



DRAGON BOAT QUEENSLAND COVID SAFE PLAN

Purpose

The purpose of COVID Safe Plans are to help businesses/organisations in a specific industry show the health authorities and the community that they operate safely and can service more customers/members than outlined in the roadmap.

Overview

Dragon Boat

Dragon boating operates outdoors in an open and fresh air environment (rivers, lakes, canals). This group is primarily non-contact sports. Participants are often not facing each other, and there is a high likelihood of a breeze being present. This group primarily use watercraft that cater for multiple people in one craft. Participants are likely to be socially distanced at distances less than 1.5m during training and/or competition. Some sharing of watercraft and equipment occurs.

Assumptions

Dragon Boat:

Dragon Boating forms one component of the QSport Aquatic Sports group which represents all relevant water sports who worked together to facilitate a viable reopening and resumption of aquatic sports across Queensland. Based on the collaboration of the group with input from QSport staff, Queensland Government Sport and Recreation staff and representatives from other aquatic sporting industry groups and stakeholders, the group requested the following:

- Consideration of the 1.5m social distancing for training (Stage 2), particularly for sports involving water craft that are conducted outside, have no contact and have distancing of an average of 1m in most crafts with participants facing the same way. Dragon Boating as an example will reduce maximum numbers per boat to 12, including 10 paddlers (instead of 20) plus a steerer and a coach or drummer.
- A relaxation of 1.5m for training and/or competition (Stage 3), particularly if outside and for those sports with accidental and unintended contact (exemption whilst participating in the sporting activity only).
- Permission to conduct activities for multiple groups (Stage 2 limited to 20 people) within venue capacity and density limits and taking into consideration the overall size of a venue and multiple facilities within a venue and social distancing observed between groups to ensure there is **no co-mingling**.
 - Dragon Boating are primarily operating from parks, beaches, facilities with vast space and the activity occurs in open water. There is an ability to facilitate multiple groups as venue capacity and density limits allow and social distancing requirements dictate combined with the safe operation of the sporting activity. As an example: three groups of 20, who arrive at the location

30 minutes apart, use separate equipment and conduct activities separately on the water would meet the intentions of the health guidelines. In addition, the ability to return separately and depart a venue 30 minutes apart would ensure best practice. In a normal training session, there can be up to 60 participants in three separate groups, meaning on water activities where participants do not come in contact with each other.

Dragon Boating made their requests based on the following requirements and the details of this document:

- Dragon Boating has specific modified training and/or competition guidelines to adhere with Government recommendations and requirements (such guidelines can be provided on request).
- Dragon Boating will adhere to any other specific venue specific guidelines or other Industry COVID Safety Plans developed for each facility utilised for training and competition.
- The sport will appoint a COVID-19 Safety Coordinator using the Sport AUS Position Description as a template - https://www.sportaus.gov.au/return-to-sport#covid-19_safety_coordinator

INTERACTION BETWEEN APPROVED INDUSTRY COVID SAFE PLANS

If there are multiple activities being undertaken at a venue/facility (for example - dining, sports, fitness or recreational), several approved industry plans may apply. If this is the case, the following will apply:

- Where there is clear separation between the activities (e.g. dining and sport) the relevant plan applies to the relevant area. A COVID Safe Statement of Compliance for the appropriate plan will be displayed in each area.
- Where the activities cross over (for example amenities, entry/exits, carparks):
 - Where possible these areas of cross over will be minimised. Such as designating a particular entry, exit, amenities and carpark for each activity.
 - Where the cross over cannot be minimised, a decision will be made as to which plan takes priority in which common area and will be followed.
 - For example, the entry, exit, carpark and amenities may be common to both activities and will be managed under the dining plan.
 - In this case the entity responsible for the dining plan will ensure these areas are appropriately managed and the separate groups from the dining and sport activity will not intermingle.

Where a business is operating alongside of a not-for-profit community group, the business would normally take responsibility for managing the shared or common areas.

The approved Industry plans are located at www.COVID19.qld.gov.au.

Table of Contents

Purpose	1
Overview	1
Assumptions	1
Dragon Boat:	1
INTERACTION BETWEEN APPROVED INDUSTRY COVID SAFE PLANS	2
1. Introduction	4
2 Key Principles	4
3 Responsibilities under this Plan	5
4 Risk Management and Workplace Health and Safety Requirements.	5
4.1 Risk Management:	5
4.2 Workplace Health and Safety.....	6
5 Return to Sport Arrangements	7
5.1 Queensland Government Framework Arrangements	7
5.2 Roadmap to easing Queensland’s restrictions.....	8
6 Recovery	9
Part 1 – Sport Operations	9
Part 2 – Facility Operations	15
Appendix B: Sport Specific Information	21
Part A – Sport Specific Information Matrix.....	21
Part B - Shared Link to Member SSO Documents / Sites:	22
Dragon Boat QLD	22
Part C – Images	23
Part D – Covid-Safe Plan Checklist	24
Example Attendance Register.....	32

1. Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by Dragon Boat Queensland to support all affiliated clubs in Queensland and their members and participants in the staged resumption of dragon boating and organisation activities.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families, and the broader community. The Plan provides the framework to govern the general operation of dragon boating, in particular those conducted in open water and any venues/facilities utilised, managed or controlled by the clubs, the training and competition behaviour of all members and participants, and the monitoring and reporting of the health of attendees involved in dragon boating sporting activities or utilising dragon boating venues/facilities.

This Plan includes, but is not limited to, the conduct of:

- a. staged training and competition activities (sport operations); and
- b. facility management and supporting operations (facility operations).

At all times, the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

2. Key Principles

This Plan is based on, and accepts, the AIS [Framework for Rebooting Sport in a COVID-19 Environment](#) (**AIS Framework**) and the [National Principles for the Resumption of Sport and Recreation Activities](#) (**National Principles**).

This staged approach is in line with directions from the Queensland Government's Chief Health Officer, specifically [Queensland's Roadmap](#) to easing restrictions and also the [Return to Play Guide](#) for the Queensland Sport, Recreation and Fitness industries.

The Plan also accepts as key principles that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on Dragon Boating's return to sport plans;
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- Training and/or competition cannot resume until the arrangements for sport operations and facility operations are finalised and approved, if necessary; and
- At every stage of the return to sport process Dragon Boat Queensland must consider and apply all applicable State Government and local restrictions and regulations. Dragon Boating needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

Aquatic Sports including Dragon Boating have unique risks – the following key points need to be addressed within all other directives as part of the overarching principles outlined in this plan:

- Implementation of strict hygiene and sanitisation measures in particular:
 - at all entry and exit points
 - communal areas and shared facilities
 - shared participant equipment.

3. Responsibilities under this Plan

Dragon Boat Queensland, as part of the Aquatic Sport Group in Queensland, retains the overall responsibility for the effective management and implementation of the return to dragon boat sport activities and operations outlined in this Plan.

Dragon Boat Queensland, on behalf of the Board of QSport, and specifically the Aquatic Sport Group, is responsible for:

- Overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials and seeking approval from Queensland Health.

