



ROCKHAMPTON TOUCH ASSOCIATION INC COVID-19 SAFETY PLAN

Association	ROCKHAMPTON TOUCH ASSOCIATION INC (RTA)
Ground Location	CYRIL CONNELL FIELDS
Ground Address	78 REANEY STREET, THE COMMON
Affiliate/ Association contact	DENISE EDWARDS
Contact Email	admin@rockytouch.com
Contact Mobile Number	0409631633
Version	3
Denise Edwards is responsible for this document	

Disclaimer: Associations are expected to update the COVID-19 Safety Plan and implement within their setting. This document template is current as at 8 July 2020 and is subject to change upon the advice of government and health authorities. Further Information will be published in line with government advice.

Table of Contents

1. Introduction	3
2. Return to Play Considerations	3
3. Principles for Stage 3.....	4
4. Responsibilities under this Plan	5
5. Recovery.....	5
Appendix 1: Outline of Return to Sport Arrangements.....	6
Part 1 – Sport Operations	6
Part 2 – Facility Operations	13
Appendix 2: Contact Tracing Requirements and Registration Sheet	21
Appendix 3: COVID-19 Risk Management Risk Assessment	22
Appendix 4: Facility Management Plan.....	23
Appendix 5: Venue Layout.....	24

1. Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by Rockhampton Touch Association to support Rockhampton Touch 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 Rockhampton Touch Association, any facilities it controls, the playing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at Rockhampton Touch Association facilities.

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

- a. staged training and competition activities (sport operations) for Touch Football in Queensland; and
- b. facility management and supporting operations (facility operations) for Touch Football in Queensland.

At all times the Plan is subject to all regulations, guidelines and directions of the Queensland government and public health authorities.

2. Return to Play Considerations

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**).

This staged approach is in line with directions from the Queensland Government's Chief Health Officer, specifically [Queensland's Roadmap](#) to easing restrictions.

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 the number one priority;
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on Rockhampton Touch's return to sport 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 sport operations and facility operations are finalised and approved, if necessary; and
- At every stage of the return to sport process Rockhampton Touch Association must consider and apply all applicable State Government and local restrictions and regulations. Rockhampton Touch Association needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

3. Principles for Stage 3

The Industry COVID Safe Plans completed to date will remain largely unchanged, however any changes made for Stage 3 will be guided by the following Principles:

- **Contact** – full contact is permitted on the ‘field of play’ in line with pre-COVID contact activities. At all other times, participants, coaches, supervisors, officials, trainers, and spectators are to observe physical distancing requirements and undertake sound hygiene practices as detailed in this Plan.
- **Facility capacity** – the total number of people to attend an activity, training and competition at indoor venues is to be based on occupant density of one person per two square metres for venues of 200 square metres or less (up to a total of 50 people) and one person per four square metres for venues of 200 square metres or more. For outdoor venues, physical distancing off the field of play is required. For outdoor venues, physical distancing off the field of play is required. Risks will be managed through mandatory record keeping, through group segmentation and buffer zones as appropriate. Individual organisations and facility managers will be responsible for implementing these requirements in line with the relevant approved Industry COVID Safe Plan.
- **Facility usage** – all elements of community sport, recreation and fitness facilities are accessible in line with relevant health guidelines and directives. This means facilities such as canteens, change rooms, bathrooms, storage rooms, bars will reopen and operating hours can also be amended. Industry Plans will detail how organisations will manage the use of ancillary facilities in relation to cleaning/sanitisation and flow of people within venues. All facility components will be operated in accordance with the relevant approved Industry COVID Safe Plan.
- **Events** – such as championships, markets, carnivals and gala days can recommence. Organisations must ensure the relevant approvals are in place based on the number of people attending as seen in the Roadmap.
- **Stadia** – strict social distancing measures and hygiene practices will remain central to COVID Safe Plans for stadia, in line with Public Health Directives. Crowd capacity will be up to 25,000 spectators or 50% of capacity (whichever is the lesser). Group segmentation and buffering measures will be used to reduce co-mingling. Public messaging will ensure that patrons are aware of all requirements during sporting events and concerts. COVID Safe Plans for stadia will address transport management for patrons travelling to and from venues, including alternatives to public transport.
- **Compliance with industry and stadia COVID Safe Plans** – all activity is to be conducted in accordance with relevant Industry and Stadia COVID Safe Plans and Public Health Directives. This includes organisations detailing how all persons at the activity/facility will be tracked, and traced, including spectators.

