

COVID Safe Plan



Return to training

The following template has utilised the Victorian government's COVIDSafe plan and has been adapted by Rowing Victoria to suit the needs of the Victorian rowing community.

Club/school name: Y Rowing Club
 Site location: 34 Lakeside Drive, Albert Park VIC 3206
 Contact person: Alison, President
 Contact person phone: (03) 9592 2147
 Date prepared: 24 November 2020 v2

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	Advice on cleaning is available from the Department of Health and Human Services and the Commonwealth Department of Health .
Provide and promote hand sanitisation stations for use on entering building and other locations in the club and ensure adequate supplies of hand soap and paper towels are available for all members and visitors to your club.	<ul style="list-style-type: none"> Members to sanitise hands on entry and exit to the Club Sanitation stations are set up at entry to boat bay from all entrances If bathroom use required, members are required to wash hands following DHHS hand cleaning guidelines (eg. Minimum 20 seconds). Soap and hand dryer to be provided by the Club in the bathroom. Ideally members should also carry their own hand sanitiser for use before entry to the Club Sanitation stations will include hand sanitiser, disinfectant wipes, gloves and spare masks. Members are to comply with instructions from DHHS (displayed at Club) about steps to reduce risk of coronavirus
In areas or club where it is required, ensure all members/visitors wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to all that do not have their own.	<ul style="list-style-type: none"> Members are to wear masks in accordance with State Government Regulations at all times, ie Indoors Disposable masks will be available at sanitation stations for any members who require a mask
Provide training to members/visitors on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> Use of COVID Safe app encouraged Members provided information on the website and booking confirmations about COVID-19 hygiene practices at the Club All members agree to abide by the Club's COVID Safe plan when booking their session on the website. Club to display DHHS guidance on correct use and disposal of PPE, and reducing the risk of COVID-19

<p>Replace or limit the exposure of high-touch communal items with alternatives. For example, pens, buckets, sponges, hoses.</p>	<ul style="list-style-type: none"> • All touchpoint, tools and equipment used are to be wiped down after use • Nominated safety officer to prepare wash buckets and place outside for use by members after rowing.
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Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of members/visitors), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily when clubs are in use).</p>	<ul style="list-style-type: none"> • All equipment used by members is to be thoroughly washed with soap and water after use, focusing on touch points such as oar handles and gates. • Club cleaner to use disinfectant cleaning supplies, and focus on cleaning of touchpoints in addition to general cleaning duties.
<p>Ensure all boats, oars and other equipment are cleaned and disinfected after use.</p>	<ul style="list-style-type: none"> • Members are responsible for cleaning the equipment (boats and oars) post the session/prior to returning to the storage area. • Following a session, boats and oars are to be placed on trestles either on the pontoon or grass area next to the Club and are to be thoroughly washed inside and out with soap and water. • Cox Boxes are to be wiped down with disinfectant wipes before and after use. Coxboxes will be moved near the sanitation station. <p><u>Oar Sanitisation Guidelines</u></p> <ul style="list-style-type: none"> • Before you pick up any equipment, wash your hands at the shed using soap/water or hand sanitiser • On selection of a set of oars and before rowing spray the hand grips disinfectant spray • On return from rowing wash the oars thoroughly using soapy water paying special attention to the hand grips; • Hang the oars in the oar rack to dry, please do not spray them with the spray at this time; • Repeat the process next time you row
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Back up cleaning supplies to be stored in the toolshed - if supplies at sanitation stations are exhausted • Committee members to check supply levels before each session.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting club attendance	
<p>Establish a system to screen members and visitors before accessing the club.</p>	<p>The following measures have been put in place and communicated to all members via the Club booking system, this COVID Safe Plan and information displayed at the Club:</p> <ul style="list-style-type: none"> • DHHS guidelines and information are prominently displayed and available • Acknowledgement by members in the booking system that they will comply with Club's COVID Safe Plan.

