

# Aquatic Sports

## INDUSTRY COVID SAFE PLAN

<p>Representatives of the following activities were involved in the development of this plan.</p> <p>Any organisation can adopt this Industry COVID Safe Plan if appropriate for their activity – regardless of membership of an industry body or being involved in the development.</p>	<p><b><u>Aquatic Sub-Group – Still Water</u></b></p> <p>Water Polo Queensland Diving Queensland Artistic Swimming Queensland Swimming Queensland Australian Underwater Federation Qld Surf Life Saving Queensland Pool Lifesaving Queensland</p> <p><b><u>Aquatic Sub-Group – Open Water</u></b></p> <p>AOCRA QSC - Canoe Outrigging Australian Rafting Federation Dragon Boat Queensland Paddle Queensland Queensland Waterski &amp; Wakeboard Federation Rowing Queensland Surfing Queensland Surf Lifesaving Queensland Yachting Queensland</p>
<p><b>Date and Version</b></p>	<p>Version 6 – 19 October 2020</p>
<p><b>Ana Croger, Melanie Woosnam, Tracy Watson and Ben Callard are responsible for this document.</b></p>	

## Purpose

As per the information released by the Queensland Government on 25 May 2020 Industry COVID Safe Plans will be developed by industry for industry.

The purpose of the plans is to help businesses and organisations in your industry show capability to return to sport and community activity with measures in place to ensure the safety of all in attendance.

# INTERACTION BETWEEN APPROVED INDUSTRY COVID SAFE PLANS

If there are multiple activities being undertaken at a venue/facility (for example – food services, sports, approved training courses, fitness or recreational), several approved industry plans may apply. If this is the case, the following will apply:

- Where there is clear separation between the activity and it is a discreet business entity, the relevant plan applies to the relevant area.
- Display the COVID Safe [Statement of Compliance](#) for the appropriate Plan in each area and implement the Plan's requirements.
- Where the activities cross over (for example amenities, entry/exits, carparks):
  - Where possible these areas of cross over will be minimised. Such as designating a particular entry, exit, amenities and carpark for each activity.
  - Where the cross over cannot be minimised, a decision will be made as to which plan takes priority in which common area and will be followed.
    - For example, the entry, exit, carpark and amenities may be common to both activities and will be managed under the dining plan.
    - In this case the entity responsible for the dining plan will ensure these areas are appropriately managed and the separate groups from the dining and sport activity will not intermingle.
- Where an existing approved COVID Safe Industry Plan covers all facets of the operations of the organisation, including regular seasonal fixtures and competitions (including finals), organisations should operate in compliance with this Plan.
- Any other events run outside of regular seasonal fixtures or competitions such as carnivals, gala days and State Championships, with more than 500 people (indoor events) or more than 1,000 people (outdoor events) in attendance and operating in compliance with an Approved COVID Safe Plan (industry, site-specific or professional sporting code plan) other than a COVID Safe Event Plan must notify the Public Health Unit of the event a **minimum** of 10 business days before the event via the COVID Safe Event Plan Submission Portal <https://healthserviceportal.health.qld.gov.au/hdsp>.
- Where an **event** is outside of the scope or not solely covered by the Approved COVID Safe Plan, please refer to the [Industry Framework for COVID Safe Events](#), which provides further guidance on organising COVID Safe Events. The COVID Safe Event Plan or Checklist should refer to the relevant components of the Approved COVID Safe Plan, which may also be applicable to respective parts of the event. The planned event must be hosted in accordance with the following conditions:
  - **Indoor Events**
    - Events up to 500 people – can proceed by following the [COVID Safe Event Checklist](#), no further approval needed.
    - Events with 500 to 10,000 people – must develop a COVID Safe Event Plan and submit via the COVID Safe Event Plan Submission Portal <https://healthserviceportal.health.qld.gov.au/hdsp> for approval by the local Public Health Unit.
    - Events of more than 10,000 people - must develop a COVID Safe Event Plan and submit via the COVID Safe Event Plan Submission Portal <https://healthserviceportal.health.qld.gov.au/hdsp> for approval by the Chief Health Officer.
  - **Outdoor Events**
    - Events up to 1500 people – can proceed by following the [COVID Safe Event Checklist](#), no further approval needed.

- Events with 1500 to 10,000 people – must develop a COVID Safe Event Plan and via the COVID Safe Event Plan Submission Portal <https://healthserviceportal.health.qld.gov.au/hdsp> for approval by the local Public Health Unit.
- Events of more than 10,000 people - must develop a COVID Safe Event Plan and submit via the COVID Safe Event Plan Submission Portal <https://healthserviceportal.health.qld.gov.au/hdsp> for approval by the Chief Health Officer.

Where a business is operating alongside of a not-for-profit community group, the business would normally take responsibility for managing the shared or common areas.

The approved Industry plans are located at <https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans>.

# Overview

## Aquatic Sub-Group – Still Water

The Aquatic Still Water sub-group primarily utilise pool facilities and venues for training and competitions. The sporting organisations utilising still water venues conduct activities in both indoor and outdoor facilities. Some sports may involve accidental/unintended contact (synchronised & artistic swimming, water polo) during competition. The virus is not transmitted in chlorinated water.

## Aquatic Sub-Group – Open Water

Aquatic Open Water Sub-Group operate outdoors in an open and fresh air environment (oceans, rivers, lakes). This group is primarily non-contact sports. Participants are often not facing each other, and there is a high likelihood of a breeze being present. This group primarily use water-craft that cater for multiple people in one craft. Participants are likely to be socially distanced between at least 0.5 -1.2m during training and/or competition. Some sharing of water-craft and equipment occurs.

- The Group will adhere to any other specific venue specific guidelines or other Industry COVID Safety Plans developed by other endorsed groups for each facility utilised by the group for training and competition.
- Each sport in the Group will appoint a COVID-19 Safety Coordinator using the Sport AUS Position Description as a template - [https://www.sportaus.gov.au/return-to-sport#COVID-19\\_safety\\_coordinator](https://www.sportaus.gov.au/return-to-sport#COVID-19_safety_coordinator)
- For the Aquatic Still Water sub-group primarily using pools as referenced in the *QAIA Swimming Pool and Aquatic Centre Industry COVID Safe Plan*.

## Table of Contents

<b>Purpose</b> .....	<b>1</b>
<b>INTERACTION BETWEEN APPROVED INDUSTRY COVID SAFE PLANS</b> .....	<b>2</b>
<b>Overview</b> .....	<b>4</b>
<b>1. Introduction</b> .....	<b>6</b>
<b>2. Return to Play Considerations</b> .....	<b>6</b>
<b>3. Principles for Return to Play</b> .....	<b>7</b>
<b>4. Responsibilities under this Plan</b> .....	<b>8</b>
<b>5. Risk Management and Workplace Health and safety Requirements</b> .....	<b>9</b>
5.1 Risk Management:	9
5.2 Workplace Health and Safety	10
<b>6. Return to Sport Arrangements</b> .....	<b>10</b>
<b>7. Recovery</b> .....	<b>10</b>
<b>Appendix A: Outline of Return to Sport Arrangements</b> .....	<b>11</b>
Part 1 – Sport Operations	11
Part 2 – Facility Operations	19
<b>Appendix B: Contract Tracing Requirements and Examples</b> .....	<b>25</b>
<b>Appendix D - Shared Links to Member SSO Documents / Sites</b> .....	<b>27</b>
<b>Appendix E – Covid-Safe Plan Checklist</b> .....	<b>28</b>

# 1. Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by the QSport Aquatic Sports Group to support all aquatic sports in Queensland and their members and participants in the staged resumption of community sport and organisation activities.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community. The Plan provides the framework to govern the general operation of aquatic sports, in particular those conducted in still/open water and any venues/facilities utilised, managed or controlled by the organisations listed, the training and competition behaviour of all members and participants and the monitoring and reporting of the health of attendees involved in still/open water aquatic sporting activities or utilising aquatic venues/facilities.

