

COVIDSafe Plan

Return to training

The following template has utilised the Victorian governments COVIDSafe plan and has been adapted by Rowing Victoria to suit the needs of the Victorian rowing community.

Club/school name: _Bairnsdale Rowing Club_

Site location: _Howitt Park, Bairnsdale_

Contact person: _Louise Avery_

Contact person phone: _0459 020 533_

Date prepared: _28 January 2021_

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	Advice on cleaning is available from the Department of Health and Human Services and the Commonwealth Department of Health .
Provide and promote hand sanitisation stations for use on entering building and other locations in the club and ensure adequate supplies of hand soap and paper towels are available for all members and visitors to your club.	<ul style="list-style-type: none"> All members and visitors to sanitise hands on entry to rowing shed Athletes/Coach to wash and sanitise hands before and after every training – particularly as athletes/coaches enter and exit the rowing shed. Follow hand cleaning guidelines – and clean for a minimum of 20 secs. Coughing or sneezing to be into a disposable tissue, or the crook of the elbow, with hand washed or sanitised immediately after. Athletes/Coach to avoid touching their face or surfaces that are not required. Adequate supplies of sanitizer, hand soap and paper towels are maintained and located at the hand sanitising station on entry to the rowing shed and at the kitchenette sink.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> Rowing shed doors to remain open when members/visitors are inside Use of change rooms and meeting room in Pavilion in accordance with DHHS distancing and maximum numbers of people rules Doors of Pavilion to be kept open when practicable when Pavilion is being used by Club members
In areas or club where it is required, ensure all members/visitors wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to all that do not have their own.	<ul style="list-style-type: none"> Face masks must be carried at all times, unless members/visitors have an exemption. Athletes / Coach to wear masks in accordance with State Government Regulations on arrival and post session. They may not be required during training but will be readily available and worn pre and post the session. On the water, masks should be stored in individual, named, ziplocked “sandwich bags” and placed in the athlete’s footwell. If required by Government rules, masks should be worn when members from different households are car sharing. Supply of masks to be available at rowing shed
Provide training to members/visitors on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> All athletes/coach and support persons are advised to download COVID safe app All members and visitors to the rowing shed to sign in and out in the logbook. Members will book into rowing sessions in advance via the Club website. ‘Get in, train and get out’ approach — Athletes to be prepared for training prior to arrival at venue (dressed and drop bags outside in boatshed and go).

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<p>Replace or limit the exposure of high-touch communal items with alternatives.</p> <p>For example, pens, buckets, sponges, hoses.</p>	<ul style="list-style-type: none"> Sanitise or wash hands before and after using club equipment eg. tools, pens Do not share drink bottles. Cox boxes and headsets will not be shared at regattas.

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Cleaning	
<p>Increase environmental cleaning (including between changes of members/visitors), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily when clubs are in use).</p>	<ul style="list-style-type: none"> All personal athlete equipment (clothes, drink bottles, stroke coaches) will not be left at the rowing shed. Individuals are responsible for taking all belongings with them post the session. Clothing, drink bottles and other personal items left at the rowing shed will be disposed of. Sanitiser station at front of rowing shed will regularly be cleared of items not belonging there and cleaned.
<p>Ensure all boats, oars and other equipment are cleaned and disinfected after use.</p>	<ul style="list-style-type: none"> The athletes are responsible for cleaning the equipment (boats and oars) post the session/prior to returning to the storage area. Where boats are used directly after another crew from the dock or landing area – all contact points on the boat to be sanitised using the antiseptic spray provided (oar handles, seats, gunnels, oar locks) before the next crew uses the boat. On return from a rowing session boats are to be recovered from the water, thoroughly washed inside and out (including seats and riggers) using detergent and by hosing off. Tap, bucket and watering can handles will be sanitised before and after use Erg handles and seats will be cleaned before and after use Alcohol based spray is readily available at the front of the rowing shed for spraying on hand grips. Alcohol based spray is to be sprayed on cox box headsets after use and the headsets hung up to dry. Where a change of crew is required dockside / on water – all contact points must be sanitised (seats, gates, oar handles, shafts, riggers etc) using a cloth and the alcohol based spray provided. Hands are to be sanitised after contact points have been sanitised <p>Oar Sanitisation Guidelines</p> <ul style="list-style-type: none"> Before you pick up any equipment, wash your hands at the shed using soap/water or hand sanitiser On selection of a set of oars and before rowing spray the hand grips with an alcohol-based spray ensuring that the entire surface of the grip has been wetted; On return from rowing wash the oars thoroughly using soapy water paying special attention to the hand grips; Hang the oars in the oar rack to dry, please do not spray them with the spray at this time;
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> Sufficient 'back up' cleaning supplies will be stored at an accessible location so that primary cleaning supplies can be immediately replaced once exhausted. Club Equipment officer to check supply levels on a regular basis and purchase more as necessary. Marked sanitiser station buckets and sanitising materials as required by Rowing Victoria will be taken to and used at regattas

