



# 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

- Modify training activities to optimise the ability to maintain 1.5 metres physical distancing and separate groups/teams as much as possible.
- Officials attending training/matches must keep a 1.5m distance at all times during and post training/matches.
- Identify areas that require floor marking, such as change rooms, clubhouses, canteens and kitchen areas.
- Allocate different doors for entry and exit and use floor markings to provide minimum physical distancing guides
- Provide signage on the maximum occupancy of areas that are open to the general public



**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

- Rearrange common areas to ensure physical distancing is adhered to
- Comply with relevant density quotient and signage requirements in the Workplace Directions
- 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 participants, volunteers and officials 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 officials on hand and

**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.

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.

### ACTION

- Outline when and how facemasks need to be worn by players, officials, spectators through signage and social media
- Monitor the use of face masks by all participants, volunteers, officials and people who attend the venue/facility unless a lawful exception applies

N/A

Participants and officials referred to the How to Wear a face mask on the DHHS website for instruction

<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 marks should be washed regularly

**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

- Identify high touch surfaces i.e. door/cupboard handles, equipment, taps and toilets and where appropriate leave doors open
- Keep a record of facility cleaning (date and sign)
- Monitor supplies of cleaning products and regularly restock
- Install no touch amenities, rubbish bins and soap dispensers
- Encourage participants, officials and volunteers to bring their own personal equipment and reinforce that equipment should not be shared
- No sharing of personal items such as water bottles, food and towels



**You must display a cleaning log in shared spaces.**

Maintain cleaning log for social club and change rooms

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 (i.e social rooms, change rooms and ground entry)
- Ensure rubbish bins are available to dispose of paper towels
- Ensure adequate supplies of soap and sanitiser

**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.**

### ACTION

- Participants and volunteers showing any COVID 19 symptoms will be required to immediately return home and seek medical attention +



**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>.

- Establish a process for notifying participants, volunteers, officials and close contacts about a positive case in the venue/facility
- Establish a cleaning process in the event of a positive case (external contractor)
- Establish a process and responsibility for notifying the League, DHHS 1300 650 172, WorkSafe 13 23 60 (President/Covid Safety Officer) of a positive case
- Establish a process for confirming a participant, volunteer or official (with a suspected or confirmed case) does not have coronavirus before returning to the Club
- Establish a process for notifying the League/Council/Worksafe that the venue/facility is reopening



**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.**

- Keep records of all people who enter the venue/facility for contact tracing purposes
- Establish a process to collect records from participants, volunteers, parents/carers, officials or other third party +

**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

- Making sure that windows and air conditioning/heating are set for optimum air flow
- Limit activities conducted in foyers, entrances, clubrooms and change rooms
- 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 car-pooling safely with masks, windows open, fresh air circulation)

**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 officials and participants required to complete the activity

Avoid mixing teams wherever possible

Training timetable created to limit the number of participants at the venue and ensuring participants 'get in and get out'. Arrival and departure times established for teams

### 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.