

# COVID-19 SAFETY MANAGEMENT PLAN

## INTRODUCTION

1. To control the possible spread of the Coronavirus disease (COVID-19) and allow sporting organisations and community facilities to remain open, the Government has imposed specific management requirements on clubs and organisations, which need to be managed through an organisation-specific COVID-19 Safety Management Plan.
2. This Footscray Canoe Club (FCC) COVID-19 Safety Management Plan has been drafted to:
  - a. address the specific risk, control and management procedures to reduce the likelihood of COVID-19 being spread through activities within the club, and,
  - b. to assist Government agency tracking should anybody who visited the club was subsequently found to have the COVID-19 virus.
3. In the absence of an overarching Footscray Boat Club (FBC) COVID-19 Safety Management Plan and related FBC By-Laws, this FCC COVID-19 Safety Management Plan will address the FCC canoe storage area, and FCC members access and use of the FBC common areas. Overlaps in responsibilities for the common areas between FCC and the Footscray City Rowing Club, will be addressed by consultation as required when needed.
4. This FCC COVID-19 Safety Management Plan is subordinate to the FCC Canoeing Safety Management Plan, and only addresses the specific COVID-19 issues, and it will remain in force while the Victorian Government still considers the COVID-19 pandemic a threat.
5. **COVID-19 Safety Management for Canoeing Events:** In order to conduct canoeing races in a COVID-19 safe manner, a separate FCC COVID-19 Event Safety Plan has been developed in line with guidance from Paddle Victoria. This COVID-19 Event Safety Plan will align with this FCC COVID-19 Safety Management Plan as much as possible. However, it will target specific event management aspects involving competitors and spectators from other clubs.

## COVID-19 CHARACTERISTICS

6. The following information concerning COVID-19 characteristics has been extracted from [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au), and this site is a valuable resource for more in-depth information.
7. COVID-19 is an infectious disease caused by a newly discovered form of coronavirus.
8. COVID-19 is a respiratory infection previously unknown before the outbreak that started in Hubei Province, China, in December 2019. Other known forms of coronaviruses include Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

### What are the symptoms of COVID-19?

9. Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly.
10. The common symptoms of COVID-19 may include:
  - a. Fever,
  - b. coughing (dry cough),
  - c. sore throat,
  - d. fatigue (tiredness), and
  - e. difficulty breathing or shortness of breath.
11. Most people infected with COVID-19 will have a mild to moderate illness and will recover without special medical treatment. Some people, such as those with underlying medical problems or disease and older people, are more likely to suffer from more serious symptoms of the diseases.
12. **People at high risk:** People at high risk of more serious illness with COVID-19 are:
  - a. Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions,
  - b. People 65 years and older with one or more chronic medical conditions,
  - c. People 70 years and older, and
  - d. People with compromised immune systems.

## How is COVID-19 spread?

13. The most likely way someone will catch the virus is by breathing in micro-droplets a person close to them has released by sneezing, coughing or just breathing out.
14. A person can also catch it via the hand-to-face pathway, touching a surface where live virus material is present, then touching their mouth, nose or eyes.
15. Spread of COVID-19 is highest from people with symptoms.
16. Spread of COVID-19 before symptoms appear is less common.
17. Research suggests the virus can survive on soft, porous surfaces (e.g. cardboard and fabrics) for up to 24 hours and hard surfaces (e.g. plastic and stainless steel) for up to 72 hours (three days). Any areas which have not had recent human contact within the last few days, are unlikely to be a potential source of infection.

## More information

18. For more information about COVID-19 refer to the resources available from the Australian Government Department of Health.
19. For questions about COVID-19 call the National Coronavirus Help Line on 1800 020 080. It operates 24 hours a day, seven days a week.