The Aquatic Sport Group has appointed the following person as the COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

Name	Melanie Woosnam
Contact Email	ceo@waterpoloqld.com.au
Contact Number	0412 164 416

Dragon Boat Queensland has appointed the following person as the COVID-19 Safety Coordinator to execute the delivery of the Plan on behalf of Dragon Boat Queensland and to act as a point of contact for information relating to this Plan:

Name	Mark Slater
Contact Email	president@dbq.com.au
Contact Number	0406 913 731

The QSport Aquatic Sport Group, and by extension Dragon Boat Queensland, expects all members, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by the Aquatic Sports Group;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

4. Risk Management and Workplace Health and Safety Requirements.

Where applicable, an organisation will comply with the following requirements and guidance.

4.1 Risk Management:

1. Continue to monitor COVID-19 situation and review and adjust risk management response accordingly.
2. Meet with stakeholders to review delivery of return to sport arrangements and review of critical incident management arrangements and test organisational readiness.

3. At each stage of risk management, an organisation's plan should include communication, consultation, instruction, training and supervision of workers and their representatives (e.g. HSRs, union representatives), see pages 1-3 of [OIR COVID Guide](https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf) (https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf)

4. An organisation's plan should include clear coverage of COVID-safe management of deliveries, and presence of contractors and visitors to premises (clubhouses etc) – see [SWA Guidance](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/physical?tab=tab-toc-employer): (<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/physical?tab=tab-toc-employer>)
 - a. Non-essential visits to the workplace should be cancelled or postponed.
 - b. Minimise the number of workers attending to deliveries and contractors as much as possible.
 - c. Delivery drivers and other contractors who need to attend the workplace, to provide maintenance or repair services or perform other essential activities, should be given clear instructions of your requirements while they are on site.
 - d. Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries.
 - e. Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible.
 - f. Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered.
 - g. Use, and ask delivery drivers and contractors to use, electronic paperwork where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures. For instance, see whether a confirmation email or a photo of the loaded or unloaded goods can be accepted as proof of delivery or collection (as applicable). If a pen or other utensil is required for signature you can ask that the pen or utensil is cleaned or sanitised before use. For pens, you may wish to use your own.

5. An organisation's plan should clearly show that records are being kept of the risk management process (e.g. as outlined in the Industry Plan). The detail and extent of recording will depend on the size of workplace. It is useful to keep information on:
 - a. the identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
 - b. how and when the control measures were implemented, monitored and reviewed
 - c. who was consulted with
 - d. relevant training records
 - e. any plans for changes.

6. PPE sections in an organisation's plan should include relevant details – see page 6 of [OIR COVID Guide](https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf). (https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf)

7. Include management of psychosocial risks (including patron aggression) in your organisations plan – see page 8 of [OIR COVID Guide](https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf). (https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf)

4.2 Workplace Health and Safety

1. Organisations should include a statement in the Plan to the effect that existing WHS risk management processes will be revisited to identify and manage any new or changed hazards that may have arisen as a result of the Industry COVID Safe Plan.
2. Reporting and notification of COVID-19:

- a. An organisation's plan should state clearly that if there is a confirmed or probable case of COVID-19 infection at a workplace, Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory.
- b. Upon being informed, a person in control of the organisation, business or undertaking must notify Workplace Health and Safety Queensland that the case has been confirmed.
- c. An organisation's plan should include keeping a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.

5. Return to Sport Arrangements

As at the date of this Plan, participants and organisations are planning to return to organised training only during Stage 2.

The Plan outlines specific sport requirements that Aquatic Sporting Organisations including Dragon Boating will implement for Stage 2 and 3 of the Queensland Roadmap to easing restrictions.

The Aquatic Sport Group including Dragon Boating will transition to the training activity and facility use as outlined in Stage 2 of the Queensland Roadmap and the training/competition activities and facility use outlined in Stage 3 of the Queensland Roadmap when permitted under State restrictions and regulations.

5.1 Queensland Government Framework Arrangements

The protocols for conducting sport operations and facility operations under Stage 2 and Stage 3 of the Queensland Roadmap to easing restrictions are set out in the **Appendix A**.

5.2 Roadmap to easing Queensland's restrictions

Roadmap to easing Queensland's restrictions

Unite against **COVID-19** 

A step-down approach to COVID-19

CONTINUING CONDITIONS • Social distancing, 1.5 metres and hygiene • Stay at home if you're sick • Tracking, tracing, rapid response • Work at home if it works for you and your employer

EASING TO DATE

STAGE 1: from 11:59pm
15 MAY 2020 (2 weeks)

STAGE 2: commencing from 12 noon
1 JUNE 2020 (6 weeks)

STAGE 3: 10 JULY 2020

SCHOOLS PLAN

11 May Kindy, Prep Years 1, 11, 12

25 May Years 2–10

School holidays (27 Jun–12 Jul)

Family, friends and community

- › Gatherings in homes (household + 2 visitors from the same or different households, or up to 5 visitors from the same household)
- › Household or one friend and within 50 kms of home for recreational purposes:
 - › go for a drive
 - › have a picnic
 - › visit a national park
 - › go fishing, boating or jet-skiing

Retail shopping

- › Allowing retail shopping for non-essential items within 50 kms of home

Schools

- › Gradual return to class
- › 11 May: Kindy, Prep and Years 1, 11 and 12
- › 25 May: Years 2–10.

COVID SAFE checks

- › Surveillance and epidemiological indicators suggest a move would NOT present an undue risk
- › Testing is widespread and adequately identifies community transmission
- › Point source outbreaks are effectively contained by public health actions.

Family, friends and community

- › Gatherings in homes (household + max 5 visitors, allowed from separate households)
- › Gatherings of up to 10 people:
 - › outdoor, non-contact activity
 - › personal training
 - › pools (indoor and outdoor)
 - › public spaces and lagoons* (e.g. South Bank Parklands, Cairns, Airlie Beach etc)
 - › parks, playground equipment, skate parks and outdoor gyms
 - › libraries
 - › weddings
 - › hiking and other recreational activities in national and state parks
 - › places of worship and religious ceremonies
 - › Funerals (max 20 indoors or 30 outdoors)
 - › Recreational travel (max 150 kms within your region for day trips)

Businesses and economy

- › Retail shopping
- › 10 people permitted at any one time for:
 - › dining in (with COVID SAFE Checklist): restaurants, cafés, pubs, registered and licensed clubs, RSL clubs and hotels – no bars or gaming
 - › open homes and auctions
 - › beauty therapy and nail salons (with COVID SAFE Checklist)

Outback[‡]

- › Dining in (with COVID SAFE Checklist): restaurants, cafés, pubs, registered and licensed clubs, RSL clubs and hotels (max 20 at any one time) for locals only (must show proof of residence) – no bars or gaming
- › Recreational travel including overnight accommodation max 500 kms within the outback only if you live in the outback.

