

Community Sport and Recreation COVIDSafe Plan



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Revision: 29/04/2022 v16

Set 4 Tennis COVID Prevention Steps

1. Vaccination

All Set 4 Tennis Coaches are required to be fully vaccinated with an approved COVID-19 vaccine.

2. Set 4 Tennis Staff Protocols

- Check in is no longer required
- Staff must protect themselves using regular handwashing, respiratory etiquette and maintain social distancing.
- Staff must monitor themselves for any symptoms of COVID-19
- Staff are recommended to get vaccinated for the flu (influenza). This aids in reducing the strain on the healthcare system as it deals with COVID-19. Vaccines are now available from your GP or pharmacy.
- Set 4 Tennis will provide hand sanitizer, alcohol wipes, Glen 20, and tissues for every coaching court.
- Ensure children and coaches use hand sanitizer at the start and finish of every class.

3. Personal Management Checklist

The Victorian government recommends wearing a mask if you can't physically distance, have any symptoms, or if you are with people who may be vulnerable to COVID-19.

In addition

- If you are feeling unwell do not come to work.
- If you have any COVID-19 like symptoms, please get tested and follow the guidelines for isolating. (You must have access to a thermometer to self-check temperature. If your temperature is $>37.5^{\circ}\text{C}$ you may be showing signs of infection, please seek medical advice and do not come to work)
- Please inform your manager of any illnesses and absences.

4. General hygiene, PPE usage and cleaning and disinfecting

Graphic visual representations of good hygiene and social distancing information have been placed around the clubrooms/courts as a reminder to members to practice these key activities to help prevent the spread of the virus.

Good hygienic practices are critical to minimising transmission of the virus. The emphasis here is on hand washing with soap for at least 20 seconds and rinsing off with water.

5. Hand Hygiene - How can I clean my hands to protect against infection?

- Clean your hands regularly
- Wash your hands with soap and water and dry them thoroughly
- Use alcohol-based sanitizer if you don't have immediate access to soap and water

6. Cough Etiquette

You are required to always cough or sneeze into your arm or a tissue and immediately dispose of the tissue into a bin. You will also need to wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if immediate access to soap and water is not available.

7. Other Hygiene and social distancing practises

- Avoid touching eyes, nose and mouth with unwashed hands.
- Do not share drink bottles with other staff members or students
- Ensure a distance of at least 1.5 metres is kept between yourself and others
- Make sure you have hand sanitizer, alcohol wipes, tissues and gloves on your court at the beginning of each session.
- Implement the practise of all staff, students and parents using hand sanitizer at the start and completion of each coaching session.
- Ensure 4 square metres per person and 1.5 metres between students wherever possible.
- Educate the students about the early signs and symptoms of COVID-19 and the need to stay home if unwell, or to alert a staff member during session if they are feeling unwell.
- Stop shaking hands, hugging or high fiving as a greeting or celebration.
- Be a good role model for children and their parents, actively talk about the importance of washing hands.

8. Tennis Coaching

Tennis coaching is now permitted under the current directions of the Vic Government and Tennis Victoria.

Set4Tennis has its own staff manual for COVID-19 protocols and procedures. Each staff member has read the document, is implementing the procedures and has a copy of the document in their coaching folder.

Coaching is being held on courts 3, 4, 5, and 6 in the following formats

- 1:1 Private Lessons
- 1:2 Semi Private Lessons
- Group Lessons with a maximum of 4 students plus coach
- Match Play Sessions
- Casual Coaching

There are 1-4 students maximum per court and they are entering and exiting their coaching court through separate gates.

Figure 1 details the entry points for courts. Hand sanitizer is provided on entry and exit to the court and as required during the lesson.

All courtside equipment is cleaned and only coaches are touching the drop down lines and cones. Any shared equipment is being cleaned at the conclusion of every lesson.

