



## Community Sport and Recreation COVID Safe Plan

**Surf Coast Little Athletics, Torquay College, 45 – 55 Grossmans Rd, Torquay, 3228**

Organisation name: **Surf Coast Little Athletics**

Plan completed by: Wendy Grotaers (COVID Safety Official)

Date reviewed: 07/11/2021

Date amended: 23/11/2021

Amendments to: Attendees (spectator requirements) and wearing of masks

Date amended: 05/12/2021

Amendments to: Vaccination requirements and addition of information for contact tracing

### **BACKGROUND:**

The Victorian State Government has imposed restrictions to minimise the spread of COVID-19. Little Athletics Victoria has developed a set of protocols to assist Affiliated Little Athletics Centres conducting activities in Victoria, with the advice from Sport & Recreation Victoria (SRV), Vicsport, and the Department of Health (DHS).

### **DEFINITIONS:**

- Attendees: all in attendance at sanctioned competition & training activities, inclusive of all Centre & Club Committee members, coaches, officials, volunteers, athletes, supervising parents/guardians, and siblings.
- Come & Try athletes: children not registered as a Competitive Member or a Trial Athlete. (Come & Try Days are no longer conducted or permitted).
- Community sport: Little Athletics operates under the terms of 'community sport' as defined in the Victorian State Government's Open Premises Directions (OPDs). Community sport involves activity with fully registered & financial Competitive Members and/or registered Trial Athletes.
- Competitive Member: is a financial registered athlete in the current season.
- Members of the public: people that are not registered Competitive Members, registered Trial Athletes, Associate Members or hold a formal role necessary for the conduct of Little Athletics activities.
- Physical Recreation: involves physical activity performed by members of the public, as defined in the Victorian State Government's OPDs. Little Athletics does not operate under the physical recreation definitions.

- Spectators: includes relatives (such as grandparents), friends, members of the general public etc. whose presence is not essential for the conducting of sanctioned competition or training activities or required to supervise children.
- Stakeholder: entities mutually interacting with a Centre in any given season. These typically might be athletes, families, volunteers, committee members, venue managers, entities sharing facilities, sponsors, Local Government Organisation, local media etc.
- Summer Track & Field competition & training pertains to the period 1st September 2021 to 31st March 2022.
- Supervising parent/guardian: the parent/guardian is responsible for supervising children at a sanctioned competition or training activity. The presence of parents/guardians are required for the safe conduct of sanctioned Little Athletics activities.
- Trial Athlete: an athlete registered as a Trial Athlete in the current season. • Venue manager: the body responsible for the management of the venue. This will typically be a Local Government Organisation, committee of management, collective sporting body, school or similar.
- Volunteer: a person that will, or may potentially, undertake voluntary duties during the course of the season. These include parents/guardians, coaches, officials, Committee members, Associate Members, and Honorary Members.

### **VACCINATION REQUIREMENTS:**

Community sport is exempted from the vaccination requirements and patron limits when the space is only being used for community sport. This includes participants, workers, volunteers and spectators (<https://www.coronavirus.vic.gov.au/sport-exercise-and-physical-recreation-services-sector-guidance>).

For non-community sport activities that are not competition or training, mandatory vaccination requirements apply, this includes:

- People attending the little athletics venue (centre) in person for reasons other than training or competition that are 16 years and over (unless a valid medical exemption applies), including the following activities:
  - Committee meetings (in person)
  - Working bees
  - Social events and activities, including barbeques
  - Fundraising activities
  - Presentation days (to be advised)

### **ATTENDEES:**

Those required to conduct competition and training include:

- Athletes (must be registered in current season), officials, coaches, committee members, volunteers, COVID-Safe Officials and supervising parents / guardians and siblings.

Parents / guardians are responsible for supervising children to ensure the safe conduct of sanctioned Little Athletics activity.