UPDATE

- › Unlimited travel and overnight stays for all of Queensland[‡] (including for school holidays)
- › Dining in or seated drinks in restaurants, cafés, pubs, registered or licensed clubs, RSL Clubs, hotels and casinos (no gaming) – up to 20 patrons per room or per defined area (indoors or outdoors) for a venue (when following a COVID SAFE Industry Plan*)

Family, friends and community

- › Gatherings of up to 20 people:
 - › homes
 - › public spaces and lagoons* (e.g. South Bank Parklands, Cairns, Airlie Beach etc)
 - › non-contact indoor and outdoor community sport*
 - › personal training
 - › gyms*, health clubs* and yoga studios*
 - › pools* (indoor and outdoor) and community sports clubs*
 - › museums*, art galleries* and historic sites*
 - › weddings
 - › parks, playground equipment, skate parks and outdoor gyms
 - › libraries*
 - › hiking, camping and other recreational activities in national and state parks
 - › places of worship* and religious and civil ceremonies
 - › Funerals (max 50)
 - › Recreational travel, camping and accommodation, including caravan parks (anywhere in Queensland)

Businesses and economy

- › Retail shopping
- › Tourism accommodation
- › 20 people permitted at any one time for:
 - › indoor cinemas*
 - › open homes* and auctions*
 - › outdoor amusement parks*, tourism experiences*, zoos* and arcades*
 - › concert venues*, theatres*, arenas*, auditoriums* and stadiums*
 - › beauty therapy, nail salons, tanning, tattoo parlours and spas (with COVID SAFE Checklist).

Subject to further planning and review, interstate travel will be permitted and a maximum of 100 people* will be permitted for:

- › gatherings in public spaces and homes
- › restaurants, cafés, pubs, registered and licensed clubs, RSL clubs, food courts and hotels
- › indoor cinemas
- › places of worship and religious ceremonies
- › museums, art galleries and historic sites
- › pools and community sports clubs
- › community sport
- › gyms, health clubs and yoga studios
- › outdoor amusement parks, zoos and arcades
- › concert venues, theatres, arenas, auditoriums and stadiums
- › weddings
- › funerals
- › saunas and bathhouses
- › open homes and auctions
- › casinos, gaming and gambling venues
- › nightclubs
- › beauty therapy, tanning, nail salons and spas, tattoo parlours and non-therapeutic massage parlours
- › libraries
- › hiking, camping and other recreational activities in national and state parks.

The public health rules to maintain:

- › Physical distancing
- › 4 square metres per person when indoors
- › Hand hygiene
- › Respiratory hygiene
- › Frequent environmental cleaning and disinfection

* More with COVID SAFE Plan approved by health authorities

^ Max 20 with a COVID SAFE Checklist when not complying with the COVID SAFE Industry Plan

‡ Outback areas as defined by Local Government Area. Details on COVID19.qld.gov.au

Except Biosecurity Areas or Restricted Areas



COVID SAFE check point
› assess impact › review border
› review biosecurity and designated areas



COVID SAFE check point
› assess impact › review border
› review biosecurity and designated areas



COVID SAFE check point
› assess impact › review border
› review biosecurity and designated areas

Last updated 30.05.20

6. Recovery

When public health officials determine that the outbreak has ended in the local community, the Aquatic Sport Group, of which Dragon Boat Qld is a member, will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. The Aquatic Sport Group will also consider which protocols can remain to optimise good public and participant health.

At this time, the QSport Aquatic Sport Group will consult with key stakeholders to review the delivery of its return to sport arrangements and use feedback to improve organisational plans and systems.

Appendix A: Outline of Return to Sport Arrangements

Part 1 – Sport Operations

Area	STAGE TWO (1 June)	STAGE THREE (10 July)
Approvals	<p>The organisation must obtain the following approvals to allow a return to training in Stage 2:</p> <ul style="list-style-type: none"> • This Covid Safety Plan is industry specific and has been approved by State Government • Local government/venue owner approval to training at venue, if required. • National/state sporting body/local association approval of return to training for community sport. • Organisation committee has approved return to training for organisation. • Insurance arrangements confirmed to cover training. 	<p>The organisation must obtain the following approvals to allow a return to training/competition in Stage 3:</p> <ul style="list-style-type: none"> • This Covid Safety Plan is industry specific and has been approved by State Government • Local government/venue owner approval to training/competition at venue, if required. • National/state sporting body/local association approval to return to training/competition for community sport. • Organisation committee has approved return to competition for organisation. • Insurance arrangements confirmed to cover competition.

Education and Training	<ul style="list-style-type: none"> • Organisations will provide training and education to all participants, volunteers, families, volunteers and staff: Outline the requirements for training of the workforce including all staff and volunteers and communicate these requirements to workforce and their representatives. • Training may consist of the following requirements: <ul style="list-style-type: none"> ○ Mandatory training as outlined by the Queensland Government such as staff in industries requiring a COVID Safe checklist provided by TAFE Queensland. ○ Any training that has been approved or outlined by Queensland Health. ○ Any training as outlined by a Peak Body or State Level Organisation specifically relevant to the activity. • Provide training on COVID-19 infection control to staff and volunteers responsible for the conduct of training, event operations or any other relevant activity. 	<p>Organisations will provide training and education to all participants, volunteers, families and staff:</p> <ul style="list-style-type: none"> • Requirements continue from Stage 2. • Provide updated briefings and/or educational materials to outline protocols under Stage 3, including the obligations on and expectations of such participants.
	<ul style="list-style-type: none"> • Make all participants aware of appropriate hygiene measures and that they should not attend if unwell. • Government resources should be prominently displayed in facilities and at entry points, including handwashing and personal infection control advice. • Provide briefings and/or educational materials to outline protocols under Stage 2 in advance of return to sport for participants, including the obligations on and expectations of such participants. • Further information and advice is available for organisations, in the Return to Play guide provided on the Return to Play website. The guide will continue to be updated by the Department of Housing and Public Works (Sport and Recreation). • It is understood that further industry specific training will be developed and provided by the Active Queenslanders Industry Alliance. <p>□</p>	

