

PDFNC - Community Sport and Recreation COVIDSafe Plan

14th March 2022

Your CSR COVIDSafe Plan

Organisation name: Portarlington Demons Football Netball Club

Plan completed by: Belinda Harvey- Junior Football Co Ordinator and COVID Safety officer

Date reviewed: 28th March 2022

1. Ensure physical distancing

Requirements	Action
<p>You must ensure participants, volunteers and organisers are 1.5 metres apart as much as possible.</p> <p>This can be done by:</p> <ul style="list-style-type: none">• 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 <p>You may also consider:</p> <ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Floor markings at entrances, with in the dining area, canteen and bathrooms, clubhouses, 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 where possible• Identify designated drop off areas• Provide signage on the maximum occupancy of areas that are open to the general public where applicable• Contactless delivery and display signage for delivery drivers will be arranged for deliveries to minimise cross over of personnel and volunteers• Distance markers and cordoned off areas at the canteen and servery areas to improve traffic flow and minimise congregating
<p>You must apply the density quotient to configure shared activity areas and publicly accessible spaces to ensure that:</p> <ul style="list-style-type: none">• You are complying with any density quotient, any group size limits and other restrictions applicable to the type of facility being used.	<ul style="list-style-type: none">• We will 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 where possible• Comply with relevant density quotient and signage requirements in the Workplace Directions

Requirements	Action
You should provide training to organisers and volunteers on physical distancing expectations while working and socialising.	<ul style="list-style-type: none"> • Educate volunteers and organisers on strategies and practice changes to maintain physical distancing with induction and briefings at the start of shifts/events • Reinforce messaging to participants, volunteers and organisers that physical distancing needs to be maintained during activities/events and during social interactions using signage and social media and electronic messaging to members • Communicate to members on rules in relation to gathering limits, participants limits and spectators using signage and social media and electronic messaging to members. • Educate participants, volunteers and organisers on hand and cough hygiene, including how to wash and sanitise their hands correctly. This will be reinforced using signage in kitchen and canteen areas, within the building including trainers rooms and toilets/bathrooms. • No high fives, handshakes, or other physical contact other than physical activity permitted by the Chief Health Officer as part of the game • Encourage safe travel to games and training; where possible do not carpool if necessary use masks if distancing and ventilation are not possible. 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 using communication platforms such as social media, newsletters and TeamApp • Appropriate information is available on the use of face coverings and PPE in kitchen and canteen area's using signage and education • Where possible meetings and activities that can be done from home will be e.g scheduling of training, meeting attendance. • We will regularly assess volunteers/organisers in attendance at the venue/facility to determine whether they are required to be there

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.
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2. Wear a face mask

Requirements	Action
<p>You must ensure all participants, volunteers and organisers entering the venue/facility wear a face mask as per public health advice</p> <p>https://www.dhhs.vic.gov.au/face-masks-vic-covid-19</p> <p>This includes:</p> <ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• We will provide adequate face masks and Personal Protective Equipment (PPE) to participants, volunteers and organisers that do not have their own, when this is directed by the CHO• We will monitor the use of face masks by all participants, volunteers, organisers and people who attend the venue/facility unless a lawful exception applies
<p>You should install screens or barriers in the venue/facility for additional protection where relevant.</p>	<p>Physical screens are in place in the servery at the canteen and the cashier in the Clubrooms. Social distancing is enforced by the bar's physical set up.</p>
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>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.</p>	<p>Volunteers and members will be encouraged to complete the online infection control training and to access the coronavirus Victoria website for video's on how to use PPE.</p> <p>We will discourage the use of cloth masks where possible surgical or P2 masks will be provided and encouraged to be used where appropriate.</p>
<p>There are no additional requirements for <u>restricted</u> or <u>heavily restricted</u> activities.</p>	