## GOVERNMENTAL MANAGEMENT REQUIREMENTS

20. In the absence of a vaccine and an effective cure for COVID-19, the Australian Government has had to introduce isolation, separation and lockdown procedures to contain, or at least slow, the spread of the virus to prevent an uncontrollable outbreak and the overloading of health services. Government mandated COVID-19 procedures are laid down by the Victorian Government and Health Safety Office. The Government mandated procedures include:

- a. **Isolation:** Isolation of people known to have the COVID-19 virus.
- b. **Quarantine:** Enforced quarantine of people returning from overseas, and self-quarantine of people who have flu-like symptoms or who have encountered someone with the virus or suspected to have the virus.
- c. **Lockdown:** Requesting people to work from home and stay at home unless it is essential to be away from home, and restrictions on businesses and activities where large numbers of people may gather. Note, these restrictions will vary as the Government feels the need to restrict or lessen the lockdown procedures.
- d. **Social Distancing:** People are to maintain at least 1.5 metres apart, and no more than 1 person every 4 square metres, unless it is impossible to do so and the task is essential.
- e. **Group gathering limits:** Imposing Government stated limits on the numbers of people allowed to gather in any particular place. Note, group number limits will vary as the Government feels the need to relax or increase the restrictions of gathering sizes in light of success with other control measures.
- f. **Personal Hygiene:** Everybody is advised and encouraged to avoid personal contact wherever possible, wash your hands frequently (with soap and for at least 20 – 30 seconds), avoid touching your face and mouth, and cough or sneeze into a disposable tissue or your elbow. Face masks reduce the likelihood of virus spread and especially for people at high risk, and as such the Victorian Government mandated the use of face mask whenever leaving home, unless the person has a lawful exception.
- g. **Cleaning:** All exposed and common-touch surfaces are to be frequently and thoroughly cleaned using appropriate cleaning agents.
- h. **Tracking:** Everybody is encouraged to download the COVIDSafe app on their phone and keep this active so that the system can be used to trace the possible spread of the virus should anybody be subsequently found to have contracted the virus.
- i. **Access Records:** Where possible (but mandated for some businesses and clubs) access registers are to be retained for at least 14 to 28 days to help trace the possible spread of the virus should anybody be subsequently found to have contracted the virus. The register would need to record the date, time, person's name and contact details as a minimum.

21. **Clarification on Group Limits.** While Government imposed group limits will apply whenever there are groups of people gathered in one spot or undertaking an organised (and localised) group activity, only the social distancing limits would apply to canoeing activities once on the water and away from common areas and group activities. For the Footscray Canoe Club, the group size limits will apply to groups gathered within individual club rooms, on the grassed area and on the pontoon.

## COVID-19 RISK MANAGEMENT FOR FCC

22. The FCC COVID-19 Safety Management Plan uses a *cause* and *consequent* approach.

### Loss of Control

23. A *loss of control* occurs if the COVID-19 virus is spread at the club due to person to person transmission, or through contact with a contaminated surface.

### Causes

24. The *prime causes* for a loss of control, i.e. transfer through person to person contact, or through touching a contaminated surface, are:

- a. someone (knowingly) with the virus visits the club,
- b. someone who didn't know they had the virus visits the club, and
- c. someone who may have had contact with an infected person visits the club.

25. The *possible (secondary) causes* for a loss of control are:

- a. Someone who was overseas within the last 14 days visited the club,
- b. people not adhering to social distancing requirements, and mask wearing requirements, and
- c. people touching contaminated, or inadequately cleaned surfaces, e.g. door handles, handrails, taps, light switches, and shared club equipment.

### Consequences

26. The *consequences* of loss of control could cause a further outbreak of the COVID-19 virus, and closure of the club. The consequences of a subsequent outbreak of the virus are not covered by this plan as the management and control of the outbreak would be referred to the relevant health authorities for their oversight and management.

### Controls

27. The following *controls* will be implemented through FCC By—Laws to reduce the likelihood or consequences of a loss of control.