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Physical distancing and limiting club attendance	
Ensure that all club members who are undertaking a training session that does not require the use of the club train from home for those sessions.	<ul style="list-style-type: none"> Off water training sessions will only be conducted at the rowing shed or Pavilion if DHHS rules at the time allow and will comply with physical distancing, density and other requirements.
Establish a system to screen members and visitors before accessing the club.	<p>The following measures have been put in place and communicated to all coaches, volunteers, visitors and athletes;</p> <ul style="list-style-type: none"> Do not attend the rowing shed if you are unwell, have been in contact with someone who has Covid 19 or have been at a COVID designated hot spot Communicated the message 'Get in, train and get out' approach. Wash and sanitise your hands before and after every training – particularly as you enter and exit facilities. Follow hand cleaning guidelines Avoid touching your face or surfaces you don't have to. Bring your own equipment – do not share equipment. Do not leave personal items at the rowing shed. Wear a face mask in accordance with State Government Regulations. Maintain a social distance of 1.5m at all times when not in the crew boat. Physical contact <ul style="list-style-type: none"> No high 5's No hugs No handshakes No spitting No sharing of drink bottles or towels
Use floor markings to provide minimum physical distancing guides between areas that are likely to create a congregation of members/visitors.	<ul style="list-style-type: none"> DHHS density requirement of 1 person per 4 sqm applies to the shed - except in the erg area where the density requirement is 1 person per 8 sqm when ergs are in use and 1 person per 4 sqm when ergs are not in use Notices in rowing shed to remind all of density requirements and physical distancing rules (Keep 1.5m apart)
Avoid any build up of individuals waiting to enter and exit the club.	<ul style="list-style-type: none"> Stagger arrival times. Allow a sufficient time gap between groups (eg. Juniors and Seniors) arriving and leaving to avoid groups mixing Participants are advised to 'Arrive, Train, Leave'
Assembly areas and pickup/drop off areas should be separated to mitigate congregation.	<ul style="list-style-type: none"> Designate specific congregation and waiting areas when anticipated numbers of people requires this.
Provide training to staff, members, visitors, volunteers on physical distancing expectations.	<ul style="list-style-type: none"> Athletes/Coach to only attend training if they are well. If they have <u>ANY</u> cold or flu-like symptoms, they are not to attend training. If an athlete/coach thinks they have Covid-19, have recently encountered someone who has Covid-19 or have been in a designated Covid hot spot, they must seek advice from their doctor, and potentially get tested. Wash and sanitize hands before leaving home and when arriving to training. Athletes to notify the coach should they feel unwell during a session and isolate immediately from the rest of the training group. Seek medical advice if required. A record of everyone attending the session must be maintained (by coach/Safety Officer) in case illness tracking is required by the Department of Health.

