COVID Safety Guidelines – Sport and Recreation

Phase 4, Version 1.0
27 June 2020

The WA Government has implemented a staged lifting of COVID-19 restrictions based on the advice of the Australian Health Protection Principal Committee (AHPPC) and the WA Department of Health.

While there are few active cases of COVID-19 within WA, it is important to maintain sensible safety precautions including good hygiene, additional sanitisation and physical distancing. This will ensure that if and when new cases do occur, COVID-19 is not transmitted to others.

An organisation that controls or operates a venue that was required to be closed by the directions under the *Emergency Management Act 2005* must complete a COVID Safety Plan prior to reopening and display a COVID Safety Plan Certificate in a visible location on the premises. Other organisations, including sporting organisations, may choose to voluntarily complete a COVID Safety Plan.

If you completed a COVID Safety Plan in Phase 3, you should review these updated guidelines and update your plan accordingly. You may be able to increase your premises' capacity which can be reflected on your COVID Safety Plan Certificate.

This document provides guidance on how to complete your COVID Safety Plan, and outlines the safety requirements for the re-opening of Sport and Recreation venues, and/or the recommencement of sporting activities.

These guidelines come into effect from 11.59pm, 26 June 2020.

Safety requirements

All people and premises are required to mitigate the risks of COVID-19. In addition to having a COVID Safety Plan and displaying a COVID Safety Plan Certificate, Sport and Recreation premises must:

- maintain a strict limit of a minimum of two square metres (2sqm) per patron
- maintain hygiene and frequent cleaning
- carefully manage shared spaces to ensure physical distancing

We all need to do our part to comply with these requirements and help mitigate the risks of COVID-19.

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COVID Safety Plan

The purpose of the COVID Safety Plan is to help ensure that businesses actively mitigate the risk of COVID-19 in line with the best available health advice. In the plan, you will need to explain how your business will take steps to implement the requirements and the advice set out in these guidelines.

Prior to re-opening, you are required to self-complete a COVID Safety Plan for your business and have it available for inspection upon request by an authorised officer. If your business has multiple premises you must prepare a COVID Safety Plan for each premises.

You must also display a COVID Safety Plan Certificate in a prominent location visible to patrons. The certificate is provided at the end of the COVID Safety Plan template.

If required, safety plans should be developed in partnership with your governing body, land/property manager and/or local government (noting the local government may also fulfil multiple roles).

COVID Safety Plans are an important part of ensuring that re-opening businesses does not increase the risk of spreading COVID-19. Failure to complete a COVID Safety Plan may mean your business is putting the community at risk. Authorised officers under the Emergency Management Act have the power to close premises, and businesses that put the community at risk in this way.

About COVID-19

COVID-19 is spread from person to person through close contact and droplets including:

- direct contact with an infected person;

- contact with droplets from an infected person's cough or sneeze; and

- touching contaminated objects or surfaces (like doorknobs or tables), and then touching your mouth or face.

The most effective measures to prevent the spread of coronavirus are good hygiene practices, additional sanitisation regimes and physical distancing.

As COVID-19 is spread person-to-person through coughing, sneezing, touching contaminated surfaces, and close contact with infected individuals, there is a need for businesses to remain vigilant with cleaning and sanitising regimes and take extra care with maintaining and promoting safe food and hygiene practices throughout business operations.

The most effective measures are good hygiene practices, additional sanitisation regimes, social distancing and keeping away from others if unwell.

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1. Physical distancing

Physical distancing is one of the most effective methods of reducing the spread of viruses. The more space between you and others the harder it is for the virus to spread.

Physical distancing can be used in the work place to minimise the risk of transmission. If a person in is found to be positive for COVID-19, the risk of transmission to others is minimised if physical distancing has been practiced.

Good practice physical distancing principles are to:

- maintain 1.5 metres separation between people who are not from the same household or groups of other patrons; and
- maintain a minimum of 2 square metres (2sqm) per patron.

Maximum occupancy

All venues must:

- Maintain a strict limit of a minimum of two square metres (2sqm) per patron (excluding staff);

A person will be a **patron** at the venue if they are a player, customer, participant, parent of a participant or child at the venue or spectators.

