



## About the Community Sport and Recreation COVIDSafe Plan

The Community Sport and Recreation (CSR) COVIDSafe Plan has been developed to support the community sport and recreation sector prepare to safely open and operate in accordance with the easing of restrictions, while also ensuring the public feels confident that their health and safety is being protected.

It is important to develop your CSR COVIDSafe Plan in accordance with the **Community Sport and Physical Recreation Industry Restart Guidelines** and the restriction level at the time (Closed, Heavily Restricted, Restricted, Open with a COVIDSafe Plan). The Guidelines can be found here: <https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services>.

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

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

The template has been customised to assist sport and recreation facility owners and operators, State Sporting Associations (SSAs), National Sporting Organisations (NSOs) and peak sport and recreation bodies to prepare a CSR COVIDSafe Plan that incorporates the mandated COVIDSafe principles. CSR COVIDSafe Plans can be adopted and implemented by leagues, associations and clubs.

Community sport and recreation workplaces, venues/facilities, associations and clubs will be responsible for completing the CSR COVIDSafe Plan and ensuring it is implemented at open workplaces, venues and facilities.

To support communication with local government authorities as community sport facility/venue owners and their members, SSAs will be asked to upload a copy of their CSR COVIDSafe Plan on their website and make it available upon request.

### **In order to be compliant with public health directions, plans must:**

- Align with the directions issued by the Victorian Chief Health Officer
- Provide complete responses and the required supporting documentation
- Account for the current permitted level of sport or recreation activity in your plan and identify how your plan will respond to changes in permitted levels of activity.
- Ensure that activity resumption does not compromise the health of individuals or the community
- In addition to completing a CSR COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your CSR COVIDSafe Plan, if directed to do so, by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.



# How to develop your CSR COVIDSafe Plan

## 1. Understand your responsibilities

Information on public health directions applying to organisations is available at [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au).

## 2. Prepare your plan

Below is the CSR COVIDSafe Plan template which you will need to complete. The CSR COVIDSafe Plan is grouped into six COVIDSafe principles:

1. Ensure physical distancing
2. Wear a face mask
3. Practise good hygiene
4. Keep records and act quickly if participants, volunteers or organisers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce/activity bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply. If you do not believe a requirement applies to your activity, it should be marked N/A with an explanation about why it does not apply.

**Mandatory requirements under public health direction feature this symbol:**



- All other points are highly recommended for keeping your participants, volunteers, organisers and members safe and venues/facilities open, but are not mandatory.
- Some of the requirements in the CSR COVIDSafe Plan may not apply to your organisation or club. Where the requirement does not apply to your organisation or club it should be marked N/A (not applicable).

## 3. Keep your plan up-to-date

Your CSR COVIDSafe Plan must be reviewed and updated routinely and when restrictions or public health advice changes. Organisations with multiple venues/facilities must complete a CSR COVIDSafe Plan for each worksite.

You do not have to lodge your CSR COVIDSafe Plan with the Victorian Government, however, you may need to provide your CSR COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your CSR COVIDSafe plan.

## 4. Share your plan

Your participants, volunteers, organisers and members need to be familiar with this plan. Once you have completed the plan, share it with your participants, volunteers, organisers and members and occupational health and safety representatives or COVIDSafe officer, if applicable.

**For further guidance on how to prepare your CSR COVIDSafe Plan or any other questions, please visit [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au) or call the Business Victoria Hotline on 13 22 15.**

# CSR COVIDSafe Plan

Organisation name: The Ballarat Regional Tennis Centre

Plan completed by: Joanne Benoit

Date reviewed: 2<sup>nd</sup> March 2021



# 1. Ensure physical distancing

## Requirements

## Action



**You must ensure participants, volunteers and organisers are 1.5 metres apart as much as possible.**

**This can be done by:**

- Modifying sporting activities to ensure participants remain 1.5 metres apart where possible except when engaging in physical activity permitted under the Chief Health Officer directions (e.g. contact sport where permitted).
- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply (where use of indoor areas are permitted under the restrictions)
- Informing organisers and volunteers to work from home wherever possible
- Note that where physical recreation facilities are permitted to open for classes for members of the public, specific additional requirements apply such as staggering class times. For more information see <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

**You may also consider:**

- Minimising the build-up of people waiting to enter and exit the venue/facility.
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and organisers and volunteers (where relevant)



**You must apply the density quotient (where applicable) to configure shared activity areas and publicly accessible spaces to ensure that:**

- You are complying with any density quotient, any group size limits and other restrictions applicable to the type of facility being used. Requirements can be found in the Industry Restart guidelines

You should provide training to organisers and volunteers on physical distancing expectations while working and socialising. This should include:

- Avoiding car-pooling unless not reasonably practical for participants to travel another way.

## If your activity is restricted or heavily restricted, you must also:



Reduce participant, volunteer and organiser levels in accordance with industry directions.



Limit number of patrons in accordance with Chief Health Officer directions.



Have no carpooling.



**Heavily Restricted Industries Only**

Organisers and volunteers must work from home, if they can.

Only one entry point to the venue. Although there is free movement within the venue once entered.

Entry to the club house (single entry, staffed to observe social distancing being adhered to) will only be for the purpose of accessing internal toilets and collecting food from canteen.

### Pennant

BRTC Pennant players will be allowed entry to pay match fees before play,

For on court activities, no modifications required for doubles play or singles play.