Training Competition Processes	& <p>Organisation to detail specifics of training processes.</p> <ul style="list-style-type: none"> • Non-contact activity permitted for up to 20 people. • Organisation to emphasise AIS Framework principle of “Get in, train, get out” – arrive ready to train. • Adjust length and scheduling of training sessions to reduce overlap. Ensure a minimum of 15 minutes between training sessions to also allow for any cleaning of high traffic surfaces, shared equipment and facilities. • Clearly outline nature of training permitted (e.g. small groups to train and for team meetings, equipment/skill drills able to be used, certain sport activities not permitted during Stage 2 training, no contact including high fives/hand shaking, no socialising or group meals). • Sanitising requirements, including use of sanitising stations. • Treatment of shared equipment (e.g. sanitise equipment before, during, after sessions) and use of such equipment to be limited. • No sharing of personal equipment. • Personal hygiene encouraged (e.g. wash hands prior to training, no spitting or coughing). • Training attendance register kept & information retained for 56 days 	<p>Organisation to detail specifics of training/competition processes.</p> <ul style="list-style-type: none"> • Standard activity permitted to occur for up to 100 people. • Contact and non-contact activity permitted • Organisation to emphasise AIS Framework principle of “Get in, train, get out” – arrive ready to train/play/compete. • For larger team sports, consider maintaining some small group separation at training. • Clearly outline nature of training permitted. • Limited access to treatment from support staff. • Sanitising requirements continue from Stage 2. • Treatment of shared equipment continues from Stage 2. • Personal hygiene encouraged (e.g. wash hands prior to training, no spitting or coughing). • Training/playing attendance register kept & information retained for 56 days • Modifications to playing conditions or activity rules to support physical distancing
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Physical distancing	<p>Organisations to develop and implement physical distancing requirements during training activities including:</p> <ul style="list-style-type: none"> • Maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres) • Protocols and training drills to maintain a distance of at least 1.5 metres • Avoid participant interactions including team huddles, handshakes and high fives • Specific restrictions on contact training drills during Stage 2. • Defined training areas for each training group, maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres). • Limit unnecessary social gatherings (particularly adults) • Guidance for travel arrangements (e.g. physical distancing on public transport, limit carpool/taxi/Uber use). 	<p>Organisations to develop and implement physical distancing requirements during training and competition activities including:</p> <ul style="list-style-type: none"> • Requirements continue from Stage 2. • Maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres) where practical • Training and competition protocols to maintain a distance of at least 1.5 metres where practical (subject to the exemption in the assumption for those sports with unintentional/accidental contact during competition) • Avoid participant interactions including team huddles, handshakes and high fives • Specific restrictions on contact training drills and competition may be required • Defined areas for each group during training/competition, eg. team areas, marshalling areas, • Maintain a base density requirement of 4 square metres per person and physical distancing (>1.5 metres) where practical • Limit unnecessary social gatherings (particularly adults) • Guidance for travel arrangements (e.g. physical distancing on public transport, limit carpool/taxi/Uber use).
Spectator/Parent Management	<p>Organisations to develop and implement spectator and parent management requirements:</p> <ul style="list-style-type: none"> • Limit unnecessary social gatherings (particularly adults) • Defined areas for spectators - maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres) • Defined areas to be suitably marked with physical barriers where possible to provide clear boundaries or permitted and non-permitted areas. (Barriers must be physical in nature – temporary fence, bollards with rope between them, something that is not easily passed) • All choke and gathering points will be marked with clear signage, floor markings indicating direction of flow and single entry/exit points will be maintained where possible. • Attendance register kept & information retained for 56 days – using the Sport AUS template, online registrations or suitable sport approved equivalent. • Restrictions to apply <ul style="list-style-type: none"> - not more than one parent/carer to attend with child/family; 	<p>As per stage 2.</p>

	<ul style="list-style-type: none"> - encourage parent/carer to drop off/pick up outside facility/venue or remain in the car during the activity; - no other spectators should be present • Gathering numbers should not exceed government allowances 	
Personal health	<p>Organisation to detail specifics of personal health protocols.</p> <ul style="list-style-type: none"> • Graded return to sport to avoid injury. • Advice to players, coaches, volunteers to not attend if unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness). • Washing of hands prior to, during and after training and use of hand sanitiser where available. • Showering before and after training in a home environment • Avoid physical greetings (i.e. hand shaking, high fives etc.). • Avoid coughing, clearing nose, spitting etc. in watercraft, in and around pools, around participants • Avoid touching of eyes, nose or mouth • Launder own training uniform, swimmers and wash personal equipment. • Avoid sharing of equipment, eg. drink/water bottles, training bibs, towels, whistles, pens etc before, during and after training/competition. • Do not leave personal equipment on surfaces. Personal equipment bags should be arranged to permit physical distancing of participants (>1.5 metres). • Only coaches should contact/move group equipment and training aids (cones, markers, balls, agility ladders etc) • Shared participant equipment (balls, watercraft, safety equipment etc) should be rotated, washed or wiped with antibacterial wipes or alcohol-based sanitiser prior to and after each use and at each activity break. 	<p>Organisation to detail specifics of personal health protocols.</p> <ul style="list-style-type: none"> • Requirements continue from Stage 2
Hygiene	<p>Organisation to detail specifics of hygiene protocols to support training.</p> <ul style="list-style-type: none"> • Any safe hygiene protocols distributed by national/state sporting body or local association/club that will be adopted by organisation. • Guidelines for sanitisation and cleaning, including requirements for sanitisation stations. 	<p>Organisation to detail specifics of hygiene protocols to support training/competition.</p> <ul style="list-style-type: none"> • Hygiene and cleaning measures to continue from Stage 2

	<ul style="list-style-type: none"> • Provide hand sanitiser dispensers in prominent places around facilities (particularly entry or high use areas such as a registration desk, change rooms, toilets or canteen) and ensure dispensers are regularly refilled. • Promote good hygiene practices in line with Government advice including: <ul style="list-style-type: none"> - Cleaning standards: <ul style="list-style-type: none"> (a) Ensure spaces at each facility are regularly cleaned with disinfectant in accordance with the manufacturer's instructions; (b) Surfaces should be frequently wiped down with appropriate disinfectant wipes or soap, particularly those frequently touched. This includes door handles, light switches, kitchen surfaces, bathroom surface, phones, remote controls, gates, scoreboard control panels and any other high touch areas; and (c) Adequately clean and disinfect participant facilities before use (prior to participant arrival). • Determine whether your organisation will receive payments in cash. If so, ensure your employees/volunteers observe good personal hygiene practices and wash their hands regularly. 	
<p>Communications</p>	<p>Provide a detailed communications plan to communicate with players, coaches, members, volunteers, families and staff.</p> <ul style="list-style-type: none"> • Provide clear and coordinated guidance to participants and stakeholders across a range of communication channels on how a return to sport will be managed at each level of restriction; • Brief players, coaches, members, volunteers and families on return to training protocols including hygiene protocols (e.g. letter, email, text/WhatsApp message, Facebook post) and reinforcement of hand washing and general hygiene etiquette. • Endorsement of government COVID-Safe app and encouragement to players, coaches, members, volunteers and families to download and use app. • Promote good personal hygiene practices in and around training sessions and in Organisation facilities (e.g. posters in bathrooms). • Establish relationships with key community partners and stakeholders including State public health authorities and government funding partners through your organisation's COVID-19 Safety Coordinator. 	<p>Provide a detailed communications plan to communicate with players, coaches, members, volunteers, families and staff.</p> <ul style="list-style-type: none"> • Requirements continue from Stage 2 • Brief players, coaches, members, volunteers and families on Stage 3 protocols including hygiene protocols (e.g. letter, email, text/WhatsApp message, Facebook post) and reinforcement of hand washing and general hygiene etiquette. • Promote good personal hygiene practices in and around training/competition sessions and in organisation facilities (e.g. posters in bathrooms).

	<ul style="list-style-type: none"> • Share timely and accurate information including how your organisation is responding to any localised outbreak. • Confirm an emergency management plan for each of your sport activities and they are suitable for managing a COVID-19 outbreak. • Identify trigger points for cancelling, postponing or modifying an activity and identify who has responsibility for making that decision. • Identify in advance actions to be taken if your organisation needs to postpone or cancel activities. Plan alternative ways for participants to enjoy the activities by television, radio, or online. • Establish a process of how individuals can access mental health and wellbeing counselling services. 	
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Part 2 – Facility Operations

Area	STAGE TWO (1 June)	STAGE THREE (10 July)
Approvals	<p>The organisation must obtain the following approvals to allow use of organisation facilities during Stage 2:</p> <ul style="list-style-type: none"> <input type="checkbox"/> This Covid Safety Plan is industry specific and has been approved by State Government <input type="checkbox"/> Local government/venue owner approval to use facility, if required. <input type="checkbox"/> Organisation committee has approved plan for use of organisation facilities. <input type="checkbox"/> Insurance arrangements confirmed to cover facility usage. 	<p>The organisation must obtain the following approvals to allow use of organisation facilities during Stage 3:</p> <ul style="list-style-type: none"> <input type="checkbox"/> This Covid Safety Plan is industry specific and has been approved by State Government <input type="checkbox"/> Local government has given approval to use facility, if required. <input type="checkbox"/> Organisation committee has approved plan for use of organisation facilities. <input type="checkbox"/> Insurance arrangements confirmed to cover facility usage.
Facilities	Organisations shall have a facility management plan (or adhere to other Industry COVID Safety Plans for aquatic facilities/venues) and sport-specific structured risk assessment in place.	Organisations shall have a facility management plan (or adhere to other Industry COVID Safety Plans for aquatic facilities/venues) and sport-specific structured risk assessment in place.

