



16 July 2020

COVID-19 Safety Plan

Effective 17 July 2020

Community sporting competitions and full training activities

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers, volunteers and your visitors.

Complete this plan in consultation with your workers and volunteers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely participate in activities. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Organisations must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

ORGANISATION DETAILS
Organisation name: Queanbeyan District Cricket Club (QDCC)
Plan completed by: Chris Doyle
Approved by: Cricket ACT

> REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers, parents/carers and participants who are unwell	<p>Before participating in any cricket activity, QDCC will advise all players, team officials, parents/carers and members, they must not attend training, matches or cricket related activities, if in the past 14 days they have:</p> <ul style="list-style-type: none"> been unwell or had flu-like symptoms; been in contact with a known or suspected case of COVID-19; had any sudden loss of smell or loss of taste; are at a high-risk category, including the elderly and those with pre-existing medical health conditions. <p>Click Here - Definition of people who are deemed to be in the High Risk Category</p> <p>We advise members to check the NSW Government website for full list of symptoms associated with COVID-19 infection - https://www.nsw.gov.au/covid-19/symptoms-and-testing</p>

<p>Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.</p>	<p>QDCC will promote and encourage the use of the following resources to remain informed with current information:</p> <ul style="list-style-type: none"> • World Health Organisation - https://www.who.int/; • Australian Government Department of Health https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert • NSW Government Department of Health https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx • Sport Australia Website_ • https://www.sportaus.gov.au/ • Cricket Australia Return to Cricket Resources_ https://www.community.cricket.com.au/clubs/covid-19/ • Australian Institute of Sport https://www.ais.gov.au/health-wellbeing/covid-19#ais_framework_for_rebooting_sport • Safe Work Australia https://www.safeworkaustralia.gov.au/ • Safe Work NSW https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus <p>We continue to promote the range of COVID-19 resources produced by the Federal Government, including posters outlining hygiene practices found at: https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources.</p> <p>In addition, we encourage the use of cricket related resources found at https://www.community.cricket.com.au/clubs/covid-19/additional-resources</p> <p>All members are advised to self-isolate and seek professional medical assistance if they are unwell or suspected to have been in contact with a COVID-19 case.</p> <p>In the event of a COVID related incident, The NSW Health Department will contact QDCC/CricketACT will contact and advise all members and visitors to seek medical assistance.</p>
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<p>Members and volunteers have been made aware of the above parameters and the requirements of COVID guidelines.</p> <p>In the event they experience COVID-19 symptoms they are to be directed away from the club, self-isolate and seek immediate professional medical attention.</p> <p>In order to return to club related activities, a clearance or medical certificate is required.</p>
<p>Display conditions of entry (website, social media, venue entry).</p>	<p>Resources, posters and information about COVID-19 will be shared across communication channels and displayed at appropriate locations around facilities and venue.</p> <p>Where appropriate, QDCC will identify and address potential language, cultural and disability barriers associated with communicating COVID-19 information to players, members and other stakeholders.</p> <p>In conjunction with our state and national governing bodies, QDCC have implemented and promoted amongst our stakeholders, a range of resources on COVID-19.</p> <p>NSW Government Translated Resources Click Here for In-language educational resources on COVID-19 for health workers and communities</p> <p>NSW Government Resources https://www.nsw.gov.au/covid-19/industry-guidelines/posters-and-signage-for-business</p> <p>Cricket Australia Return to Cricket Resources https://www.community.cricket.com.au/clubs/covid-19/additional-resources</p>