Instructors, trainers, coaches and general venue staff **are not** included in the occupancy count.

Calculating maximum occupancy

The maximum occupancy can be calculated by following these steps:

1. Measure the area accessible to the public.

   To find the area of a rectangle, multiply the length times the width. If there are adjoining areas or alcoves, measure them and calculate the area. Add the results of each measurement together to find the total area in square metres.

   Note: kitchen areas, staff only areas, toilets and areas occupied by fixed furniture such as counters and bars must not be included in the calculation of 'area accessible to the public'

2. Divide the total square metre area by 2 to give the maximum permissible number of patrons.

Gyms

Gyms may open with no additional safety requirements.

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Swimming pools

Venues that have swimming pools are subject to the same capacity requirements as other venues.

Managing shared spaces

Where there are points of congregation or potential congestion, such as walkways, bathrooms, shared facilities, points of entry and exit, and payment areas, venues can consider:

- using signage and barriers to direct and manage the flow of traffic.
- implementing a one-way traffic flow, such as a dedicated entrance and exit, to reduce congestion.
- reconfiguring the venue layout, for example by reducing the amount of seating or rearranging furniture, to allow for and encourage physical distancing.
- the placement of furniture and equipment – removing tables, chairs, bar stools, entertainment equipment and anything else that may result in patrons clustering in small spaces without maintaining the required distance.
- increased cleaning of communal amenities, such as bathrooms and changerooms
- the timing of payment and managing payment areas to ensure customers are not queuing to pay.

Managing patrons entering the venue

Ingress and egress of outdoor or indoor venues should be managed to ensure physical distancing. One-way traffic flow such as one dedicated entrance and another dedicated exit (where possible) can help minimise congestion.

It is recommended that businesses display the maximum number of patrons who can be present at any one time on the entrance door to clearly advise customers and allow for physical distancing.

Where patrons queue, such as at the entrance and service counter, consider providing markings on the floor 1.5m apart to show patrons where they should stand. Markings can be in bright colours or a pattern that stands out. Procedures can help ensure these physical distancing measures are adhered to.

Venues can consider using easily visible signage to:

- tell patrons not to enter the premises if they are unwell;
- encourage patrons within a group to also practise physical distancing;
- direct patrons to follow the physical distancing principles; and
- avoid patrons crowding together in any one area of the business.

It is recommended that any patron who appears to be unwell is requested to leave the premises.

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Managing interactions between sporting participants and spectators

Sporting organisations should review their 'return to play' documentation to ensure it is compliant with the current COVID safety guidelines. Spectator management should be a consideration. Consider staggering starting times for training sessions to avoid congestion.

Consider adopting a 'get in, train or play, get out' philosophy to avoid unnecessary crowding.

Managing interaction between staff and patrons

In order to serve and interact with patrons, staff may need to move within 1.5m. In these situations, staff can consider avoiding direct contact and minimising face to face time in order to reduce the risk of transmission. If staff come into direct contact with patrons, staff should follow good hygiene practices such as hand washing and cleaning.

Physical distancing between staff

Businesses should ensure that staff stay at home if they are unwell.

In addition to practising good hygiene and cleanliness, the following approaches will minimise the risk of transmission of communicable diseases in the work place and maximise continuity of business:

- review scheduled classes, rehearsals, training arrangements to reduce interaction – consider small teams working separately from one another, including staggered start and finish times;
- physical distancing during break times – maintain physical distancing when using lunch or dining room facilities or communal areas;
- maintain the physical distancing protocol of 1.5m across the sport and recreation venue as well as outside the workplace; and
- staff should consider getting an annual flu vaccination.

Barriers

In instances where physical distancing may not be possible, physical barriers like perspex screens may potentially reduce exposure between staff and the public. However, the effectiveness of such measures against COVID-19 is still not known. There may still be the potential for transmission, depending on the type of barriers introduced and other considerations such as air currents in the vicinity. Perspex screens may stop droplets landing on staff, but surfaces may still be contaminated. Therefore, these screens will be more effective when used in combination with good hand hygiene and regular cleaning.

