COMMUNITY FOOTBALL

RETURN TO TRAIN & PLAY

2020/2021 COVIDSafe Plan template V2.0

**Note:** The State Government has issued a [community sport-specific COVID Safe Plan template](https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services) and guidance. We have revised our template to incorporate additional information sourced from the Government template which we hope will assist clubs/associations that have already drafted their COVID Safe Plan utilising the FV template to make updates as necessary. Updates since the previous version are marked in red.

Note to clubs/associations:The following guidance is general in nature and should not be relied upon as legal advice or a comprehensive statement of obligations. While all care has been used in preparation of this guide, information and guidance is changing rapidly.

Associations and clubs should remain vigilant and ensure that they familiarise themselves with the current COVID-19 advice from the Department of Health and Human Services (DHHS), Sport & Recreation Victoria, Football Victoria, your local council and other relevant authorities, and obtain independent advice where necessary for your specific circumstances.

The State Government’s industry restart guidelines for community sport and recreation require the development of a COVIDSafe plan for all recreation venues and facilities, which covers six COVIDSafe Principles:

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

We have prepared the following football-specific template, which may assist in preparing a COVIDSafe Plan that will apply to your club/association. Your club or association may otherwise prefer to use the [Victorian Government’s template](https://www.coronavirus.vic.gov.au/covidsafe-plan) (the Victorian Government also provides its template in languages other than English).

1. HOW TO USE THIS COVIDSAFE PLAN
   1. Include your Club/Association details where you see a <placeholder> throughout the template at the end of this document, and have the Club/Association formally endorse the plan at the next available opportunity.
   2. Make sure the committee, coaches, officials and players are fully aware of the plan. Promote it widely, including to members, parents, your local council, sponsors, etc. Distribution could involve uploading your plan to your website, sharing your plan on social media, or sending your plan via email or as part of a newsletter.
   3. Print out and prominently display the [return to training printable signage](https://www.footballvictoria.com.au/rtt-signage) (referenced in the plan), and print out copies of the [Record of Attendance template](https://www.footballvictoria.com.au/return-attendance) (or alternative method such as QR codes).
   4. Stay updated on the latest advice and any changes via Football Victoria, Sport and Recreation Victoria, DHHS and your local council. Where significant changes are made, FV will make best efforts to update this document as quickly as possible.
2. CURRENT STATE GOVERNMENT POSITION

The current principles and restrictions that apply in Victoria are set out in our Return to Play/Training conditions which are available in the [COVID-19 Football Portal](https://www.footballvictoria.com.au/return-football).

Please review the Return to Play/Training Conditions, which will be updated from time to time as the Government announces further easing of restrictions. All COVIDSafe Plans will be subject to these conditions.

1. CORONAVIRUS RESOURCES

The following resources may assist your club or association to prepare your COVIDSafe Plan, and to comply with Government restrictions. These resources are not exhaustive, and there may be additional resources available.

* Federal Department of Health, [Online Infection Control Training](https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training)
* Victorian Government Coronavirus website, [Creating a COVIDSafe workplace](https://www.coronavirus.vic.gov.au/creating-a-covidsafe-workplace)
* Victorian Government Coronavirus website, [COVIDSafe Plan](https://www.coronavirus.vic.gov.au/covidsafe-plan)
* Victorian Government Coronavirus website, [Industry Restart Guidelines: Community Sport and Recreation](https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services)
* Victorian Department of Health and Human Services, [Coronavirus information posters](https://www.dhhs.vic.gov.au/promotional-material-coronavirus-covid-19)
* Federal Department of Health, [Coronavirus information posters and resources](https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources)
* Federal Department of Health, [Translated coronavirus information posters and resources](https://www.health.gov.au/resources/translated?f%5B0%5D=field_related_conditions_disease%3A9669)

COVID SAFE PLAN

<INSERT CLUB/ASSOCIATION NAME>

<INSERT NAME OF PERSON ENDORSING THE PLAN (PRESIDENT/SECRETARY)>

<INSERT REVIEW DATE>

COVID-19 COMMITMENT STATEMENT

As a <club/association> we are fully committed to providing a safe and healthy environment for members of our club (volunteers, players, personnel, families, spectators) and the wider community and are committed to implementing practices in line with guidance available from Sport Australia, Football Federation Australia, Football Victoria, our local council, the Victorian State Government and other relevant authorities applicable to our <club/association>.

We also acknowledge the directions imposed by the Victorian State Government will be followed as we undertake football activities during the remainder of 2020 and into 2021, and we commit to adhering to the latest advice from Football Victoria and the Victorian State Government in this regard.