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<p>Spectators, and other non-participants watching activities should not attend activities unless they have an essential role or they are parents and/or guardians.</p> <p>What protocols will be in place to restrict access to athletes and maintain recommended physical distancing?</p>	<ul style="list-style-type: none"> Communicating with your members and expected visitors and emphasis that if they are not essential to please refrain from entering the rowing shed. Provide clear signage at rowing shed entry. Safety officer/Head Coach/Committee member is prepared to politely ask non-essential personnel to please leave the venue.
<p>Prepare to manage multiple tenants in the one club house.</p>	<ul style="list-style-type: none"> Not applicable
<p>Review and update training schedules and timetables where possible to limit the number of attendees at the club at one time. Ensuring that attendance numbers is no greater than permitted at the time by COVID-19 restrictions.</p>	<ul style="list-style-type: none"> Club Athletes have been placed into training groups with designated time slots – Masters/Seniors and Juniors Allow a sufficient time gap between groups (eg. Juniors and Seniors) arriving and leaving to avoid groups mixing Any injured or ill athletes will not be invited to training. Attendance numbers will be limited as required by COVID-19 restrictions Club athletes are requested to register their intention to attend training to assist with limiting attendee numbers.

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Ensure club logbooks are accurately recording the date and time of all members/visitors who attend the club.</p>	<ul style="list-style-type: none"> A record of everyone attending the session must be maintained in case illness tracking is required by the Department of Health. All members and visitors will record their attendance in Club logbook at front of rowing shed (date, name, time of arrival and departure).

Guidance	Action to ensure effective communication
Communication	
<p>How will you coordinate and communicate and changes to the directions to your clubs' members and stakeholders?</p>	<ul style="list-style-type: none"> Club website Club email and social media Visible signage at the club Onsite briefings and information night.
<p>Do you have strategies to address non-compliance?</p>	<ul style="list-style-type: none"> Re-iteration of procedures and rules Possible membership suspension
Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	

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Guidance	Action to prepare for your response
Prepare to identify close contacts and providing members and visitor records to support contact tracing.	<ul style="list-style-type: none"> • The contact details for all who enter the club are recorded and up to date. • Record arrival and departure times of all who enter the club.
Prepare to assess whether the club or parts of the club must be closed. Prepare to undertake cleaning and disinfection at your club.	<ul style="list-style-type: none"> • Should there be a contamination concern at the venue, the process will be, isolate the area, alert the Health and Safety Officer and Committee as soon as practicable and wait until the area has been cleaned and disinfected by a cleaning contractor, await official communication if/when the facility can be used again. • Members will be advised accordingly.
Prepare for how you will manage a suspected or confirmed case during a training session.	<ul style="list-style-type: none"> • Should an athlete feel unwell, they will be isolated immediately, given a mask and sent home to consult their Doctor. They will be strongly recommended to arrange for a COVID-19 test. Refer below for emergency situations. • Coach and athletes to immediately move away from any person who begins to cough/sneeze for any reason. • Athletes, Coach are advised to not attend training if they feel unwell and to leave training if they feel unwell, and for the coach to call an emergency contact and/or the COVID-19 triage care hotline as necessary for further advice – 1800 020 080.
Prepare to notify members and site visitors (including close contacts)	<ul style="list-style-type: none"> • The contact details for all who enter the club are recorded and up to date. • Record arrival and departure times of all who enter the club. • Mass communication systems are in place to deliver the notice immediately. • Follow up the communication with a phone call to ensure the message has been delivered.

<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your club.</p>	<ul style="list-style-type: none"> • <i>All members, staff, volunteers are aware of the reporting process.</i>
<p>Prepare to re-open your club once agreed by DHHS and notify members they can return.</p>	<ul style="list-style-type: none"> • <i>Once a person has been tested, they will need to advise BRC they have a negative test before returning to rowing</i> • <i>Appropriate cleaning processes are in place.</i> • <i>COVIDSafe plan is in effect.</i>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the Bairnsdale Rowing Club on behalf of the Committee and the Club Health and Safety Officer.

Signed 

Name__Louise Avery

Date 2 March 2021