

COVID-19 SAFETY PLAN

Manning Valley Hockey Association, Taree Hockey Centre

Association/Club/Venue	Taree Hockey Centre
Ground Location (if applicable)	Taree Recreation Ground
Club Facility Location (if applicable)	Bligh St Taree
Association/Club President/Venue Contact	Debbie Monck
Contact Email	secretary@manningvalleyhockey.org.au
Contact Mobile Number	0406065137
Version	Level B: V:1
Effective Date	28 th May 2020

Debbie Monck is responsible for this document.

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INTRODUCTION

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by Manning Valley Hockey Association



(MVHA) to support all its member clubs, other sporting clubs and hiring entities and its members and participants in the staged resumption of community sport and club activities.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community. The Plan provides the framework to govern the general operation of the MVHA, any facilities it controls, the playing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at MVHA facilities.

This Plan includes, but is not limited to, the conduct of:

- a) staged training and competition activities (Hockey operations); and
- b) facility management and supporting operations (facility operations).

The Plan is subject at all times to all regulations, guidelines and directions of government and public health authorities.

KEY PRINCIPLES

This Plan is based on, and accepts, the AIS [Framework for Rebooting Sport in a COVID-19 Environment](#) (AIS Framework) and the [National Principles for the Resumption of Sport and Recreation Activities](#) (National Principles). It also complies with the [NSW Government Public Health Order](#)

The Plan also accepts as key principles that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families, and the broader community is our number one priority
- Members, participants, coaches, officials, administrators/volunteers, families, and the broader community need to be engaged and briefed on Manning Valley Hockey's return to Hockey plans
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing, and other measures to mitigate the risk of transmission of COVID-19
- Training cannot resume until the arrangements for Hockey operations and facility operations are finalised and approved, if necessary; and
- At every stage of the return to Hockey process Manning Valley Hockey Association must consider and apply all applicable local restrictions and regulations. Manning Valley Hockey Association needs to be prepared for any localised outbreak at your facilities, within your competitions or in the local community.

RESPONSIBILITIES UNDER THIS PLAN

The Board of Management of Manning Valley Hockey Association retains the overall responsibility for the effective management and implementation of the return to Hockey activities and operations outlined in this Plan.

The Board of Manning Valley Hockey Association is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required and ensuring it reflects up to date information from government and public health officials.

The Board has appointed the following persons as the Association COVID Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

NAME	Debbie Monck; Dylan Turner; Lyn Turner
CONTACT NUMBER	0406 065 137
EMAIL	secretary@manningvalleyhockey.org.au

Manning Valley Hockey Association expects all members, participants, coaches, officials, administrative staff, and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time
- Understand and act in accordance with this Plan as amended from time to time
- Comply with any testing and precautionary measures implemented by Manning Valley Hockey Association
- Act with honesty and integrity regarding the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

RETURN TO HOCKEY ARRANGEMENTS

The Plan outlines specific requirements that Manning Valley Hockey Association will implement for Level B and Level C of the AIS Framework.

Manning Valley Hockey Association will transition to the training activity and facility use as outlined in Level B of the AIS Framework and the training/competition activities and facility use outlined in Level C of the AIS Framework when permitted under local restrictions and regulations.

AIS Framework Arrangements

The protocols for conducting Hockey operations and facility operations under Level B and Level C of the AIS Framework are set out in the Appendix.

Roadmap to a COVIDSafe Australia

Manning Valley Hockey Association will also comply with the Australian government’s [Roadmap to a COVIDSafe Australia](#), which places limits on the type of activity that can be conducted and the number of people who can gather at facilities, notwithstanding the activities permitted by the AIS Framework (see below).

AIS Activities	Level A: Training in no more than pairs. Physical distancing required	Level B: Indoor/outdoor activity. Training in small groups up to 10. Physical distancing required		Level C: Full sporting activity (training and competition) allowed. No restriction on numbers. Contact allowed	
	Roadmap Activities	N/A	Step 1: No indoor activity. Outdoor sport (up to 10 people) consistent with AIS Framework	Step 2: Indoor/outdoor sport up to 20 people. Physical distancing (density 4m ²)	Step 3: Venues allowed to operate with up to 100 people with physical distancing. Community sport expansion to be considered consistent with AIS Framework.

RECOVERY

When public health officials determine that the outbreak has ended in the local community, Manning Valley Hockey Association will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. Manning Valley hockey Association will also consider which protocols can remain to optimise good public and participant health.

At this time the Board of Manning Valley Hockey Association will consult with key stakeholders to review the delivery of its return to Hockey arrangements and use feedback to improve organisational plans and systems.