This Plan includes, but is not limited to, the conduct of:

- a. staged training and competition activities (sport operations); and
- b. facility management and supporting operations (facility operations).

At all times the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

This plan will be updated in accordance with any changes to public health directions.

## 2. Return to Play Considerations

This Plan is based on, and accepts, the AIS [Framework for Rebooting Sport in a COVID-19 Environment](#) (**AIS Framework**) and the [National Principles for the Resumption of Sport and Recreation Activities](#) (**National Principles**).

This staged approach is in line with directions from the Queensland Government's Chief Health Officer, specifically [Queensland's Roadmap](#) to easing restrictions. and also the [Return to Play Guide](#) for the Queensland Sport, Recreation and Fitness industries.

The Plan also accepts as key considerations that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on the Aquatic Sporting Industry's return to sport plans;
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- Training and/or competition cannot resume until the arrangements for sport operations and facility operations are finalised and approved, if necessary; and
- At every stage of the return to sport process the Aquatic Sporting Industry must consider and apply all applicable State Government and local restrictions and regulations. The Aquatic Industry needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

### **Difference between the Industry Plan and Chief Health Officer's direction**

Where there is an inconsistency between the Restrictions on Businesses, Activities and Undertakings Direction (the Direction) and this industry plan, the Direction will take precedence over the industry plan for the extent of the inconsistency.

**Aquatic Sport** has unique risks – the following key points need to be addressed within all other directives as part of the overarching principles outlined in this plan:

- Ensuring pools are sanitised and water quality is paramount in accordance with Queensland Health Guidelines for public aquatic facilities.
- Implementation of strict hygiene and sanitisation measures in particular:
  - at all entry and exit points
  - communal areas and shared facilities
  - shared participant equipment.

### 3. Principles for Return to Play

The Industry COVID Safe Plans completed to date will remain largely unchanged, however any changes made from Stage 3 will be guided by the following Principles:

- **Contact** – full contact is permitted on the ‘field of play’ in line with pre-COVID contact activities. At all other times, participants, coaches, supervisors, officials, trainers, and spectators are to observe physical distancing requirements and undertake sound hygiene practices as detailed in this Plan.
- **Facility capacity** – the total number of people to attend an activity, training and competition at indoor venues is to be based on occupant density of one person per two square metres for venues of 200 square metres or less (up to a total of 50 people) and one person per four square metres for venues of 200 square metres or more. For outdoor venues, physical distancing off the field of play is required. Risks will be managed through mandatory record keeping, through group segmentation and buffer zones as appropriate. Individual organisations and facility managers will be responsible for implementing these requirements in line with the relevant approved Industry COVID Safe Plan.
- **Facility usage** – all elements of community sport, recreation and fitness facilities are accessible in line with relevant health guidelines and directives. This means facilities such as canteens, change rooms, bathrooms, storage rooms, bars will reopen, and operating hours can also be amended. Industry Plans will detail how organisations will manage the use of ancillary facilities in relation to cleaning/sanitisation and flow of people within venues. All facility components will be operated in accordance with the relevant approved Industry COVID Safe Plan.
- **Events** – such as championships, markets, carnivals and gala days can recommence. Organisations must ensure the relevant approvals are in place based on the number of people attending as seen in the Roadmap.
- **Stadia** – strict physical distancing measures and hygiene practices will remain central to COVID Safe Site-Specific Plans, in line with Public Health Directions. Group segmentation and buffering measures will be used to reduce co-mingling. Public messaging will ensure that patrons are aware of all requirements during sporting events and concerts. COVID Safe Site-Specific Plans for stadia, where applicable, will address transport management for patrons travelling to and from venues, including alternatives to public transport.
- **Compliance with industry and stadia COVID Safe Plans** – all activity is to be conducted in accordance with relevant Industry and Stadia COVID Safe Plans and Public Health Directives. This includes organisations detailing how all persons at the activity/facility will be tracked, and traced, including spectators.

**These principles will be applied using the Sport Operations and Facility Operations tables in Appendix A.**

## 4. Responsibilities under this Plan

The QSport Aquatic Sport Group retains the overall responsibility for the effective management and implementation of the return to sport activities and operations outlined in this Plan.

The Board of QSport and specifically the Aquatic Sport Group is responsible for:

- Overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials and seeking approval from Queensland Health.

The Aquatic Sport Group has appointed the following person as the COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

<b>Name</b>	Melanie Woosnam
<b>Contact Email</b>	<a href="mailto:ceo@waterpoloqld.com.au">ceo@waterpoloqld.com.au</a>

The QSport Aquatic Sport Group expects all members, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by the Aquatic Sports Group;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

## 5. Risk Management and Workplace Health and safety Requirements.

Where applicable, an organisation will comply with the following requirements and guidance.

### 5.1 Risk Management:

1. Continue to monitor COVID-19 situation and review and adjust risk management response accordingly.
2. Meet with stakeholders to review delivery of return to sport arrangements and review of critical incident management arrangements and test organisational readiness.
3. At each stage of risk management, an organisations plan should include communication, consultation, instruction, training and supervision of workers and their representatives (e.g. HSRs, union representatives), see pages 1-3 of [OIR COVID Guide \(https://www.worksafe.qld.gov.au/\\_data/assets/pdf\\_file/0013/19210/COVID-19-overview-and-guide.pdf\)](https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0013/19210/COVID-19-overview-and-guide.pdf)
4. An organisations plan should include clear coverage of COVID-safe management of deliveries, and presence of contractors and visitors to premises (club houses etc.) – see [SWA Guidance: \(https://www.safeworkaustralia.gov.au/COVID-19-information-workplaces/industry-information/general-industry-information/physical?tab=tab-toc-employer\)](https://www.safeworkaustralia.gov.au/COVID-19-information-workplaces/industry-information/general-industry-information/physical?tab=tab-toc-employer)
  - a. Non-essential visits to the workplace should be cancelled or postponed in Stage 2. In Stage 3 office based workers can return to their place of work.
  - b. Minimise the number of workers attending to deliveries and contractors as much as possible.
  - c. Delivery drivers and other contractors who need to attend the workplace, to provide maintenance or repair services or perform other essential activities, should be given clear instructions of your requirements while they are on site.
  - d. Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries.
  - e. Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible.
  - f. Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered.
  - g. Use, and ask delivery drivers and contractors to use, electronic paperwork where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures. For instance, see whether a confirmation email or a photo of the loaded or unloaded goods can be accepted as proof of delivery or collection (as applicable). If a pen or other utensil is required for signature you can ask that the pen or utensil is cleaned or sanitised before use. For pens, you may wish to use your own.
5. An organisations plan should clearly show that records are being kept of the risk management process (e.g. as outlined in the Industry Plan). The detail and extent of recording will depend on the size of workplace. It is useful to keep information on:
  - a. the identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
  - b. how and when the control measures were implemented, monitored and reviewed
  - c. who was consulted with
  - d. relevant training records
  - e. any plans for changes.

6. PPE sections in an organisations plan should include relevant details – see page 6 of [OIR COVID Guide](#).  
([https://www.worksafe.qld.gov.au/\\_data/assets/pdf\\_file/0013/19210/COVID-19-overview-and-guide.pdf](https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0013/19210/COVID-19-overview-and-guide.pdf))
7. Include management of psychosocial risks (including patron aggression) in your organisations plan – see page 8 of [OIR COVID Guide](#).

