## **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. This Plan covers the rowing, erging, boxercise, cardio bikes and gym equipment use at the club.

Club/school name: Richmond Rowing Club and MLC

Site location: 7 Boathouse Drive, Melbourne VIC 3004

Contact person: Kathy Macrow or Christine Sullivan

Contact person phone: Kathy 0435 109 464 or Christine 0419 538 048

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Version: 4

Guidance	Action to mitigate the introduction and spread of COVID-19			
Hygiene	Advice on cleaning is available from the <u>Department of Health and Human Services</u> and the <u>Commonwealth Department of Health.</u>			
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> <li>Athletes/Coach to wash and sanitise hands before and after every training – particularly as athletes/coaches enter and exit the facility.         <ul> <li>Follow hand cleaning guidelines – and clean for a minimum of 20 secs.</li> <li>Athletes/staff to carry hand sanitiser.</li> </ul> </li> <li>Coughing or sneezing to be into a disposable tissue, or the crook of the elbow, with hand washed or sanitised immediately after.</li> <li>Athletes/Coach to avoid touching their face or surfaces that are not required.</li> <li>Hygiene signs in all toilets, changerooms and at all entrances</li> <li>Handwashing/sanitising signs in all toilets, changerooms and sanitiser stations</li> <li>All visitors to sanitise hands on entry</li> <li>Sanitiser stations at front and rear entrance and RRC boat bay entrance</li> <li>MLC Coaches will spray sanitiser on students hands as they enter and at end of session</li> </ul>			
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul> <li>Athletes/coach to adhere to facility requirements outside the boathouse.</li> <li>Safety Officer/Coach to open and close all boat bay doors prior to and after every session.</li> <li>Should activities be undertaken indoors (eg gym and erg use), sliding doors are to be opened to enhance airflow</li> <li>Air conditioning may be used with doors open for ventilation too.</li> <li>Fans in the gym and classroom should NOT be used when gym equipment, ergos are used</li> <li>AC maintenance to be undertaken at least annually. Outside air intake to be reviewed and adjusted; no recirculated air.</li> <li>MLC Open balcony doors to classroom and main hall for airflow prior to bag storage.</li> <li>Maintenance and cleaning contractors to open doors &amp; windows for airflow</li> </ul>			
In areas or clubs 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> <li>Athletes / Coach must wear masks indoors in accordance with State Government Regulations and are strongly urged to wear masks when physical distancing cannot be maintained.</li> <li>MLC coaches to carry additional masks for use by students as required</li> <li>No masks to be disposed of at the club.</li> <li>RRC - Coaches wishing to use megaphones will be provided with named megaphones &amp; cleaning products for personal use. The megaphones will stored in their lockers</li> <li>Visitors to the premises will be required to wear their masks in accordance with State Government Regulations</li> </ul>			