	<ul style="list-style-type: none"> • Parts of facilities that are available during Stage 2 restrictions; limit to toilets and medical facilities and minimise use of communal facilities. • Hygiene and cleaning protocols. • Provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions. 	<ul style="list-style-type: none"> • Use of Organisation facilities will align with social distancing and hygiene requirements and State Government directives • Hygiene and cleaning protocols measures as per Stage 2 • Provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions as per Stage 2.
Facility access	<p>Organisation to detail specifics of facility access protocols.</p> <ul style="list-style-type: none"> - Confirm health screening measures (e.g. temperature checks etc.) prior to entry to any facilities and any privacy measures organisation will take to protect sensitive health information during Stage 2 - Restrictions on facility access to limit anyone who has: <ul style="list-style-type: none"> - COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days. - Flu-like symptoms or who is a high health risk (e.g. due to age or pre-existing health conditions). - Travelled internationally in the previous 14 days. - Restrictions to essential participants to attend facilities/venues to minimise numbers; <ul style="list-style-type: none"> - not more than one parent/carer to attend with child/family; - encourage parent/carer to drop off/pick up outside facility/venue or remain in the car during the activity; - gathering numbers should not exceed government allowances; - no other spectators should be present; - Any spectators should observe physical distancing requirements (>1.5 metres). Defined areas for spectators - maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres); - Defined areas to be suitably marked with physical barriers where possible to provide clear boundaries or permitted and non-permitted areas. (Barriers must be physical in nature – temporary fence, bollards with rope between them, something that is not easily passed); - All choke and gathering points will be marked with clear signage, floor markings indicating direction of flow and single entry/exit points will be maintained where possible. 	<p>Organisation to detail specifics of facility access protocols.</p> <ul style="list-style-type: none"> • Details of any health screening measures (e.g. temperature checks etc.) prior to entry to any facilities and any privacy measures organisation will take to protect sensitive health information during Stage 3. • Restrictions on facility access to limit anyone who has: <ul style="list-style-type: none"> – COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days. – Flu-like symptoms or who is a high health risk (e.g. due to age or pre-existing health conditions). – Travelled internationally in the previous 14 days. • Restrictions to essential participants to attend facilities/venues to minimise numbers; <ul style="list-style-type: none"> - not more than one parent/carer to attend with child/family; - encourage parent/carer to drop off/pick up outside facility/venue or remain in the car during the activity; - gathering numbers should not exceed government allowances; - no other spectators should be present; - Any spectators should observe physical distancing requirements (>1.5 metres). Defined areas for spectators - maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres); - Defined areas to be suitably marked with physical barriers where possible to provide clear boundaries or permitted and non-permitted areas. (Barriers must be physical in nature – temporary fence, bollards with rope between them, something that is not easily passed); - All choke and gathering points will be marked with clear signage, floor markings indicating direction of flow and single entry/exit points will be maintained where possible.

	<ul style="list-style-type: none"> - Attendance register kept & information retained for 56 days – using the Sport AUS template, online registrations or suitable sport approved equivalent; - Restrictions to apply; - not more than one parent/carer to attend with child/family; - encourage parent/carer to drop off/pick up outside facility/venue or remain in the car during the activity; - no other spectators should be present; - Gathering numbers should not exceed government allowances; <p><input type="checkbox"/> Detailed attendance register to be kept & information retained for 56 days – using the Sport AUS template, online registrations or suitable sport approved equivalent.</p> <p><input type="checkbox"/> Amend training schedules and times to reduce in-person contact for participants, family members and staff by:</p> <ul style="list-style-type: none"> - Scheduling time between events/training sessions for all attendees to safely arrive and exit the venue; and - Considering staggered arrival and/or departure times for different groups/teams; - Ensure a minimum of 15 minutes between training sessions to also allow for any cleaning of high traffic surfaces, shared equipment and facilities. <p><input type="checkbox"/> Manage venue entries and exits (and separate where possible to ensure a seamless flow of participants and attendees through the venue and limit the risk of overlap and congestion, subject to maximum attendee number restrictions.</p> <p><input type="checkbox"/> Restrict the use of communal facilities to toilets only during Stage 2.</p> <p><input type="checkbox"/> Physical distancing protocols including line markings, bollards, use of zones use and physical distancing indicators shall be used in:</p> <ul style="list-style-type: none"> - Club rooms, offices, meeting, official/medical rooms, halls, sheds; - change rooms; - bar/canteen. 	<ul style="list-style-type: none"> - Attendance register kept & information retained for 56 days – using the Sport AUS template, online registrations or suitable sport approved equivalent; - Restrictions to apply; - not more than one parent/carer to attend with child/family; - encourage parent/carer to drop off/pick up outside facility/venue or remain in the car during the activity; - no other spectators should be present; - Gathering numbers should not exceed government allowances; <p><input type="checkbox"/> Detailed attendance register to be kept & information retained for 56 days – using the Sport AUS template, online registrations or suitable sport approved equivalent.</p> <p><input type="checkbox"/> Amend training/competition days and times to reduce in-person contact for participants, family members and staff by:</p> <ul style="list-style-type: none"> - Scheduling time between events/training sessions for all attendees to safely arrive and exit the venue; and - Considering staggered arrival and/or departure times for different groups/teams; - Ensure a minimum of 15 minutes between training sessions to also allow for any cleaning of high traffic surfaces, shared equipment and facilities. <p><input type="checkbox"/> Manage venue entries and exits (and separate where possible to ensure a seamless flow of participants and attendees through the venue and limit the risk of overlap and congestion, subject to maximum attendee number restrictions.</p> <p><input type="checkbox"/> Restrict the use of communal facilities to toilets only where possible, ie. limited or no use of showers & change rooms during Stage 3.</p> <p><input type="checkbox"/> Physical distancing protocols including line markings, bollards, use of zones use and physical distancing indicators shall be used in:</p> <ul style="list-style-type: none"> - Club rooms, offices, meeting, official/medical rooms, halls, sheds; - change rooms; - bar/canteen.
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	<ul style="list-style-type: none"> Organisations that previously provided food and beverage services must complete a COVID-19 Checklist for dining at restaurants, cafes, kiosks, and clubs. General advice on physical distancing in organisation facilities including discouraging face to face meetings where possible, restricting site visitors, deferring or splitting up large meetings. 	<ul style="list-style-type: none"> Organisations that previously provided food and beverage services must complete a COVID-19 Checklist for dining at restaurants, cafes, kiosks, and clubs. General advice on physical distancing in organisation facilities including discouraging face to face meetings where possible, restricting site visitors, deferring or splitting up large meetings.
Hygiene	<p>Organisation to detail specifics of hygiene protocols to ensure regular sanitisation and cleaning of organisation facilities.</p> <ul style="list-style-type: none"> Any safe hygiene protocols distributed by national/state sporting body or local association that will be adopted by organisation including: <ul style="list-style-type: none"> Availability of hand sanitiser at entry/exit points to venue and elsewhere (may be provided by facility/venue manager); Protocols for sanitising stations, sanitising shared equipment, uniforms. <p>Cleaning standards – increase regular cleans and frequent wiping of high touch surfaces.</p> <ul style="list-style-type: none"> Displaying posters outlining relevant personal hygiene guidance; Avoiding shared use of equipment; Provide suitable rubbish bins with regular waste disposal; Guidelines for sanitisation and cleaning of Organisation facilities; Increased and regular cleaning of high traffic surfaces, shared equipment and facilities. 	<p>Organisation to detail specifics of hygiene protocols to support use of organisation facilities.</p> <ul style="list-style-type: none"> Continue hygiene and cleaning measures as per Stage 2.
Management of unwell participants	<p>Organisation to detail specifics of protocols to manage unwell participants at an organisation activity.</p> <ul style="list-style-type: none"> Self-isolate at home if presenting symptoms. Compare the symptoms of coronavirus (COVID-19), with the common cold and flu. 	<p>Organisation to detail specifics of protocols to manage unwell participants at an organisation activity.</p> <ul style="list-style-type: none"> Continue management of unwell participants as per Stage 2.

