

COVID-Safe Plan

About the Community Sport and Recreation COVID-Safe Plan

The Lakeside Rockers Gippsland COVID-Safe 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.

This plan has been developed 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 COVID-Safe Plan). The Guidelines can be found here: <https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services>.

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 COVID-Safe Plan that incorporates the mandated COVID-Safe principles. CSR COVID-Safe Plans can be adopted and implemented by leagues, associations and clubs.

Community sport and recreation workplaces, venues/facilities, associations and clubs will be responsible for completing the CSR COVID-Safe 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 COVID-Safe 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 COVID-Safe 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:

- All other points are highly recommended for keeping your participants, volunteers, organisers and members safe and venues/facilities open, but are not mandatory.
- Some of the requirements in the CSR COVIDSafe Plan may not apply to your organisation or club. Where the requirement does not apply to your organisation or club it should be marked N/A (not applicable).

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.

Lakeside Rockers Gippsland Inc. CSR COVID-Safe Plan

Organisation name: **Lakeside Rockers Gippsland Inc.**

Plan completed by: *Michelle Menzies, Secretary & Angela McRae, Treasurer. LSR committee V2 review.*

Date reviewed: 28/2/21, 27/3/21.

1. Ensure physical distancing

Requirements

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

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

This will 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). This includes:
 - Members of the same household and intimate partners may partner dance without a mask.
 - Non-related dancing couples are encouraged to wear a mask, unless exempt*
 - Solo dancing will be encouraged.
 - Classes will include physically distanced solo line dances.
 - Maximum participants as per density quotient of 1 person per 2sqm.*
 - No limits on the number of people on the dance floor. *
 - Where possible, all participants will maintain 1.5m distance
 - Masks do NOT have to be worn when engaging in strenuous exercise. This remains a lawful exemption
- Allocating entry and exit doors to the venue/facility that is as contactless as possible and quick to enter and exit; doors will be labelled entry and exit and kept open during class beginning/end times.
- Classes for members of the public have staggering class times. *Beginner class 7:30pm, Advanced 8:30pm.*
- A Covid-Safe Monitor will greet attendees and assist with sign in using QR Code, minimising the build-up of people waiting to enter and exit the venue/facility. *
- Class pre-registration will be encouraged to ensure participation limits are met and enable ease of entry
- 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). There is currently no limit of people on dance floor.
- Displaying signs to demonstrate the minimum physical distancing guides
- Rearranging, removing or cordon off furniture in common areas to ensure physical distancing.
- Staggering seating so participants, volunteers, organisers, parents and carers are not facing one another, and are seated 1.5m apart.
- Informing organisers and volunteers to work from home wherever possible, e.g. Zoom meetings

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

- Educate volunteers and organisers on strategies and practice changes to maintain physical distancing, by all Committee Members and Teachers undertake COVID-19 infection control training module, with evidence kept on file.
- Reinforcing messaging to participants, that physical distancing needs to be maintained during activities/events and during social interactions

- Communicating to members on rules in relation to gathering limits, participant's limits and spectators via social media, email and messaging and verbally in class.
- Educating participants, volunteers and organisers on hand and cough hygiene, including how to wash and sanitise their hands correctly via signage.
- Communicating advice to participants 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) via social media, email and messaging and verbally in class.
- 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, via online registration form, social media, email and messaging and verbally in class.
- Ensuring appropriate information is available on the use of face coverings and PPE (if applicable)

As COVID activity restrictions change, we will

- 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.
- Cancel activities if required.

2. Wear a face mask

Requirements

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

It is recommended that you wear a face mask when at a private gathering or when you cannot maintain 1.5 metres distance from other people*

Updated public health advice on masks is available at: <https://www.dhhs.vic.gov.au/face-masks-vic-covid-19>

To achieve this we will:

- Signage will be displayed on how to correctly fit, use and dispose of masks and PPE (where relevant).
- Masks must be carried 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
 - When you are doing any exercise or physical activity where you are out of breath or puffing.
You must carry a face mask on you and wear it when you finish exercising.
- Monitor the use of face masks by all participants, volunteers, organisers and people who attend the venue/facility unless a lawful exception applies
- Disposable facemasks will be provided on entry and as required during classes.
- Personal Protective Equipment (PPE) will be provided, eg. Gloves for handling cash, Faceshield for volunteers, as appropriate..

-

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.