APPENDIX: OUTLINE OF RETURN TO HOCKEY ARRANGEMENTS

ASSOCIATION OR CLUBS WHO RUN A VENUE

Organisational & Operational Considerations

Area	Plan Requirements (for activities under AIS Framework Level B & NSW Government Public Health Order)	Complete [✓]
Approvals	<p>The Association/Club must obtain the following approvals to allow a return to training at Level B:</p> <ul style="list-style-type: none"> • NSW Government Public Health Order permits a return to Sporting Complexes. • Local government/venue owner approval to training at venue, if required • Hockey NSW approval to return to training based on the submission of the COVID-19 Safety Plan • Venue committee has approved return to training for Club where applicable • Insurance arrangements confirmed to cover training i.e. registered participants only 	
Association/Club responsibilities	<p>The Association/Club will oversee:</p> <ul style="list-style-type: none"> • Provision and conduct of hygiene protocols as per the Plan. YES NO • The capture of a record of attendance at all training and club activities and maintaining an up-to-date log of attendance. YES NO • Coordination of Level B field and training operations. YES NO • Operation of the facilities in support of all Level B training activities in accordance with this Plan. YES NO 	
Employees & volunteers	<p>The Association/Club will:</p> <ul style="list-style-type: none"> • Ensure you operate COVID-19 safe workplaces and educate volunteers and staff on safe work practices. Facilitate COVID-19 education for volunteers and administrators in community sport on COVID-19 transmission control, see, e.g., https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus/pandemic-plan-advice). YES NO • Ensure employees and volunteers need to stay home when sick or when caring for a sick family member. YES NO 	
Facilities	<p>Association/Club to detail specifics of how facilities will operate. These should cover, but aren't limited to:</p>	

- What parts of facilities are available during Level B restrictions; limit to toilets and medical facilities and minimise use of communal facilities?
 - **Clubhouse to remain closed during training.**
 - **Barricade off areas as required depending on current restriction level eg external stairs to balconies**
 - **Field bunkers to be designated out of bounds**
- What are the hygiene and cleaning protocols, including the process/procedure that is being implemented to minimise the risk of transmission?
 - **Hand sanitiser will be placed at various stations in each dugout and field entrance (Level C within the clubhouse, at the canteen and bar counters and on balconies)**
 - **Toilets surfaces (basin, taps, door handles) to be cleaned by training clubs after every session. A form will be completed to denote cleaning completed.**
 - **Cleaning wipes/products will be supplied by the association and stored in toilet area for clubs to access**
 - **Toilets to be cleaned twice a day during competition – once after juniors finish then at the end of the last game.**
- What physical distancing protocols to be used within shared facility spaces (e.g., bar/canteen, change rooms, toilets, spectator viewing areas, entrance foyers, corridors and clubrooms), clearly demonstrate these protocols through marking tape and/or signage and encourage individuals to be respectful of shared space, minimise time spent in these areas and observe physical distancing measures.
 - **Lines marked on concrete area indicating spacing required for canteen, spectators.**
 - **Indoor and outdoor areas will be signposted with Covid19 Information and social distancing guidelines**
 - **Showers and change rooms will be locked until Level C.**
- Consideration of whether to permit bar/canteen operations – if so:
 - Implement queuing requirements to maintain physical distancing
 - Ensure appropriate food/beverage and cash handling arrangements
 - **Members will be encouraged to use EFTPOS facilities for all transactions – this may not be possible until Level C and NSW Government restrictions allow**
 - Implement low/lower risk menu options (i.e., those requiring less direct food handling/contact); and
 - Implement hygiene measures including hand sanitiser at point of sale, gloves and facemasks for bar/canteen volunteers and consider the use of protective physical barriers/shields.
 - **Minimal volunteers per canteen shift all must complete a health and wellbeing assessment and login before shift**
 - **All volunteers must always wear gloves during shift, face masks will be optional.**
- Determine if water fountains can be used – if so, ensure users are aware of appropriate usage protocols.
 - **Not applicable, however shared drink bottles MUST not be used by players.**
- Where will the appropriate health and safety equipment, personal protective equipment (PPE) and personal hygiene cleaning solutions be stored? How will stock be monitored?
 - **All safety, PPE and cleaning solutions stock will be stored in locked areas to limit chance of theft and or inappropriate use.**