- a. **Restrict entry:** Restrict entry to anybody:
  - (1) who is infected,
  - (2) who is at risk of infection due to contact with an infected person or someone who has been overseas in last 14 days, and
  - (3) who has an elevated temperature and/or flu-like symptoms.
- b. **Warn High Risk People:** Warn high risk people not to come to the club or to take extra precautions. People at high risk of COVID-19 wishing to train regularly, should contact the FCC Commodore, or other committee members, to see what can be done to minimise their risk, e.g. long-term issue of club PFD, identification of low usage times.
- c. **Social Distancing:** Specify and set up marked social distancing points and signs, and erect signs stating the group number limits for specific rooms, spaces and pontoon. Access to non-essential areas of the club should be restricted, including the gym, change rooms and function rooms in line with Government protocols and FBC direction for common areas. Unless it is impossible to do so and the task is essential, social distancing requirements are:
  - (1) people to maintain at least 1.5 metres apart;
  - (2) no more than 1 person every 4 square metres;
  - (3) Government group size limitations are to be maintained for any group activity, and gathering in any room, grassed area and pontoon at FBC. (Group size limits do not apply to individual training once on the water, provided the 1.5M separation can be maintained.); and
  - (4) Unless a lawful exception applies, masks are to be worn within the club environment, including the pontoon, and masks are to be carried by paddlers when on the water.
- d. **Boat Restrictions:** To comply with the 1.5M social distancing requirement while on the water, restrictions may need to be imposed on multi-crewed boats where seat spacing compromises this requirement. However, such restriction would not apply to members of the same household, or members in a relationship, or to boats with seat spacing of 2M or more, and under “non-contact sport” allowances, multi-crewed boats may be allowed.

- e. **Reduce Common Surface Contact:** Members should be encouraged to bring and use their own personal gear, and take this home with them afterwards.
- f. **Personal Hygiene:** Provide personal hand sanitizers wipes/spray and other equipment for members and as-required surface cleaning.
- g. **Pre and Post Surface Cleaning:** Provision of cleaning materials and instructions for pre and post cleaning of common surfaces.
- h. **Specialist (Super) Cleaning:** Establish specialised and frequent cleaning routines for cleaning of all common surfaces within the FCC canoe storage area, as FBC contracted cleaning staff do not clean areas belonging to Affiliated clubs.
- i. **COVID-19 Safety Officers:** To ensure effective cleaning of common contact surfaces after every session, a COVID-19 Safety Officer must be nominated for every person or group of people accessing the club. A safety officer can be identified for a group of people, however, if there was only one person accessing the club, that person is the safety officer for that visit/session. The nominated COVID-19 Safety Officer must ensure that all common surfaces and equipment touched by members of their group/session are thoroughly washed and sanitised after use. This is to included FBC common area surfaces touched.
- j. **Access Register:** Set up an access register point in front of CCTV cameras in the gym, provide hand sanitizers, and marked separation distances. Two access registers are required, one for club members, and a separate one for guests, visitors and maintenance contractors. Everyone who enters the club must complete the register. The club members access register should list the date, person's name/ Phone number, Club, time in and out at start and end of river-based training session and the nominated Safety Officer for that person or each member of their group. The non-member access register would need to list the date, person's name and phone number, email address, company, and time in and out. Samples of Access registers are provided at Annex A.
- k. **COVID19Safe App:** All members are to be encouraged to download and activate the COVID-19Safe App to help in tracking in the event of an outbreak associated with the club.
- l. **Notification of Infection:** Club members must notify the club if they contract the COVID-19 virus and have visited the club at any time in which they may have been contagious. Action resulting from this will need to be undertaken with advice from relevant Health authorities.
- m. **Compliance Assurance:** The club's CCTV system will need to be checked regularly to check for compliances. Club members will also need to report non-compliances with COVID-19 By-Laws. Any non-compliances noted will be deal with seriously and offenders asked to show cause why they should not be expelled from the club IAW the club's constitution. Non-compliances could lead to club closure, significant fines and more importantly, a COVID-19 outbreak and serious health risks.
- n. **COVID-19 By-Laws:** The requirements of these controls are to be covered and enabled by FCC COVID-19 Related By-Laws and copies of the By-Laws sent to all members as well as being prominently displayed throughout the club.

## Risk Diagram

28. A cause and consequences risk diagram depicting the above is in Annex A.

## COVID-19 Related By-Laws

29. FCC COVID-19 Related By-Laws enabling these controls and details specific action are in Enclosure 1. Copies of these By-Laws will be forwarded to all members and prominently displayed throughout the club, especially at entry points.

## Floor Markings and Warning Signs

30. Signs and floor markings will be placed in prominent and critical areas of the FBC/FCC facilities reminding members and visitors to:

- a. stop the spread of the virus by not entering if they are unwell or have been in contact with people who are unwell,
- b. complete the access register every time they enter the club,
- c. ensure that a COVID-19 Safety Officer has been nominated for their visit (even if this is themselves),
- d. maintain social distancing,
- e. not to exceed specified number limits,
- f. thoroughly wash and sanitise hands frequently,
- g. avoid touching face and mouth,
- h. cough or sneeze into a disposable tissue or elbow,
- i. wear their mask when within the club environment, including the grassed area and pontoon, and carry their mask with them when on the water,
- j. bring your own training gear and take it home after use,

- k. clean any common touch surfaces before and after use, and
- l. notify the club if they subsequently contract the COVID-19 virus, or they have been targeted for testing due to a possible COVID-19 outbreak.