These principles will be applied using the Sport Operations and Facility Operations tables below.

4. Responsibilities under this Plan

Rockhampton Touch Association retains the overall responsibility for the effective management and implementation of the return to sport activities and operations outlined in this Plan.

The Management Committee of Rockhampton Touch is responsible for:

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

The Management Committee has appointed the following person as the Rockhampton Touch Association COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

Name	Denise Edwards
Contact Email	admin@rockytouch.com
Contact Number	0409631633

Rockhampton Touch 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 Rockhampton Touch Association;
- Act with honesty and integrity in regard to 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.

5. Return to Sport Arrangements

The Plan outlines specific sport requirements that Rockhampton Touch Association will implement for Stage 2 and 3 of the Queensland Roadmap to easing restrictions. The Roadmap can be viewed at the following website:

<https://www.covid19.qld.gov.au/government-actions/roadmap-to-easing-queenslands-restrictions>

Stage 2 allows for a return to non-contact training activity, while Stage 3 allows for the resumption of contact and competition.

The Rockhampton Touch Association will transition from training activity and facility usage to training/competition activities and facility use outlined in Stage 3 of the Queensland Roadmap when permitted under State restrictions and regulations.

6. Recovery

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

At this time the Management Committee of Rockhampton Touch Association will consult with key stakeholders to review the delivery of its return to sport arrangements and use feedback to improve organisational plans and systems.

Appendix 1: Outline of Return to Sport Arrangements

Part 1 – Sport Operations

Area	Stage 2: Return to Training – 1 June	Stage 3: Return to Play – noon, 3 July
Approvals	<p>Obtain the following approvals to allow a return to training in Stage 2, and return to play in Stage 3:</p> <ul style="list-style-type: none"> • Covid Safety Plan is industry specific and has been approved by State Government • Restrictions on public gatherings have relaxed to enable training to occur • Local government/venue owner approval to train at venue, if required. • National/state sporting body/local association approval of return to training for community sport. • Organisation committee has approved return to training for organisation. • Insurance arrangements confirmed to cover training. • Update Association Risk Assessment Plan (example can be found in Appendix 3) 	<p>Obtain the following approvals to allow return to play in Stage 3:</p> <ul style="list-style-type: none"> • Covid Safety Plan is industry specific and has been approved by State Government • Restrictions on public gatherings have relaxed to enable competition to occur • Local government/venue owner approval for competition to resume at venue, if required • National/state sporting body/local association approval of return to competition for community sport. • Organisation committee has approved return to competition for organisation. • Insurance arrangements confirmed to cover competition. • Update Association Risk Assessment Plan (example can be found in Appendix 3)
Education and Training	<p>RTA will widely advertise educational course for all participants, volunteers, families and staff available from the TFA website – COVID-19 What is it, How to Prevent Spread.</p> <p>Reinforce to all participants of appropriate hygiene measures and that they should not attend if unwell</p> <p>Provide briefings and educational material to outline protocols under state 2 well in advance of return to competition so that everyone is well aware of obligations and expectations.</p> <p>RTA to continue to monitor updated information and advice provided on the Return to Play website and the Active Queensland Industry Alliance.</p>	<p>Requirements continue from Stage 2.</p>