- Anyone who is unwell or develops a fever, a cough, sore throat or shortness of breath, must contact a doctor or call 13HEALTH (13 43 25 84).
- Liaise with public health authorities and facilitate the sharing of information about all symptomatic participants at an activity run by your organisation, subject to privacy law.
- Notify your Peak Body and the Department Housing and Public Works (Sport and Recreation)
- Contact participants (refer to attendance register) if an activity attendee subsequently becomes unwell and provide advice on what actions should be taken. If an outbreak does occur at your facility, the register will need to be provided to relevant authorities (i.e. Department of Health) in a timely fashion & information retained for 56 days
- Minimum details to be collected in the Attendance Register include:
 - Date of entry
 - First name and surname
 - Phone number
 - Time in
 - Time out
 - Club & team/group
- Communicate isolation and medical procedures for all players, members, volunteers and their families at the onset of any symptoms including organisation facilities that can be used to manage symptomatic participants.
- Identify with clear and unambiguous signage, a space that can be used to isolate staff or participants who become unwell at an activity and cannot leave immediately. The isolation area should be equipped with necessary PPE supplies to facilitate hand hygiene and respiratory etiquette.
- Ensure staff/volunteers understand that participants who become unwell should be immediately isolated and given a clean disposable facemask to wear. Establish procedures to help unwell staff or participants leave the event as soon as possible and added protections for activity staff in such circumstances.

	<ul style="list-style-type: none"> • Train volunteers/organisation management on treatment of symptomatic participants and disinfecting of facilities used by such participants. • Confirm notification protocols for notifying public health authorities and other attendees of symptomatic participants. 	
Follow-up after COVID-19 outbreak has ended	<p>Organisations will manage the follow up after a Covid-19 outbreak has ended:</p> <ul style="list-style-type: none"> • Public health officials will determine when an outbreak has ended in a community, consult with them to identify criteria for scaling back COVID-19 prevention actions with activities. Consider which protocols can remain to optimise good public and participant health. • Plan the rescheduling of cancelled activities. • Evaluate the effectiveness of the COVID-19 Safety Plan and communications plan, adjust and recirculate to stakeholders as required. • Meet with key stakeholders to review delivery of any return to sport arrangements. Gather feedback to note lessons learned and to improve organisational plans and systems. • Review critical incident management arrangements and test organisational readiness to respond to a localised outbreak of COVID-19. • Update your organisation's business continuity plan based on learnings from the COVID-19 pandemic. 	<p>Organisations will manage the follow up after a Covid-19 outbreak has ended:</p> <ul style="list-style-type: none"> • Continue measure for follow up a COVID-19 outbreak as per Stage 2.
Organisation responsibilities	<p>The organisation will oversee:</p> <ul style="list-style-type: none"> • Provision and conduct of hygiene protocols as per this Industry Plan. • Capture of a record of attendance at all training and organisation activities and maintaining an up-to-date log of attendance. • Coordination of Stage 2 play area/training operations. • Operation of the organisation's facilities in support of all Stage 2 training activities in accordance with this Industry Plan. • Compliance issues and the sanction of individuals for non-compliance with any law, direction or protocol. • Determine the basis of enforcing any sanctions and seek advice as required. 	<p>The organisation will oversee:</p> <ul style="list-style-type: none"> • As per Stage 2 • Provision and conduct of hygiene protocols as per this Industry Plan. • The capture of a record of attendance at all training/competition and organisation activities and maintaining an up-to-date log of attendance. • Coordination of Stage 3 play area/training/competition operations. • Operation of the organisation's facilities in support of all Stage 3 training/competition activities in accordance with this Industry Plan.

- Determine circumstances where issues may be elevated to local or State law enforcement agencies.

Appendix B: Sport Specific Information

Part A – Sport Specific Information Matrix

Dragon Boating

STAGE 2 - from 1st June (non-contact, organised training only for up to 20 people)					
Dragon Boat (OPEN water) - All activities conduct, outdoors, non-contact, use of large expansive waterways.					COMMENTS
	Non-contact TRAINING (level of social distancing)	Shared use of equipment/craft	Max # participants in craft at any one time	Size of training zones/ # participants per Zone	
Dragon Boat QLD	Paddlers seated all facing forward & slightly outwards (no face to face). Standard dragon boat is 12.5m in length & contains 10 seats for a max of 20 paddlers. Each seat is spaced .65m apart. Seats vary in width from .7m to 1.05m. Dragon boats are operated with a steerer who stands approx. .6m behind the last seat in the boat. The ideal number of paddlers in a dragon boat is 20, however they can be operated with reduced numbers with 10 being the absolute minimum for safe operation. In competition a drummer is also used. A drummer sits on a seat on the bow facing the paddlers with the drummer seat placed 1.5m from the first seat paddlers. As mentioned, 10 paddlers can safely operate a dragon boat if positioned 1 to a seat in a diagonal fashion left to right down the length of the boat. In this scenario left side paddlers would be spaced at 1.3m between paddlers and the same on the right. Diagonal spacing from seat to seat will vary from .76m to .86m depending upon the section of the boat paddlers are seated in.	Craft are shared but other equipment such as paddles and PFD's are not shared. Some minimal sharing of paddles may occur but only from session to session not during sessions. Cleaning arrangements would be in place for this equipment after each session use.	Maximum number of participants in a dragon boat is 22 including drummer and steerer. During Stage 2 the boat will be operated during training with 10 paddlers plus a drummer and steerer, During Stage 3 (competition) the preference is to operate boats with the full 22 people.	Large open water spaces including rivers, canals and lakes. In Stage 2 the maximum number of participants in a boat would be 12 (10 paddlers plus a drummer & steerer) in any one training session. Clubs who have greater than 20 members are able to stagger training sessions to ensure all members receive equal opportunity to training.	Social distancing presents the greatest issue for a return to play in in Stages 2 and 3. During Stage 2 we can work with 10 paddlers plus a steerer (essential) & drummer. Dragon Boat Qld would like to see full boats of at least 20 participants be approved to train and compete in Stage 3. Dragon Boat Qld has a Covid-Safe Plan in place for its clubs.