31. Sample of signs covering these aspects are shown in Annex C.

## **RESPONSIBILITIES**

32. **FCC Committee.** The FCC Committee is responsible for oversight and management of this plan, and the FCC Committee will:

- a. ensure that FCC members are aware of this plan and their role in reducing the spread of the COVID-19 virus,
- b. review and update this plan whenever Government COVID-19 management requirements change, or every six months until the pandemic is over,
- c. review this plan and related By-Laws in conjunction with any COVID-19 management requirements considered and introduced by the FBC,
- d. ensure adequate stocks of hand sanitisers and cleaning products are available,
- e. regularly check CCTV footage to check for compliance with FCC COVID-19 By-Laws,
- f. ensure that safety reviews are conducted every six months to assess compliance with the plan and to identify any new hazards, and
- g. review any reported incidences of non-compliances or process shortcomings.

33. **FCC Members.** FCC Members must:

- a. ensure that they comply with the safety requirements of this plan, and the related FCC COVID-19 By-Laws,
- b. be vigilant with respect to possible hazards related to the control and spread of COVID-19, e.g. personal hygiene, coughing or sneezing, pre- and post cleaning of common equipment and personal high-risk factors,
- c. report any noncompliance incidents to the FCC committee,
- d. notify the FCC committee if they have contracted COVID-19 or have been tested because they have been targeted in some other possible COVID-19 outbreak, and
- e. rectify identified hazards immediately, if it is safe and within their ability to do so.

## **COVID-19 Related By-Laws**

34. Pre- and post controls to address COVID-19 safety requirements are addressed in the FCC COVID-19 Related By-Laws in Enclosure 1.

### **Annexes:**

- A. Access Register Samples
- B. COVID-19 RISK Diagram.
- C. COVID-19 Display Signs