	<p>Comment:</p>	
<p>Facility access</p>	<p>Association/Club to detail specifics of facility access protocols. These should cover, but aren't limited to:</p> <ul style="list-style-type: none"> • What are the details of any health screening measures (e.g., temperature checks etc.) prior to entry to any facilities? <ul style="list-style-type: none"> ➤ Fields – Clubs will maintain a Pre training screening checklist each training session. This will be completed by all training players and observers (eg parents/carers) See attachment 1 ➤ Canteen – all volunteer workers will complete a screen checklist. See attachment 2 ➤ Entrance and exit to the clubhouse will be via a separate doors and will be signposted • What are your protocols to limit access to the facility of anyone who has: <ul style="list-style-type: none"> ○ COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days ○ Flu-like symptoms or who is a high health risk (e.g., due to age or pre-existing health conditions) ○ Travelled internationally in the previous 14 days? <ul style="list-style-type: none"> ➤ HNSW checklist will be sent to all members via Revolutionise outlining individual obligations regarding Covid19 ➤ Club Covid Safety Co-ordinators will ensure pre-training screen checklist is completed. ➤ Covid 19 information posters will displayed throughout the centre • Who may attend the facilities e.g. only essential participants should attend to minimise numbers; not more than one parent/carer to attend with children; gathering numbers should not exceed government allowances? (1st stage maximum 10 people per half pitch)? <ul style="list-style-type: none"> ➤ MVHA will encourage clubs to train during Level B following the “Come on time – train safely – leave quickly” mantra. • How will you encourage any spectators that they must observe physical distancing requirements (>1.5 metres)? <ul style="list-style-type: none"> ➤ Spectators during training will be discouraged. However, minors at times may need a parent or carer present. If present they must complete the screening checklist (Attachment 1) and social distancing requirements ➤ Signage will be placed around the centre to remind all people of social distancing requirements • How will the Attendance Registers to be implemented and maintained? <ul style="list-style-type: none"> ➤ Clubs will maintain a Pre training screening checklist each training session. This will be completed by all training players and observers (eg parents/carers). This checklist will be kept by the Clubs COVID safety coordinator 	
	<p>Comment:</p>	
<p>Physical distancing</p>	<p>Association/Club to:</p> <ol style="list-style-type: none"> 1. Develop and implement physical distancing requirements at your venue and activities, including: 	

	<ul style="list-style-type: none"> (a) On-field protocols to maintain a distance of at least 1.5 metres where practical, such as avoiding team huddles, handshakes and high fives, no sharing of headsets or computer screens/iPads when sitting on the side lines. (b) Specific restrictions on contested training drills during Level B of the AIS Framework. <ul style="list-style-type: none"> ➤ Resource drills will be available from the HNSW information hub for coaches to utilise at training 	
	<p>Comment:</p>	
<p>Hygiene</p>	<p>Association/Club to detail specifics of hygiene protocols to support training. These should cover, but aren't limited to:</p> <ul style="list-style-type: none"> • Promoting regular and thorough hand washing by employees, volunteers and participants and providing relevant guidance by displaying posters: https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources YES NO • What will be the guidelines for sanitisation and cleaning, including requirements for sanitisation stations? <ul style="list-style-type: none"> ➤ Hand sanitiser will be placed at various stations in each dugout and field entrance (Level C within the clubhouse, at the canteen and bar counters and on balconies) ➤ Toilets surfaces (basin, taps, door handles) to be cleaned by training clubs after every training session. A form will be completed to denote cleaning completed. ➤ Cleaning wipes/products will be supplied by the association and stored in toilet area for clubs to access ➤ Toilets to be cleaned at least twice a day during competition. At least once after juniors finish then at the end of the last senior game. • What are the guidelines for sanitisation and cleaning of facilities? <ul style="list-style-type: none"> ➤ As above • Will safe hygiene protocols be adopted, including: <ul style="list-style-type: none"> ○ Availability of hand sanitiser at entry/exit points to venue and elsewhere ○ Protocols for sanitising stations, sanitising shared equipment, uniforms ○ Cleaning standards – increase regular cleans and frequent wiping of high touch surfaces ○ Displaying posters outlining relevant personal hygiene guidance ○ Avoiding shared use of equipment ○ Provide suitable rubbish bins with regular waste disposal? YES NO • Will safe hygiene protocols be distributed to members, either directly or via Clubs? <ul style="list-style-type: none"> ➤ Club and Individual checklist distributed, completed and club checklist stored at Association YES NO 	

