

# Community Sport and Recreation COVIDSafe Plan

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Organisation name: BERWICK TENNIS CLUB

Plan completed by: Samantha Couper (BTC Committee Member)

## Revision History:

Version	Date	Description of changes
01	17 Jun 2020	First Release
02	14 Jul 2020	Revised outline for social hitting & coaching in accordance with Vic Gov's restrictions update
03	24 Jul 2020	Updated to include information provided by Tennis Victoria on mask wearing for those in the Melbourne Metro and Mitchell shires.
04	10 Aug 2020	Updated to reflect Victorian Metro Melbourne Stage 4 restrictions
05	21 Oct 2020	Updated to reflect Vic Metro Melbourne Roadmap changes effective 11:59pm 18/10/2020
06	31 Oct 2020	Updated to reflect Vic Metro Melbourne Roadmap changes effective 11:59pm 28/10/2020
07	27 Dec 2020	Updated to reflect Victorian Gov Guidelines and Tennis Victoria guidelines for a return to tennis (23/11/20)
08	01 Feb 2021	Updated to reflect Victorian Gov Guidelines – removal of mandatory mask wearing Updated to include that clubrooms are now open
09	31 Mar 2021	Updated wording to comply with current Victorian Gov guidelines & Tennis Victoria instructions
10	04 May 2021	Updated to comply with current Vic Gov & Tennis Victoria guidelines
11	12 July 2021	Updated to comply with current Vic Gov & Tennis Victoria guidelines
12	23 Aug 2021	Updated to comply with current Vic Gov & Tennis Victoria guidelines
13	30 Sep 2021	Updated to comply with current Vic Gov & Tennis Victoria guidelines
14	24 Oct 2021	Updated to comply with current Vic Gov & Tennis Victoria guidelines
15	09 Nov 2021	Updated to comply with current Vic Gov & Tennis Victoria guidelines
16	23 Nov 2021	Updated to comply with current Vic Gov & Tennis Victoria guidelines
17	08 Feb 2022	Updated template & updated to comply with current Vic Gov & Tennis Victoria guidelines
18	04 Apr 2022	Updated to comply with current Vic Gov & Tennis Victoria guidelines
19	29 Apr 2022	Updated to comply with current Vic Gov & Tennis Victoria guidelines

# Community Sport and Recreation COVIDSafe Plan

## 1. Ensure physical distancing

Requirements	Action
<p><b>You must ensure participants, volunteers and organisers are 1.5 metres apart as much as possible.</b></p> <p><b>This can be done by:</b></p> <ul style="list-style-type: none"><li>• Modifying sporting activities to ensure participants remain 1.5 metres apart where possible except when engaging in physical activity permitted by the Chief Health Officer directions</li><li>• Displaying signs to show patron limits at the entrance of enclosed areas where limits apply</li><li>• Informing organisers and volunteers to work from home wherever possible</li></ul> <p>You may also consider:</p> <ul style="list-style-type: none"><li>• Minimising the build-up of people waiting to enter and exit the venue/facility</li><li>• Using floor markings to provide minimum physical distancing guides</li><li>• Reviewing delivery protocols to limit contact between delivery drivers and organisers and volunteers</li></ul>	<ul style="list-style-type: none"><li>• There are no vaccination requirements for players and spectators</li><li>• Spectators are permitted</li><li>• Physical distance signage displayed in the clubrooms</li><li>• Physical distance signage displayed on entry/exit doors to the clubrooms</li><li>• Clubrooms are open</li></ul>
<p><b>You must apply the density quotient to configure shared activity areas and publicly accessible spaces to ensure that:</b></p> <ul style="list-style-type: none"><li>• You are complying with any density quotient, any group size limits and other restrictions applicable to the type of facility being used.</li></ul>	<ul style="list-style-type: none"><li>• Not applicable</li></ul>
<p>You should provide training to organisers and volunteers on physical distancing expectations while working and socialising.</p>	<ul style="list-style-type: none"><li>• Email communication sent to members at commencement of coaching, recreation and competition play to remind and enforce the importance of physical distancing both during activities and social interactions</li><li>• Volunteers, organisers and competitors are aware and encouraged to practice strategies to maintain physical distancing</li><li>• Signage displayed in clubrooms reminding participants, volunteers and organisers on hand and cough hygiene, including how to wash and sanitise their hands correctly</li><li>• Email communication sent to members to enforce that no high fives, handshakes, or other physical contact other than physical activity permitted by the Chief Health Officer as part of the game</li><li>• Email communication sent to members reinforcing the importance of not attending activities or events if unwell</li></ul>

## 2. Wear a face mask

Requirements	Action
<p><b>You must ensure all participants, volunteers and organisers entering the venue/facility wear a face mask as per public health advice</b></p> <p><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> <p>This includes:</p> <ul style="list-style-type: none"><li>• Providing adequate face masks and Personal Protective Equipment (PPE) to participants, volunteers and organisers that do not have their own</li><li>• A mask must be of at least two plies and covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements.</li></ul>	<ul style="list-style-type: none"><li>• Face masks are NOT required to be worn</li></ul>
<p>You should install screens or barriers in the venue/facility for additional protection where relevant.</p>	<ul style="list-style-type: none"><li>• Not applicable</li></ul>
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>Masks must be worn at all times except when out of breath or puffing from strenuous exercise unless a lawful exception applies.</p> <p>You should 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>	<ul style="list-style-type: none"><li>• Not applicable</li></ul>

