or recreation activity in your plan and identify how your plan will respond to changes in permitted levels of activity.
- Ensure that activity resumption does not compromise the health of individuals or the community
- In addition to completing a CSR COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your CSR COVIDSafe Plan, if directed to do so, by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.



HOW TO DEVELOP YOUR CSR COVIDSAFE PLAN

1. UNDERSTAND YOUR RESPONSIBILITIES

Information on public health directions applying to organisations is available at coronavirus.vic.gov.au

2. PREPARE YOUR PLAN

Below is the CSR COVIDSafe Plan template which you will need to complete. The CSR COVIDSafe Plan is grouped into six COVIDSafe principles:

1. Ensure physical distancing
2. Wear a face mask
3. Practise good hygiene
4. Keep records and act quickly if participants, volunteers or organisers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce/activity bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply. If you do not believe a requirement applies to your activity, it should be marked N/A with an explanation about why it does not apply.

Mandatory requirements under public health direction feature this symbol:



- Align with the directions issued by the Victorian Chief Health Officer
- Provide complete responses and the required supporting documentation
- Account for the current permitted level of sport or recreation activity in your plan and identify how your plan will respond to changes in permitted levels of activity.
- Ensure that activity resumption does not compromise the health of individuals or the community
- In addition to completing a CSR COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your CSR COVIDSafe Plan, if directed to do so, by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

3. KEEP YOUR PLAN UP-TO-DATE

Your CSR COVIDSafe Plan must be reviewed and updated routinely and when restrictions or public health advice changes. Organisations with multiple venues/facilities must complete a CSR COVIDSafe Plan for each worksite.

You do not have to lodge your CSR COVIDSafe Plan with the Victorian Government, however, you may need to provide your CSR COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your CSR COVIDSafe plan.

4. SHARE YOUR PLAN

Your participants, volunteers, organisers and members need to be familiar with this plan. Once you have completed the plan, share it with your participants, volunteers, organisers and members and occupational health and safety representatives or COVIDSafe officer, if applicable.

For further guidance on how to prepare your CSR COVIDSafe Plan or any other questions, please visit coronavirus.vic.gov.au or call the Business Victoria Hotline on 13 22 15

YOUR CSR COVIDSAFE PLAN

Organisation name:	White Hills Football Netball Club, Scott Street Reserve, WHITE HILLS VIC 3550 (ABN 73 488 734 837)
Plan completed by:	Tony Gellatly President Mbl: 0407/866043 Email: whitehills.fnc@gmail.com
Date reviewed:	May 2021



1. ENSURE PHYSICAL DISTANCING

REQUIREMENTS



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 under the Chief Health Officer directions (e.g. contact sport where permitted).
- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply (where use of indoor areas are permitted under the restrictions)
- Informing organisers and volunteers to work from home wherever possible
- Note that where physical recreation facilities are permitted to open for classes for members of the public, specific additional requirements apply such as staggering class times. For more information see <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

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 (where relevant)

ACTION

Ensure all participants associated with Football & Netball activities (including but not limited to training sessions and game day) held at the Scott Street White Hills facilities are aware of this Plan, and a copy is displayed on the Clubs website.

Provide signage on the maximum occupancy of areas that are open.

Display COVID Safe information posters at prominent locations.

Restrict spectators from entering the playing areas before, during and after games (as per current COVID guidelines).

Provide signage to remind patrons to social distance and hand sanitising.

Display the Club's QR Code at prominent points, to enable persons to register attendance at the facilities.



You must apply the density quotient (where applicable) 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. Requirements can be found in the Industry Restart guidelines

Comply with current density quotient and signage requirements.

Ensure that venue capacity is calculated and communicated via signage to patrons.

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

- Avoiding car-pooling unless not reasonably practical for participants to travel another way

Reinforce messaging to all 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 gatherings (as required).

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 Chief Health Officer directions.



Have no carpooling.



Heavily Restricted Industries Only

Organisers and volunteers 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.