2. Hygiene

Cleaning hands

Regularly washing hands is an effective way to prevent the spread of germs and virus.

If cleaning your hands with soap and water:

- Lather for at least 20 seconds. Pay attention to the backs of hands and fingers, fingernails and the webbing between fingers.
- Rinse hands under running water and dry hands with a clean towel, or fresh paper towel.

If cleaning your hands with an alcohol-based hand rub (hand sanitiser):

- Apply enough product to cover both hands.
- Rub all surfaces of both hands until they are dry.

Consider providing an alcohol-based hand sanitiser for customers at the entrance to the sporting facility. Alternatively, a hands-free hand basin with liquid soap and paper towels could be supplied for customer use.

Spitting and clearing of nasal/ respiratory secretions on ovals or other sport settings is strongly discouraged. Do not share towels, water bottles or mouthguards. Mouthguards should not be handled during the session.

Washing equipment

There are no restrictions on the use of shared equipment.

The following hygiene measures are recommended to continue to manage the risk of transmission:

- clean shared equipment between each use;
- continue to encourage patrons to bring their own equipment;
- implement hygiene measures following each classes;
- encourage patrons to wipe down equipment after each use; and
- gym supervisors should ensure regular cleaning is carried out during the day.

Increased cleaning and sanitation regime

It is important to ensure appropriate cleaning of common contact surfaces, 'high touch' items and shared amenities, such as handles, taps, lunch rooms, EFTPOS keypads and toilets. It is recommended that frequent cleaning in all areas is maintained. This is especially important in high traffic areas and any areas accessed by the public. If you think a surface may be contaminated, clean it with a common household disinfectant to kill the virus.

Cleaning products should be chosen that are approved for the surface to be cleaned. In general, combined detergent/disinfectant solutions or wipes are acceptable for hard surfaces. Some products such as bleach can damage fabrics, stainless steel and other surfaces. Businesses will have to continue to comply with any requirements regarding use of chemicals, including the use of Safety Data Sheets for chemicals utilised in the work place.

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For most general cleaning tasks, a neutral detergent with pH between 6 and 8 should be used. The use of combined detergent / disinfectant wipes is acceptable, or solutions can be prepared fresh each day.

If using a bleach solution look for products which give you a 1000ppm (0.1%) bleach solution either neat or when diluted with water. Always follow the manufacturer's instructions if any detergent or disinfectant products require mixing with water or dissolving prior to use. Remember to never mix different cleaning products as in some instances toxic gases can be generated.

Refer to the Environmental cleaning in the workplace factsheet for further advice.

Swimming pools, aquatic facilities

Aquatic Facilities will continue to have additional obligations under existing legislation and regulations, including obligations under the Health Act as well as Worksafe legislation. Some information regarding the existing conditions for operating Aquatic Facilities is provided below, for reference.

- Health (Aquatic Facilities) Regulations 2007
- Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities

Cleaning products

Chlorine-based disinfectants are effective for environmental cleaning and are the most commonly used. Other disinfectant products may also be effective at killing the virus. A list of effective disinfectants for use against COVID-19 can be found on the United States Environmental Protection Agency (USEPA) website. Contact time and dilution factors are important considerations for ensuring effective disinfection.

Bleach solutions should be made fresh daily as they become less effective over time.

The recommended concentration of available chlorine for routine disinfection of cleaned surfaces is 1000ppm as this concentration has been shown to be effective against the majority of microbial pathogens.

Cleaning chemicals should never be mixed together. The Material Safety Data Sheets (MSDS) and the manufacturers guidelines should always be followed.

Care should also be taken to ensure that the cleaning agent is appropriate for the item to be cleaned, for example, bleach may not be appropriate for some fabrics as it may damage the material.

Payments
Promote cashless payments.

After handling money, consider washing hands with soap and water, or an alcohol-based hand sanitiser.

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3. Training and education

Organisations should regularly communicate restrictions, policies and procedures. This can be via hard copy notices around the venue, electronic communication and via a briefing.

The location of additional resources is listed at the end of these guidelines. These provide information that can be shared with staff and volunteers, and could displayed in your premises.