	<p>Comment:</p>	
<p>Personal health</p>	<p>Association/Club to detail specifics of personal health protocols. These should cover:</p> <ul style="list-style-type: none"> • What measures has the Association/Club/Venue taken to ensure that all members are aware of the personal hygiene controls they must take before, during and post training? <ul style="list-style-type: none"> ➢ All member clubs will have a dedicated COVID safety coordinator ➢ Requirements will be distributed to all clubs and members using newsletters, social media, checklists sent via Revolutionise and posters placed throughout the centre and bathrooms. • Washing of hands during, after training and use of hand sanitiser where available. <ul style="list-style-type: none"> ➢ <u>As part of clubs plans they must agree to supply hand sanitiser to each team/group that train</u> • Will there be advice to players, coaches, volunteers and spectators to not attend if unwell i.e. any symptoms of cold and flu? YES NO 	
	<p>Comment:</p>	
<p>Training processes</p>	<p>Association/Club to detail specifics of training processes.</p> <ul style="list-style-type: none"> • Provide scheduling details of training sessions, including number of groups, length of sessions and time between sessions to reduce overlap. <ul style="list-style-type: none"> ➢ Club training requirements surveyed and new training schedule to be drawn up • How will the training Attendance Register be implemented and monitored? This register must record all participants training, their time in and time out. <ul style="list-style-type: none"> ➢ Clubs will maintain a Pre training screening checklist each training session. This will be completed by all training players and observers (eg parents/carers). This checklist will be kept by the Clubs COVID safety coordinator • Have clubs/programs been informed that no more than 10 people can training per one half of the field? This includes coaching and support staff. YES NO • Will the Association/Club/Venue emphasise the AIS Framework principle of “Get in, train, get out” – arrive ready to train? YES NO • Will there be Sanitising requirements, including use of sanitising stations per training group? YES NO • Will there be resources available for treatment of shared equipment (e.g., sanitise equipment before, during, after sessions) and use of such equipment to be limited? YES NO • Will personal hygiene be encouraged e.g. wash hands prior to training, no spitting or coughing? YES NO 	

	<ul style="list-style-type: none"> Will there be guidance for travel arrangements e.g., physical distancing on public transport, limit carpooling etc.? YES NO 	
	<p>Comment:</p>	
<p>Management of unwell participants</p>	<p>Association/Club to detail specifics of protocols to manage unwell participants at an Association/Club activity. Will the Association/Club:</p> <ul style="list-style-type: none"> If possible, identify with clear and unambiguous signage, a space that can be used to isolate participants who become unwell at an activity and cannot leave immediately. The isolation area should be equipped with necessary PPE supplies to facilitate hand hygiene and respiratory etiquette. YES NO Ensure participants who become unwell, immediately isolate and given a clean disposable facemask to wear. Establish procedures to help unwell participants leave the venue as soon as possible. YES NO Train volunteers on treatment of symptomatic participants and disinfecting of facilities used by such participants. YES NO If informed of a positive COVID-19 case by Authorities, what measures will be undertaken by the Association/Club? <ul style="list-style-type: none"> Any person becoming ill with symptoms of Covid19 during training will be, where possible asked to leave as soon as possible. Any areas contacted by this person will be thoroughly cleaned as required. If the person is considered to have been a risk to other training members, the expectation would be for the club to cease training and clean areas and inform the Association Covid Safety Coordinator. Gloves and masks must be included in clubs training first aid kits. For minors, they must be isolated from the rest of the training group but kept in sight eg in dugout. Their parent/ carer contacted to pick up the child. 	
	<p>Comment:</p>	
<p>Communications</p>	<p>Association/Club to detail how they will communicate this Plan to players, coaches, members, volunteers and families. Examples for comment are:</p> <ul style="list-style-type: none"> How will players, coaches and volunteers be briefed on return to training protocols including hygiene protocols (e.g., letter, email, text/WhatsApp message, Facebook post) and reinforcement of hand washing and general hygiene etiquette? <ul style="list-style-type: none"> Newsletter, checklist distribution by revolutionise, social media, current TV advertisements, workplace, school processes will reinforce personal hygiene requirements How will good personal hygiene practices be promoted in and around training sessions and in Club facilities? (e.g., posters in bathrooms) <ul style="list-style-type: none"> Posters will be placed in all bathrooms explaining how to wash hands effectively Will there be endorsement of government COVIDSafe app and encouragement to players, coaches, members, volunteers and families to 	

	download and use app? YES NO	
	Comment:	

I have completed and reviewed this Plan, in consultation and collaboration with members, for and on behalf of the Association/Club. The Plan represents a true and correct reflection of the Association/Club approach to each of the considerations set out in the Plan.

Signed: *Debbie Monck*

Name: Debbie Monck

Position: President MVHA and COVID safety coordinator

Association/Club: Manning Valley Hockey Association

Date: 25th May 2020