### **Enclosure:**

- 1. FCC COVID-19 Related By-Laws

## ANNEX A – SAMPLES OF ACCESS REGISTERS

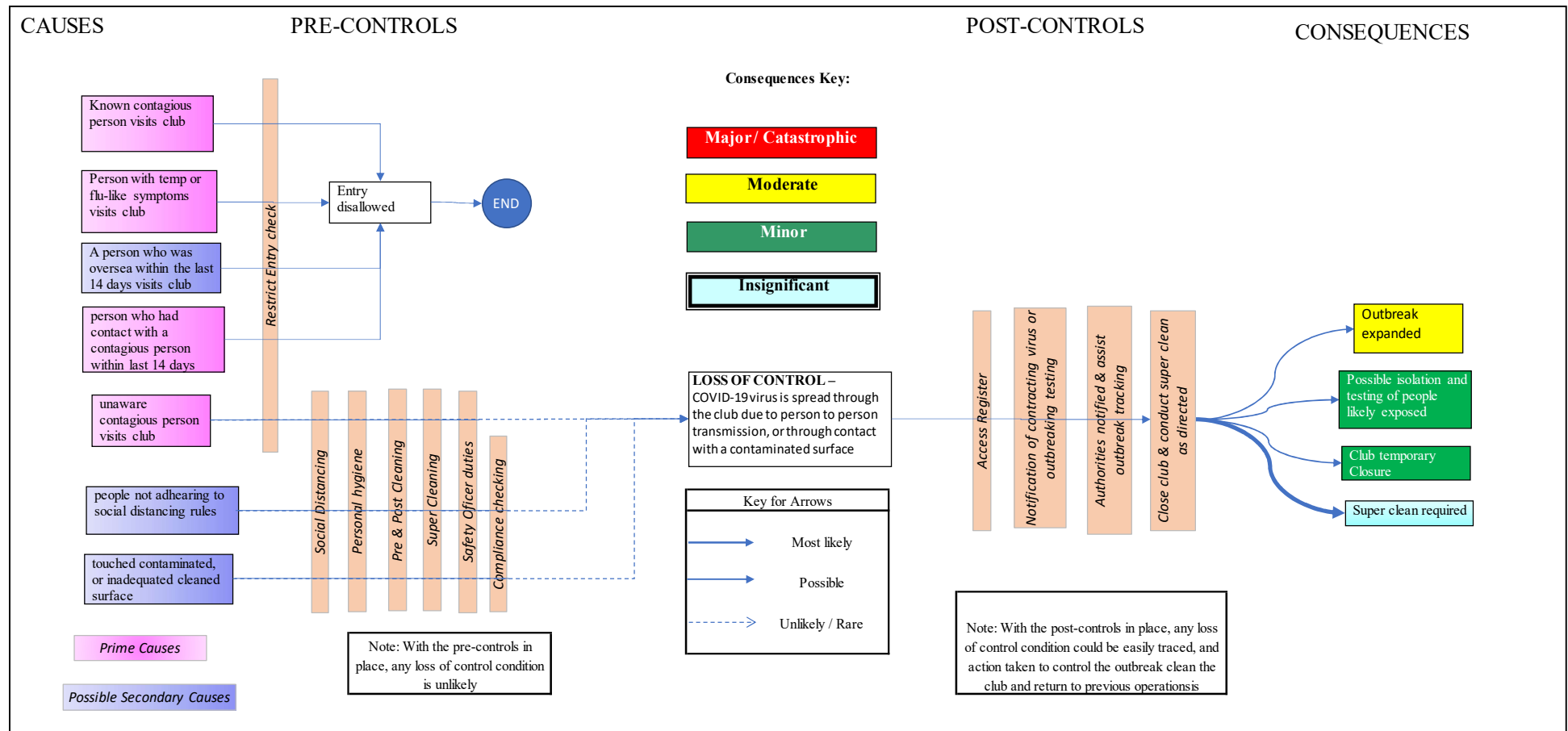
## Club Member Access Register

[illegible]

**Guest and Contractor Access Register**

<b>VISITOR / CONTRACTOR ACCESS REGISTER</b>							
<b>Date</b>	<b>Name</b>	<b>Ph No</b>	<b>Email Address</b>	<b>Company / Sponsor</b>	<b>Purpose of Visit</b>	<b>Time In</b>	<b>Time Out</b>