It is important to <club/association name> to lead and promote a strong culture of COVID-19 safety for the health and wellbeing of participants and the broader community.

1. ENSURE PHYSICAL DISTANCING

You must ensure participants, coaches, club/association personnel, parents, permitted spectators, etc. are 1.5 metres apart as much as possible.

Examples of how this can be done include:

* Displaying signs to show patron limits at the entrance of enclosed areas where limits apply (e.g. canteen or changeroom)
* Limit the number of participants to the minimum required to play (i.e. limit training to usual age group squad size)
* Zone training areas to limit intermingling between training groups
* Stagger training start times, leaving 15 minutes between training sessions
* Limit use of seats and toilet or changing cubicles at facility to every second seat/cubicle
* Discourage carpooling
* Use floor markings to indicate appropriate physical distancing
* Signpost entry and exit points to limit congregation at the start and end of training
* Conduct meetings or individual fitness sessions from home, where possible
* Modify activities to optimise ability to maintain 1.5 metres physical distancing, including by separating groups as much as possible
* Allocate different doors/gates for entry and exit
* Use an entry and exit system to the venue/facility that is as contactless as possible and quick to enter and exit
* Identify designated drop off areas
* Establish contactless delivery and display signage for delivery drivers. This may be relevant if your club has canteen or café deliveries

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| To ensure physical distancing, our club/association will:   * <insert actions your club will take here>   Our club/association has the following outdoor spaces:   * <insert outdoor space (e.g. outdoor seating, pavilion)> (density quotient: <insert density quotient (see [DHHS guidance](https://www.dhhs.vic.gov.au/four-square-metre-rule-covid-19))>)   Our club/association has the following indoor spaces:   * <insert indoor space (e.g. canteen)> (density quotient: <insert density quotient (see [DHHS guidance](https://www.dhhs.vic.gov.au/four-square-metre-rule-covid-19))>)   We will provide/require the following training and guidance to our personnel/volunteers:   * <e.g. guidance posters at the venue, nominate COVID Safety officers who must complete the [free Australian Government online COVID-19 Infection Control Training](https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training), directing organisers and volunteers not to carpool>   We acknowledge that community sport is **restricted**. Therefore, our <club/association> will, in accordance with State Government requirements:   * 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 |

1. WEAR A FACE MASK

Clubs/associations must ensure all participants, volunteers and organisers entering the venue/facility wear a face mask as required by [current public health advice](https://www.dhhs.vic.gov.au/face-masks-vic-covid-19), unless they have a lawful reason for not doing so.

Clubs and associations should consider the following actions to satisfy this principle:

* Ensure a supply of disposable face masks are available for the use of all participants/attendees at all training sessions and matches
* Install screens or barriers for additional protection, where necessary (e.g. to protect canteen workers, or to segment change room areas)
* Provide information to participants around washing reusable masks each day, and changing disposable masks at least once per day

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| To ensure all participants over the age of 12 wear a face mask when required, our club/association will:   * <insert actions your club will take here> |

1. PRACTISE GOOD HYGIENE

Additional hygiene measures are a priority. Clubs/associations and venue and facility operators should maintain good hygiene in their premises, and document hygiene practises in this COVIDSafe Plan.

Examples of practising good hygiene as a club/association and/or venue and facility operator include:

* Ensuring that cleaning products and disinfectants are accessible to participants and personnel (Note to clubs/associations: a complimentary allocation of Two Hands hand sanitiser is available to you. Please find [more information here](https://www.footballvictoria.com.au/news/football-victoria-announces-two-hands-official-hand-sanitiser-sponsor))
* Monitor supplies of cleaning products and regularly restock
* Venue/facility cleaning and disinfecting on a frequent and scheduled basis, ensuring particular frequency for high touch surfaces and bathrooms/change rooms
* Developing a cleaning/disinfecting schedule for high touch surfaces at the venue as well as for equipment
* Ensuring that one or more personnel from your club or association undertakes infection control training (available free [online](https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training))
* Display a cleaning log (or request the facility owner does so) in shared spaces such as toilets
* Ensuring that handsoap and santiser dispensers are regularly refilled and always available for participants and personnel
* Ensure rubbish bins are available to dispose of paper towels
* Display posters on good hygiene and handwashing practises in prominent places and establish hygiene stations at entrances and throughout the venue/facility to encourage good hand hygiene
* Require attendees to sanitise their hands upon arrival at and departure from the venue/facility

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| To ensure that our club/association and all personnel and participants practise good hygiene, our club/association will:   * <insert actions your club will take here> |

1. KEEP RECORDS AND ACT QUICKLY IF WORKERS BECOME UNWELL

All venues and clubs/associations must have a response plan, as part of this COVIDSafe Plan, ready for the possibility of a person with COVID-19 at their premises.