Updated public health advice on masks is available at:

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

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

ACTION

Outline when and how facemasks need to be worn by all participants, officials, spectators through signage and social media (as per current COVID guidelines)

N/A

You should provide training, instruction and guidance on how to correctly fit, use and dispose of masks and PPE (where relevant). Masks must be worn at all times except when out of breath or puffing from strenuous exercise or unless a lawful exception applies. These include:

- Persons who are deaf or hard of hearing, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face mask would create a risk to that person's health and safety related to their work, as determined through OH&S guidelines.
- Persons whose professions require clear enunciation or visibility of their mouth. This includes teaching or live broadcasting.
- Professional sportspeople when training or competing.
- When you are doing any exercise or physical activity where you are out of breath or puffing. Examples include jogging or running, but not walking. You must carry a face mask on you and wear it when you finish exercising.

All participants and officials referred to the *How to Wear a Face Mask* on the DHHS website for instructions, and appropriate signage displayed around facilities.

<https://www.dhhs.vic.gov.au/sites/default/files/documents/202007/How%20to%20wear%20a%20face%20mask%20-%20poster.pdf>

Single use masks should be disposed of after each use and other masks should be washed regularly.

All participants should carry a mask and should wear a face mask where physical distancing cannot be maintained.

- As per current COVID guidelines.

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



3. PRACTISE GOOD HYGIENE

REQUIREMENTS



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

- 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
- Sharing of equipment should be kept to a minimum and all equipment must be cleaned and disinfected between use
- Clean between user groups or sessions

ACTION

Encourage all participants, officials and volunteers to bring their own personal equipment and reinforce that equipment should not be shared (e.g. No sharing of personal items such as water bottles, food, towels & lollies).

Club footballs/netballs, benches and netball bibs will be sanitised prior to and after training/game day.

Monitor supplies of cleaning products and regularly restock as required.



You must display a cleaning log in shared spaces.

Cleaning logs will be maintained where relevant.

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

Alcohol based hand sanitisers will be available for use.

Display appropriate signage regarding the washing of hands.

Ensure adequate supplies of soap and sanitiser are in stock.

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



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. 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 actions 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 <https://www.dhhs.vic.gov.au/workplace-obligations-covid-19>.



You must keep records of all people who enter the venue/facility for more than 15 minutes for contact tracing. This does not include passive users of open parkland and recreational spaces.

ACTION

All participants, volunteers and organisers showing any COVID-19 symptoms (not matter how mild), should not attend training or game day. Message will be regularly reinforced.

All participants, volunteers and organisers will not be permitted to training or game day if unwell and will be encouraged to get tested for COVID if showing any symptoms (no matter how mild).

The Clubs COVID Safe Officer will contact WorkSafe (13 23 60), DHHS COVID (1300 650172) and HDFNL Administrator (Jan Mannes 0409 395725) immediately to notify if a positive case or close contact of a positive case is identified.

Local council will be immediately notified if a positive case or close contact of a positive case is identified. Council will be responsible for cleaning of the facilities.

All participants, volunteers, organisers and spectators will be notified of a positive case through DHHS, via the Governance contact tracing process. No further training will be undertaken at the venue until clearance has been given.

COVID Safe officers will be on site at all sessions.

Negative test must be shown that a person (with a suspected or confirmed case) does not have coronavirus before returning to the Club.

AFLCV Staff will notify League, Council and WorkSafe that the venue/facility is reopening.

QR Codes will be active and available for all participants to register.

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, volunteers, organisers, parents, carers and anyone in attendance are spending in enclosed spaces (e.g. entrances, foyers, bathrooms, changerooms and clubhouses).

This could include:

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

ACTION

Density quotations will be maintained for enclosed spaces as per current COVID requirements.

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



6. CREATE WORKFORCE/ACTIVITY BUBBLES

REQUIREMENTS



You should limit the number of participants, volunteers and organisers engaging in activities across multiple teams/venues/facilities where practical. This includes avoiding as much as possible, having participants playing across multiple teams.

ACTION

Training limited to those participants, officials and volunteers required to complete the activity.

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



Limit or cease the number of participants, volunteers and organisers engaging in activities across multiple teams/venues/facilities.



Maintain records of all participants, volunteers and organisers who have disclosed they are engaging in activities across multiple teams/venues/facilities.