Part B - Shared Link to Member SSO Documents / Sites:

[Dragon Boat QLD](#)

Part C – Images

Approved Dragon Boat Seating Plan



Standard Dragon Boat – Qld Stage 2 and 3
 (Optimal minimum modified plan for Dragon Boating to safely resume as a sport in both training and competition.....10 paddlers plus steerer and coach as depicted below on each boat. Boat Weight approx.: 280kg)

Distance between each Left-side Paddler = 1.3m

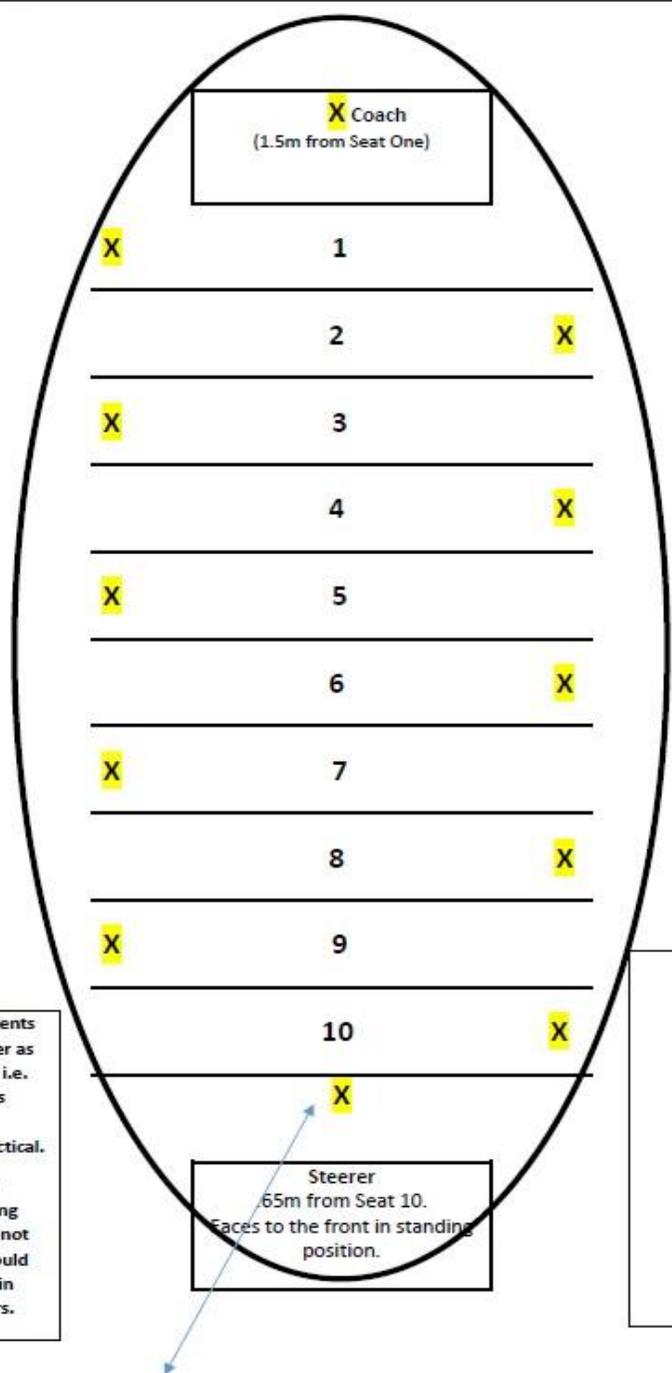
Distance between each Right-side Paddler = 1.3m

Diagonal distance between each paddler varies from 76cm to 86cm depending upon the seats in the boat e.g. 76cm - Seat 1 to Seat 2 (narrowest) and 86cm – Seat 5 to Seat 6 (widest).
 Narrows again towards rear.

Seat Widths:
 70cm – 105cm
 Seat 10 – 70cm
 Seat 5/6 – 105cm
 Seat 1 – 79cm

Dragon boating arrangements cannot be modified further as any further modifications i.e. less than 10 paddlers, plus steerer and coach would render resumption impractical.
 5 paddlers would provide required physical distancing however, the boat would not be balanced and there would be too much physical strain placed on those 5 paddlers.

- Non-contact sport
- Conducted outdoors – large open spaces on waterways.
- Subject to breezes.
- Paddlers don't face each other.
- Paddlers lean forward and outward during each stroke.
- Steerer's Oar on Left side Stern.



X Coach
 (1.5m from Seat One)

X Steerer
 65m from Seat 10.
 Faces to the front in standing position.

Part D – Covid-Safe Plan Checklist

COVID-SAFE PLAN Checklist (SPORT)

Checklist for affiliated clubs to follow in operating under the Covid-Safe Plan

<input type="checkbox"/> Keep up to date with any Queensland Government information regarding sport, fitness and recreation via the Return to Play website .
<input type="checkbox"/> Read/complete the Safe Work Australia COVID resource kit to the industry
<input type="checkbox"/> Check the Queensland Government's COVID-19 website to confirm your industry has a COVID Safe Plan in place. Otherwise abide by the specific restrictions outlined in the roadmap regarding the number of people, the type of activity and travel allowed.
<input type="checkbox"/> Check with your State Level Organisation or Peak Body if there is further information or guidance material applicable to your activity.
<input type="checkbox"/> Check with your venue or facility on any procedures and requirements applicable for the return of activity.
<input type="checkbox"/> Check with your insurer(s) or insurance broker and confirm coverage inclusions and exclusions. Clarify if there are any specific exclusions caused by COVID-19, if any conditions apply to your policies, if any specific approvals/consents are required and whether return to sport plans can be noted against relevant policies.
<input type="checkbox"/> Update Risk Management processes in line with the approved Industry Plan and ensure records are kept up to date.
Workforce and training
<input type="checkbox"/> Review the Roadmap for easing Restrictions Framework for COVID Safe Businesses to ensure that Workplace Health and Safety requirements are been met. Supporting information for the framework .
<input type="checkbox"/> Consult with workers/volunteers and their representatives on COVID-19 measures and provide adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.

Provide personal protective equipment (PPE) where necessary and in accordance with the relevant State and National guidelines. For more information view the [Workplace Health and Safety Queensland guide](#).

Ensure completion of any required training – including any that is mandated by the Queensland Government such as staff in industries requiring a COVID Safe Checklist. Training programs will be free to access online through [TAFE Queensland](#).

Postpone or cancel non-essential face-to-face gatherings, meetings and training. Consider teleconferencing/online meeting capabilities.

Implement measures to maximise the distancing between volunteers/workers and participants to the extent it is safe and practical. Review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing.

Modify processes to limit volunteers/workers having to be in close contact, as much as possible. For example: assign volunteers/workers to specific areas to minimise the need to go into other spaces.