Clubs must ensure that they maintain an attendance register for every person that attends for a period of more than 15 minutes (including participants, personnel, parents and other permitted spectators). This could be in the form of the [Record of Attendance template](https://www.footballvictoria.com.au/return-attendance) on the Football Victoria website, or in another suitable format (e.g. QR code).

You must keep the attendance register record for at least 28 days.

If a worker participant or volunteer who is a confirmed case of COVID-19 has attended your venue/facility while they are infectious, you must follow your response plan. Consider the DHHS [Workplace guidance for managing suspected and confirmed cases](https://www.dhhs.vic.gov.au/workplace-guidance-for-managing-suspected-and-confirmed-cases-covid-19-doc), which has minimum requirements for this response plan, including:

1. Undertake a risk assessment
2. Contact DHHS and Worksafe
3. Determine hot spots
4. Clean the premises

Items to cover in your response plan include:

* 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 while infectious, noting people who show symptoms or have been in close contact should NOT attend the venue/facility 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 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.

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| Our club/association will keep records of all attendees in the following way:   * <insert actions your club will take here>   If a worker, participant or volunteer who is a confirmed case of COVID-19 attends our venue/facility while they are infectious, our response plan is:   * <insert the steps your club/association will take as part of your response plan>   We acknowledge that community sport is **restricted**. Therefore, our <club/association> will, in accordance with State Government requirements:   * 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. |

1. AVOID INTERACTIONS IN ENCLOSED SPACES

In Victoria, employers have OHS duties and obligations to do what is reasonably practical to provide a working environment that is safe and without risks to the health of workers or other visitors/participants.

As part of creating a safe working environment that addresses risks associated with potential exposure to coronavirus (COVID-19), venues and facilities should have a plan in place to minimise the amount of interactions conducted in enclosed spaces (e.g. bathrooms, changerooms and clubhouses) and maximise ventilation, air quality and use of outdoor spaces.

Where the use of indoor spaces is required (for example entrances and bathrooms) venues/facilities should have a plan to minimise the amount of interactions conducted and maximise ventilation, air quality and use of outdoor spaces.

In the context of football, it is most likely that this will be relevant to the use of toilets, changerooms, storage rooms and canteens. Examples of actions that you could take to satisfy this principle are:

* Where workers and participants are required to be indoors, open windows and outside doors where possible to maximise ventilation
* Limit interactions indoors
* Increase the number of areas for changing, or allow more time for changing, and consider staggering change times where practicable
* Encourage participants to change at home and limit use of toilet facilities
* Restrict and control access to shower facilities

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| To minimise interactions in enclosed spaces, our club/association will:   * <insert actions your club will take here> |

1. CREATE WORKFORCE BUBBLES

‘Workforce bubbles’ can help reduce the risk of infection and support contact tracing initiatives. A ‘workforce bubble’ in the football context is a defined group – coaching staff, necessary health/training staff, participants – who limit their in-person interactions to other members of the group.

This reduces the number of individuals that each person comes into contact with, rather than the number of interactions. This would contain any positive COVID-19 cases to a confined group within your club/association.

Examples of how bubbles can be achieved in football are:

* Limit training sessions to one squad or team and the minimum staff required for coaching
* Follow rules around limiting spectators to one per participant, and only where parental supervision is required, or where care is required for a participant with additional needs
* Use clearly marked training zones to maintain consistent training groups
* Minimise any player movement between teams or squads
* Stagger training sessions so that different teams arrive at different times to reduce interaction between groups
* Advise participants and personnel not to carpool to training/matches
* Limit shared equipment to one training group
* Clean shared equipment between sessions or if it is to be used/rotated to another training group
* Communicate to volunteers and organisers that they should limit work across multiple sites
* Designate areas within the venue/facility for each group to store equipment and belongings (bags, balls, bibs, etc.)
* Encourage participants volunteers and organisers to minimise time in shared facilities when taking breaks/between games/sessions

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| Our club/association will create a ‘bubble’ by:   * <insert actions your club will take here>   We acknowledge that community sport is **restricted**. Therefore, our <club/association> will, in accordance with State Government requirements:   * 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 |