Workforce	<p>There are no expectation that there be any deliveries or contractors on the premises during this phase however, if unexpected deliveries or repairs are needed, all measures outlined in the relevant column on the right (Level C) will be implemented.</p>	<p>With competition resuming, the following measures will be put in place to ensure the compliance and safety of the workforce:-</p> <ul style="list-style-type: none"> - Deliveries are usually limited to drink orders though other contractors may be required to attend the complex for unscheduled repairs. - No non-essential visits to the complex will be permitted. - All attendees will be recorded including deliver drivers and contractors. - The number of workers attending to deliveries and contractors will be kept to a minimum as much as possible. - Delivery drivers and other contractors who need to attend the complex will be given clear instructions of our requirements while on site. - Delivery drivers are to use hand sanitiser before handling products being delivered. - Handwashing facilities are provided for workers after physically handling deliveries. <p>We will use, and ask delivery drivers and contractors to use, electronic paper work where possible to minimise physical interaction.</p>
Training & Competition Processes	<p>Training processes (Stage 2):-</p> <ul style="list-style-type: none"> • To schedule a training session a booking form needs to be completed and sent to admin@rockytouch.com • Whoever creates the 'booking' to schedule a training session is the person responsible to ensuring all safety plans and guidelines are adhered to. • Each training group that has booked a session is permitted one field only to maintain base density requirements of 4 square metres and physical distancing of >1.5 m. • Non-contact activity permitted for up to 20 people in a group with NO co-mingling between groups. • Emphasise principles of "Get in, train, get out" – arrive ready to train. • During Stage B, small group training environments only permitted, focusing primarily on skill development activities and avoiding contact 	<p>Competition processes (Stage 3), includes Stage 2 hygiene with additional measures:</p> <ul style="list-style-type: none"> • Contact and non-contact activity permitted on field during training and competition only (see below for physical distancing off-field) • Outdoor venues: capacity will be based on physical distancing requirements. <ul style="list-style-type: none"> ➤ Physical distancing while "on the field of play" is not required • Contact tracing information (attendance register) will be kept for all participants, officials, spectators and anyone else who attends facilities and information retained for 56 days. <p>To assist RTA with managing the expected number of people at the venue players in the adult competitions will be encouraged to limit their spectator companions, attending games alone where possible. Players</p>

	<p>wherever possible – accidental contact may occur but no deliberate body contact drills allowed.</p> <ul style="list-style-type: none"> • Passing, catching drills • Defending with 1.5m distancing • Games situations not allowed in this stage due to difficulty to keep social distancing and limiting contact. • Develop drills to ensure adherence to distancing requirements. • Balls and equipment to be sanitised before, during and after each session. Limit shared equipment where possible • Where possible, only coaches should be responsible for handling equipment eg cones, markers, ladders etc. • Avoid participant interactions including team huddles, hugs, high fives, hand shaking etc; no socialising or group meals in this stage. • No sharing of personal equipment - waterbottles, towels etc. • Personal hygiene - wash hands prior to and after training, no spitting or coughing. <p>Training attendance register to be kept – must be accurate.</p>	<p>in the junior competition should be limited to one adult spectator. Grandparents are discouraged from attending games.</p> <ul style="list-style-type: none"> • Spectators to remain at the end of the field retaining the required distancing –sidelines between fields are a “no go” zone for spectators. • Prior to arriving, participants review game and venue information from our competition coordinator • Coaches, Officials, Spectators and Volunteers to provide attendance details on the registration sheet provided at numerous sanitisation stations situated strategically around the venue. Players can provide attendance information via names recorded on scorecard. • Remove signing of scorecards - teams to verbally agree post-match on correct score • Remove sub-boxes • Bags and personal belongings should be placed 1.5m apart in a designated area • Drink bottles to be stored individually in person’s belongings, not grouped together • Disinfectant spray will be made available to teams wishing to sanitise the ball or other equipment before and after the game and at half time. <p>Referees</p> <ul style="list-style-type: none"> • All Referees encouraged will be to complete the COVID-19 (Coronavirus): What It Is, How to Prevent Spread course. • Certificate should be lodged prior to competition commencing • Assist in moving participants from the grounds immediately after games • Referees must be at the field ready to commence games on time to reduce congregation • Bring own personal equipment ie whistle, pen/pencil
<p>Physical distancing</p>	<p>Physical distancing requirements to be developed and implemented during training activities:</p> <ul style="list-style-type: none"> • Maintaining density requirement of 4 square metres per person and physical distancing (>1.5 metres) 	<p>At all times participants, coaches, officials, trainers and spectators are to observe physical distancing requirements as per Stage 2, with the exception of on-field/field of play contact required for training and competition.</p> <ul style="list-style-type: none"> • No sub boxes to restrict congregation