The Australian Infection Control training can be promoted where appropriate. https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training

4. Compliance with existing legislation and regulations

In addition to the legal obligations arising from the Emergency Management Act and the Directions made under the Act, businesses will continue to have obligations under legislation and regulations, including Worksafe legislation.

If the venue has a food business, please refer to the requirements in the COVID Safety Guidelines for Food and Licensed venues.

Refer to the above regarding Aquatic Facilities.

5. Response planning

Public health officials are responsible for responding in the event that a person with possible COVID-19 infection enters your premises, and will do so once notified. Please consider the following measures that can be undertaken to minimise further risk and assist public health officials to respond.

Maintain attendance records

Accurate and relevant records of people attending your premises will assist Public Health officials with contact tracing in the event of a positive COVID-19 case in your premises. If you decide to maintain attendance records, consider the following:

- Records could be physical (i.e. secure sign-in book managed by staff) or electronic, and to be relevant would need to include a name and contact information for each patron (e.g. phone number or email)

- It is not suggested that you record details of people who visit the premises for a short period time and have minimal face-to-face interaction. For example, someone returning a book to a library, or someone ordering take-away.

- Consider keeping a record of other visitors to the facility such as delivery drivers and maintenance contractors.

- In order to be relevant, consider how you would produce a list in a timely manner of all patrons, staff, and other contacts for a given time period.

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- If records are taken, then they must not be used for purposes other than contact tracing (i.e. contact information is not to be used for marketing purposes)

If you decide to maintain attendance records, then you must implement a process consistent with any privacy obligations you have for obtaining and safely maintaining records.

Responding to a COVID-19 incident

If you are aware that someone with a case of COVID-19 has been in your workplace, ring the COVID-19 Public Hotline on 13COVID (13 26843) and follow the advice of public health officials. If there is concern that a person is not adhering to quarantine requirements, contact 13 COVID.

If someone is confirmed as having COVID-19 or is getting tested for COVID-19, they should already be at home. However, there may be circumstances where a person in your workplace is displaying COVID-like symptoms, such as a fever, cough, sore throat, shortness of breath and/or loss of smell/taste, or shares information (e.g. they have been in close contact with someone that has the virus) that causes you to have reasonable concerns about their health and the health of others in your workplace.

The person could be staff, a client, customer or other visitor to your premises. Where this occurs:

1. Inform your manager immediately, who should call public health and follow their advice.

If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help.

Otherwise, the manager is to call the state public health unit by contacting the COVID-19 Public Hotline on 13 COVID and follow their advice. People who are unwell may be asked to seek the advice of a healthcare practitioner and, if appropriate, attend a COVID-19 clinic.

2. Keep others away from the person

Take steps to prevent the person from potentially spreading the virus by keeping others away from the person. The measures must be reasonable.

3. Transport

If transportation is required, follow the advice of public health staff. When transportation is required for known or suspected cases of COVID-19, private vehicles are the preferred method of transportation. Further information related to the management and cleaning of vehicles used for transportation can be found in the Department of Health's Infection Control information for public & private transport guideline

4. Clean and disinfect

Follow all public health advice about closing off affected areas and prevent access until they have been cleaned and disinfected. Information on cleaning for non-healthcare settings during

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the coronavirus (COVID-19) pandemic can be found in the Department of Health's COVID-19 environmental cleaning in non-healthcare settings factsheet.

5. Assisting public health to identify close contacts

Public health may ask for your attendance records. The manager is to provide these records to public health upon request. In the event a positive case is identified, public health officers will conduct interviews with the confirmed case to determine their contacts.

Review risk assessment

If there is concern about the risk of staff being exposed to the virus at work, a risk assessment should be carried out with reference to the latest information available. Employers should develop prevention and control strategies appropriate to the workplace, in consultation with their staff, and ensure that all staff are aware of and follow these strategies.

Regularly review your COVID-19 risk management controls, in consultation with your staff and their representatives, and assess and decide whether any changes or additional control measures are required. Consider having regular discussions about safety and health issues, for example during staff meetings, or by setting up a safety committee.