Established sports medicine/first aid protocols that limit exposure (refer to Sports Medicine Australia SMA Support during COVID-19).

Ensure any psychosocial risks are managed with processes implemented to manage stress from COVID-19 as outlined in the [Workplace Health and Safety Queensland guide](#)

Communication

Update or develop communications plan with existing channels such as email, text message, and social media to share timely and accurate information with internal and external stakeholder groups.

Ensure staff and volunteers (coaches, officials, sports medicine, equipment/ ground and administrative personal) have been informed and trained about the conditions/restrictions of re-starting the activity.

Ensure participants, parents and carers have been informed about the conditions/restrictions of re-starting the sport and recreation activities, for example:

- one parent/carer drop off – pick up or remain in car

- change of activities (non-contact, group sizes, etc)
- changes of venue/facility practices (handwashing, equipment access, allocated areas).

Ensure decision making and implementation of decisions is clear within your organisation in the lead up to and during the return to activity.

Ensure everyone within your organisation (including paid staff and volunteers) understands their role.

A nominated COVID Safety Coordinator is in place to oversee delivery of your return to activity plan.

Financial

The financial costs of COVID measures and the return to activity have been researched and communicated to your organisation.

Adjust budgets as necessary for COVID-19 measures and costs.

Check any applicable Federal or Queensland Government supports such as grants and subsidies have been implemented or applied for.

Ensure communication of any financial changes (registration/usage/membership fees etc.) to your participants.

Legal and compliance

Ensure your organisation is across all relevant legislation and requirements applicable to return to activity.

Ensure any necessary consents and approvals to resume sport have been received.

Ensure completion of a COVID-19 Safety Plan.

Physical distancing

- Place signs at entry points to instruct participants and visitors not to enter the venue/facility if they are unwell or have COVID-19 symptoms. The sign should state that your organisation has the right to refuse service and must insist that anyone with these symptoms leaves the premises.
- Use signage and communicate separate entry and exit points (drop off/point up points) and separate participation space areas to minimise contact and maintain the required physical distancing.
- Implement measures to restrict numbers on the premises, ensuring these comply with the Industry COVID Safe Plan or the current stage of roadmap.
- Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.
- Consider using physical barriers (where practical) in high volume interaction areas to promote physical distancing.
- Remove seating or space seating at least 1.5 metres apart. Mark railings or ground to encourage appropriate distancing and BYO seat measure).
- Provide contactless payments or ordering and payment online.

Keeping people safe & healthy

- Promote and encourage all participants, volunteers, workers and visitors to sign up to the COVID Safe App.
- Appoint a COVID-19 Safety Coordinator using the Sport AUS Position Description as a template - https://www.sportaus.gov.au/return-to-sport#covid-19_safety_coordinator
- Maintain a record of people in attendance for the activity, for a period of at least 56 days so you have accurate records in the event of an outbreak.
- A system is in place to record, store and if required share data (subject to privacy law).
- Avoid changing participants between groups to ensure no co-mingling.

Promote BYO water bottle to limit water bubbler/tap use.

Set up hand washing/sanitising stations and practices for participants to easily wash hands before and after (and during if required) their activity.

Direct participants, volunteers, workers and visitors to stay at home if they are sick, and to go home if they become unwell.

Put signs and posters up to remind people of the risk of COVID-19.

Consider the requirements of vulnerable groups (i.e. people with disabilities, Indigenous people, elderly).

Know the protocols for notifying health authorities of issues or suspected COVID-19 cases.

Hygiene and cleaning

Assess supply needs (including sanitisation, cleaning and PPE) and explore options for sourcing additional supplies required.

Instruct everyone to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water.

Instruct participants to practise good hygiene including no touching of eyes, nose or mouth and no spitting or clearing nasal/respiratory secretions on field of play or in other activity settings.

Implement measures to limit contact with between participants including eliminating handshakes, high fives, huddles and celebrations.

Provide hand washing facilities including clean running water, liquid soap, paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.

Reduce the sharing of equipment and tools and establish cleaning protocols or restrict use of shared equipment (e.g. balls).

Establish a protocol for laundering bibs, jerseys or other shared uniform items.

Close or limit use of communal facilities such as change-rooms, showers, gyms and ensure there is the appropriate number of people according to the restriction stages.

Implement cleaning protocols for communal facilities.

Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks). Surfaces used by clients, such as tables, must also be cleaned between clients.

Consider any necessary changes to the administration of first aid and communicate to necessary personnel.

Deliveries, contractors and visitors attending the premises

Implement a process for COVID Safe deliveries as outlined by [Safe Work Australia](#).

Use, and ask delivery drivers and contractors to use, electronic paper work where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures, such as taking a photo of the goods onsite as proof of delivery.

Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible.

Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries.

Review and monitor

- Regularly review your systems of operation to ensure they are consistent with current directions and advice provided by health authorities.

Additional checklist for Facility Managers / Venue Operators

Please Note: Venue operators of aquatic facilities AND sport and recreation organisations that utilise aquatic facilities should comply with the [Swimming Pool & Aquatic Centre Industry COVID Safe Plan](#)

- Ensure completion of a COVID-19 Safety Plan for the venue.

Communication and training

- Ensure communication of the completed COVID-19 Safety Plan for the venue.
- Ensure communication of any procedures and requirements applicable to user groups for the return of activity.
- Ensure user groups have undergone any required training or venue induction.

Manage access

- Develop a playing/training space usage plan (where applicable) including zones, entry and exists to ensure different groups of 20 participants do not co-mingle.
- Ensure and clearly mark separate entry and exit points (where possible).
- Develop a plan to manage the bookings and schedule of users.

Determine the process to record all visitors to the venue and liaise with organisations that utilise the venue to ensure record keeping processes are complementary.

Update the terms and conditions of venue use and entry as applicable.

Implement a process for other restrictions such as cancelling if wet weather to reduce the risk of people congregating such as under shelter.

Hygiene and cleaning

Undertake all hygiene and cleaning measures as outlined above.

Undertake a thorough clean of the facility including venue entry, areas of play/training coaching equipment, clubrooms, changerooms, toilets prior to any use by user groups.

Consider where doors and gates can remain open to minimise contact.

Preparing Area of Play/Training for use

Implement a process for auditing facilities to ensure they are in a safe and playable condition.

Ensure areas of play/training lines and any other line markings are clearly visible.

Ensure area of play/training, ancillary and safety lighting is working and provides a sufficient level of illumination.

Ensure public areas both in and surrounding the facility (e.g. car park, entry paths, walkways) been checked for possible issues (e.g. broken glass, trip hazards).

Ensure drinking taps/fountains have been turned off with signage preventing use.

Review and monitor
<input type="checkbox"/> Regularly review your systems of operation to ensure they are consistent with current directions and advice provided by health authorities.

EXAMPLE: Attendance Register – Sport Australia Template

[Club Name] Register of attendees

Activity: _____ Location: _____ Date: _____

Arrival time	Departure time	Full name	Phone	Email address	Club	Role	In the previous 14 days, have you: <ul style="list-style-type: none"> Had any COVID-19 symptoms? Been in contact with any confirmed/suspected COVID-19 case? Travelled internationally? 	Downloaded and using COVIDSafe app?