Courtside

- Balls cleaned daily with Glen 20
- Ball tubes and buckets cleaned with alcohol wipes or methylated spirit (diluted to 70%) after completion of each lesson.
- Drop down lines and cones are being cleaned at daily at the completion of coaching
- Parents are required to stay in their car or outside the court fence. Current regulations limit the number of people gathering at the BTC.

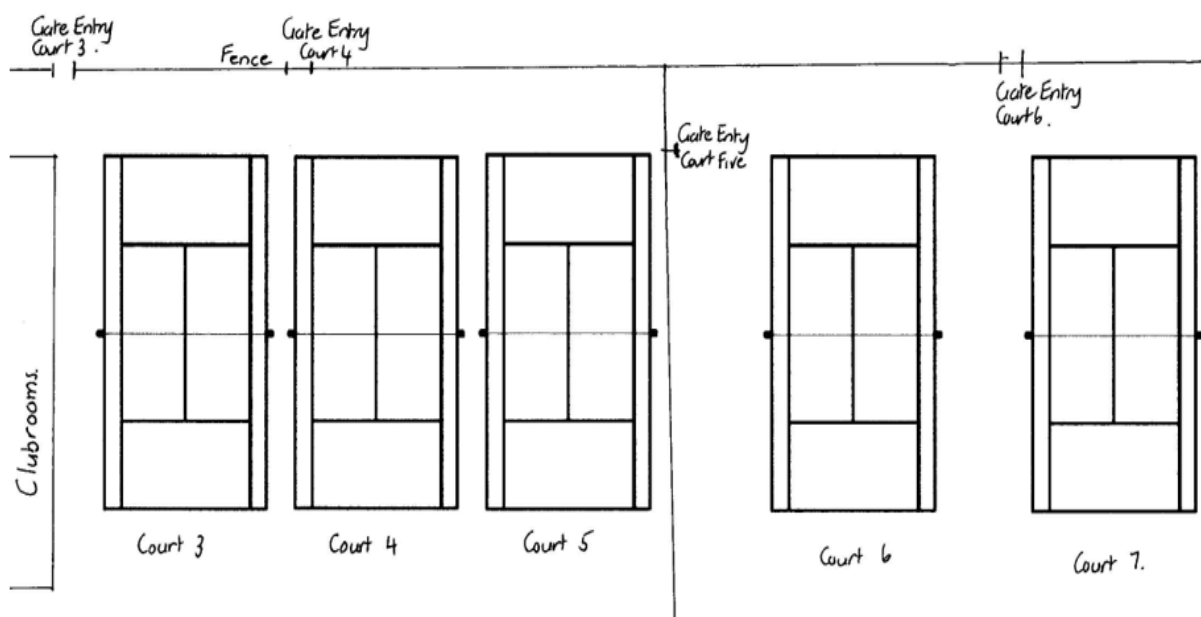


Figure 1 Court entry and exit point for tennis coaching

Additional Community Sport and Recreation COVIDSafe Measures in place at Berwick Tennis Club

1. Ensure physical distancing

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

2. Wear a face mask

Requirements	Action
<p>You must ensure all participants, volunteers and organisers entering the venue/facility wear a face mask as per public health advice</p> <p>https://www.dhhs.vic.gov.au/face-masks-vic-covid-19</p> <p>This includes:</p> <ul style="list-style-type: none">• Providing adequate face masks and Personal Protective Equipment (PPE) to participants, volunteers and organisers that do not have their own• A mask must be of at least two plies and covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements.	<ul style="list-style-type: none">• Face masks are NOT required to be worn
<p>You should install screens or barriers in the venue/facility for additional protection where relevant.</p>	<ul style="list-style-type: none">• Not applicable
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>Masks must be worn at all times except when out of breath or puffing from strenuous exercise unless a lawful exception applies.</p> <p>You should inform participants, volunteers and organisers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be changed immediately and the dirty mask stored in an airtight bag or container until it can be washed.</p>	<ul style="list-style-type: none">• Not applicable

3. Practise good hygiene

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

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

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

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

5. Avoid interactions in enclosed spaces

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

6. Create workforce/activity bubbles

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