## 5.2 Workplace Health and Safety

1. Organisations should include a statement in the Plan to the effect that existing WHS risk management processes will be revisited to identify and manage any new or changed hazards that may have arisen as a result of the Industry COVID Safe Plan.
2. Reporting and notification of COVID-19:
  - a. An organisations plan should state clearly that if there is a confirmed or probable case of COVID-19 infection at a workplace, Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory.
  - b. Upon being informed, a person in control of the organisation, business or undertaking must notify Workplace Health and Safety Queensland that the case has been confirmed.
  - c. An organisations plan should include keeping a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.

## 6. Return to Sport Arrangements

This plan outlines specific sport requirements that Aquatic Sporting Organisations will implement for Stage 2 and onwards of the Queensland Roadmap to easing restrictions. The Roadmap can be viewed at the following website:  
<https://www.covid19.qld.gov.au/government-actions/roadmap-to-easing-queenslands-restrictions>

Stage 2 allows for a return to non-contact training activity, while Stage 3 allowed for the resumption of contact and competition.

The Aquatic Sporting Organisations will transition from training activity and facility use to training/competition activities and facility use outlined in Stage 3 of the Queensland Roadmap when permitted under State restrictions and regulations.

## 7. Recovery

When public health officials determine that the outbreak has ended in the local community, the Aquatic Sport Group will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. The Aquatic Sport Group will also consider which protocols can remain to optimise good public and participant health.

At this time, the QSport Aquatic Sport Group will consult with key stakeholders to review the delivery of its return to sport arrangements and use feedback to improve organisational plans and systems.

# Appendix A: Outline of Return to Sport Arrangements

## Part 1 – Sport Operations

Area	STAGE TWO (1 June)	STAGE THREE AND ONWARDS
<b>Approvals</b>	<p>The organisation must obtain the following approvals to allow a return to training in Stage 2:</p> <ul style="list-style-type: none"> <li>• This COVID Safety Plan is industry specific and has been approved by State Government.</li> <li>• Local government/venue owner approval to training at venue, if required.</li> <li>• National/state sporting body/local association approval of return to training for community sport.</li> <li>• Organisation committee has approved return to training for organisation.</li> <li>• Insurance arrangements confirmed to cover training.</li> </ul>	<p>Organisations must ensure the relevant approvals are in place to return to contact training and competition in particular with the relevant land owner/venue operator and national/state body.</p>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Organisations will provide training and education to all participants, volunteers, families, volunteers and staff: <ul style="list-style-type: none"> <li>– Outline the requirements for training of the workforce including all staff and volunteers and communicate these requirements to workforce and their representatives.</li> </ul> </li> <li>• Training may consist of the following requirements: <ul style="list-style-type: none"> <li>- Mandatory training as outlined by the Queensland Government such as staff in industries requiring a COVID Safe checklist provided by <a href="#">TAFE Queensland</a>.</li> <li>- Any training that has been approved or outlined by Queensland Health.</li> <li>- Any training as outlined by a Peak Body or State Level Organisation specifically relevant to the activity.</li> </ul> </li> </ul>	<p>Requirements continue from Stage 2.</p> <p>Note Stage 3 increase in participants may need more than one COVID Safe Officer to monitor sessions.</p>

	<ul style="list-style-type: none"> <li>• Provide training on COVID-19 infection control to staff and volunteers responsible for the conduct of training, event operations or any other relevant activity.</li> <li>• Make all participants aware of appropriate hygiene measures and that they are not to attend if unwell.</li> <li>• Government resources should be prominently displayed in facilities and at entry points, including handwashing and personal infection control advice.</li> <li>• Provide briefings and/or educational materials to outline protocols in advance of return to sport for participants, including the obligations on and expectations of such participants.</li> <li>• <a href="#">Active Queenslanders Industry Alliance</a> has developed a COVID Safety Officer course <a href="#">available online</a>, free of charge.</li> </ul>	
<b>Training &amp; Competition Processes</b>	<p>Organisation to detail specifics of training processes:</p> <ul style="list-style-type: none"> <li>• Non-contact activity permitted for up to 20 people.</li> <li>• Pools can operate for up to 20 people.</li> <li>• Organisation to emphasise AIS Framework principle of “Get in, train, get out” – arrive ready to train.</li> <li>• Adjust length and scheduling of training sessions to reduce overlap. Ensure a minimum of 15 minutes between training sessions to also allow for any cleaning of high traffic surfaces, shared equipment and facilities.</li> <li>• Clearly outline nature of training permitted (e.g. small groups to train and for team meetings, equipment/skill drills able to be used, certain sport activities not permitted during Stage 2 training, no contact including high fives/hand shaking, no socialising or group meals).</li> <li>• Sanitising requirements, including use of sanitising stations.</li> <li>• Treatment of shared equipment (e.g. sanitise equipment before, during, after sessions) and use of such equipment to be limited.</li> <li>• No sharing of personal equipment.</li> <li>• Personal hygiene encouraged (e.g. wash hands prior to training, no spitting or coughing).</li> <li>• Training attendance register kept &amp; information retained for 56 days</li> </ul>	<p>Organisation to detail specifics of training/competition processes.</p> <ul style="list-style-type: none"> <li>• Contact and non-contact activity permitted on field during training and competition only (see below for physical distancing off-field).</li> <li>• Total number of people to attend activity, training and competition is to be based on: <ul style="list-style-type: none"> <li>- Indoor pools and areas 200 square metres or less: capacity limited to a maximum of <u>1 person per 2 square metres</u> (up to 50 persons at a time)</li> <li>- Indoor pools and areas more than 200 square metres: capacity limited to a maximum of 1 person per 4 square metres</li> <li>- Outdoor pools and areas: capacity to be based on physical distancing requirements.</li> <li>- Physical distancing while in the water is not required</li> <li>- The above capacity requirements include players / participants / teams, officials and spectators.</li> </ul> </li> <li>• Contact tracing information (attendance register) must be kept. Please refer to Appendix B for contact tracing requirements.</li> <li>• Consider separation of attendees into zones as appropriate to prevent and limit co-mingling where possible – including players/participants/teams, officials and spectators.</li> <li>• Sanitising and hygiene requirements continue from Stage 2.</li> </ul>

		<ul style="list-style-type: none"> <li>Organisations must consider their capability to manage the expected number of people at the venue with regards to all of the above requirements.</li> </ul>
<b>Physical distancing</b>	<p>Organisations to develop and implement physical distancing requirements during training activities including:</p> <ul style="list-style-type: none"> <li>Maintaining base density requirements and physical distancing (&gt;1.5 metres)</li> <li>Protocols and training drills to maintain a distance of at least 1.5 metres</li> <li>Avoid participant interactions including team huddles, handshakes and high fives</li> <li>Specific restrictions on contact training drills during Stage 2.</li> <li>Defined training areas for each training group, maintaining base density requirements and physical distancing (&gt;1.5 metres).</li> <li>Limit unnecessary social gatherings (particularly adults)</li> <li>Guidance for travel arrangements (e.g. physical distancing on public transport, limit carpool/taxi/Uber use).</li> </ul>	<p>At all times participants, coaches, officials, trainers and spectators are to observe physical distancing requirements, with the exception of on-field/field of play contact required for training and competition.</p>
<b>Spectator/Parent Management</b>	<p>Organisations to develop and implement spectator and parent management requirements:</p> <ul style="list-style-type: none"> <li>Limit unnecessary social gatherings (particularly adults).</li> <li>Defined areas for spectators - maintaining base density requirement of 4 square metres per person and physical distancing (&gt;1.5 metres).</li> <li>Defined areas to be suitably marked with physical barriers where possible to provide clear boundaries or permitted and non-permitted areas. (Barriers must be physical in nature – temporary fence, bollards with rope between them, something that is not easily passed).</li> <li>All choke and gathering points will be marked with clear signage, floor markings indicating direction of flow and single entry/exit points will be maintained where possible.</li> <li>Attendance register kept &amp; information retained for 56 days – online registrations or suitable sport approved equivalent.</li> <li>Restrictions to apply: <ul style="list-style-type: none"> <li>not more than one parent/carer to attend with child/family</li> </ul> </li> </ul>	<p>Management of spectators to be considered by organisations in line with physical distancing, contact tracing and facility capacity requirements.</p>