Spectators are permitted when complying with the public gathering limit (individual groups of no greater than 30). The following are spectators:

- Relatives (such as grandparents), friends, members of the general public

For more information: *Little Athletics Victoria – LA Vic COVID-19 Protocols – Victoria (21/22 Summer Track & Field Competition and Training, dated 11/11/2021)*

## **COVID SAFE MARSHALLS (OFFICIALS):**

COVID Safe Marshalls will be appointed on competition / training day to ensure implementation and compliance of this COVID Safe Plan. When rostered, a COVID Safe Marshall can only undertake this role and cannot undertake additional or other volunteer duties.

## **COMMUNICATION:**

Surf Coast Little Athletics must communicate the Track & Field competition & training protocols to all members, athletes, coaches, volunteers, committee members, families, sponsors, venue managers and other centre stakeholders.

## **ATTENDANCE RECORDS and MANAGED ACCESS:**

COVID Safe Marshalls will be positioned at the entrance to the Surf Coast Little Athletics venue, to ensure that all attendees register via a QR code (multiple displays) or manual register to register attendance on the day of competition and training.

A manual register will be kept for a period of 28 days.

All food and beverage contractors will be required to manage their business QR Code or manual registration for their customers and follow their own COVID Safe Plan.

# 1. Ensure physical distancing

Requirements	Action
<p><b>Surf Coast Little Athletics must ensure participants, volunteers and organisers are 1.5 metres apart as much as possible.</b></p> <p><b>This can be done by:</b></p> <ul style="list-style-type: none"><li>• <b>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</b></li><li>• <b>Displaying signs to show patron limits at the entrance of enclosed areas where limits apply (eg. toilets / change rooms etc.)</b></li></ul>	<ul style="list-style-type: none"><li>• Identify indoor areas that require floor marking, such as entrances, change rooms, foyers, bathrooms, clubhouses, and kitchen areas (if in use).</li><li>• Ensure that a distance of at least 1.5m is maintained whilst registering by QR Code or manual register at the entrance of the venue.</li><li>• Queues at food trucks or other food and beverage facilities will be required to ensure that a distance of 1.5m is maintained between customers, this can be achieved by ground marking outside of the food truck.</li><li>• Modify activities to optimise ability to maintain 1.5 metres physical distancing, including by separating groups as much as possible.</li></ul>

Requirements	Action
<p><b>Training should be provided to organisers and volunteers on physical distancing expectations while working and socialising.</b></p>	<ul style="list-style-type: none"> <li>• Develop and educate volunteers and organisers on strategies and practice changes to maintain physical distancing.</li> <li>• Reinforce messaging to participants, volunteers and organisers that physical distancing needs to be maintained during activities/events and during social interactions.</li> <li>• Communicate to members on rules in relation to gathering limits, participants limits and spectators.</li> <li>• Educating participants, volunteers and organisers on hand and cough hygiene, including how to wash and sanitise their hands correctly.</li> <li>• No high fives, handshakes, or other physical contact other than physical activity permitted by the Chief Health Officer as part of the game.</li> <li>• 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).</li> <li>• 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.</li> <li>• Reinforcing the importance of not attending activities or events if unwell.</li> <li>• Ensuring appropriate information is available on the use of face coverings and PPE (if applicable).</li> <li>• Identify the roles that are required to be performed from home or can be adapted to be performed from home (e.g. bookkeeping, scheduling of training).</li> <li>• Regularly assess volunteers/organisers in attendance at the venue/facility to determine whether they are required to be there.</li> </ul>

## 2. Wear a face mask

Requirements	Action
<p><b>Surf Coast Little Athletics must ensure all participants, volunteers and organisers (attendees) aged 12 years and older must:</b></p> <ul style="list-style-type: none"> <li>• <b>Carry a face mask at all times;</b></li> <li>• <b>Wear a mask while in some indoor settings;</b></li> <li>• <b>Wear a mask outdoors when physical distancing is not possible.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Put up signage at entrances to venue and indoor areas identifying when face masks must be used and how they must be worn.</li> <li>• Monitor the use of face masks by all participants, volunteers, organisers and people who attend the venue/facility unless a lawful exception applies.</li> </ul>