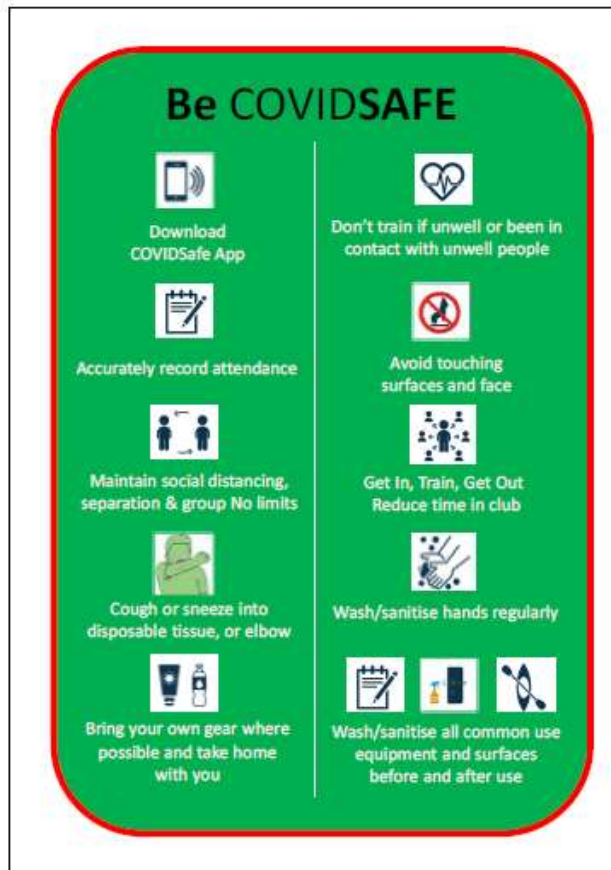
## ANNEX B – COVID-19 RISK DIAGRAM



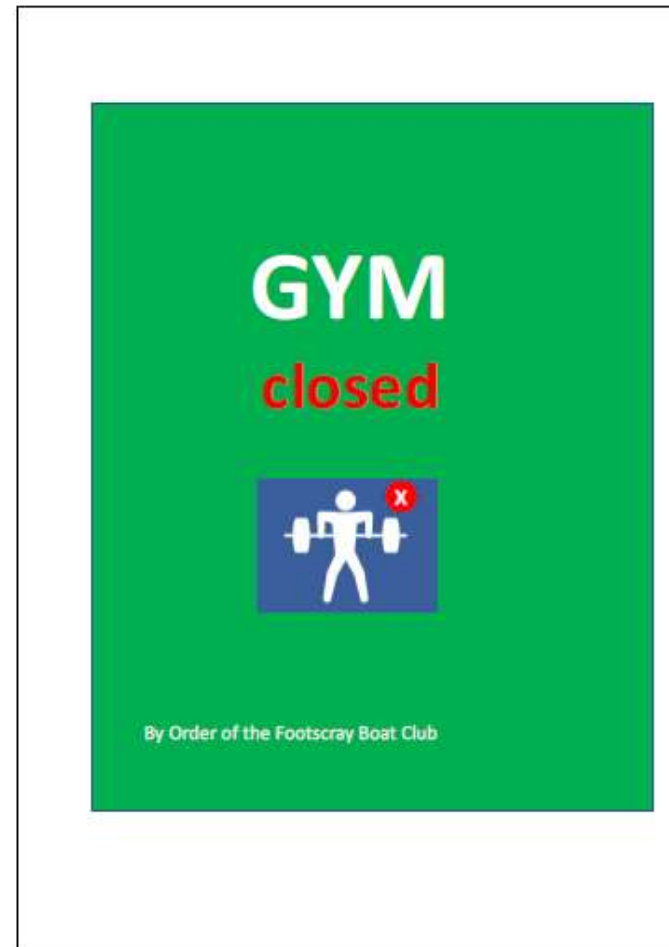


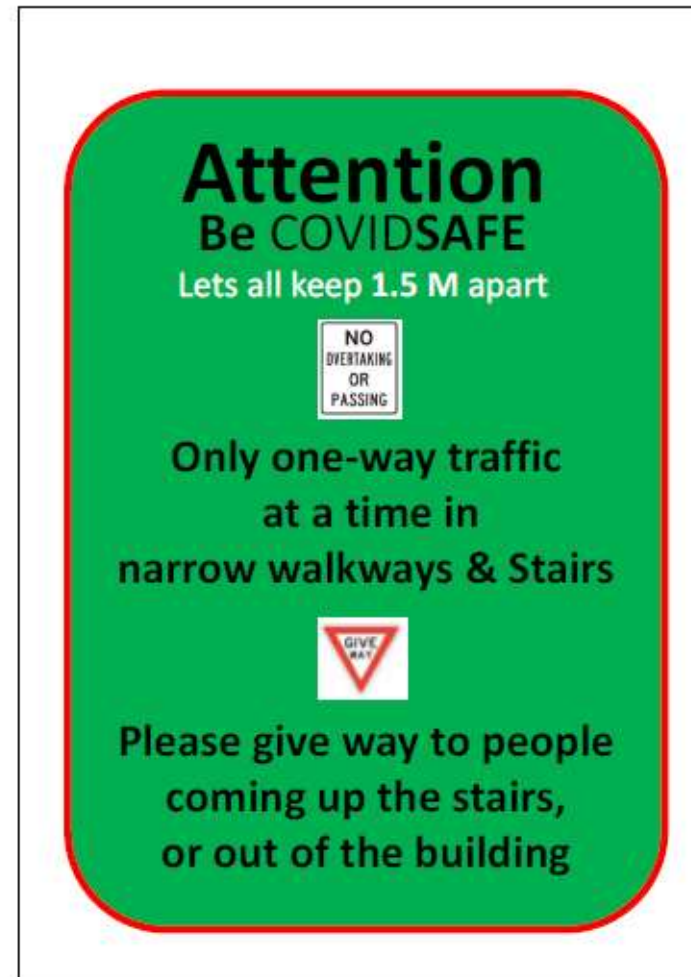
## ANNEX C - COVID-19 DISPLAY SIGNS

1. The following sign and poster samples are to be used or modified as need be to compliment and support COVID-19 controls, and related By-Laws. There is no compulsion to use all of the signs and posters, or any restriction on using other signs and posters authorised for use by the FCC committee. Power Point masters of these samples are held by the Footscray Canoe Club on their club OneDrive site: OneDrive\Footscray Canoe Club (Shared)\Official Documents\Rules and Plans\Safety Management Canoeing\COVID-19 Safety management Plan /FCC COVID-19 Safety Signs.pptx.