	<ul style="list-style-type: none"> <li>- encourage parent/carer to drop off/pick up outside facility/venue or remain in the car during the activity</li> <li>- no other spectators should be present</li> <li>• Gathering numbers should not exceed government allowances</li> </ul>	
<b>Personal health</b>	<p>Organisation to detail specifics of personal health protocols:</p> <ul style="list-style-type: none"> <li>• Graded return to sport to avoid injury.</li> <li>• Advice clearly stating that players, coaches, volunteers are not to attend if they: <ul style="list-style-type: none"> <li>- are unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness)</li> <li>- have been in close contact with a known active case of COVID-19</li> <li>- have travelled overseas in the previous 14 days</li> <li>- have been to a declared COVID-19 hotspot in the previous 14 days.</li> </ul> </li> </ul> <p>The list of declared COVID-19 hotspots may be found at <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-COVID-19/current-status/hotspots-COVID-19">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-COVID-19/current-status/hotspots-COVID-19</a>.</p> <p>Conditions of entry signage may be displayed.</p> <ul style="list-style-type: none"> <li>• Washing of hands prior to, during and after training and use of hand sanitiser where available.</li> <li>• Showering before and after training in a home environment.</li> <li>• Avoid physical greetings (i.e. hand shaking, high fives etc.).</li> <li>• Avoid coughing, clearing nose, spitting etc. in water craft, in and around pools, around participants.</li> <li>• Avoid touching of eyes, nose or mouth.</li> <li>• Launder own training uniform, swimmers and wash personal equipment.</li> <li>• Avoid sharing of equipment, e.g. drink/water bottles, training bibs, towels, whistles, pens etc. before, during and after training/competition.</li> <li>• Do not leave personal equipment on surfaces. Personal equipment bags should be arranged to permit physical distancing of participants (&gt;1.5 metres).</li> </ul>	<p>Requirements continue from Stage 2.</p> <p>From stage 3 the opening and use of communal showers is permitted, however cleaning measures are to be consistent with <a href="#">Work Health and Safety during COVID-19: Guide to Keeping your workplace safe, clean and healthy</a>.</p> <p><b>Field of Play</b></p> <ul style="list-style-type: none"> <li>• The definition of “field of play” is the pitch, court, field, pool or other facility that the sport, recreation or fitness activity is generally conducted on. It also extends to incorporate the use of all facilities (e.g. change rooms, marshalling areas etc.) specifically required for training and competing</li> <li>• Physical distancing does not apply on the “field of play” where the activity is being carried out, but should be observed to the extent possible in all other areas of the “field of play”.</li> <li>• The extension of the “field of play”, allows the full team and required coaching / medical officials to use the facilities without occupant density requirements. This is only permitted if: <ul style="list-style-type: none"> <li>- There is no mixing of teams</li> <li>- There are no other persons (e.g. spectators) allowed in with active participants.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Only coaches should contact/move group equipment and training aids (cones, markers, balls, agility ladders etc.).</li> <li>• Shared participant equipment (balls, water-craft, safety equipment etc.) should be rotated, washed or wiped with antibacterial wipes or alcohol-based sanitiser prior to and after each use and at each activity break.</li> </ul>	
<b>Hygiene</b>	<p>Organisation to detail specifics of hygiene protocols to support training.</p> <ul style="list-style-type: none"> <li>• Any safe hygiene protocols distributed by national/state sporting body or local association/club that will be adopted by organisation.</li> <li>• Guidelines for sanitisation and cleaning, including requirements for sanitisation stations.</li> <li>• Provide hand sanitiser dispensers in prominent places around facilities (particularly entry or high use areas such as a registration desk, change rooms, toilets or canteen) and ensure dispensers are regularly refilled.</li> <li>• Promote good hygiene practices in line with Government advice including: <ul style="list-style-type: none"> <li>- Cleaning standards: <ul style="list-style-type: none"> <li>(a) Ensure spaces at each facility are regularly cleaned with disinfectant in accordance with the manufacturer's instructions;</li> <li>(b) Surfaces should be frequently wiped down with appropriate disinfectant wipes or soap, particularly those frequently touched. This includes door handles, light switches, kitchen surfaces, bathroom surface, phones, remote controls, dugout benches, gates, scoreboard control panels and any other high touch areas; and</li> <li>(c) Adequately clean and disinfect participant facilities before use (prior to participant arrival).</li> </ul> </li> </ul> </li> <li>• Determine whether your organisation will receive payments in cash. If so, ensure your employees/volunteers observe good personal hygiene practices and wash their hands regularly.</li> </ul>	<p>Requirements continue from Stage 2 in addition to the following:</p> <ul style="list-style-type: none"> <li>• Hand and respiratory hygiene are to be encouraged.</li> </ul>
<b>Communications</b>	<p>Provide a detailed communications plan to communicate with players, coaches, members, volunteers, families and staff.</p>	<p>Requirements continue from Stage 2 in addition to the following:</p>

	<ul style="list-style-type: none"> <li>• Provide clear and coordinated guidance to participants and stakeholders across a range of communication channels on how a return to sport will be managed at each level of restriction.</li> <li>• Brief players, coaches, members, volunteers and families on return to training protocols including hygiene protocols (e.g. letter, email, text/WhatsApp message, Facebook post) and reinforcement of hand washing and general hygiene etiquette.</li> <li>• Endorsement of government COVIDSafe app and encouragement to players, coaches, members, volunteers and families to download and use app.</li> <li>• Promote good personal hygiene practices in and around training sessions and in Organisation facilities (e.g. posters in bathrooms).</li> <li>• Establish relationships with key community partners and stakeholders including State public health authorities and government funding partners through your organisation's COVID-19 Safety Coordinator.</li> <li>• Share timely and accurate information including how your organisation is responding to any localised outbreak.</li> <li>• Confirm an emergency management plan for each of your sport activities and they are suitable for managing a COVID-19 outbreak.</li> <li>• Identify trigger points for cancelling, postponing or modifying an activity and identify who has responsibility for making that decision.</li> <li>• Identify in advance actions to be taken if your organisation needs to postpone or cancel activities. Plan alternative ways for participants to enjoy the activities by television, radio, or online.</li> <li>• Establish a process of how individuals can access mental health and wellbeing counselling services.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring players, coaches, members, volunteers, families, staff and spectators are briefed on protocols in regard to training and competition processes.</li> <li>• Notice to all patrons, contractors or staff to not enter the venue if they: <ul style="list-style-type: none"> <li>- are unwell</li> <li>- have been in close contact with a known active case of COVID-19</li> <li>- have COVID-19 symptoms</li> <li>- have travelled overseas in the previous 14 days</li> <li>- have been to a declared COVID-19 hotspot in the previous 14 days.</li> </ul> </li> </ul> <p>The list of declared COVID-19 hotspots may be found at <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-COVID-19/current-status/hotspots-COVID-19">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-COVID-19/current-status/hotspots-COVID-19</a>.</p> <p>Conditions of entry signage may be displayed.</p>
<b>Events</b>	No events held.	<p>Organisations planning an event should identify whether the approved COVID Safe Industry, Site-Specific or Professional Sporting Code Plan (Approved COVID Safe Plan) is applicable to the event in whole or in part:</p> <ul style="list-style-type: none"> <li>• COVID Safe Industry Plan for specific industries, such as community sports, live music and hotels</li> <li>• COVID Safe Site-Specific Plan for the venue in which the event is being held, such as a stadium or convention centre</li> </ul>