3. Practise good hygiene

Requirements	Action
<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs, shared equipment and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • We will identify high touch surfaces (door and cupboard handles, kitchen counters, touch screens, shared equipment, taps and toilets, handrails) Clean surfaces with appropriate cleaning products, including detergent and disinfectant • A cleaning schedule is available in the main Clubrooms and volunteers and cleaners will be shown about venue/facility cleaning schedule and how to use cleaning products • Products used for cleaning are available in the kitchen and servery area; disinfecting occurs as per the Purazine manufacturers advice • Monitor supplies of cleaning products and regularly restock • We have swapped shared coffee and condiments for single serve sachets • We will install no touch amenities such as contactless taps, rubbish bins and soap dispensers where appropriate and affordable • Avoid sharing equipment such as phones, desks or other equipment. Where sharing occurs, cleaning will occur between uses eg tables and chairs, training equipment. • We will 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
<p>You should display a cleaning log in shared spaces.</p>	<p>This is available in the servery area to the kitchen</p>
<p>You should make soap and hand sanitiser available for all participants, volunteers and organisers throughout the venue/facility and encourage regular handwashing.</p>	<ul style="list-style-type: none"> • 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.

Our activity is NOT restricted or heavily restricted.

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

Requirements	Action (examples)
<p>Support participants, volunteers and organisers to get tested and stay home even if they only have mild symptoms.</p>	

Requirements	Action (examples)
<p>You must develop a plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> • 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 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 coronavirus.vic.gov.au 	<ul style="list-style-type: none"> • If there is know infectious cases at the Club whilst the rooms were in use we will communicate this via our regular communication channels including but not limited to email, social media and SMS. • If a positive case attends and we are notified by the Department of Health that a deep clean is to be completed we will engage the appropriate contract cleaner to ensure the rooms and facilities are cleaned. • If a positive case attends, and meets the criteria for the case to be reported to DHHS, the relevant party will notify the COVID Safe officer who will then notify president Stephen Cogger, or if unavailable, Executive Committee member to contact the DHHS with relevant information and completed paperwork as a priority. • Under current Victoria Govt requirements a positive COVID person can return to the community after 7 days isolation; returning a negative RAT Day 6 and no longer displaying symptoms. If a patron is suspected of being in the facility or at training when they should eb isolating, we will ask them to explain their choice to be at our Clubrooms, and/or provide relevant clearance to be attending. • If the facility closes, and WorkSafe needs to be notified we are reopening, Stephen Cogger (President) or if unavailable, Executive Committee member, will call WorkSafe Victoria
<p>You must keep records of all people who enter the venue/facility for contact tracing.</p>	<ul style="list-style-type: none"> • All attendees will be required to QR check in, in line with current Vic Govt requirements using a phone, This information is collected by Services Victoria. • 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 • We have reviewed our processes for collecting participant and volunteer information; as much as possible we will keep this up to date and accessible to only committee members.

Our activity is NOT restricted or heavily restricted, you must also:

5. Avoid interactions in enclosed spaces

Requirements	Action (examples)
<p>We will work to 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).</p> <p>Majority of our activities are conducted outdoors and we will limit congregating indoors where possible eg match days.</p> <p>Where there isn't possible enhancing airflow by opening windows and doors or optimising fresh air flow in air conditioning systems</p>	<ul style="list-style-type: none">• 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.• Players will be encouraged to move out of change rooms quickly, having time between groups.• Encourage safe travel to games and training; where possible do not carpool, if necessary use masks if distancing and ventilation are not possible. 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. We will remind participants of this in talks, newsletters and social media posts.

6. Create workforce/activity bubbles

Requirements	Action
<p>We will limit the number of participants, volunteers and organisers engaging in activities across multiple teams/venues/facilities where practical. This includes avoiding having participants playing across multiple teams where possible.</p>	<ul style="list-style-type: none">• Game times are stagger start and finish times, to reduce the use of common areas at the same time.• A training timetable has been establish to minimise over crowding and less cross over• We have designate areas within the venue/facility for each group to store equipment and belongings (bags, bats, etc.)

• **There are no additional requirements for restricted or heavily restricted activities**