Wellbeing of staff and visitors

<p>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.</p>	<p>QDCC operates its own facility under agreement with the Queanbeyan Palerang council. We will continue to liaise and work with our facility and venue operators to address requirements and measures. These include, but are not limited to, curating staff, mowing staff, canteen and bar personnel and the council to comply with any specific requirements they may have.</p> <p>Physical distancing and cleaning protocols will be in place by QDCC. We will outline the maximum amount of patrons allowed in the various areas of the club house, canteen, change rooms, toilets and viewing areas.</p> <p>Where appropriate, these areas will have clearly been marked with tape and/or signage.</p> <p>It is advised to members 'minimal personnel, spend minimum time' in shared spaces.</p>
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> • Swimming pools • Gyms • Indoor recreation facilities • Restaurants and cafes (for kiosks or canteens) • Major recreation facilities 	<p>For this purpose, our cricket activities do not operate in swimming pools, gymnasiums, restaurants and cafes.</p>
<p>Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.</p>	<p>QDCC will continue to communicate COVID updates provided by the NSW Government - https://www.nsw.gov.au/covid-19/latest-news-and-updates</p> <p>We will advise all players, team officials, parents/carers and members, they must isolate, if in the past 14 days they have travelled to Victoria. Members will be advised to seek medical assistance if they feel or show COVID symptoms.</p>
<p>Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latest-news-and-updates).</p>	<p>QDCC will continue to communicate COVID updates provided by the NSW Government - https://www.nsw.gov.au/covid-19/latest-news-and-updates</p> <p>We will advise all players, team officials, parents/carers and members, they must isolate if they have attended locations of reported COVID cases. Additionally, members are advised to seek medical assistance if they feel or show COVID symptoms.</p>
<p>Take all reasonable steps to minimise the number of spectators attending community sport events.</p>	<p>QDCC have considered the schedule and number of participants attending cricket related activities i.e. training to minimise the number of attendees present at the venue or facility at one time.</p> <p>QDCC will allow members time to vacate between training, matches or other cricket related activities.</p> <p>We will advise and communicate to our members to limit the number of spectators to cricket related activities to immediate family members (parent or guardian).</p> <p>We will encourage players and spectators to leave the facility as soon as possible following the conclusion of their cricket activity or match.</p> <p>QDCC will adopt a get in, train, get out mantra. Come dressed ready to train.</p>
<p>If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.</p>	<p>Club administrators have scheduled training sessions with allowances for members to vacate the venue. This is to warrant minimal contact, unnecessary gatherings and correct social distancing.</p> <p>Competition Administrators have scheduled matches times to minimise contact, cross-over and avoid unnecessary gatherings of players, family members and staff.</p> <p>We will schedule time between games/training sessions when possible, to enable all attendees to arrive and exit the venue safely, with minimal contact with others.</p> <p>Flexibility will be given to the scheduling of competition fixtures and activities to allow to participation in a safe COVID environment.</p>

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REQUIREMENTS	ACTIONS
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Physical distancing	
<p>Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people</p>	<p>QDCC have considered the schedule and number of participants attending cricket related activity to minimise the number of attendees present at the venue or facility at one time.</p> <p>Attention has been given to allow time to vacate members between training and matches.</p> <p>Within enclosed spaces such as clubrooms, physical distancing of 1.5m and 4m² will be adhered to and signage clearly displayed.</p> <p>Attendees at events will be kept to a minimum where possible, with attendance not exceeding 500 people.</p>
<p>Minimise co-mingling of participants from different games and timeslots where possible.</p>	<p>Club administrators have scheduled training sessions with allowances for members to vacate the venue. This is to warrant minimal contact, unnecessary gatherings and correct social distancing.</p> <p>Competition Administrators have scheduled matches times to minimise contact, cross-over and avoid unnecessary gatherings of players, family members and staff.</p> <p>We will schedule time between games/training sessions when possible, to enable all attendees to arrive and exit the venue safely, with minimal contact with others.</p> <p>We will continue to communicate with players and club members to encourage the use of personal equipment (no sharing of equipment), the arrangement of bags to maintain physical distancing of participants (greater than 1.5 metres) and separation of teams to allocated areas.</p> <p>Where possible, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.</p>
<p>Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance. Have strategies in place to prevent spectators from different games and timeslots co-mingling.</p>	<p>Parents/spectators may attend games but must adhere to social distancing rules.</p> <p>We will take the necessary precautions to minimise the risk of transmission including the dispersion of spectators around the perimeter of the venue, across a range of viewing areas and designating the use of specific seats arrangements that meet physical distancing requirements.</p> <p>We will encourage players and spectators to bring their own seating i.e. fold out chair and to leave the facility as soon as possible following the conclusion of their cricket activity or match.</p> <p>A COVID Marshall will be appointed to assist with the management of crowds.</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.</p>	<p>QDCC will stagger arrival and/or departure times when possible for different groups and teams. We advise members, parents/guardians to remain in their vehicle or at a distance until the allocated time.</p> <p>Where allowable by venue design, manage entry and exit points to allow entry/exit of members.</p> <p>Where required, direct the flow of players, coaching staff and attendees throughout the venue to limit the risk of overlap and congestion.</p>

Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.

We will promote and communicate the importance of social distancing of 1.5 metres between spectators. This will be carried out through crowd control by club officials, marked seating, social media, direct communication and signage as well as safety messaging on our scoreboard.