## COVID-19 Safety Officer Responsibilities

- ☐ Do not allow participation if an individual is showing symptoms of a virus or is unwell
- ☐ Ensure everyone has completed the Access Register before and after training
- ☐ Enforce social distancing and area and group number limitations
- ☐ Reinforce a culture of:
  - Regular hand washing/sanitising
  - Minimum surface touching
  - Low face, mouth, and nose touching
  - Coughing / sneezing into disposable tissue/elbow
  - Surface cleaning/sanitising before and after use
  - Patience and courtesy when waiting for areas and narrow walkways to clear, and
  - Get in – train – get out
- ☐ Enforce restrictions on area access and equipment usage
- ☐ Monitor any emergency access to restricted/closed areas, and ensure post cleaning is done
- ☐ Ensure all common surfaces touched by anyone in the group are thoroughly cleaned/sanitised before leaving
- ☐ Initial access register against own name to certify that the post session cleaning has been done.

## Be COVIDSAFE

- Prevent surface cross-contamination

### Club Boats & Paddles



- ☐ Use your own boat & paddle where possible
- ☐ Sanitise (spray/wipe) all contact surfaces before use
- ☐ Wash with water and detergent after use
- ☐ Restore boat and paddle after washing and sanitise (spray/wipe) surfaces touched while putting away



## Be COVIDSAFE

- Prevent surface cross-contamination

### Club PFDs

- ☐ Use your own PFD wherever possible
- ☐ Do not use a club PFD if has been used within the last 3 days, unless it is washed with soap and water first
- ☐ After use wash with soap and water and hang on drying rack in the section marked for that day of the week



## COVID-19

### Club Managed

### Specialist (Super) Clean



- ☐ To be carried out once per fortnight or as directed
- ☐ Using hand pressure pack filled with sanitiser/detergent supplied, spray the following areas of the canoe storage area and wash points:
  - All hard surfaces along walkways and aisles between canoe storage racks
  - Cage doors, locks and door-tilt touch points
  - All cupboard doors and bench tops
  - All canoe stands
  - All Club paddles
  - All wash point taps, hoses and hose fittings
  - Boat ends close to walkways
- ☐ Return pressure pack to storage point and depressurise bottle
- ☐ Record completion of specialist (super) clean of canoe storage area in specialist clean register

## FCC COVID-19 RELATED BY-LAWS

1. These Footscray Canoe Club (FCC) COVID-19 Related By-Laws are a special set of By-Laws enabling the FCC COVID-19 Safety Management Plan. They are applicable to all FCC members and invited visitors/contractors, and will remain in force while Victorian Government Health agencies consider the COVID pandemic a threat.

### COVID-19 Related By-Laws

2. **Club Access:** Do not enter the Club if;

- a. Infected with the COVID-19 virus,
- b. unwell, with a temperature, or have flu like symptoms,
- c. returned from overseas within the last 14 days (unless an exemption has been allowed under Government Health orders to not quarantine),
- d. been in contact with someone who has tested positive for COVID-19,
- e. your entry would be non-compliant with other Victorian Government Health directives applicable at that time.

3. **High Risk People:** People at high risk of COVID-19 should avoid the club or take extra precautions. Additionally, at risk people wishing to train regularly, should contact the FCC Commodore, or other committee members, to see what can be done to minimise their risk, e.g. long-term issue of club PFD, identification of low usage times, etc.

4. **COVIDSafe App:** All members are encouraged to download and activate the COVIDSafe App on their phones.

5. **Registering In/Out:** All members, guests and contractors are to enter all relevant details in the Access register on entry and just prior to departure. A COVID-19 Safety Officer is to be nominated for each person or training group.

