

COVIDSafe Plan



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 by members of Richmond Rowing Club

Club name: Richmond Rowing Club
 Site location: 7 Boathouse Drive, Melbourne VIC 3004
 Contact person: Geraldine Goss
 Contact person phone: 043850073 May 30, 2022
 Version: 8

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 .
<p>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.</p>	<ul style="list-style-type: none"> • Athletes/Coach to wash and sanitise hands before and after every training – particularly as athletes/coaches enter and exit the facility. <ul style="list-style-type: none"> ◦ Follow hand cleaning guidelines – and clean for a minimum of 20 secs. ◦ Athletes/staff to carry hand sanitiser. • 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. • Hygiene signs in all toilets, changerooms and at all entrances • Handwashing/sanitising signs in all toilets, changerooms and sanitiser stations • All visitors to sanitise hands on entry • Sanitiser stations at front and rear entrance and RRC boat bay entrance •
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> • Athletes/coach to adhere to facility requirements outside the boathouse. • Safety Officer/Coach to open and close all boat bay doors prior to and after every session. • Air conditioning may be used with doors open for ventilation too. • AC maintenance to be undertaken at least annually. • Maintenance and cleaning contractors to open doors & windows for airflow
<p>Face covering</p>	<ul style="list-style-type: none"> • Masks are no longer required • RRC - Coaches wishing to use megaphones will be provided with named megaphones & cleaning products for personal use.

<p>Provide training to members on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<ul style="list-style-type: none"> • All RRC Athletes, coaches to book session times in Sportsnoticeboard/Ironbolt • Athletes and coaches will also be recorded in boat sign out book. • All athletes, coaches, committee will be given information about good hygiene and cleanliness.
<p>Replace or limit the exposure of high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • RRC athletes, coaches will be able to access toilets and change rooms as normal • Where possible athletes to bring their own equipment, and not to share equipment (i.e. toolkits) • Drink bottle to already be filled with water, and do not share drink bottles.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Cleaning</p>	
<p>Increase environmental cleaning changes of members/visitors), ensure high touch surfaces are cleaned and disinfected regularly.</p>	<ul style="list-style-type: none"> • Clubrooms, including change rooms and toilets are cleaned regularly
<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. Coach to supervise in accordance with hygiene guidelines. • On return from rowing session boats and oars are to be recovered from the water thoroughly washed inside and out using detergent and/or disinfectant and rinsing off; • If any shared equipment is to be used, it must be cleaned and disinfected between users.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Store sufficient 'back up' cleaning supplies so that primary cleaning supplies can be immediately replaced once exhausted. Safety Officer to access if required. • Safety officer to check equipment cleaning product supply levels before each session. • Facilities Coordinator to check hand sanitiser stations at least once a week

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Physical distancing and limiting club attendance</p>	
<p>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.</p>	<ul style="list-style-type: none"> • On- water sessions to be conducted at the club house. • Ergo and cardio bike usage on the balcony, or in function space if weather inclement • Boxercise using club equipment is to be conducted outside, balcony or function space. • Other Club gym equipment to be used in gym (if it can't be moved), balcony or function space
<p>Establish a system to screen members and visitors before accessing the club.</p>	<ul style="list-style-type: none"> • The following measures have been put in place and communicated to all coaches, volunteers, visitors and athletes; <ul style="list-style-type: none"> • Do Not attend the club if feeling unwell, or have symptoms • Wash and sanitise your hands before and after every training – particularly as you enter and exit facilities. <ul style="list-style-type: none"> ▪ Follow hand cleaning guidelines – and clean for a minimum of 20 secs. ▪ Carry hand sanitiser with you. • Avoid touching your face or surfaces you don't have to. • Where possible bring your own equipment – do not share equipment. • . • Physical contact

	<ul style="list-style-type: none"> ▪ No spitting ▪ No sharing of drink bottles ▪ No sharing of towels
<p>Provide training to staff, members, visitors, volunteers on physical distancing expectations.</p>	<ul style="list-style-type: none"> • Athletes/Coaches 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 or have recently encountered someone who has Covid-19, 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.

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"> • All RRC Athletes, coaches to book session times in Sportsnoticeboard. • Athletes and coaches will also be recorded in boat sign out book.

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"> • 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) • Visible signage at the club
<p>Do you have strategies to address non-compliance?</p>	<ul style="list-style-type: none"> • RRC Club Grievance and Disciplinary Procedures will apply • Reporting to the authorities as required by legislation

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare to identify close contacts and provide members and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • The contact details for all who regularly enter the club are recorded and up to date. • RRC Sportsnoticeboard (digital) • RRC Boat Sign out book also records athlete arrival, departure times

Prepare for how you will manage a suspected or confirmed case during a training session.

- *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) will be immediately informed. 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 seek testing for Covid -19*

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

Signed _____

Name _____

When completed, please return to:
recreation@melbourne.vic.gov.au
Attn Erin Miller, copying in;
info@rowingvictoria.asn.au