



ACC Sport COVID-19 Sport Safety Guidelines

Phase 4, Version 1.0 27 June 2020

The purpose of this document is to outline the safety requirements for the reopening of sport and recreation venues, and the safe conduct of ACC school sporting activities.

All ACC schools should complete and action the ACC 10 point return to sport checklist. Schools should also consider voluntarily completing a COVID Safety Plan and display a COVID Safety Plan Certificate in relevant sporting areas at the school.

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

KEY Safety Requirements

All schools and venues are required to mitigate the risks of COVID-19. The key requirements for the safe operation of ACC Sport are:

- Physical Distancing:
 - schools should maintain a strict limit of a minimum of two square metres (2sqm) per person
 - manage entry/exit at school sport venues/transport to ensure physical distancing
 - carefully manage shared communal spaces to ensure physical distancing
- Good Hygiene
 - hand washing and/or sanitization stations available
 - promote importance of personal hygiene, hand cleaning and no physical contact
 - maintain frequent cleaning regimes of facilities and shared equipment after use
- Response Planning
 - maintaining attendance records for the purposes of contact tracing is now optional, but still considered best practice
 - where possible, restrict access of visitors to the broader school population and non-sporting areas
 - COVID-19 school emergency response plan in place
- Education – Communication – Training
 - provide information to the school community (staff, students, parents/carers) about the key COVID safety procedures and what is expected of them
 - provide information to external providers (officials, coaches, first aid, volunteers, transport) about the key COVID safety procedures and what is expected of them.

All ACC schools need to do their part to comply with these requirements and help mitigate the risks of COVID-19.

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COVID Safety Plans and other checks are an important part of ensuring that re-opening sport does not increase the risk of spreading COVID-19.

Failure to complete a COVID Safety checklist and implement the key requirements may mean your school is putting the community at risk.

COVID Checklist / Safety Plan

The purpose of the ACC 10 point checklist and a COVID Safety Plan is to help ensure that schools actively mitigate the risk of COVID-19 in line with the best available health advice. Schools need to take steps to implement the requirements and the advice set out in these guidelines.

Prior to re-commencing ACC sport and re-opening school venues to visitors, the ACC is asking all schools to complete and action our 10 point return to sport checklist. Additionally, schools may choose to voluntarily self-complete a COVID Safety Plan and display a COVID Safety Plan Certificate in a prominent location visible to participants at school sporting venues. Although it is not a specific requirement that all schools have a COVID-19 Sport Safety Plan in place, it is still good practice to develop a plan and promote this fact to your school community.

The **ACC 10-point check list** is provided as an appendix at the end of these guidelines.

To assist schools with their safety planning and implementation, other COVID-19 templates will be provided separately. This will include: a **Sport COVID-19 Safety Plan** template, **Sport COVID-19 Safety Plan Certificate** template, **Sport COVID-19 Attendance Register** template.

1. Physical distancing

Physical distancing (also known as social 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. If a person in a sporting environment is found to be positive for COVID-19, the risk of transmission to the rest of the participants is minimised if the organisation has been practising physical distancing. Good practice physical distancing principles are to:

- maintain 1.5 metre separation between people who are not from the same household or groups of other people;
- maintain a minimum of 2sqm per participant in sport settings; and
- although schools are exempt from maintaining strict social distance between students at school, in inter school and community sport settings physical distancing with opposition players/coaches and officials is recommended.

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Maximum occupancy

Schools must ensure they:

- maintain a minimum of 2sqm per patron (excluding staff and officials).

A person is classified as a patron at a venue if they are a student, player, parent/carer or spectator. These people are included in the 2sqm occupancy count. Staff, trainers, coaches, first aiders, officials 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 participants.

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

Note: staff only areas, toilets, change rooms and areas occupied by fixed furniture such as storage, counters must not be included in this calculation.

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

Gyms

Gyms and fitness centres may open with no additional safety requirements.

Swimming pools

Venues that have swimming pools are subject to the same capacity requirements as other venues. The 2sqm rule also applies. Change rooms and the toilets can also open.

Bus Transport

- Schools should contact their external transport provider and request a copy of their COVID19 safety plan. Check that additional cleaning/sanitization processes are in place.
- All buses used for school transport should have additional cleaning services in place and buses should be cleaned post service.
- Schools are encouraged to maintain as much space as possible between passengers while travelling on school buses. Where possible leave seats empty between passengers.