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

### 3. Practise good hygiene

Requirements	Action
<p><b>Surf Coast Little Athletics must frequently and regularly clean and disinfect shared spaces, including high-touch communal items and shared equipment.</b></p> <p><b>You should:</b></p> <ul style="list-style-type: none"><li>• <b>Clean surfaces with appropriate cleaning products, including detergent and disinfectant as provided by Surf Coast Little Athletics</b></li><li>• <b>Minimise the sharing of equipment. All equipment must be cleaned and disinfected between uses</b></li><li>• <b>Clean between user groups or sessions</b></li><li>• <b>A Cleaning schedule should be kept for all common areas and high touch surfaces (eg. toilets and change rooms)</b></li></ul>	<ul style="list-style-type: none"><li>• Throwing implements (shot put, discus, javelins) are to be cleaned with disinfectant wipes after <b>every</b> attempt.</li><li>• Starting blocks must be cleaned / disinfected prior to each use.</li><li>• In training and competition, all shared equipment, such as rakes, brooms, tape measures etc. must be cleaned / disinfected after each use.</li><li>• High jump: all forms of high jump are permissible, with the following provisos:<ul style="list-style-type: none"><li>○ that all equipment is thoroughly cleaned after the session;</li><li>○ each athlete sanitises their hands after each jump.</li></ul></li><li>• Long &amp; triple jump: when athletes are leaving the pit, athletes must clean their hands and sanitise.</li><li>• Access to equipment shed and the handling of equipment is restricted to the responsibility of authorised people only.</li><li>• For all strength &amp; conditioning training, all shared equipment (such as gym mats, skipping ropes, medicine ball, kettle bells etc) must cleaned / disinfected after each use.</li><li>• Identify high touch surfaces (toilet / change areas) and clean / disinfect before and after each training / competition session.</li><li>• Provide information about venue/facility cleaning schedule and how to use cleaning products.</li><li>• Identify which products are required for thorough cleaning.</li><li>• Monitor supplies of cleaning products and regularly restock.</li><li>• Encourage participants, volunteers and organisers to bring their own personal equipment, labelled with their name and reinforce that equipment should not be shared.</li><li>• No sharing of personal items such as water bottles, food and towels.</li></ul>
<p><b>Surf Coast Little Athletics should ensure that athletes maintain good hygiene practices.</b></p> <p><b>Soap and hand sanitiser should be made available for all participants, volunteers and organisers throughout the venue/facility and encourage regular handwashing.</b></p>	<ul style="list-style-type: none"><li>• Athletes are encouraged to bring their own water bottles, towels, and other personal items to avoid sharing where possible.</li><li>• Athlete's clothing items, such as tops, hoodies, etc, are to be separated when not worn to avoid contact with other athletes' items.</li><li>• Uniform items are not to be shared.</li><li>• Athletes will be required to only use the equipment allocated to them, unless they supply their own (training only).</li><li>• Athletes will be required to sanitise their hands after using shared equipment.</li><li>• Locate hand sanitiser stations throughout the venue / facility.</li><li>• Ensure rubbish bins are available to dispose of paper towels.</li><li>• Ensure adequate supplies of soap and sanitiser.</li><li>• Ensure participants, volunteers and organisers have information on how to wash and sanitise their hands correctly.</li><li>• All attendees will sanitise their hands upon arrival and departure at the venue/facility.</li></ul>

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Requirements	Action
<b>Surf Coast Little Athletics advises that all attendees display good personal hygiene</b>	<ul style="list-style-type: none"><li>• Attendees at sanctioned competition &amp; training activities are advised to:<ul style="list-style-type: none"><li>○ Regularly and thoroughly wash hands, especially after using toilets and sneezing/coughing;</li><li>○ Carry and use hand sanitiser;</li><li>○ Sneeze or cough into the elbow or tissue rather than hands;</li><li>○ Immediately dispose of used tissues in the bin;</li><li>○ Avoid close contact with people who are unwell;</li><li>○ Limit the touching of eyes, nose, or mouth;</li><li>○ Not spit or clear nasal/respiratory secretions;</li><li>○ Avoid contact with other participants, inclusive of handshakes, high fives, huddles, and celebrations.</li></ul></li><li>• Athletes are required to sanitise their hands after sneezing/coughing.</li></ul>