		<ul style="list-style-type: none"> <li>• COVID Safe Professional Sporting Code Plan for professional sporting events.</li> </ul> <p>Where an existing approved COVID Safe Industry Plan covers all facets of the operations of the organisation, including regular seasonal fixtures and competitions (including finals), organisations should operate in compliance with the approved COVID Safe Industry Plan.</p> <p>Any other events run outside of regular seasonal fixtures or competitions such as carnivals, gala days and State Championships, with more than 500 people (indoor events) or more than 1,000 people (outdoor events) in attendance and operating in compliance with an Approved COVID Safe Plan other than a COVID Safe Event Plan must notify the Public Health Unit of the event a minimum of 10 business days before the event via the COVID Safe Event Plan Submission Portal  <a href="https://healthserviceportal.health.qld.gov.au/hdsp">https://healthserviceportal.health.qld.gov.au/hdsp</a>.</p> <p>The following information needs to be provided to the Public Health Unit:</p> <ul style="list-style-type: none"> <li>• Business name of the company/organisation which is holding the event</li> <li>• Trading name of the company/organisation which is holding the event</li> <li>• Key contact person(s) that can answer queries regarding the event (before/during/after) <ul style="list-style-type: none"> <li>– Position in organisation</li> <li>– Phone number(s)</li> <li>– Email</li> <li>– Postal address</li> </ul> </li> <li>• Name of the event</li> <li>• Date(s) the event will be held</li> <li>• Duration of the event (start and finish times)</li> <li>• Location of the event (if multiple locations, each location, start/finish times for each)</li> <li>• Which Approved COVID Safe Plan(s) they are intending to operate under</li> </ul>
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- Estimated/known number of people attending the event (including staff)
- Overview of activities that will be occurring at the event. E.g. sport competition, food stalls, merchandising etc.

Where an **event** is outside of the scope or not solely covered by the Approved COVID Safe Plan, please refer to the [Industry Framework for COVID Safe Events](#), which provides further guidance on organising COVID Safe Events. The COVID Safe Event Plan or Checklist should refer to the relevant components of the Approved COVID Safe Plan, which may also be applicable to respective parts of the event. The planned event must be hosted in accordance with the following conditions:

#### **Indoor Events**

- Events up to 500 people – can proceed by following the [COVID Safe Event Checklist](#), no further approval needed.
- Events with 500 to 10,000 people – must develop a COVID Safe Event Plan and submit via the COVID Safe Event Plan Submission Portal <https://healthserviceportal.health.qld.gov.au/hdsp> for approval by the local Public Health Unit.
- Events of more than 10,000 people - must develop a COVID Safe Event Plan and submit via the COVID Safe Event Plan Submission Portal <https://healthserviceportal.health.qld.gov.au/hdsp> for approval by the Chief Health Officer.

#### **Outdoor Events**

- Events up to 1000 people – can proceed by following the [COVID Safe Event Checklist](#), no further approval needed.
- Events with 1000 to 10,000 people – must develop a COVID Safe Event Plan and via the COVID Safe Event Plan Submission Portal <https://healthserviceportal.health.qld.gov.au/hdsp> for approval by the local Public Health Unit.
- Events of more than 10,000 people - must develop a COVID Safe Event Plan and submit via the COVID Safe Event Plan Submission Portal <https://healthserviceportal.health.qld.gov.au/hdsp> for approval by the Chief Health Officer.

## Part 2 – Facility Operations

Area	STAGE TWO (1 June)	STAGE THREE AND ONWARDS
<b>Approvals</b>	<p>The organisation must obtain the following approvals to allow use of organisation facilities during Stage 2:</p> <ul style="list-style-type: none"> <li>• This COVID Safety Plan is industry specific and has been approved by State Government</li> <li>• Local government/venue owner approval to use facility, if required.</li> <li>• Organisation committee has approved plan for use of organisation facilities.</li> <li>• Insurance arrangements confirmed to cover facility usage.</li> </ul>	<p>Organisations must ensure the relevant approvals are in place for facilities to be utilised for to contact training and competition in particular with the relevant land owner/venue operator.</p>
<b>Facilities</b>	<p>Organisations shall have a facility management plan (or adhere to other Industry COVID Safety Plans for aquatic facilities/venues) and sport-specific structured risk assessment in place.</p> <ul style="list-style-type: none"> <li>• Parts of facilities that are available during Stage 2 restrictions; limit to toilets and medical facilities and minimise use of communal facilities.</li> <li>• Hygiene and cleaning protocols.</li> <li>• Provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions.</li> </ul>	<p>Organisations consider having in place facility management plan or sport-specific risk assessment in place to allow for communal facilities to be fully utilised including change rooms and canteens.</p> <p>From stage 3 the opening and use of communal showers is permitted, however cleaning measures are to be consistent with <a href="#">Work Health and Safety during COVID-19: Guide to Keeping your workplace safe, clean and healthy</a>.</p> <p>Field of Play</p> <ul style="list-style-type: none"> <li>• The definition of “field of play” is the pitch, court, field, pool or other facility that the sport, recreation or fitness activity is generally conducted on. It also extends to incorporate the use of all facilities (e.g. change rooms, marshalling areas etc.) specifically required for training and competing</li> <li>• Physical distancing does not apply on the “field of play” where the activity is being carried out, but should be observed to the extent possible in all other areas of the “field of play”.</li> <li>• The extension of the “field of play”, allows the full team and required coaching / medical officials to use the facilities without occupant density requirements. This is only permitted if:</li> </ul>

		<ul style="list-style-type: none"> <li>- There is no mixing of teams</li> <li>- There are no other persons (e.g. spectators) allowed in with active participants.</li> </ul> <p>PPE, hygiene and cleaning requirements continue from Stage 2.</p>
<b>Facility access</b>	<p>Organisation to detail specifics of facility access protocols.</p> <ul style="list-style-type: none"> <li>• Confirm health screening measures (e.g. temperature checks etc.) prior to entry to any facilities and any privacy measures organisation will take to protect sensitive health information during Stage 2</li> <li>• Restrictions on facility access to limit anyone who has: <ul style="list-style-type: none"> <li>• COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days</li> <li>• Flu-like symptoms or who is a high health risk (e.g. due to age or pre-existing health conditions)</li> <li>• Travelled internationally in the previous 14 days</li> </ul> </li> <li>• Restrictions to essential participants to attend facilities/venues to minimise numbers</li> <li>• not more than one parent/carer to attend with child/family</li> <li>• encourage parent/carer to drop off/pick up outside facility/venue or remain in the car during the activity</li> <li>• gathering numbers should not exceed government allowances</li> <li>• no other spectators should be present</li> <li>• Any spectators should observe physical distancing requirements (&gt;1.5 metres). Defined areas for spectators - maintaining base density requirement of 4 square metres per person and physical distancing (&gt;1.5 metres)</li> <li>• Defined areas to be suitably marked with physical barriers where possible to provide clear boundaries or permitted and non-permitted areas. (Barriers must be physical in nature – temporary fence, bollards with rope between them, something that is not easily passed)</li> <li>• All choke and gathering points will be marked with clear signage, floor markings indicating direction of flow and single entry/exit points will be maintained where possible.</li> </ul>	<p>Organisation may choose for facilities to be fully accessible including canteens and bars, change rooms, bathrooms, storage rooms however must put in place systems to manage:</p> <ul style="list-style-type: none"> <li>• venue entry and exits (and separate where possible)</li> <li>• seamless flow of participants and attendees through the venue</li> <li>• over-lap and congestion</li> <li>• physical distancing including line markings, bollards and indicators.</li> </ul> <p>Field of Play</p> <ul style="list-style-type: none"> <li>• The definition of “field of play” is the pitch, court, field, pool or other facility that the sport, recreation or fitness activity is generally conducted on. It also extends to incorporate the use of all facilities (e.g. change rooms, marshalling areas etc.) specifically required for training and competing</li> <li>• Physical distancing does not apply on the “field of play” where the activity is being carried out, but should be observed to the extent possible in all other areas of the “field of play”.</li> <li>• The extension of the “field of play”, allows the full team and required coaching / medical officials to use the facilities without occupant density requirements. This is only permitted if: <ul style="list-style-type: none"> <li>- There is no mixing of teams</li> <li>- There are no other persons (e.g. spectators) allowed in with active participants.</li> </ul> </li> </ul> <p>Restrictions on facility access to limit anyone as per Stage 2. In addition to restricting those who have Travelled from a declared COVID-19 hotspot in the previous 14 days. Found at <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-COVID-19/current-status/hotspots-COVID-19">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-COVID-19/current-status/hotspots-COVID-19</a>.</p>

