

# COVIDSafe Plan

Organisation name: **Wangaratta Lawn Tennis Club**

Plan completed by: Michael Falkenberg

Date reviewed: \_\_\_\_\_ 19/11/2021 \_\_\_\_\_

## 1. Ensure physical distancing

Requirements	Action
<p><b>Please ensure participants, volunteers and organisers are 1.5 metres apart as much as possible.</b></p> <p><b>This can be done by:</b></p> <ul style="list-style-type: none"><li>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</li><li>Displaying signs to show patron limits at the entrance of enclosed areas where limits apply</li><li>Informing organisers and volunteers to work from home wherever possible</li></ul> <p>You may also consider:</p> <ul style="list-style-type: none"><li>Minimising the build-up of people waiting to enter and exit the venue/facility</li><li>Using floor markings to provide minimum physical distancing guides</li><li>Reviewing delivery protocols to limit contact between delivery drivers and organisers and volunteers</li></ul>	<ul style="list-style-type: none"><li>Modify activities to optimise ability to maintain 1.5 metres physical distancing, including by separating groups as much as possible</li><li>Clubhouse only open for toilet access.</li><li>Try wherever possible to stray outside the Clubhouse unless totally necessary</li><li>Tournament box, max 3 people .</li><li>No high fives, handshakes, or other physical contact other than physical activity permitted by the Chief Health Officer as part of the game</li><li>If travelling in a car with someone who is not part of your household, you should sit in the back seat in order to maintain physical distancing, wear a face mask in the car and increase ventilation in the vehicle by opening windows.</li><li>Reinforcing the importance of not attending activities or events if unwell</li></ul>
<p><b>You must apply the density quotient to configure shared activity areas and publicly accessible spaces to ensure that:</b></p> <ul style="list-style-type: none"><li>You are complying with any density quotient, any group size limits and other restrictions applicable to the type of facility being used.</li></ul>	<ul style="list-style-type: none"><li>Rearrange furniture in pathway to toilets to ensure physical distancing.</li><li>Comply with relevant density quotient and signage requirements in the Workplace Directions</li></ul>
<p>You should provide training to organisers and volunteers on physical distancing expectations while working and socialising.</p>	<ul style="list-style-type: none"><li>Develop and educate volunteers and organisers on strategies and practice changes to maintain physical distancing</li><li>Reinforce messaging to participants, volunteers and organisers that physical distancing needs to be maintained during activities/events and during social interactions</li><li>Communicate to members on rules in relation to gathering limits, participants limits and spectators.</li><li>Educating participants, volunteers and organisers on hand and cough hygiene, including how to wash and sanitise their hands correctly</li><li>Ensuring appropriate information is available on the use of face coverings and PPE (if applicable)</li></ul>

## 2. Wear a face mask

Requirements	Action
<ul style="list-style-type: none"><li>• Providing adequate face masks and Personal Protective Equipment (PPE) to participants, volunteers and organisers that do not have their own and are involved in catering.</li><li>• 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.</li></ul>	<ul style="list-style-type: none"><li>• Monitor the use of face masks by food handlers</li><li>• Box of disposable masks to be available inside the Clubhouse door.</li></ul>

## 3. Practise good hygiene

Requirements	Action (examples)
<p><b>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs, shared equipment and telephones.</b></p> <p>You should:</p> <ul style="list-style-type: none"><li>• Clean surfaces with appropriate cleaning products, including detergent and disinfectant</li><li>• Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so</li><li>• Minimise the sharing of equipment. All equipment must be cleaned and disinfected between uses</li><li>• Clean between user groups or sessions</li></ul>	<ul style="list-style-type: none"><li>• High touch items at WLTC include: door handles, toilet taps, will be cleaned regularly with Glen 20 (antiviral spray) during the community sport activity and at its conclusion.</li><li>• The Clubhouse is thoroughly cleaned weekly by Alan Busk.</li><li>• Detergent and &gt;70% alcohol solutions to be used for cleaning.</li><li>• Square terminal (contactless payment) to be used for where possible.</li><li>• No touch bins in toilets installed along with air hand dryers.</li><li>• Avoid sharing equipment such as phones, desks or other equipment</li><li>• Sharing of tennis racquets at WLTC to be avoided.</li><li>• No sharing of personal items such as water bottles, food and towels</li></ul>

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

Requirements	Action (examples)
<p><b>You must support participants, volunteers and organisers to get tested and stay home even if they only have mild symptoms.</b></p>	<ul style="list-style-type: none"><li>• No-one who has any of the following symptoms can enter the WLTC grounds:<ul style="list-style-type: none"><li>Fever</li><li>Cough</li><li>Runny Nose</li><li>Sore Throat</li><li>Chills or sweats</li><li>Shortness of breath</li><li>Loss of sense of smell or taste</li></ul></li></ul>

Requirements	Action (examples)
<p><b>You must develop a plan to manage any outbreaks.</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the Tennis Victoria guidance “ What to do if someone at your tennis club, centre or association tests positive to COVID – 19” <a href="https://www.tennis.com.au/vic/files/2021/10/Process-if-a-confirmed-case-attends-a-tennis-venue.pdf">https://www.tennis.com.au/vic/files/2021/10/Process-if-a-confirmed-case-attends-a-tennis-venue.pdf</a></li> </ul>
<p><b>You must keep records of all people who enter the venue/facility for contact tracing.</b></p>	<ul style="list-style-type: none"> <li>• All entering WLTC to use the QR code on the gate, or the logbook on the verandah table.</li> <li>• All playing records to be kept for a month for contact tracing if necessary.</li> <li>• Review processes to maintain up-to-date contact details for all participants, volunteers or organisers</li> <li>• Members and visitors to WLTC are required to notify the club if they become positive to COVID 19 within the previous 14 days</li> </ul>

## 5. Avoid interactions in enclosed spaces

Requirements	Action (examples)
<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> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Making sure that windows and air conditioning are set for optimum air flow at the start of each session or activity</li> <li>• Where applicable, minimise the activity conducted in foyers, entrances, clubrooms, bathrooms and changerooms</li> <li>• Open all windows and doors in Clubhouse on activity days to allow air circulation.</li> <li>• Run the evaporative air conditioner fan to encourage laminar airflow from inside to outside the clubhouse.</li> <li>• Ensure 1.5 m separation around verandah congregation area.</li> <li>• Clubhouse only open for tournament staff (masked if unvaccinated) and for general toilet access.</li> </ul>