



ABOUT THE COMMUNITY SPORT AND RECREATION COVIDSAFE PLAN

The Community Sport and Recreation (CSR) COVIDSafe 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.

It is important to develop your CSR COVIDSafe Plan 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 COVIDSafe Plan). The Guidelines can be found here: <https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services>.

Communitysport and recreation workplaces, venues/facilities, associations and clubs have two options on how to reopen in line with current public health directions. They can:

- Complete a Community Sport and Recreation COVIDSafe Plan (mandatory)
- OR
- Update their existing voluntary Return to Play Plan to align with the mandatory COVIDSafe Plan template.

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

Communitysport and recreation workplaces, venues/facilities, associations and clubs will be responsible for completing the CSR COVIDSafe 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 COVIDSafe 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 COVIDSafe 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 facemask
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:



- 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 COVIDSafe 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.

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

YOUR CSR COVIDSAFE PLAN

Organisation name: Port Melbourne Football Club

Plan completed by: Paul Malcolm CEO

Date reviewed: 11/06/2021



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

- We will continue to modify training activities to optimise the ability to maintain 1.5 meters physical distancing and separate groups/teams as much as possible.
- Officials and volunteers attending training/matches will be reminded to keep a 1.5m distance at all times during and post training/matches.
- Areas that require floor marking, such as change rooms, clubhouses, canteens and kitchen areas identified
- Allocated 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
- We will continue to run with limited support staff for training/match day and reduced numbers inside at all times
- We will work with other clubs to ensure no build up of people waiting to enter or exit the venue.
- We will be pre selling tickets to our matches and events



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 cough hygiene, including how to wash and sanitise their hands correctly
- No high fives, handshakes, or other physical contact other than physical activity permitted by the Chief Health Officer as part of the training/game
- Develop strategies to communicate advice to participants, officials and volunteers to ensure travel is undertaken safely (e.g. 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)
- If traveling 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
- Ensuring appropriate information is available on the use of face coverings and PPE (if applicable)
- Limit 'in person' committee meetings and minimise the volunteers required to be at the venue/facility
- Covid Safety Officers appointed who have completed the Infection Control Certificate and provided to the League
- Covid Safety Officer communicates key information (i.e RTT/RTP) and ensures COVID requirements are followed and teams have a representative who has completed the Infection Control Certificate to share responsibility across the Club

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 GOODHYGIENE

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

ACTION



You must support participants, volunteers and organisers to get tested and stay home even if they only have mild symptoms.

• 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.