



## COVID SAFE PLAN

### **COVID SAFE PLAN**

Macleod Tennis Club is fully committed to having an effective and compliant COVID Safe Plan to minimise the risk of transmission and support the health, safety and wellbeing of our members, committee, volunteers, contractors and the community.

Our COVID Safe Plan explains our arrangements to Prepare, Prevent and Respond to COVID19 in accordance with the Victorian Government COVID Safe Plan guide and template and information from Safety Regulators and the Department of Health and Human Services (DHHS).

We will communicate our COVID Safe Plan with all club participants and stakeholders. We will review and update our plan when anything at our sporting venue changes and when restrictions or public health advice changes. We will continue to monitor all updates given and adapt our procedures accordingly. Committee and members will be consulted on any changes to the plan and information will be provided to all persons at the club.

### **Prepare**

#### **Identify COVID sporting venue transmission risks**

We will identify the roles/tasks/venue with the highest risk of transmission based on the number of people at the club, how long tasks are carried out and transmission risk factors of:

- Physical contact of less than 1.5 meters for more than 15 minutes
- Being in a closed space for more than 2 hours
- People are too close together without separation
- Sharing equipment
- Touching common/high touch surfaces
- Inadequate cleaning protocols
- Inadequate personal hygiene
- Contact with the public
- Exchanging paperwork, receiving incoming goods

#### **Information, Training and Supervision**

People are provided with information about sporting venue transmission risks and the tasks where the risk may be higher if practices are not changed and COVID prevention actions complied with. People are reminded to report any hazards or incidents, as per the existing Incident Reporting process.

We require people to:

- Stay at home if feeling unwell or presenting with any of the symptoms of COVID-19.

The symptoms of COVID-19 include:

- Fever
- Coughing
- Sore throat
- Shortness of breath

Monitor your health for COVID-19 symptoms and if any are present get tested and do not return to the club until a negative result has been confirmed. It may be necessary to isolate and take another test before returning to the club, depending if you have been a close contact of a confirmed case. If you have any known contact with COVID-19, or have a COVID-19 test, you are required to report this to the COVID Safety Officer. Do not visit the club.

If you are required to self-isolate or quarantine, do not return to the club until the required times have been met. Staying home in these times is of great importance in eliminating or minimising transmission and slowing the spread of the virus.

If a person attends the club unwell, or becomes unwell after commencing any activity they will be isolated from other people immediately and must leave the club. The next step is to get a COVID-19 test and do not return to the club until advised it is safe to do, as above.

## Prevent

We have put in place the following preventative measures for our club:

### **Equipment**

Equipment must not be shared.

### **Physical Distancing**

The minimum physical distance requirement of 1.5 metres and 1 person per 4 sq metres must be maintained at all times.

Physical distancing applies anyone attending the club.

There is only up to 10 people from a maximum of 2 households or more than 10 people if all from the same household permitted at the club at any one time.

### **Personal Hygiene**

Posters are displayed to remind people to follow good hygiene practices.

## Protect

To protect themselves and others, we require all visitors to the club to abide by all advice from the Department of Health and Human Services including but not limited to:

### **Good Hygiene Practices**

Practise good hygiene which includes regular hand washing or sanitising.

Any coughing or sneezing must be contained, preferably by facing away from other people into the elbow area to minimise the spread of droplets.

### **Physical Distancing**

Practise physical distancing. Remain a distance of at least 1.5 metres from other people at the club, with the exception of tasks that require two people. These tasks are generally carried out well within the close contact category of 15 minutes.

A minimum of 4 square metres per person must be maintained.

Gatherings will not be held on the premises of the club.

### **Face Covering**

Face covering is a requirement of the Victorian Government and breaches of this requirement exposes yourself and other people to increased risk of infection with COVID-19.

Face covering is mandatory when away from your home and must be worn at the club. There are some exceptions provided by the DHHS including physical exertion which causes a person to be out of breath, medical reasons (with a GP exemption certificate), smoking/vaping, eating/drinking.

Fitted face masks to be worn when entering and exiting the club.

### **Isolation/ Quarantine**

Anyone who tests positive for COVID 19 should remain at home in self-isolation until they have been notified by DHHS that they met the criteria for release.

Anyone who is identified to be a close contact of a person with COVID-19 by DHHS must stay home for 14 days after their last close contact with the positive case, as they must self-quarantine for this period. During self-quarantine, people should watch for symptoms and seek medical assessment and testing if they develop symptoms such as fever, sore throat, runny nose, shortness of breath or a loss of their sense of taste or smell

## **Respond**

If a person becomes unwell at the club:

If a person becomes unwell at the club or is notified of a change in their COVID-19 status while at the club (e.g. notified they have been identified as a close contact of a suspected or confirmed case), they are to notify the Covid Safety Officer immediately. The person is to be supported to travel home immediately. The person will be instructed to undergo a COVID-19 test and self-isolate in accordance with advice from the DHHS. If the person is not able to leave the club immediately, they should be taken to a suitable, isolated area, wearing a mask and be away from other people until they are able to leave.

**In the event of a confirmed case, people are to:**

- Notify the Covid Safety Officer immediately.

**We will:**

Communicate and consult with other people who attend the club. Close contacts who may be at higher risk of having contracted the virus are people you have been within the physical distancing zone of 1.5 metres for more than 15 minutes. The risk is increased if this contact was in an enclosed space.

Ensure contact details are up to date and we have daily records of schedules and location mapping information for contact tracing to accurately occur.

Identify cleaning locations and undertake cleaning and disinfection as per requirements of the DHHS, overseen by a competent person. Follow all requirements of the DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the club.

Advise people with relevant information when/if:

- The club has had a confirmed case
- The club is closed
- The club is undergoing deep cleaning protocols
- The club is reopening

Review our processes and revise our systems to prevent a recurrence.

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<b>Responsibility</b>	COVID Safety Officer