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- Passengers are requested to keep any interaction with their driver to a minimum. If possible, leave front seats empty.
- Staff and students should be reminded to practice good COVID19 hygiene on buses.
 - Avoid touching other people and your own face.
 - Cover coughs or sneezes.
 - Wash hands thoroughly before and after using school transport or clean hands with alcohol-based sanitiser.
- Entry and exit to buses must be controlled by staff to maintain physical distancing and avoid congestion.

Managing shared spaces

Where there are points of congregation or potential congestion, such as walkways, change rooms/toilets, shared facilities, points of entry/exit and sign in 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 participants clustering in small spaces without maintaining the required distance.
- increased cleaning of communal amenities, such as toilets and change rooms.

Managing participants 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.

The timing of arrivals and departures, to ensure participants are not queuing or congregating to enter or exit the facility.

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

Queues should be avoided as much as practicable. Where participants do queue, such as at the entrance and exit, provide markings on the floor 1.5m apart to show participants where they should stand. Markings should be in bright colours or a pattern that stands out. Procedures should be put in place to ensure these physical distancing measures are adhered to.

Venues should consider using easily visible signage to:

- tell participants not to enter the premises if they are unwell;
- encourage participants within a group to also practice physical distancing;

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- direct participants to follow the physical distancing principles; and
- avoid participants crowding together in any one area of the venue.

It is recommended that any person who appears to be unwell is requested to leave the venue or be isolated from the other participants.

Managing interactions between sporting participants and spectators

Schools should review their COVID-19 'return to play' plan and procedures to ensure it is compliant with the current COVID safety guidelines. Spectator management should be a consideration. Spectators are now allowed, but schools should consider, staggering starting times for training sessions to avoid congestion.

Adopt a 'get in, train or play, get out' philosophy.

As set out above, spectators are to be included in the 2sqm person gathering limit. Schools should regularly communicate their policy and expectations for parent/carers attending and watching sport.

Managing interaction between staff/coaches/officials and participants

In order to manage and interact with participants, staff/coaches/officials may need to move within 1.5m. In these situations, personnel should avoid direct contact and minimise face to face time in order to reduce the risk of transmission. If personnel do come into direct contact with participants, they should follow good hygiene practices such as hand washing and cleaning.

Schools should continually remind participants and staff to not attend school sport if they are unwell.

2. Hygiene

Cleaning hands

It is recommended that alcohol-based hand sanitiser is provided for participants at the entrance to the sporting facility or bus transport to the facility.

Regularly washing hands is a great 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.

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- Rub all surfaces of both hands until they are dry.

Avoid direct physical contact (handshakes, hugs, high fives etc...)

Spitting and clearing of nasal/ respiratory secretions on ovals or other sport settings is strongly discouraged.

Do not share towels, water bottles, shin guards 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 to training
- implement hygiene measures following each game.

Increased cleaning and sanitation regime

It is important to ensure thorough and regular cleaning of common contact surfaces, 'high touch' items and shared amenities, such as handles, taps, change rooms, toilets and buses. It is recommended that the frequency of cleaning in all areas be increased. This is especially important in high traffic areas and any areas accessed by the participants. 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.

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.

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](#)

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- [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. 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. 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 to officials and venues.

After handling cash or paper work, ensure that hands are washed with soap and water, or a hand sanitizer is used.

3. Training and education

Schools should regularly communicate COVID-19 sport safety restrictions, policies and procedures to their community. This can be via hard copy notices around the school, electronic communication and via team briefings.

Supporting guidelines and resources are listed at the end of these guidelines and will provide information to be shared with staff and volunteers, and to be displayed in the venue. The Australian Infection Control training can also be promoted where appropriate.

4. Response planning

The following measures are important to minimise further risk and assist in managing the public health response if someone with possible COVID-19 infection enters your school venue. All public health advice and instructions must be followed in the event of a confirmed case. Schools will already have emergency COVID-19 response plans and procedures in place.

These protocols should override any conflicting advice that may be contained within these general community sport guidelines.

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. Maintaining attendance records is no longer a requirement. If you have already collected attendance records they must be stored for at least 28 days.

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If you decide to continue with maintaining attendance records, consider the following:

- Records can be physical (i.e. secure sign-in book managed by staff) or electronic, but at a minimum must include a name, contact information and sports activity for each adult person (e.g. name, phone number or email, sport)
- Records must not be used for purposes other than contact tracing (i.e. contact information is not to be used for marketing purposes).
- Schools should implement a process consistent with any privacy obligations they have for obtaining and safely maintaining these records for the purposes of assisting with contact tracing if needed.

