

# COVID-safe PLAN



Club name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact person phone: \_\_\_\_\_

Date prepared: \_\_\_\_\_

All Victorian croquet clubs are expected to complete a COVIDSafe Plan, using guidelines provided by Sport and Recreation Victoria. Their aim is to help the sector prepare to safely open and operate in accordance with the easing of restrictions, while ensuring the public feels confident that their health and safety is being protected.

The requirements of the Plan are aligned with the six COVIDSafe principles. Mandatory requirements are marked with a triangle  $\triangle$ .

Some items in a previous version applied only to heavily restricted activities. These no longer include sport and recreation, so these items have been omitted.


When completing your plan, under the 'actions' column of each COVIDSafe principle, outline the actions you will take to meet each of the requirements. If you do not believe a requirement applies to your activity, mark it N/A with an explanation about why it does not apply.



Note that you will need to update your Plan as the requirements change.

More background is provided in the current sector Restart Guidelines, see

<https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services>

Requirement	Action: what the club will do, and who will do it
<b>1. ENSURE PHYSICAL DISTANCING</b> ⚠️ Ensure participants, volunteers and organisers are 1.5 metres apart as much as possible, and density quotients are observed.	
Limit number of participants as per current directions. Check the Return to Croquet guidelines.	
Phase activity to avoid crowding at entry / exit.	
Ensure participants remain 1.5 metres apart	
Apply the official density quotient to indoor spaces (currently 4m <sup>2</sup> per person). Use floor markings to separate people queuing, if appropriate.	
Display signs to show patron limits at the entrance of any enclosed areas where limits apply (currently 20 people in a venue, subject to density quotient of 4m <sup>2</sup> per person).	
Ensure that officials who can work from home, do work from home.	
Use Zoom sessions or similar to provide an alternative to face to face meetings.	
Avoid carpooling as far as possible.	
Organise deliveries and service calls to minimise contact between tradespeople and members.	

Requirement	Action: what the club will do, and who will do it
<b>2. MASKS and PERSONAL PROTECTIVE EQUIPMENT (PPE)</b> 	
<p>Wherever it is required, ensure everyone wears a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to anyone that do not have their own.</p> <p>Masks must be worn when indoors or in a crowded situation where 1.5m social distancing cannot be guaranteed, unless a lawful exception applies. These include:</p> <ul style="list-style-type: none"> <li>• Persons who are deaf or hard of hearing, where the ability to see the mouth is essential for communication.</li> <li>• 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&amp;S guidelines.</li> <li>• Persons whose professions require clear enunciation or visibility of their mouth. This includes teaching or live broadcasting.</li> <li>• Paid sportspeople, when training or competing.</li> <li>• When you are doing any indoor exercise or physical activity where you are out of breath or puffing. Put it on when you finish.</li> </ul> <p>Masks are no longer required out of doors. You must carry a face mask on you and wear it when go inside or are in a crowded situation.</p>	
<p>Provide training, instruction and guidance on how to correctly fit, use and dispose of masks and PPE (where relevant).</p> <p>Inform participants, volunteers and organisers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be changed immediately and the dirty mask stored in an airtight bag or container until it can be washed.</p> <p>For current regulations, see <a href="https://www.dhhs.vic.gov.au/face-masks-vic-covid-19">https://www.dhhs.vic.gov.au/face-masks-vic-covid-19</a></p>	

Requirement	Action: what the club will do, and who will do it
<b>3. PRACTISE GOOD HYGIENE</b> 	
<b>CLEANING</b> <ul style="list-style-type: none"> <li>• Frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs, shared equipment and telephones.</li> <li>• Use appropriate cleaning products, including detergent and disinfectant.</li> <li>• Replace high-touch communal items with hygienic alternatives, eg BYO pens, QR codes</li> <li>• Clean between group sessions</li> <li>• Display a cleaning log in shared spaces.</li> </ul>	
<b>4. RECORD KEEPING: keep records and act quickly if there is a suspected or actual case</b> 	
<p>Support participants, volunteers and organisers to get tested and stay home even if they have only mild symptoms.</p> <p>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.</p> <p>Keep in touch with any affected members. Check on their well-being. Respect their privacy. No need to talk to the media.</p>	
<b>ATTENDANCE RECORDS</b> <p>Establish a process to record attendance by anyone you admit who stays for 15 minutes or more. This information will assist in identifying close contacts.</p>	
<b>RESPONSIBILITY</b> <p>Decide who is responsible for</p> <ul style="list-style-type: none"> <li>• Notifying DHHS and WorkSafe of a positive case at your venue</li> <li>• Collating contact details for anyone attending the club at relevant times, when requested by DHHS.</li> <li>• Undertaking a risk assessment related to the case</li> </ul>	
<b>CLOSURE and CLEANING</b> <p>Prepare to work with DHHS to determine whether the entire facility or parts of it must be closed.</p> <p>Prepare to undertake deep cleaning and disinfection at your premises. See <a href="https://www.coronavirus.vic.gov.au/preventing-infection-workplace#cleaning-and-disinfection">https://www.coronavirus.vic.gov.au/preventing-infection-workplace#cleaning-and-disinfection</a></p>	

Requirement	Action: what the club will do, and who will do it
Prepare to immediately notify members if you have a confirmed COVID-19 case at your club, and advise if the club is to be closed.	
Prepare to re-open once agreed by DHHS and notify members they can return.	
<b>5. AVOID INTERACTIONS IN ENCLOSED SPACES</b>	
<p>Reduce the amount of time anyone attending spends in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> <li>• Enabling activities in outdoor environments</li> <li>• Moving activities outside as far as possible, including serving patrons, meetings, tearooms, lunchbreaks and locker rooms</li> <li>• Enhancing airflow by opening windows and doors</li> <li>• Optimising fresh airflow in air conditioning systems</li> </ul>	
<b>6. CREATE BUBBLES</b>	
<p>Establish a system that ensures members are generally not attending multiple settings / clubs.</p> <p>This includes avoiding as much as possible, having participants playing across multiple teams.</p> <p><i>While sport is classified as Restricted:</i></p> <p>⚠ Maintain records of all participants, volunteers and organisers who have disclosed they are involved with or playing croquet in different groups on the same day.</p>	

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed: .....

Name:.....

Date:.....