	<ul style="list-style-type: none"> <li>• Attendance register kept &amp; information retained for 56 days – using the Sport AUS template, online registrations or suitable sport approved equivalent.</li> <li>• Restrictions to apply</li> <li>• not more than one parent/carer to attend with child/family</li> <li>• encourage parent/carer to drop off/pick up outside facility/venue or remain in the car during the activity</li> <li>• no other spectators should be present</li> <li>• Gathering numbers should not exceed government allowances</li> <li>• Detailed attendance registers to be kept &amp; information retained for 56 days – online registrations or suitable sport approved equivalent.</li> <li>• Amend training schedules and times to reduce in-person contact for participants, family members and staff by: <ul style="list-style-type: none"> <li>- Scheduling time between events/training sessions for all attendees to safely arrive and exit the venue; and</li> <li>- Considering staggered arrival and/or departure times for different groups/teams.</li> </ul> </li> <li>• Ensure a minimum of 15 minutes between training sessions to also allow for any cleaning of high traffic surfaces, shared equipment and facilities.</li> <li>• Manage venue entries and exits (and separate where possible to ensure a seamless flow of participants and attendees through the venue and limit the risk of overlap and congestion, subject to maximum attendee number restrictions.</li> <li>• Restrict the use of communal facilities to toilets only during Stage 2. <ul style="list-style-type: none"> <li>- Physical distancing protocols including line markings, bollards, use of zones use and physical distancing indicators shall be used in: <ul style="list-style-type: none"> <li>▪ Club rooms, offices, meeting, official/medical rooms, halls, sheds</li> <li>▪ change rooms,</li> <li>▪ bar/canteen</li> </ul> </li> </ul> </li> </ul>	<p>Organisations that previously provided food and beverage services must complete a COVID Safe Checklist for dining and drinking or adopt the Retail Food Services Industry COVID Safe Plan or Hotel, Clubs, Nightclubs Industry COVID Safe Plan.</p> <p>Patrons must be appropriately physically distanced while drinking (irrespective of beverage type) and dining-in.</p> <p>Patrons may order, pay and collect food and drinks at a bar or service counter.</p>
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	<ul style="list-style-type: none"> <li>- Organisations that previously provided food and beverage services must complete a COVID-19 Checklist for dining at restaurants, cafes, kiosks, and clubs.</li> <li>- General advice on physical distancing in organisation facilities including discouraging face to face meetings where possible, restricting site visitors, deferring or splitting up large meetings.</li> </ul>	
<b>Hygiene</b>	<p>Organisation to detail specifics of hygiene protocols to ensure regular sanitisation and cleaning of organisation facilities.</p> <ul style="list-style-type: none"> <li>• Any safe hygiene protocols distributed by national/state sporting body or local association that will be adopted by organisation including: <ul style="list-style-type: none"> <li>- Availability of hand sanitiser at entry/exit points to venue and elsewhere (may be provided by facility/venue manager)</li> <li>- Protocols for sanitising stations, sanitising shared equipment, uniforms.</li> </ul> </li> <li>• Cleaning standards – increase regular cleans and frequent wiping of high touch surfaces. <ul style="list-style-type: none"> <li>- Displaying posters outlining relevant personal hygiene guidance.</li> <li>- Avoiding shared use of equipment.</li> <li>- Provide suitable rubbish bins with regular waste disposal.</li> <li>- Guidelines for sanitisation and cleaning of Organisation facilities.</li> <li>- Increased and regular cleaning of high traffic surfaces, shared equipment and facilities.</li> </ul> </li> </ul>	Requirements continue from Stage 2
<b>Management of unwell participants</b>	<p>Organisation to detail specifics of protocols to manage unwell participants at an organisation activity.</p> <ul style="list-style-type: none"> <li>• Self-isolate at home if presenting symptoms.</li> <li>• Compare the symptoms of coronavirus (COVID-19), with the common cold and flu.</li> <li>• Anyone who is unwell or develops a fever, a cough, sore throat or shortness of breath, must contact a doctor or call 13HEALTH (13 43 25 84).</li> <li>• Liaise with public health authorities and facilitate the sharing of information about all symptomatic participants at an activity run by your organisation, subject to privacy law.</li> </ul>	Requirements continue from Stage 2

	<ul style="list-style-type: none"><li>• Notify your Peak Body and the Department Housing and Public Works (Sport and Recreation)</li><li>• Contact participants (refer to attendance register) if an activity attendee subsequently becomes unwell and provide advice on what actions should be taken. If an outbreak does occur at your facility, the register will need to be provided to relevant authorities (i.e. Department of Health) in a timely fashion &amp; information retained for 56 days</li><li>• Minimum details to be collected include:<ul style="list-style-type: none"><li>- Full name</li><li>- Phone number</li><li>- Email address (or residential address where the person does not have an email address)</li><li>- date and time of entry</li><li>- exit time or estimated period, where feasible.</li></ul></li><li>• Communicate isolation and medical procedures for all players, members, volunteers and their families at the onset of any symptoms including organisation facilities that can be used to manage symptomatic participants.</li><li>• Identify with clear and unambiguous signage, a space that can be used to isolate staff or participants who become unwell at an activity and cannot leave immediately. The isolation area should be equipped with necessary PPE supplies to facilitate hand hygiene and respiratory etiquette.</li><li>• Ensure staff/volunteers understand that participants who become unwell should be immediately isolated and given a clean disposable facemask to wear. Establish procedures to help unwell staff or participants leave the event as soon as possible and added protections for activity staff in such circumstances.</li><li>• Train volunteers/organisation management on treatment of symptomatic participants and disinfecting of facilities used by such participants.</li><li>• Confirm notification protocols for notifying public health authorities and other attendees of symptomatic participants.</li></ul>	
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<b>Follow-up after COVID-19 outbreak has ended</b>	<p>Organisations will manage the follow up after a COVID-19 outbreak has ended:</p> <ul style="list-style-type: none"> <li>• Public health officials will determine when an outbreak has ended in a community, consult with them to identify criteria for scaling back COVID-19 prevention actions with activities. Consider which protocols can remain to optimise good public and participant health.</li> <li>• Plan the rescheduling of cancelled activities.</li> <li>• Evaluate the effectiveness of the COVID-19 Safety Plan and communications plan, adjust and recirculate to stakeholders as required.</li> <li>• Meet with key stakeholders to review delivery of any return to sport arrangements. Gather feedback to note lessons learned and to improve organisational plans and systems.</li> <li>• Review critical incident management arrangements and test organisational readiness to respond to a localised outbreak of COVID-19.</li> <li>• Update your organisation's business continuity plan based on learnings from the COVID-19 pandemic.</li> </ul>	<p>Requirements continue from Stage 2.</p>
<b>Organisation responsibilities</b>	<p>The organisation will oversee:</p> <ul style="list-style-type: none"> <li>• Provision and conduct of hygiene protocols as per this Industry Plan.</li> <li>• Capture of a record of attendance at all training and organisation activities and maintaining an up-to-date log of attendance.</li> <li>• Coordination of Stage 2 play area/training operations.</li> <li>• Operation of the organisation's facilities in support of all training activities in accordance with this Industry Plan.</li> <li>• Compliance issues and the sanction of individuals for non-compliance with any law, direction or protocol.</li> <li>• Determine the basis of enforcing any sanctions and seek advice as required.</li> <li>• Determine circumstances where issues may be elevated to local or State law enforcement agencies.</li> </ul>	<p>Requirements continue from Stage 2.</p> <p>Organisations must consider their capability to manage the expected number of people at the venue with regards to all of the above requirements.</p>

