

## COVID-19 - Safe Plan - Sports Clubs

Club name: [insert club name]

Version number: [insert version number]

Date submitted: [insert date]

Please use the below template to detail processes in place to address each of the restrictions/guidelines as listed.

Prior to completing this plan, please ensure you have **read and understood** the following information:

- The most recent directions from DHHS: <https://www.coronavirus.vic.gov.au/coronavirus-covid-19-reopening-roadmap-metro-melbourne>
- Any information from your State Sporting Association, these will be found via your association homepages. Most associations have a number of useful resources for clubs

Useful general information can also be found here:

- AIS framework for returning to sport: [link](#)
- DHHS FAQs: [link](#)

### Section A

	<b>Restriction in place/guideline</b>	<b>Club information about how the committee will ensure this requirement is met</b>	<b>Adequately covered in plan (Y/N) (City of Boroondara Officer to complete)</b>
All sports	Requirement to ensure adequate spacing (1.5m) and maximum groups of people as per current restrictions		
	Contact details (name and number) of participants must be		

	<p>captured, including date and time.</p> <p>Records must be controlled (not disclosed) and destroyed after 28 days as per Restricted Activity Directions</p>		
	<p>Outdoor non-contact sport can resume, limited to the minimum number of people required for the activity (e.g. players, necessary coaches and umpires)</p>		
	<p>Pending restrictions at the time, use of indoor facilities may be restricted to change rooms, showers and toilets only (sports pavilions only)</p>		
	<p>Signage regarding maximum number of users, physical distancing must be installed along with hygiene signage.</p> <p>Please list the signage you intend to install</p>		

	Additional cleaning measures - frequently touched surfaces cleaned twice daily with use of anti-viral disinfectants. This is to be reordered.		
	Procedures in place to maximise likelihood of people to 'get in, train and get out'		
	Hand sanitisers on exit and entry to venue		
	Process in place to ensure people recovering from COVID-19/those who have been ill no longer pose a risk prior to them entering the facility		
	Consideration given for managing participants who may be at higher risk from COVID-19		
	Masks must be worn by all patrons ( <u>unless conducting strenuous exercise or other exemptions apply</u> ). You should promote guidance on how to correctly fit, use and		

	dispose (if applicable) of masks. Inform staff/volunteers that cloth masks should be washed every day after use. However if during the day the mask is visibly dirty or wet, the mask needs to be replaced and washed immediately.		
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**Please list any additional control measures the club is putting in place:**

## Section B

### Opening Canteen:

If you have a canteen or bar and intend to reopen it, please fill out the below.

<b>Area</b>	<b>Restriction in place/guideline</b>	<b>Notes / Links to templates and club information about how the committee will ensure this requirement is met</b>	<b>Adequately covered in plan (Y/N) (City of Boroondara Officer to complete)</b>
Registration	Has the club registered their canteen with Council's health services?	Registration form - <a href="https://forms.boroondara.vic.gov.au/food-premises-establishment-application/">https://forms.boroondara.vic.gov.au/food-premises-establishment-application/</a>	
Canteen reopening - Full Service	Has the club read and considered the advice regarding Coronavirus and food safety?	<a href="https://www.business.vic.gov.au/_data/assets/word_doc/0020/1903304/Before-you-are-open-Checklist-for-owners-managers.docx">https://www.business.vic.gov.au/_data/assets/word_doc/0020/1903304/Before-you-are-open-Checklist-for-owners-managers.docx</a>	
Canteen reopening - Takeaway	Display signage for staff and patrons and install in appropriate, high visibility locations.	Signage should include: Information about the symptoms of coronavirus (COVID-19) and the need to stay home when unwell  Hygiene and physical distancing practices.	
	Display a poster at the venue confirming that staff have reviewed the guidelines, including evidence that at least one staff member at your venue has completed the Victorian Government online coronavirus (COVID-19) training.		

	<p>Promote physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas and using physical barriers where possible.</p>		
	<p>Place physical barriers or use floor signage to maintain 1.5 metres physical distancing between cashiers and patrons. Consider installation of sneeze guards.</p>		
	<p>Display menus for takeaway services outside your venue and introduce online ordering wherever possible.</p>		
	<p>Set up a record keeping folder for Staff Coronavirus (COVID-19) Health Questionnaires which are encouraged to be completed before starting any shift.</p>		
	<p>Remove, or prevent access to, any self-service buffet-style food service areas and communal condiment and drink stations. Adhere to the latest food services restrictions and density limits as outlined at</p>		

	<a href="https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services">https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services</a>		
	Tables must be cleaned after each customer		
	A record of customer details, including the date and time the person attended the facility. Records should be kept for 28 days		