Promote COVDSafe app

The COVDSafe app is an initiative of the Australian Government to help speed up contact tracing of people that are exposed to COVID-19. Schools should support and promote use of the app for all participants aged over 16, which are involved in ACC school sport. This includes staff, teachers, coaches, officials, first aid, players and spectators. Students that are under 16 years of age, need to have the consent of their parent or guardian. Further information on the app is available at: <https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>

Responding to a COVID-19 incident

In the event of a confirmed case of COVID-19 the school must enact its COVID-19 Response Plan and follow school protocols. If the person in charge of the sport at the venue is not aware of the details of the school response plan, then they should contact their COVID-19 appointed safety officer for instructions. Failing that the person should follow these standard procedures.

- If you are aware that someone with a case of COVID-19 has been at your school sport event, ring the COVID-19 Public Hotline 24/7 on 1800 020 080 and follow the advice of health officials.
- 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 at your school sports event is displaying COVID-like symptoms 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 school.
- The person could be a student, staff, coach, official or other visitor to your school.

Where this occurs:

1. Keep others away from the person

If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help. Otherwise, you must take steps to prevent the person from potentially spreading the virus by keeping others away from the person.

The measures must be reasonable.

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2. Seek advice and assess the risks

To determine if it is reasonable to suspect the person may have COVID-19, talk to the person and (if a student) also contact the parent/carer about your concerns and seek health advice.

3. Transport

Ensure the person has safe transport home to a location where they can isolate, or to a medical facility if necessary. 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.

4. Clean and disinfect

Follow all public health advice about closing off affected areas and prevent access until they have been cleaned and disinfected. Open outside doors and windows if possible to increase airflow.

5. Assisting public health to identify close contacts

Notify the state public health unit by contacting the COVID-19 Public Hotline 24/7 on 1800 020 80. The state public health unit may ask for your attendance records to identify close contacts of a confirmed COVID-19 case so that they can contact them and provide them with instructions, for example, in relation to quarantine requirements.

Public health officers have a range of powers to require you to provide information including personal information. In the meantime, to assist public health officers, consider who the affected person may have had recent close contact with and the areas within the facility that they would have visited.

Review risk assessment

If there is concern about the risk of students or staff being exposed to the virus at school sport, a risk assessment should be carried out with reference to the latest information available.

Schools should develop prevention and control strategies appropriate to the sporting activities, in consultation with their staff, and ensure that all staff/coaches/officials are aware of and follow these strategies.

Regularly review your COVID-19 risk management controls, in consultation with your staff. Assess and decide whether any changes or additional control measures are required.

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Key Contacts

- 13COVID: For information about coronavirus measures and restrictions, and what they mean for you.
- COVID-19 Public Hotline 24/7: 1800 020 080: If you suspect you, a student, staff member, or an official 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

- **Sport Resources:**
- [COVID-19: WA Roadmap](#)
- [National Principles for the resumption of Sport and Recreation activities](#)
- [Australian Institute of Sport \(AIS\) - Framework for Rebooting Sport in a COVID-19 Environment](#)
- Coronavirus - public information:
www.healthywa.wa.gov.au/Articles/A_E/Coronavirus
- COVID-19 health 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>
- COVIDSafe app: <https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>
- Occupational safety and health information is available on the WorkSafe website
www.dmirs.wa.gov.au

Training

School sport leaders should be encouraged to consider completing the online 'Infection Control Training – COVID 19' prior to commencing return to sport. The online training course can be accessed <https://covid-19training.gov.au/>

Additional resources

- [How to Handwash poster](#) – World Health Organization
- [How to Handrub poster](#) – World Health Organization
- [Keeping Your Distance poster](#) – Australian Government

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APPENDIX 1:

10 POINT – CHECKLIST FOR RETURN TO ACC SCHOOL SPORT - PHASE 4

Phase 4 COVID19 guidelines for schools now allow for the conduct of inter school sport or extra-curricular activities, without the 100/300 rule gathering limits and attendance register requirement. The 2sqm rule per person is still in place and good hygiene and cleaning practices should be maintained.

This 10-point return to school sport checklist should be reviewed by each school before re-commencing school sport training or matches. The ACC COVID Safety Guidelines – Phase 4 document is a more detailed overview of the safety guidelines that should be implemented by schools to mitigate the risks of COVID-19.