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Key Contacts

- 13COVID: For information about coronavirus measures and restrictions, and what they mean for you.
- COVID-19 Public Hotline: 1800 020 080: If you suspect you, a staff member, or a customer may have COVID-19 coronavirus symptoms or may have had close contact with a person who has COVID-19 coronavirus.
- Dedicated Police Number: 131 444

Further information

- Coronavirus - public information: www.healthywa.wa.gov.au/Articles/A_E/Coronavirus
- COVID-19 industry information: www.health.wa.gov.au
- Resources on physical distancing:

  https://www.health.gov.au/resources/publications/coronavirus-covid-19-keeping-your-distance

  https://www.health.gov.au/resources/videos/coronavirus-video-social-distancing
- Occupational safety and health information is available on the WorkSafe website www.dmirs.wa.gov.au
- National Principles for the resumption of Sport and Recreation activities
- Australian Institute of Sport (AIS) - Framework for Rebooting Sport in a COVID-19 Environment

Additional resources

- How to Handwash poster – World Health Organization
- How to Handrub poster – World Health Organization
- Keeping Your Distance poster – Australian Government
- Change of Business Hours poster – Australian Government
- COVID-19 information for business, industry and local government – WA Department of Health

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APPENDIX A – Checklist: Items to consider prior to reopening a business or premises

1. Physical distancing

- ☐ Physical distancing. Numbers will be limited to 1 patron per 2 square metres.
  - o Have you calculated the total area of your public spaces and determined the maximum number of patrons permitted?
  - o Is the furniture arranged to maintain 1.5 metre physical distance?
  - o Are there physical distancing markers on the floor in areas where customers queue?
  - o Consider how you will manage staff in enclosed areas, are there any issues regarding staff numbers in staff areas?
  - o Have you identified all situations, tasks and processes where staff and others interact closely with each other and made any modifications if required?
  - o Have you put in place measures to communicate and remind staff of the need to practise physical distancing?
  - o Have you reviewed shift arrangements to reduce interaction between staff?
  - o Have you reminded staff to ensure physical distancing is maintained during break times?

2. Hygiene
- ☐ Good hygiene
  - o Are adequate hand washing and hand sanitising stations provided? Check hand washing facilities are in good working order and adequately stocked (soap, hot water, paper towel, hand sanitiser)
  - o Has signage about hand hygiene been provided?
  - o Are processes in place to regularly monitor and review hygiene stations/measures?

- ☐ Cleaning and sanitisation
  - o Have you considered the frequency of cleaning for public areas?
  - o Are procedures in place for thorough and regular cleaning of common surfaces, 'high touch' items and shared amenities e.g. handles, tables, chairs and toilets?
  - o Have communal items been removed where possible e.g. self-serve stations (cutlery, water, condiments)?
  - o Does your business have appropriate cleaning products and equipment to perform cleaning and disinfection e.g. detergent, disinfectant, food grade sanitiser, PPE where appropriate?
  - o Are all food contact surfaces effectively cleaned and sanitised?
  - o Have you instructed staff to clean personal property e.g. phones and keys?

- ☐ Personal Protective Equipment (PPE)
  - o Where you have identified the need for PPE, do you have adequate stock?
  - o Have staff been adequately trained in how and when to wear PPE?

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3. Training and education

☐ Have you provided information to staff on your COVID safety procedures and what is expected of them?

☐ Where appropriate, have staff completed training?

☐ Have you provided clients with information on your COVID safety procedures, including not attending the premises if unwell?

4. Compliance with existing legislation and regulations

☐ Is your business continuing to meet obligations under existing legislation?

☐ Have you contacted your local government authority, the Department of Health, or WorkSafe if you are unsure of public health or occupational health and safety requirements?

5. Response planning

☐ Monitor symptoms
  o Have you put up signs about the symptoms of COVID-19 in the workplace?
  o Have you advised staff stay home if they are unwell?
  o Have you advised staff to disclose if they have been in close contact with a person who has or is being tested for COVID-19?

☐ Contact tracing
  o Are you maintaining booking records of clients for the purposes of contact tracing?
  o Are you maintaining a record of staff working on the premises?

☐ Incident response
  o Does your business have written instructions for staff about how to respond to a COVID-19 related incident?

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