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> <li>All RRC members and RRC visitors to the club to sign in using the Vic Govt QR code</li> <li>All RRC Athletes, coaches to book session times in Sportsnoticeboard. Athletes and coaches will also be recorded in boat sign out book.</li> <li>In the event of Vic Govt QR Code not working, non-athletes will complete manual register and sign in and out every visit (near back door).</li> <li>MLC attendance will be via class roll</li> <li>All athletes, coaches, committee will be given information about mask usage, disposal and cleanliness.</li> <li>All MLC coaches supervising ergo usage must complete the Infection Control training certificate.</li> <li>All RRC athletes and coaches wishing to use the gym facilities must complete the Infection Control Training certificate provided on the Aus Gov website and submit to Treasurer for verification and recording.</li> </ul>
Replace or limit the exposure of high- touch communal items with alternatives. For example, pens, buckets, sponges, hoses.	<ul> <li>'Get in, train and get out' approach — Athletes to be prepared for training prior to arrival at venue (dressed and drop bags only if absolutely necessary)</li> <li>RRC athletes, coaches will be able to access toilets &amp; change rooms for storage of valuables</li> <li>MLC athletes, coaches will be able to access toilets &amp; change rooms (&amp; bag drop in controlled line into MLC Classroom – doors propped open)</li> <li>Where possible athletes to bring their own equipment, and not to share equipment (i.e. toolkits)</li> <li>Drink bottle to already be filled with water, do not use public drinking fountains, and do not share drink bottles.</li> <li>MLC Safety Officer to operate hose or taps or provide filled buckets, rinsing cans to minimise cleaning touch points</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
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).	<ul> <li>All MLC athlete equipment (clothes, drink bottles, stroke coaches) will not be left at the venue, and the individual is responsible for taking all belongings with them post the session. Designated Safety Officer to remove any items left by athletes and place in bin for disposal.</li> <li>RRC athlete equipment to be stored in lockers in Change Room. Designated Safety Officer to remove any items left in Change Room areas and place in bin for disposal.</li> <li>Touchpoint cleaning instructions for all areas of the club allowed to be used under current State regulations and shared with cleaners</li> <li>RRC club members touchpoint cleaning areas used after each session</li> <li>Professional cleaners contracted and are required to sign off after each clean</li> </ul>
Ensure all boats, oars and other equipment are cleaned and disinfected after use.	<ul> <li>The athletes are responsible for cleaning the equipment (boats and oars) post the session/prior to returning to the storage area. Coach to supervise in accordance with hygiene guidelines.</li> <li>On return from a rowing session boats are to be recovered from the water thoroughly washed inside and out using detergent and/or disinfectant and rinsing off;</li> <li>Athletes to adhere to Oar Sanitisation Instructions posted in rowing shed (alcohol spray and soap and water)</li> <li>Athletes to adhere to cleaning instructions for ergos, weights and other gym equipment.</li> <li>If any shared equipment is to be used, it must be cleaned and disinfected between users.</li> <li>Users to sign Weights, Ergo, Cardio Bike and other Gym Equipment Cleaning Registers to confirm cleaning completed during their session</li> </ul>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul> <li>Store sufficient 'back up' cleaning supplies in Ladies Change Room so that primary cleaning supplies can be immediately replaced once exhausted. Safety Officer to access if required.</li> <li>Safety officer to check equipment cleaning product supply levels before each session.</li> <li>Professional cleaner to check toilet soap dispensers and touchpoint cleaning product supply levels at each visit</li> <li>Facilities Coordinator to check hand sanitiser stations three times a week</li> </ul>

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Guidance	Action to mitigate the introduction and spread of COVID-19				
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> <li>On- water sessions to be conducted at the club house.</li> <li>Ergo and cardio bike usage on the balcony, or in function space if weather inclement</li> <li>Boxercise using club equipment is to be conducted outside, balcony or function space.</li> <li>Other Club gym equipment to be used in gym (if it can't be moved), balcony or function space</li> </ul>				
Establish a system to screen members and visitors before accessing the club.	<ul> <li>The following measures have been put in place and communicated to all coaches, volunteers, visitors and athletes;</li> <li>Do Not attend the club if feeling unwell, or have symptoms</li> <li>'Get in, train and get out' approach.</li> <li>Wash and sanitise your hands before and after every training – particularly as you enter and exit facilities.         <ul> <li>Follow hand cleaning guidelines – and clean for a minimum of 20 secs.</li> <li>Carry hand sanitiser with you.</li> </ul> </li> <li>Avoid touching your face or surfaces you don't have to.</li> <li>Where possible bring your own equipment – do not share equipment.</li> <li>Wear a face mask in accordance with State Government Regulations.</li> <li>Maintain a social distance of 1.5m at all times when not in the crew boat.</li> <li>Physical contact         <ul> <li>No high 5's</li> <li>No spitting</li> <li>No sharing of drink bottles</li> <li>No sharing of towels</li> </ul> </li> <li>MLC students and coaches will not enter premises until their scheduled time slot. MLC coaches will supervise students entering and exiting premises from marshalling area outside club</li> <li>RRC – all athletes &amp; coaches must have a valid COVID session place booked through Sportsnoticeboard prior to coming to the club</li> <li>RRC – No-one is to enter premises until their scheduled time slot</li> </ul>				
Use floor markings to provide minimum physical distancing guides between areas that are likely to create a congregation of members/visitors.	<ul> <li>Density Quotients will be affixed at entrances of each room and must be adhered to</li> <li>Posters on physical distancing used in indoor spaces to remind people to stay 1.5m apart and keep ergos and other equipment spaced 1.5m apart in all directions.</li> <li>RRC Fob access will be used to control access to gym</li> </ul>				
Avoid any build up of individuals waiting to enter and exit the club.	<ul> <li>Stagger arrival times.</li> <li>Floor markings at back entrance hallway, stairs, upstairs hallway</li> <li>All congregating will be done outside eg crew instructions/debriefs – no need for appropriately spaced waiting areas.</li> <li>MLC: one way traffic flow to MLC Classroom hall to drop school bags. Entry through boat bay to back stairs, hallway, in and out different doors to Classroom and exit via Main Hall and front stairs. Supervised to ensure density levels adhered to.</li> <li>RRC athletes enter and exit via back stairs</li> <li>Participants should be prepared to 'Arrive, Train, Leave'</li> <li>MLC Safety officer to ensure adherence to social distancing inside the boatshed</li> </ul>				
Assembly areas and pickup/drop off areas should be separated to mitigate congregation.	<ul> <li>MLC Assembly area is on grass in front of rowing shed.</li> <li>Entry and exits are clearly signed.</li> </ul>				
Provide training to staff, members, visitors, volunteers on physical distancing expectations.	<ul> <li>Athletes/Coaches to only attend training if they are well. If they have ANY cold or flu-like symptoms, they are not to attend training.</li> <li>If an athlete/coach thinks they have Covid-19 or have recently encountered someone who has Covid-19, they must seek advice from their doctor, and potentially get tested.</li> <li>Wash and sanitize hands before leaving home and when arriving to training.</li> <li>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.</li> <li>All athletes, coaches and visitors to the club must be socially distant in the building and on land (1.5m) and crews stay 100m apart (where possible) on water</li> </ul>				