## Appendix B: Contract Tracing Requirements and Examples.

Contact tracing is critical.

It is strongly recommended every venue encourages its patrons to download the **COVIDSafe app** link:

<https://www.health.gov.au/resources/apps-and-tools/COVIDsafe-app>

The COVIDSafe app is not mandatory.

The COVIDSafe app is not an alternative to collecting and retaining contact information.

Contact information must be kept for patrons, contractors, and staff. This information must include:

- full name
- phone number
- email (or residential address where the person does not have an email account)
- date and time of entry
- exit time or estimated period, where feasible.

If requested, this information must be provided to public health officers within the stated time. The information should be readily available to ensure your business can fulfil this request.

Venues can utilise electronic systems, POS (Point of Sale Systems), written registers or written personnel records of attendance as a means of collection however **must** ensure collection and storage is privacy compliant. For further information please see: <https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses/information-privacy>.

**Examples** include:

- Coaches or a COVID Safety Coordinator can use an attendance record for sessions. Take a photo of the form and send to the venue after the session and leave the form in a designated place for the venue.
- If bookings can be taken online have the booker put in all the details of the group attending. This list gets emailed back to the user group as an online form to tick off attendance and then email back after the session.
- Use TeamApp to register the names of the group and then mark them off as having had attended.
- Evacheckin.com contactless QR Code Check in Technology for all attendees. Visitor EVA demo site login poster.
- Have parents and any non-participant to buy a free ticket with no more registrations allowed once the maximum number of tickets have been allocated.
- Use free ticketing sites like Event Brite or use the event portal in data bases such as Revolutionise, Sports TG, Team App, What's App etc where membership data has already been collected.
- Where a mobile application is used to manage collection of contact information:
  - the organisation validates for itself that the application is able to provide contact information immediately (or within the stated time) and;
  - the organisation ensures that patrons/players use the application when entering the venue or activity space.

The information should be securely stored, not used for any other purpose, and destroyed after **56 days**.

### Period of patronage

Any person visiting the venue, patrons, contractors and staff must sign in with their time of arrival, they should also be strongly encouraged to provide a time of departure or estimated duration, with signage displaying signing out allows for more effective contact tracing.

Venues should display signage encouraging patrons to sign out.

**Collection of contact tracing information involving schools**

- Where schools are attending the program and/or venue, the Provider will not need to collect the contact information of the children attending as part of a school attendance. The Provider will be required to confirm that the school is maintaining records of which children have attended.
- The Provider will need to collect the contact details for all the adults attending with the school children including teachers, teacher aides, and parents, etc.
- The Provider will also need to collect the information for a point of contact at the school who can provide the details of the school children attending if required.

## Appendix D - Shared Links to Member SSO Documents / Sites

- [AOCRA QSC - Canoe Outrigging](#)
- [Aust. Rafting Federation](#)
- [Dragon Boat QLD](#)
- [Paddle QLD](#)
- [QLD Waterski & Wakeboard Federation](#)
- [Rowing QLD](#)
- [Surfing QLD](#)
- [Yachting QLD](#)
- [Water Polo Queensland](#)
- [Diving Queensland](#)
- [Artistic Swimming Queensland](#)
- [Swimming Queensland](#)
- [Australian Underwater Federation Qld](#)
- [Surf Life Saving Queensland](#)
- [Pool Lifesaving Queensland](#)

## Appendix E – COVID-Safe Plan Checklist

### COVID-SAFE PLAN Checklist (SPORT)

#### Checklist for organisations to follow in operating under the Industry Plan

- 
- Keep up to date with any Queensland Government information regarding sport, fitness and recreation via the [Return to Play website](#).

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  - Read/complete the Safe Work Australia COVID [resource kit](#) to the industry

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  - Check the Queensland Government's [COVID-19 website](#) to confirm your industry has a COVID Safe Plan in place. Otherwise abide by the specific restrictions outlined in the roadmap regarding the number of people, the type of activity and travel allowed.

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  - Check with your State Level Organisation or Peak Body if there is further information or guidance material applicable to your activity for both training and competition.

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  - Check with your venue or facility on any procedures and requirements applicable for the return of activity.

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  - Check with your insurer(s) or insurance broker and confirm coverage inclusions and exclusions. Clarify if there are any specific exclusions caused by COVID-19, if any conditions apply to your policies, if any specific approvals/consents are required and whether return to sport plans can be noted against relevant policies.

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  - Update Risk Management processes in line with the approved Industry Plan and ensure records are kept up to date.

#### Workforce and training

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- Review the Roadmap for easing Restrictions [Framework for COVID Safe Businesses](#) to ensure that Workplace Health and Safety requirements are been met.

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  - Consult with workers/volunteers and their representatives on COVID-19 measures and provide adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.

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  - Provide personal protective equipment (PPE) where necessary and in accordance with the relevant State and National guidelines. For more information view the [Workplace Health and Safety Queensland guide](#).

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  - Ensure completion of any required training – including any that is mandated by the Queensland Government such as staff in industries requiring a COVID Safe Checklist. Training programs will be free to access online through [TAFE Queensland](#).

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  - Postpone or cancel non-essential face-to-face gatherings, meetings and training. Consider teleconferencing/online meeting capabilities.

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  - Implement measures to maximise the distancing between volunteers/workers and participants to the extent it is safe and practical. Review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing.

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  - Modify processes to limit volunteers/workers having to be in close contact, as much as possible. For example: assign volunteers/workers to specific areas to minimise the need to go into other spaces.

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  - Established sports medicine/first aid protocols that limit exposure (refer to Sports Medicine Australia SMA Support during COVID-19).

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  - Ensure any psychosocial risks are managed with processes implemented to manage stress from COVID-19 as outlined in the [Workplace Health and Safety Queensland guide](#).
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## Communication

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Update or develop communications plan with existing channels such as email, text message, and social media to share timely and accurate information with internal and external stakeholder groups.

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Ensure staff and volunteers (coaches, officials, sports medicine, equipment/ ground and administrative personal) have been informed and trained about the conditions/restrictions of re-starting the activity.