We will indicate the number of people that can occupy indoor spaces in accordance with the 4m² guidelines.

Physical distancing	
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	<p>We will indicate the number of people that can occupy indoor spaces in accordance with the 1.5m and 4m² guidelines, including toilets, canteens and communal areas.</p> <p>Amenities (toilets) will be open for public use, will display clear signage to indicate safe practices and the recommended number of people to occupy the space (dependent on the space of the amenities).</p> <p>We also commit to liaising with our stakeholders and Council to increase the regular cleaning of public amenities and communal areas.</p> <p>If unable to meet the necessary COVID-19 requirements and social distancing protocols communal facilities will remain closed.</p>
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	<p>We will encourage all participants to shower/change at home where possible.</p> <p>We will limit the use of communal areas or inside areas to essential players and team officials, with regular disinfectant cleaning. If unable to meet the necessary requirements facilities will remain closed.</p> <p>Changeroom facilities will remain closed.</p>
Use telephone or video platforms for essential staff meetings where practical.	<p>When held, we will conduct club and team meetings via online/virtual meeting platforms such as Zoom, Facetime, Teams and Skype in place of face- to-face meetings.</p> <p>If we need to meet face to face, we will keep the time to a minimum, implement social distancing requirements with consideration to the venue size and be seated a minimum of 1.5m and 4m² apart.</p>
Review regular business deliveries and request contactless delivery and invoicing where practical.	<p>We will contact all suppliers and seek their support for contactless deliveries to the club and electronic invoicing where practical.</p> <p>We will utilise electronic invoicing/banking where practical to complete business transactions.</p>

REQUIREMENTS	ACTIONS
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Hygiene and cleaning	
Adopt good hand hygiene practices.	<p>We will clean and disinfect communal spaces, surfaces and objects such as equipment, team benches and hard surfaces regularly.</p> <p>Refer for cleaning and disinfecting guidelines - Safe Work Australia – Cleaning & disinfectant guidelines</p> <p>We will display posters on good hand hygiene and correct hand cleaning protocols throughout the venue.</p> <p>Further we will:</p> <ul style="list-style-type: none"> Promote and provide hand washing guidance to all participants and volunteers Promote regular and thorough hand washing by volunteers and participants; Provide sanitising hand rub within the venue and refill regularly; Replace/refill soap in toilets regularly; Place bins around the venue. <p>Resources</p> <ul style="list-style-type: none"> https://www.nsw.gov.au/covid-19/industry-guidelines/sports-recreation-and-gyms https://www.community.cricket.com.au/clubs/covid-19/additional-resources; https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/gyms-and-fitness-centres/cleaning
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	<p>We will provide hand sanitiser within the venue and ensure it is readily available.</p> <p>We will encourage players, officials, volunteers, attendees and other members to carry personal hand sanitiser to enable good personal hygiene.</p>

<p>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.</p>	<p>We will:</p> <ul style="list-style-type: none"> • Refill soap in toilets regularly. • Refill paper towel dispensers in toilets when required. • Place bins around the venue. <p>We will work with venue owners/operators to ensure amenities are well stocked.</p> <p>We will display posters and visual aids on hand washing and hygiene protocols in all toilets, changerooms and canteens within our facility.</p> <p>We will promote and provide hand washing guidance to all participants and volunteers:</p> <ul style="list-style-type: none"> • https://www.nsw.gov.au/covid-19/industry-guidelines/sports-recreation-and-gyms • https://www.community.cricket.com.au/clubs/covid-19/additional-resources;
<p>Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.</p>	<p>We will stipulate that all participants are to provide their own clearly labelled drink bottle for their personal use only.</p> <p>We will communicate to all participants the importance of not sharing any food or drinks.</p> <p>We will not provide any communal drink or food for players such as drink bottles, catered food, packets of lollies, fruit etc.</p>
<p>Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.</p>	<p>We will encourage players to be responsible for the cleaning of their own playing and training strip (including equipment and jerseys).</p> <p>We will avoid the sharing of articles of clothing such as volunteer high visibility vests (jacketed marshals will take their own vest home to wash).</p> <p>Where it is not possible for individuals to wash individual items, we encourage safe processes are in place to launder shared uniform items such as non-contact collection of these items i.e. players to place gear directly into a plastic bag and the wearing of gloves when laundering.</p>
<p>Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.</p>	<p>Not applicable as cricket activities will be operating in outdoor venues.</p> <p>Will be guided by local council and private venue protocols on cleaning protocols.</p>
<p>Clean areas used for high intensity sports with detergent and disinfectant after each use.</p>	<p>We will clean and disinfectant frequently used communal spaces, surfaces and objects regularly.</p>