<p>Use floor markings to provide minimum physical distancing guides between areas that are likely to create a congregation of members/visitors.</p>	<ul style="list-style-type: none"> ● Floor markings near oar bays to ensure physical distancing ● Members not to move Ergos from position.
<p>Avoid any build up of individuals waiting to enter and exit the club.</p>	<ul style="list-style-type: none"> ● Members to arrive at booked times only ● Signage limiting occupancy to 16
<p>Assembly areas and pickup/drop off areas should be separated to mitigate congregation.</p>	<ul style="list-style-type: none"> ● Members to arrive at booked times only
<p>Provide training to staff, members, visitors, volunteers on physical distancing expectations.</p>	<ul style="list-style-type: none"> ● Members advised in booking confirmation email of requirement not to attend Club if unwell ● DHHS information to be displayed prominently at Club ● Information on physical distancing and hygiene requirements to be provided to members on website ● Booking system to monitor attendance and record contact tracing details ● Virtual briefing to members available on website
<p>Spectators, and other non-participants watching activities should not attend activities unless they have an essential role or they are parents and/or guardians.</p> <p>What protocols will be in place to restrict access to athletes and maintain recommended physical distancing?</p>	<ul style="list-style-type: none"> ● Only members attend the Club. No non-participants or program participants, [other than Albert Park College to access their boat] ● Members are advised that they are not to attend the Club, unless for a booked session ● Provide clear signage at all entry points. ● Safety officer is prepared to politely ask non-essential personnel to leave the Club
<p>Prepare to manage multiple tenants in the one club house.</p>	<p>Albert Park College</p> <ul style="list-style-type: none"> ● COVID safe plan and instructions/information to be provided to Albert Park College ● Contact tracing required of Albert Park College attendees
<p>Review and update training schedules and timetables where possible to limit the number of attendees at the club at one time. Ensuring that attendance numbers is no greater than permitted at the time by COVID-19 restrictions.</p>	<ul style="list-style-type: none"> ● Members are to only attend sessions booked via the Club's online booking system ● The booking system limits numbers per session as per government guidelines ● Sessions are for 90 minutes only and members must have completed their on-water session, cleaned and returned equipment and left the club, within their one hour booking.

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Ensure club logbooks are accurately recording the date and time of all members/visitors who attend the club.</p>	<ul style="list-style-type: none"> ● All attendance at the Club is monitored through the online booking system ● Members must include all requested information in their booking, or booking may be cancelled ● Online booking system to be monitored by the Club Committee to ensure compliance

Guidance	Action to ensure effective communication
Communication	
How will you coordinate and communicate any changes to the directions to your clubs, members and stakeholders?	<ul style="list-style-type: none"> • Club email and/or newsletter • Online booking system and website • Visible signage at the club • Virtual briefings which will be recorded for people to watch at a convenient time.
Do you have strategies to address non-compliance?	<ul style="list-style-type: none"> • Cancellation of booking requests • Limiting access to bookings • Possible membership suspension • Reporting to the authorities
Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare to identify close contacts and providing members and visitor records to support contact tracing.	<ul style="list-style-type: none"> • Online booking records maintained for contract tracing • Committee to monitor online bookings for compliance, and take action where non-compliance
Prepare to assess whether the club or parts of the club must be closed. Prepare to undertake cleaning and disinfection at your club.	<ul style="list-style-type: none"> • Members are to alert the Club if they have been identified as COVID positive or a close contact. • Should there be a contamination concern at the Club, all members will be advised not to attend the Club until further advised. • The Club will isolate any affected area, and wait until the area has been cleaned and disinfected by a cleaning contractor. Official communication will be sent out when the Club can be used again.
Prepare for how you will manage a suspected or confirmed case during a training session.	<ul style="list-style-type: none"> • Should a member feel unwell during a session, they should isolate immediately, be given a mask and sent home to consult their Doctor. The Club Committee should be notified immediately • If a member begins to cough/ sneeze for any reason, the rowing session should be ended and all other crew members physically distance from the person • Members are advised to not attend training if they feel unwell and to leave training if they feel unwell. • Members can call the COVID-19 triage care hotline as necessary for further advice –1800 020 080.
Prepare to notify members and site visitors (including close contacts)	<ul style="list-style-type: none"> • The contact details for all who enter the club, including dates and times, are recorded and up to date in online booking system • Email groups are in place to communicate with all members quickly • Committee members will follow up written communication with a phone call to ensure the message has been delivered.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your club.	Not applicable at this stage.
Prepare to re-open your club once agreed by DHHS and notify members they can return.	<ul style="list-style-type: none"> • Appropriate cleaning processes and supplies are in place. • COVIDSafe plan is in effect and communicated to members prior to re-opening Club

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the rowing club or school.

Signed _____

Name _____

Date _____