No extra people are permitted courtside other than the players required for the match on that court or umpires when necessary and only when BRTC appoints them.

Physical distancing will be encouraged at all times.



## 2. Wear a facemask

### Requirements

### Action



You must ensure all participants, volunteers and organisers entering the venue/facility wear a face mask as per public health advice.

Updated public health advice on masks is available at:

<https://www.dhhs.vic.gov.au/face-masks-vic-covid-19>

All staff, volunteers and players are required to have masks on their person, to wear if circumstances arise where they cannot socially distance.

You should install screens or barriers in the venue/facility for additional protection where relevant.

You should provide training, instruction and guidance on how to correctly fit, use and dispose of masks and PPE (where relevant). Masks must be worn at all times except when out of breath or puffing from strenuous exercise or unless a lawful exception applies. These include:

- Persons who are deaf or hard of hearing, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face mask would create a risk to that person's health and safety related to their work, as determined through OH&S guidelines.
- Persons whose professions require clear enunciation or visibility of their mouth. This includes teaching or live broadcasting.
- Professional sportspeople when training or competing.
- When you are doing any exercise or physical activity where you are out of breath or puffing. Examples include jogging or running, but not walking. You must carry a face mask on you and wear it when you finish exercising.

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.

This guidance will be given when and where necessary

There are no additional requirements for restricted or heavily restricted activities.



### 3. Practise good hygiene

#### Requirements

#### Action



**You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs, shared equipment and telephones.**

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Sharing of equipment should be kept to a minimum and all equipment must be cleaned and disinfected between use
- Clean between user groups or sessions



**You must display a cleaning log in shared spaces.**

You should make soap and hand sanitiser available for all participants, volunteers and organisers throughout the venue/facility and encourage regular handwashing.

Hand sanitizer bottles will be available at the entry points to the venue as well as at the entrance to the club house and at the tournament box

**Players** are encouraged to bring their own as well.

Cleaning of high touch surfaces will be conducted regularly throughout the day.

Non-cash payment options are available for canteen/bar (club volunteer run activity)

Cleaning of the clubhouse/toilets to occur throughout the day.

Soap will be freely available in the toilet area at all times and regular handwashing is suggested.

**If your activity is restricted or heavily restricted, you should also:**

Conduct an audit of cleaning schedules.



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

### Requirements

### Action



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

Anyone even with any mild symptoms will be required to stay home and get tested and we will support this



**You must develop a plan to manage any outbreaks. This includes:**

- Having a plan to respond to a participant, volunteer or organiser being notified by health authorities that they are a positive case and attended the facility whilst infectious. People who show symptoms or have been in close contact should NOT attend the venue/facility or activity until they receive their test results or have completed their quarantine period and are cleared by DHHS.
- Having a plan to identify and notify close contacts in the event of a positive case attending the venue/facility during their infectious period. You are also required to notify DHHS of the positive case.
- Having a plan in place to clean the venue/facility (or part) in the event of a positive case.
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your venue/facility.
- Having a plan in the event that you have been instructed to close by DHHS.
- Having a plan to re-open your venue/facility once agreed by DHHS and notify participants, volunteers and organisers they can return to the venue/facility.
- More information can be found at <https://www.dhhs.vic.gov.au/workplace-obligations-covid-19>.

Response plan for COVID outbreak.  
Club Manager –  
Robert Benoit – 0417113 506  
has ultimate authority on site to enact this plan for TV.



**You must keep records of all people who enter the venue/facility for more than 15 minutes for contact tracing. This does not include passive users of open parkland and recreational spaces.**

### If your activity is restricted or heavily restricted, you must also:



#### Restricted Industries

Ask participants, volunteers and organisers to declare verbally before each session that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

#### Heavily Restricted Industries

Ask participants, volunteers and organisers to declare in writing or electronically before each session that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

## 5. Avoid interactions in enclosed spaces

### Requirements

### Action

You should reduce the amount of time participants, volunteers, organisers, parents, carers and anyone in attendance are spending in enclosed spaces (e.g. entrances, foyers, bathrooms, changerooms and clubhouses).

This could include:

- Enabling activities in outdoor environments
- Moving as much activity outside as possible, including serving patrons, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems.

This is predominantly an outdoor event, with access to indoor space for participants (clubhouse) limited for use of toilets and canteen.

Noting that the clubhouse space has previously been relied upon by participants as a cool, shaded space, additional shade structures, misting stations and water will be provided at the venue to minimise the effect of heat on participants.

**There are no additional requirements for restricted or heavily restricted activities.**





## 6. Create workforce/activity bubbles

### Requirements

You should limit the number of participants, volunteers and organisers engaging in activities across multiple teams/venues/facilities where practical. This includes avoiding as much as possible, having participants playing across multiple teams.

### Action

There is a single site for this event.

### If your activity is restricted or heavily restricted, you must also:



Limit or cease the number of participants, volunteers and organisers engaging in activities across multiple teams/venues/facilities.



Maintain records of all participants, volunteers and organisers who have disclosed they are engaging in activities across multiple teams/venues/facilities.



## **Community Sport and Recreation COVIDSafe Plan Guide**

This guide has been designed to accompany your CSR COVIDSafe Plan and provides a number of suggestions / example actions for how to implement requirements.

Please use this guide to help you complete your CSR COVIDSafe Plan.  
For further information go to [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au).