Hygiene and cleaning

<p>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.</p>	<p>Within the constraints of the game, we will implement arrangements to minimise the shared use of equipment where possible.</p> <p>Players and coaching staff will be advised not to share personal equipment including playing equipment, playing kits, bibs, drink bottles and towels. Participants are required to hand sanitise before and after the session.</p> <p>Do not share cricket protective equipment between players if they cannot be easily cleaned sanitised before being used by another player. This particularly includes helmets, batting and wicketkeeping gloves, and batting wicketkeeping leg guards.</p> <p>Where equipment is shared, the equipment will be restricted to a group and rotated to enabling disinfectant and cleaning prior to and on the completion of each training session and match.</p> <p>The sharing of low risk equipment will be limited, with cleaning and disinfecting of equipment before and after use. Specifically:</p> <ul style="list-style-type: none"> • Do not share groin protectors. • Bats can be shared between players as they will be handled whilst using batting gloves. • Cricket balls will be segmented, restricted to a group/team and disinfected before and after each session • Where external protective equipment/pads are used, personal under garments are to be worn e.g. long sleeve shirt • The sharing of helmets will be restricted to a group/team with the following protocols: <ul style="list-style-type: none"> ○ Teams should utilise a helmet rotation policy e.g. minimum 4 helmets each team to enable drying, cleaning and disinfecting of helmets (inside and outside surfaces) before and after each use. ○ Personal head garments, such as a skull cap or head dress will be worn underneath the helmet <p>There will be no sharing of personal protective equipment worn underneath clothing, inner gloves and outer gloves.</p> <p>Officials and umpires will not hold player apparel or equipment i.e. hats, shirts, helmets.</p> <p>We will discourage the sharing of common stationery and personal equipment, utilising digital or electronic applications where possible, with cleaning and disinfecting of electronic device between use.</p>
<p>Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.</p>	<p>We will make soap or disinfectant/sanitiser available in all common areas and access points to venues.</p>
<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.</p>	<p>We will mix sanitisers, disinfectant solutions and detergents appropriately and use in accordance with the manufacturer's instructions.</p>
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p>	<p>When cleaning, we will encourage volunteers and staff to initially wash their hands with soap and water, wear gloves during the disinfecting/sanitising process, and wash their hands after with soap and water.</p>
<p>Encourage contactless payment options.</p>	<p>We will ensure the safe preparation of food, serving of beverage and cash handling arrangements are in place.</p> <p>We encourage contactless electronic payment or the use of correct monetary value to minimise contact and where possible.</p>

REQUIREMENTS	ACTIONS
Record keeping	
<p>Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practical, for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>All players, coaches, team officials, match officials and volunteers are required to register and provide contact details through Cricket Australia's MyCricket registration platform and complete an Attendance Register at all cricket activities e.g. training, trials, matches</p> <p>An attendance record of attendees will be logged on attendance registers at every training or cricket related activity. Attendance registers will be kept on record and provided as required to government agencies for tracing purposes.</p> <p>Additionally, Team lists on MyCricket will record players and officials participating at each match.</p> <p>All fixtures are administered through the online Competition Management System (CMS) on MyCricket. If required, the Competition Administrator can identify which clubs, specific teams, players, team officials and match officials participated in any given fixture. The CMS is complemented by paper-based team sheets.</p> <p>For the purposes of contact tracing, accompanying parents, spectators and participants will be able to be contacted through the relevant players' mandatory online registration or organisation's contact lists.</p> <p>Cricket ACT have provided all Cricket clubs with a QR code for use to record attendee details. This information is held by Cricket ACT for a period of 28 days.</p> <p>Additionally, the use of the COVID-19 Safe App is encouraged to assist with tracking and tracing.</p>
<p>Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>QDCC will encourage members of our cricket community to download and utilise the application.</p> <p>We have advised members to download the app from the Apple App and Google Play store.</p>
<p>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace and notify SafeWork NSW on 13 10 50.</p>	<p>If contacted in relation to the case of a positive case of COVID-19 QDCC commits to cooperate fully with NSW Health and the Public Health Unit.</p> <p>We will report the positive case as a Notifiable Incident to SafeWork NSW on 13 10 50 if the person must have immediate treatment as an in-patient in a hospital.</p>