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Ensure participants, spectators, parents and carers have been informed about the conditions/restrictions of re-starting the sport and recreation activities, for example:

- change of activities (group sizes, etc)
  - changes of venue/facility practices (handwashing, equipment access, allocated areas).
- 

Ensure participants, coaches, volunteers and spectators have been informed they are not to attend the activity if they:

- are unwell
- have been in close contact with a known active case of COVID-19
- have travelled overseas in the previous 14 days
- have been to a declared COVID-19 hotspot in the previous 14 days

The list of declared COVID-19 hotspots may be found at <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-COVID-19/current-status/hotspots-COVID-19>.

Conditions of entry signage may be displayed.

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Ensure decision making and implementation of decisions is clear within your organisation in the lead up to and during the return to activity.

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Ensure everyone within your organisation (including paid staff and volunteers) understands their role.

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A nominated COVID Safety Coordinator is in place to oversee delivery of your return to activity plan.

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## Financial

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The financial costs of COVID measures and the return to activity have been researched and communicated to your organisation.

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Adjust budgets as necessary for COVID-19 measures and costs.

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Check any applicable Federal or Queensland Government supports such as grants and subsidies have been implemented or applied for.

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Ensure communication of any financial changes (registration/usage/membership fees etc.) to your participants.

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## Legal and compliance

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Ensure your organisation is across all relevant legislation and requirements applicable to return to activity.

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Ensure any necessary consents and approvals to resume sport have been received.

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Ensure completion of a COVID-19 Safety Plan.

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## Physical distancing

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Place signs at entry points to instruct participants and visitors not to enter the venue/facility if they are unwell or have COVID-19 symptoms. The sign should state that your organisation has the right to refuse service and must insist that anyone with these symptoms leaves the premises.

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Use signage and communicate separate entry and exit points (drop off/point up points) and separate participation space areas to minimise contact and maintain the required physical distancing.

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Implement measures to adhere physical distancing requirements off field, during training and competition (noting contact / incidental contact on the Field of Play only is allowed).

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Implement measures to restrict numbers on the premises, ensuring these comply with the Industry COVID Safe Plan and the current stage of roadmap.

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Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.

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Consider using physical barriers (where practical) in high volume interaction areas to promote physical distancing.

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Remove seating or space seating at least 1.5 metres apart. Mark railings or ground to encourage appropriate distancing and BYO seat measure).

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Provide contactless payments or ordering and payment online.

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## **Keeping people healthy**

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Promote and encourage all participants, volunteers, workers and visitors to sign up to the COVID Safe App.

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Contact information must be kept for patrons, contractors and staff and must include full name, phone number, email (or residential address where the person does not have an email account), date and time of entry and exit time or estimated period, where feasible. The information should be securely stored, not used for any other purpose and destroyed after 56 days.

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A system is in place to record, store and if required share data within one hour (subject to privacy law).

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Avoid changing participants between groups to limit co-mingling.

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Promote BYO water bottle to limit water bubbler/tap use.

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Set up hand washing/sanitising stations and practices for participants to easily wash hands before and after (and during if required) their activity.

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Direct participants, volunteers, workers and visitors to stay at home if they are sick, and to go home if they become unwell.

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Put signs and posters up to remind people of the risk of COVID-19.

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Consider the requirements of vulnerable groups (i.e. people with disabilities, Indigenous people, and elderly).

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Know the protocols for notifying health authorities of issues or suspected COVID-19 cases.

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## **Hygiene and cleaning**

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Assess supply needs (including sanitisation, cleaning and PPE) and explore options for sourcing additional supplies required.

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Instruct everyone to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water.

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Instruct participants to practise good hygiene including no touching of eyes, nose or mouth and no spitting or clearing nasal/respiratory secretions on field of play or in other activity settings.

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Implement measures to limit contact with between participants including eliminating handshakes, high fives, huddles and celebrations.

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Provide hand washing facilities including clean running water, liquid soap, and paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.

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Reduce the sharing of equipment and tools and establish cleaning protocols for both shared equipment (e.g. balls), and equipment used in competition (e.g. post pads, goals).

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Establish a protocol for laundering bibs, jerseys or other shared uniform items.

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Where practical – control the use of communal facilities such as change-rooms, showers, gyms and ensure there is the appropriate number of people according to the restriction stages.

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Implement cleaning protocols for communal facilities as per Work Health and Safety during COVID-19: Guide to Keeping your workplace safe, clean and healthy. Found at [https://www.worksafe.qld.gov.au/data/assets/pdf\\_file/0005/191678/COVID-19-overview-and-guide.pdf](https://www.worksafe.qld.gov.au/data/assets/pdf_file/0005/191678/COVID-19-overview-and-guide.pdf)

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Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks). Surfaces used by clients, such as tables, must also be cleaned between clients.

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Consider any necessary changes to the administration of first aid and communicate to necessary personnel.

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### **Food and Beverage Services (Cafes, Canteens)**

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Please complete and display the COVID-Safe Checklist for dining and drinking

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### **Deliveries, contractors and visitors attending the premises**

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Implement a process for COVID Safe deliveries as outlined by [Safe Work Australia](#).

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Use, and ask delivery drivers and contractors to use, electronic paper-work where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures, such as taking a photo of the goods onsite as proof of delivery.

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Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible.

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Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries.

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### **Returning to competition and events**

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Amend usual scheduling of regular fixtures to reduce the number of people at a venue at one time.

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Establish a protocol for 'game day' operations which is communicated to all participants / home and away teams.

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Determine whether your organisation will have a nominated COVID Safety Coordinator as a point of contact / escalation on the day of competition.

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Ensure appropriate approvals are sought for any events.

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### **Review and monitor**

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Regularly review your systems of operation to ensure they are consistent with current directions and advice provided by health authorities.

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## Additional checklist for Facility Managers / Venue Operators

**Please Note:** Venue operators of aquatic facilities AND sport and recreation organisations that utilise aquatic facilities should comply with the Swimming Pool & Aquatic Centre Industry COVID Safe Plan

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- Ensure completion of a COVID-19 Safety Plan for the venue.
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### Communication and training

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- Ensure communication of the completed COVID-19 Safety Plan for the venue.
  - Ensure communication of any procedures and requirements applicable to user groups for the return of activity.
  - Ensure user groups have undergone any required training or venue induction.
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### Manage access

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- Ensure and clearly mark separate entry and exit points (where possible).
  - Develop a plan to manage the bookings and schedule of users.
  - Determine the process to record all visitor to the venue, and liaise with organisations that utilising the venue to ensure record keeping processes are complementary.
  - Update the terms and conditions of venue use and entry as applicable.
  - Implement a process for other restrictions such as cancelling if wet weather to reduce the risk of people congregating such as under shelter.
    - Suitably display signage stating the maximum occupancy allowed, considering the different densities allowed for indoor and outdoor areas as outlined in this Plan.
    - Ensure adequate policies and/or procedures in place to manage and monitor the number of patrons in attendance at the venue/premise at any time so as not to exceed the maximum occupancy allowed under this Plan, considering the different densities allowed for indoor and outdoor areas.
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### Hygiene and cleaning

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- Undertake all hygiene and cleaning measures as outlined above.
  - Undertake a thorough clean of the venue including field of play entry, pitch and coaching equipment, clubrooms, toilets prior to any use by user groups.
  - Consider where doors and gates can remain open to minimise contact.
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### Preparing Field of Play for use

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- Implement a process for auditing facilities to ensure they are in a safe and playable condition.
  - Ensure field of play lines and any other line markings are clearly visible.
  - Ensure field, ancillary and safety lighting is working and provides a sufficient level of illumination.
  - Ensure public areas both in and surrounding the facility (e.g., car park, entry paths, walkways) been checked for possible issues (e.g. broken glass, trip hazards).
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### Review and monitor

- 
- Regularly review your systems of operation to ensure they are consistent with current directions and advice provided by health authorities.
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