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## Spectators, and other nonparticipants watching activities should not attend activities unless they have an essential role or they are parents and/or guardians.

- Communication undertaken to members and expected visitors and emphasis that if they are not essential to please refrain from attending the club.
- Provide clear signage at all entry points Do Not Attend this Club without a booking...
- Safety officer is prepared to politely ask non-essential personnel to please leave the
- What protocols will be in place to restrict access to athletes and maintain recommended physical
- Members to be advised that gym equipment to be used in marked spaces; and existing orientation to maintain 1.5m physical distance
- distancing?
- Gym users to face away from each other so any aspiration is directed away from others
- Prepare to manage multiple tenants in the one club house.
- Clear communication is in place between RRC head tenant and MLC sub tenant.
  - Maximum 328 persons in the venue at any time. Training schedule has been designed with limits for each different club and school activity
  - There will be no mixing of groups between sessions, a minimum of 15 minutes gap will take place.
  - Any injured or ill athletes will be told not to attend training.
  - RRC rowing sessions limited to 50 athletes (at any one time).
  - RRC ergo sessions limited to 8 athletes (at any one time) and must be spaced at least 1.5m apart
  - RRC Gym sessions limited to 6 athletes (at any one time).
  - Where club or school athletes are training at the same time as a hospitality event maximum numbers of athletes allowed in the venue will be advised to MLC Head of Rowing Programme and/or RRC rower time slots will be cancelled and RRC athletes advised

Rowing Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturd ay	Sunday
6:00- 8.15 am	Club	Club	Club	Club	Club	School & Club	Club
8:30 – 10:45am	Club	Club	Club	Club	Club	School & Club	Club
11:00 am – 1.15pm	Club	Club	Club	Club	Club	School & Club until 1pm	Club
1:30 — 3:30pm	Club	Club	Club	Club	Club	Club	Club
4.00 – 6.30 pm	School	School	School	School	School	Club	Club
6.30 – 9:00pm	Club	Club	Club	Club	Club	Club	Club

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.

RRC Gvm/Ergo session schedule:

	Monday	Tuesda y	Wednesday	Thursda y	Friday	Saturday	Sunday
5:30- 7:00am	Club	Club	Club	Club	Club	Club	Club
7:15 – 8:45am	Club	Club	Club	Club	Club	Club	Club
9:00 – 10.30am	Club	Club	Club	Club	Club	Club	Club
10:45am - 12:15pm	Club	Club	Club	Club	Club	Club	Club
12:30 – 2:00 pm	Club	Club	Club	Club	Club	Club	Club
2:15 — 3:30pm	Club	Club	Club	Club	Club	Club	Club
3:45 – 5.30 pm	Club	Club	Club	Club	Club	Club	Club
5.45 – 7:30 pm	Club	Club	Club	Club	Club	Club	Club
7:45 – 9:15pm	Club	Club	Club	Club	Club	Club	Club