- We will:
 - Identify high touch surfaces (door and cupboard handles, chairs, counters, touch screens, shared equipment eg. pens, 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
 - 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: participants will BYO water bottle.
 - Hot drinks will be provided, self service. Regular touch surface cleaning will be performed.*
 - Sharing of equipment should be kept to a minimum and all equipment must be cleaned and disinfected between use, eg. Cleaning pens between participants at sign in desk
 - Clean between user groups or sessions
 - Gloves will be worn to take cash payments. Correct change will be requested to reduce cross-infection.
- Soap and hand sanitiser will be available for all participants, volunteers and organisers throughout the venue/facility and we will encourage regular handwashing: at entry, exit, on payment and in classes.
- Ensure rubbish bins are available to dispose of paper towels, provided by Hall
- Ensure adequate supplies of soap and sanitiser
- Ensure participants, volunteers and organisers have information on how to wash and sanitise their hands correctly, via signage
- Ensure all attendees sanitise their hands upon arrival and departure at the venue.
- We will complete the cleaning log in shared spaces (displayed by Hall Management), eg toilets
- We will maintain a cleaning log; touch surfaces, tables, chairs and toilets, etc.
- We will conduct an audit of cleaning schedules regularly.

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.

We will do this by:

- Educating participants via social media, messaging and email to stay home if unwell, and get tested.
- Participants declare their COVID/health status at class registration

You must not attend class if you:

- are awaiting a COVID-19 test result
- are unwell with symptoms of COVID-19, such as a cough, sore throat, runny nose, shortness of breath, fever or loss of sense of taste or smell
- have a temperature higher than 37.5 degrees Celsius
- arrived in Australia within the last 14 days
- have been diagnosed with COVID-19 and have not yet been given clearance from isolation
- have had known contact in the past 14 days with a person who was a confirmed case of COVID-19
- have been told to quarantine for 14 days.

I/we are well and have no COVID risk factors as described

- Participants verbally declare their COVID/health status on entry to classes, at sign in. (YES they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate)
 - Refusing entry to people who declare 'NO', and refer them to the Coronavirus hotline 1800 675 398
- We have a plan to manage any outbreaks.

This includes:

- Refusing entry to people who have been notified by health authorities that they are a positive case, who show symptoms or are defined as close contacts, until they receive their test results or have completed their quarantine period and are cleared by DHHS.
- All participants will be registered via Vic Govt QR code facility.*
- The Committee will access class records, identify and notify close contacts in the event of a positive case attending the venue/facility during their infectious period;
Including Date, Class session time and refer them to the Coronavirus hotline 1800 675 398.
DHHS will be notified of the positive case
- The Committee will notify the Memorial Hall Committee of the positive case, to enable cleaning the venue/facility (or part) in the event of a positive case and notification to other venue users.
- The Committee will contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.
- The Committee will immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your venue/facility.
- The Committee will cancel classes in the event that you have been instructed to close by DHHS.
- The Committee will consult with the Memorial Hall Committee to re-open your venue/facility once agreed by DHHS and notify class restarting to 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>.

- The Committee will cancel classes in the event that you have been instructed to close by DHHS.

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.

We will:

- 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.
- Use online class registration to record participants contact details, eg. JotForm.
- Use QR code to register and/or paper sign in sheet (if required) checked against class registration list
- Review members contact details, to ensure current details are available
- Maintain a register of visitors attending class,
- Attendance data is stored on Google drive, and is accessible by Secretary and Membership Secretary.

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).

We will do this by:

- Enabling activities in outdoor environments, where possible
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems.
- Request participants, volunteers, organisers and parents/carers to ensure travel and other activities are undertaken safely (e.g. only carpooling when necessary and safely with masks, windows open, fresh air circulation)

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.
 - We will request participants declare if they have participated in dance events outside Gippsland, and confirm their health status prior to attending class.
 - Maintain records of all participants, who have disclosed they are engaging in activities across multiple teams/venues/facilities, including interstate and internationally.

References: This plan was written with reference to sources available at the time of writing (28/2/21)

Ausdance Vic. <https://www.ausdancevic.org.au/covid-19-news>

Directions for Deputy Chief Health Officer (Communicable Diseases) in accordance with emergency powers arising from the declared state of emergency. Restricted Activity Directions (Restricted Areas) Public Health and Wellbeing Act 2008 (Vic)

<https://www.dhhs.vic.gov.au/sites/default/files/documents/202007/Restricted%20Activity%20Directions%20%28Restricted%20Areas%29%20%28signed%29%208%20July%202020.pdf>

Workplace guidance for managing suspected and confirmed cases. Updated Dec 2020.

<https://www.coronavirus.vic.gov.au/covidsafe-plan>

<https://www.coronavirus.vic.gov.au/business-and-work>

<https://www.coronavirus.vic.gov.au/sport-exercise-and-physical-recreation-services-sector-guidance>

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

https://www.premier.vic.gov.au/sites/default/files/2021-03/210323%20-%20COVIDSafe%20Settings_2.pdf *

Date	Version	Noted	Changes
28/2/21	V1		First Version.
27/2/21	V2	*	Reflecting 26/3/21 updated rules. Committee meeting.