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

Requirements	Action (examples)
<b>Surf Coast Little Athletics (COVID Safe Marshalls) must support participants, volunteers and organisers to get tested and stay home even if they only have mild symptoms.</b>	<ul style="list-style-type: none"><li>• COVID Safe Marshalls must advise those attending sanctioned competition and training activities to go home and get tested if they have:<ul style="list-style-type: none"><li>○ Any cold or flu symptoms;</li><li>○ Been in direct contact with a known case of COVID-19 in the previous 14 days;</li><li>○ A high risk from a health perspective (eg. pre-existing medical condition).</li></ul></li><li>• Attendees must inform COVID Safe Marshall if they are feeling unwell.</li><li>• Any attendee who tests positive for coronavirus (COVID-19) should remain in isolation at home and cannot attend Little Athletics activities until they have been notified by DHS that they are no longer required to self-isolate, and have met its criteria for release.</li><li>• In the event of a confirmed COVID-19 infection at the competition / training activities, the COVID Safe Marshall, in conjunction with the Committee, must take the following actions:<ul style="list-style-type: none"><li>○ Undertake a risk assessment to help determine what actions are required. This may include closing part or all of the training / competition to allow a comprehensive clean of all equipment, as well as the identification and notification of close contacts.</li></ul></li><li>• Contact DHS and WorkSafe<ul style="list-style-type: none"><li>○ Notify DHS of suspected COVID-19 infections via the COVID-19 Hotline: 1800 675 398 (open 24 hours, 7 days).</li><li>○ Consult with DHS on whether the Centre is required to stay closed for a short period to facilitate cleaning and enable contact tracing.</li><li>○ Report the case to WorkSafe and LAVic.</li></ul></li><li>• Close any affected areas, including toilets and change areas to prevent access prior to and during cleaning and disinfection.</li></ul>
<b>Surf Coast Little Athletics must manage any outbreaks.</b> <b>More information can be found at <a href="https://coronavirus.vic.gov.au">coronavirus.vic.gov.au</a></b>	<ul style="list-style-type: none"><li>• All attendees will be notified about a positive case in the competition / training session.</li><li>• Identify and notify close contacts of suspected or confirmed case.</li><li>• Clean / disinfectant all facilities and equipment.</li><li>• COVID Safe Official will notify DHS and WorkSafe (13 23 60) of positive case.</li><li>• Follow all directives given by DHS following a suspected or confirmed case.</li><li>• Confirm attendee (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to competition / training.</li><li>• Notify Worksafe that the venue/facility is reopening</li></ul>

Requirements	Action (examples)
<p><b>Surf Coast Little Athletics must keep records of all people who enter the competition / training sessions for contact tracing.</b></p> <p>Contact assessment and management guidance:  <a href="https://www.coronavirus.vic.gov.au/sites/default/files/2021-11/Workplaces-business-industry-contact-management-guidance-2021-11-18.pdf">https://www.coronavirus.vic.gov.au/sites/default/files/2021-11/Workplaces-business-industry-contact-management-guidance-2021-11-18.pdf</a></p>	<ul style="list-style-type: none"> <li>• All attendees will register attendance using displayed QR Code OR manual register.</li> <li>• COVID Safe Marshall(s) will be positioned at entry to facility to monitor for COVID symptoms.</li> <li>• Surf Coast Little Athletics will maintain an up to date register for all registered athletes, committee members, organisers and volunteers which will include all contact details.</li> </ul>

## 5. Avoid interactions in enclosed spaces

Requirements	Action (examples)
<p>Surf Coast Little Athletics will reduce the amount of time attendees are spending in enclosed spaces (eg. food and beverage areas, toilets and change rooms).</p>	<ul style="list-style-type: none"> <li>• Regularly monitor indoor spaces.</li> <li>• Communicate requirements to all attendees.</li> </ul>