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Guidance	Action to ensure effective record keeping			
Record keeping				
Ensure club logbooks are accurately recording the date and time of all members/visitors who attend the club.	<ul> <li>All RRC members and RRC visitors to the club to sign in using the Vic Govt QR code at the back door</li> <li>All RRC Athletes, coaches to book session times in Sportsnoticeboard. Athletes and coaches will also be recorded in boat sign out book.</li> <li>In the event of Vic Govt QR Code not working, non-athletes will complete manual register and sign in and out every visit (near back door).</li> <li>MLC attendance will be via class roll</li> <li>MLC Coach attendance will be recorded for each session</li> </ul>			
Guidance	Action to ensure effective communication			
Communication				
How will you coordinate and communicate and changes to the directions to your clubs, members and stakeholders?	<ul> <li>Initial communications and key changes will be communicated by email from RRC President, these will be reinforced by RRC Head of Rowing Weekly email, monthly Easy Oar newsletter, blog, Facebook and Slack (where appropriate)</li> <li>Visible signage at the club</li> <li>Communication within the school environment takes place via MS Teams and email</li> <li>Online briefing for staff and students prior to the commencement of the first on water session</li> </ul>			
Do you have strategies to address non-compliance?	<ul> <li>RRC Club Grievance and Disciplinary Procedures will apply</li> <li>Students or staff will be removed from the MLC rowing program if they are non-compliant</li> <li>Reporting to the authorities as required by legislation</li> </ul>			
Guidance	Action to prepare for your response			
Preparing your response to a	suspected or confirmed COVID-19 case			
Prepare to identify close contacts and provide members and visitor records to support contact tracing.	<ul> <li>All RRC members and RRC visitors to the club to sign in using the Vic Govt QR code</li> <li>The contact details for all who regularly enter the club are recorded and up to date.</li> <li>RRC Sportsnoticeboard (digital)</li> <li>MLC Student Contact Detail file (digital)</li> <li>Sign In book (at back door) Records arrival and departure times of all non athletes who enter the club in the event the QR system does not work</li> <li>RRC Boat Sign out book also records athlete arrival, departure times</li> <li>MLC Roll Call lists students in attendance during the session and will be digitised</li> <li>MLC staff attendance will be recorded each session</li> </ul>			
Prepare to assess whether the club or parts of the club must be closed. Prepare to undertake cleaning and disinfection at your club.	Should there be a contamination concern at the venue, the process will be, isolate the area, alert the Safety Officer 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.			
Prepare for how you will manage a suspected or confirmed case during a training session.	<ul> <li>Should an athlete feel unwell, they will be isolated immediately, given a mask and sent home to consult their Doctor. The -RRC President (for RRC athletes) or MLC Rowing Program Director will be immediately informed. Refer below for emergency situations.</li> <li>Coach and athletes to immediately move away from any person who begins to cough/sneeze for any reason.</li> <li>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.</li> </ul>			

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Prepare to notify members and site visitors (including close contacts)	<ul> <li>The contact details for all who enter the club are recorded and up to date.</li> <li>Record arrival and departure times of all who enter the club.</li> <li>Mass communication systems are in place for larger clubs and schools to deliver the notice immediately. RRC (email, Sportsnoticeboard, Slack) MLC Teams</li> <li>Follow up the communication with a phone call to ensure the message has been delivered.</li> </ul>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your club.	<ul> <li>Safety Officer (RRC or MLC) at each session is responsible for Reporting to RRC President</li> <li>Who will be responsible for contacting Worksafe</li> <li>All members, staff, volunteers are aware of the reporting process.</li> <li>Work Safe Victoria's number is clearly displayed at the club house.</li> <li>MLC will also report any infections to the College</li> </ul>
Prepare to re-open your club once agreed by DHHS and notify members they can return.	<ul> <li>Appropriate cleaning processes are in place.</li> <li>COVIDSafe plan is in effect.</li> </ul>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the rowing club or school.

Signed	
Date	
When completed, please return recreation@melbourne.vic.gov.a Attn Erin Miller, copying in;	

info@rowingvictoria.asn.au

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