ACC schools should nominate their own **COVID-19 Safety Coordinator** to oversee the development and implementation of their return to school sport arrangements.

The COVID-19 Safety Coordinator and school sporting leaders should ensure that their school reviews the 10-point checklist as it contains a range of critical information that all sporting organisations should consider in determining their return to sport arrangements. Associations, schools, and clubs may also wish to consider the extra step of documenting their return to sport arrangements in a **COVID-19 Safety Plan**.

<u>10 POINT – CHECKLIST FOR RETURN TO ACC SCHOOL SPORT - PHASE 4</u>	Tick Box
<p>1. PHYSICAL DISTANCING:</p> <p>(a) The school is aware of and will enforce the 2sqm rule. The school will ensure that all training or games are played in a space, with at least 2sqm per person.</p> <p>(b) The school will advise and educate its coaches, players, officials and parents/carers that they must adhere to the physical distancing requirement of 2sqm per person.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>2. BUS TRANSPORT: If possible, the school to check and maintain that external and internal buses have additional cleaning processes in place. The school will promote the importance of personal hygiene before, during and after bus travel.</p>	<p><input type="checkbox"/></p>
<p>3. COVID-19 RESPONSE PLAN: The school has a COVID-19 Emergency Response Plan and protocols in place as per Government health and education requirements. All school sport leaders and coaches have been made aware of their role and responsibility in the event of a COVID-19 incident at a school sport event. The school may also consider having a COVID-19 Safety Plan for school sport.</p>	<p><input type="checkbox"/></p>
<p>4. ACCESS TO SCHOOL FACILITIES: Visitors with a lawful purpose are now allowed onto school grounds. Spectators should now be allowed at school sport activities on school grounds. Schools should now revert to their normal practices and standards for school visitors and inform parents/carers and visiting teams what the protocols are. Regular cleaning of all facilities used for third party arrangements is required.</p> <p>School changerooms can now be open and accessed by home and away players. Access however is still at the discretion of the school Principal. The school will advise all students/coaches/parents/carers and visiting sporting teams what the status is with change room and toilet access. If a school elects to keep change rooms closed to visitors, then they must designate a toilet for visiting playing personnel, officials and parents.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>5. COVID19 CHECK POINT: There is no longer a requirement for a COVID-19 arrival check point and register of visiting adults.</p>	<p><input type="checkbox"/></p>

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Schools should revert to their normal visitor access and sign in protocols. If this will impact visiting sporting participants and officials, then the school has a duty to inform people in advance of their arrival and have staff in place to direct people to the school sign in area.	<input type="checkbox"/>
6. A REGISTER OF PARTICIPANTS/VISITORS: Attendance registers for contact tracing purposes are no longer a requirement. Schools may still choose to maintain attendance records. If the school has previously recorded people in an attendance register, then they are still required to hold that record for 28 days.	<input type="checkbox"/>
7. HYGIENE PROTOCOLS ARE IN PLACE: Enhanced cleaning regimes and procedures will continue as per Government health advice and requirements. Sport areas/facilities which are heavily trafficked and those used by external visitors such as away teams, community groups and other personnel should continue to be cleaned with an enhanced regime. The school will continue to promote good personal hygiene practice.	<input type="checkbox"/>
8. SHARING OF EQUIPMENT: Equipment may now be shared but must still be cleaned between use and the school has procedures in place for this. The sharing of personal items such as towels and water bottles will not be permitted.	<input type="checkbox"/>
9. UNDERSTAND THE COVID SAFETY GUIDELINES: The school sporting leaders will ensure that all players, personnel and parents have been provided with the 'Key Safety Requirements' of the ACC COVID Phase 4 – Safety Guidelines.	<input type="checkbox"/>
10. VENUE CERTIFICATES: Before attending/entering any external public/community sport facility, the school should sight the COVID-19 Safety Plan or Certificate of the facility and conform to the venue capacity limits. If the school will commercially hire their own sporting facility to external organisations, then they will have a COVID-19 safety plan and certificate for the venue.	<input type="checkbox"/> <input type="checkbox"/>

I have reviewed and completed the above Checklist for and on behalf of the school listed below. The completed Checklist represents a true and correct reflection of the school's approach to each of the considerations set out in the Checklist for Phase 4.

Signed: _____

Name: _____

Title: _____

School: _____

Date: _____



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