6. **COVID-19 Safety Officer:** A COVID-19 Safety Officer is to be nominated / identified for every member, or group of members, visiting the club. When only one member is visiting, that member is the nominated COVID-19 Safety Officer for that person / session. Nominated COVID-19 Safety Officers are to:

- a. Enforce social distancing requirements,
- b. Ensure people are carrying out correct personal hygiene and individual cleaning tasks,
- c. Replace empty, club provided, cleaning products and sanitisers from club stock holdings, and notify the FCC committee if stocks are low,
- d. Monitor emergency access to restricted/closed areas and clean all touched surfaces afterwards,
- e. Remain until all members in their group have departed, or are about to depart,
- f. Ensure that all common surfaces touched by members of the group / session have been thoroughly washed and sanitised before leaving – including entry doors and touched surfaces in FCC common areas as well as in the canoe club area, and
- g. Initial against your access register entry to certify that the post cleaning has been done.

7. **Get in, Train, Get Out:** Come prepared to train and keep your time within the club environment to a minimum.

8. **Personal Gear:** Use your own personal gear wherever possible, including a pen to complete the access register, and take your personal training gear home with you.

9. **Limit Surface Contact:** Limit contact with common touch surfaces e.g. door handles, light switches, hand rails, taps etc. Where possible, clean/sanitise all surfaces before and immediately after touching.

10. **Personal Hygiene:** Wash/sanitise hands often, avoid touching face, eyes and mouth, and use a disposable tissue or your elbow, if you need to cough or sneeze.

11. **Social Distancing:** As far as reasonably practicable, and unless exempt under Victoria Government Health orders:

- a. maintain a 1.5 metre separation from others at all times,

- b. do not exceed more than one person per every 4 square metres,
- c. unless a lawful exception applies, wear a mask when within the club environment, including the grassed area and pontoon, and carry your mask with you when on the water,
- d. avoid passing others in narrow walkways and on stairs – one-way traffic at a time,
- e. Do not exceed the displayed room or area limitations on people present,
- f. Do not enter areas closed by the FBC unless in an emergency and with your nominated COVID-19 Safety Officer's awareness and permission, and
- g. Do not exceed the current Government limitation on group sizes for any group session in a local area, including on the grassed area and pontoon.

**12. Common Use Club Equipment:** Common use Club equipment includes, club boats, paddles, PFDs and the K1 trainer. This equipment may be used by Club members provided it is cleaned in accordance with these By-Laws, and there are no Government directions in place restricting the use of common use equipment. Where such Government restrictions are in force, the FCC Committee will notify Club members, display relevant notification signs and/or remove equipment as applicable and practical.

**13. Boat Restrictions:** Unless Government restrictions are in force on the use of common equipment:

- a. All Club single kayaks, canoes and SUPs within assessed skill levels may be used.
- b. double and three/four-man, Club or personal, canoes and kayaks can be used by members.
- c. Canoeing has been classified as a "Non-contact sport" and as such, once Metropolitan Melbourne "Step 3" (and subsequent reduced restrictions) are in place, double and three/four-man, Club or personal, canoes and kayaks can be used regardless of household criteria.

**14. Use and Cleaning of Club Equipment:** Use your own equipment rather than club equipment wherever possible. While Government Health agencies still consider the COVID pandemic a threat, the following applies to the use of common Club equipment:

- a. Before using club boats, paddles or the K1 trainer, all hard surface contact points are to be washed or sanitised.
- b. Only club PFDs that have not been used in the last 3 days may be used,
- c. After use, the K1 trainer, club boats, paddles, and PFDs are to be washed, and hard surface contact points sanitised after re-racking,
- d. Washed club PFDs are to be hung on the PFD drying rack in the space for that day of the week.

**15. Specialist (Super) Cleaning:** The FCC Committee will arrange for the Canoe club storage area to undergo a thorough disinfectant spray of all likely contact surfaces at least fortnightly. A record of this undertaking is to be kept and displayed in a prominent position within the canoe club area.

**16. Notification of Infection:** Notify the FCC Committee if you contract the COVID-19 virus, or if you have been asked to undergo testing as part of a Government track-down of a current outbreak.

## Compliance

**17.** Frequent and regular checks of compliance with these By-Laws will be undertaken, and members found to be in breach of these By-Laws may be asked to show cause on why they should not be expelled from the FCC.