## 3. Practise good hygiene

Requirements	Action
<p><b>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs, shared equipment and telephones.</b></p> <p>You should:</p> <ul style="list-style-type: none"><li>• Clean surfaces with appropriate cleaning products, including detergent and disinfectant</li><li>• Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so</li><li>• Minimise the sharing of equipment. All equipment must be cleaned and disinfected between uses</li><li>• Clean between user groups or sessions</li></ul>	<ul style="list-style-type: none"><li>• Cleaning and disinfecting instructions and log displayed on clubroom kitchen wall<ul style="list-style-type: none"><li>- High touch surfaces (alarm system, light switches, handles, benches, tables, toilets and taps) to be cleaned frequently</li><li>- Alcohol wipes are used on alarm keypad, door handles, light switches</li><li>- Disinfectant in the toilet bowls and hospital grade spray to clean toilets, handbasins and kitchen.</li></ul></li><li>• Cleaning and disinfecting products can be found in the kitchen</li><li>• Monitoring/restocking of supplies of cleaning products is carried out by committee members</li><li>• Participants, volunteers and organisers to bring their own personal equipment, ideally labelled with their name and reinforce that equipment should not be shared</li><li>• No sharing of personal items such as water bottles, food and towels</li></ul>
<p>You should display a cleaning log in shared spaces.</p>	<ul style="list-style-type: none"><li>• Log can be found in kitchen</li></ul>

Requirements	Action
You should make soap and hand sanitiser available for all participants, volunteers and organisers throughout the venue/facility and encourage regular handwashing.	<ul style="list-style-type: none"> <li>• Automatic Handy Sanitizers are located at both entry/exit doors of the clubrooms</li> <li>• Hand soap located at kitchen tap and in toilets</li> <li>• Sanitizer refills are located in the storage room off the kitchen</li> <li>• Hand washing signage displayed in toilets</li> <li>• Attendees will sanitise their hands upon arrival and departure at the venue/facility.</li> </ul>

## 4. Keep records and act quickly if participants, volunteers or organisers become unwell

Requirements	Action
<b>You must support participants, volunteers and organisers to get tested and stay home even if they only have mild symptoms.</b>	
<p><b>You must develop a plan to manage any outbreaks. This includes:</b></p> <ul style="list-style-type: none"> <li>• Having a plan to respond to a participant, volunteer or organiser being notified by health authorities that they are a positive case and attended the facility whilst infectious, noting 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.</li> <li>• Having a plan to identify and notify close contacts in the event of a positive case attending the venue/facility during their infectious period. You are also required to notify DHHS of the positive case</li> <li>• Having a plan in place to clean the venue/facility (or part) in the event of a positive case</li> <li>• Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts</li> <li>• Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your venue/facility</li> <li>• Having a plan in the event that you have been instructed to close by DHHS</li> <li>• Having a plan to re-open your venue/facility once agreed by DHHS and notify participants, volunteers and organisers they can return to the venue/facility</li> <li>• More information can be found at <a href="https://coronavirus.vic.gov.au">coronavirus.vic.gov.au</a></li> </ul>	<ul style="list-style-type: none"> <li>• All participants, volunteers, parents/carers or organisers in attendance for activities/events (including cleaners, delivery drivers) are asked to not attend the BTC if they are unwell.</li> <li>• Under current Victorian Government Health Rules it is up to the individual to notify the BTC if they have been onsite while infectious</li> <li>• BTC President to notify participants, volunteers and organisers and close contacts about a positive case in the venue/facility, if applicable</li> <li>• BTC clubrooms to be cleaned/disinfected if known positive case has been inside the clubrooms</li> </ul>
<b>You must keep records of all people who enter the venue/facility for contact tracing.</b>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

## 5. Avoid interactions in enclosed spaces

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Requirements	Action
<p>You should reduce the amount of time participants, organisers, parents, carers and anyone in attendance for activity are spending in enclosed spaces (e.g. entrances, bathrooms, changerooms and clubhouses) (where use of indoor areas are permitted under the restrictions).</p> <p>This could include:</p> <ul style="list-style-type: none"><li>• Enabling working activities in outdoor environments</li><li>• Moving as much activity outside as possible, including serving customers patrons, meetings, tearooms and lunchbreaks and locker rooms.</li><li>• Enhancing airflow by opening windows and doors</li><li>• Optimising fresh air flow in air conditioning systems</li></ul>	<ul style="list-style-type: none"><li>• Windows and doors are to be kept open for optimum air flow if the clubrooms are in use at the start or each session or activity</li><li>• Airconditioning can be used weather determining</li><li>• Where applicable, minimise the activity conducted in foyers, entrances, clubrooms, bathrooms and changerooms</li><li>• Access gates to courts to be left open during coaching periods. At all other times they are to be locked and only accessible by members who know the lock codes.</li></ul>

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## 6. Create workforce/activity bubbles

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Requirements	Action
<p>Limit the number of participants, volunteers and organisers engaging in activities across multiple teams/venues/facilities where practical. This includes avoiding having participants playing across multiple teams</p>	<ul style="list-style-type: none"><li>• Not applicable</li></ul> <p>NOTE: Set4Tennis coaching business maintains daily records for coaching and junior competitions</p>

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