	<ul style="list-style-type: none"> • On-field protocols and training drills to maintain a distance of at least 1.5 metres • Avoid participant interactions including team huddles, handshakes and high fives • Specific restrictions on non-contact training drills during Stage 2 and contact training drills in Stage 3, as outlined above. • Defined training areas for each training group, maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres). • Limit unnecessary social gatherings (particularly adults) e.g Canteens, Bars, etc • If space at a venue permits a parent/guardian zone can be established. The zone must have enough room for 20 people to have 4m² and people in the zone must stay 1.5m distance from each other. 	<ul style="list-style-type: none"> • For a trial period, grandstands will be out of bounds to restrict congregation
Personal health	<p>Organisation to detail specifics of personal health protocols.</p> <ul style="list-style-type: none"> • Advice to players, coaches, volunteers to not attend if unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness). • Participants who are in a high risk category should reconsider their participation in touch football activities (i.e. those with chronic conditions or compromised immune systems, people with disability, elderly people, etc) • Graded return to sport to avoid injury. • Washing of hands prior to, during and after training and use of hand sanitiser where available. • Shower at home before and after training • No clearing nose • No spitting • Cough into the elbow • Launder own training uniform and wash personal equipment]. • No sharing of personal equipment • No physical greetings (i.e. hand shaking, high fives etc.). • Avoid touching of eyes, nose or mouth 	<p>Requirements continue from Stage 2 with all measures applied to competition.</p> <p>During stage 3 the opening and use of toilets and communal showers is permitted, and cleaning measures will to be consistent with Work Health and Safety during COVID-19: Guide to Keeping your workplace safe, clean and healthy.</p>

	<ul style="list-style-type: none"> • Do not permit personal equipment on surfaces. Personal equipment bags should be arranged to permit physical distancing of participants (>1.5 metres). • Only coaches should contact/move group equipment such as balls, training aids (cones, markers, agility ladders etc) • Shared participant equipment (particularly balls, training cones) should be rotated, washed or wiped with antibacterial wipes or alcohol-based sanitiser prior to and after each use and at each activity break. 	
Hygiene	<p>Organisation to detail specifics of hygiene protocols to support training.</p> <ul style="list-style-type: none"> • Any safe hygiene protocols distributed by national/state sporting body will be provided to participants, volunteers, spectators etc. • Rockhampton Touch Association advises all players, volunteers and coaches to adhere to all safe hygiene practices at all times – hand washing /sanitising before and after all activities - maintain social distancing, no hand shaking /high fiving, coughing, clearing nasal passages, spitting etc • Sanitising stations will be provided for coaches to set up in their training areas. Also provided will be posters re social distancing, and personal hygiene requirements; hand sanitiser, spray disinfectant bottles to wash equipment as required. • Hand washing facilities are available in bathrooms • Routine environmental cleaning will be undertaken – frequently touched surfaces such as door handles, counter tops, light switches etc will be cleaned frequently with detergent solution. Sinks and basins will be cleaned regularly as well. • Minimally touched surfaces such as floors, ceilings, walls, blinds etc will be cleaned as required. • Toilets will be cleaned and disinfected daily. 	<p>Requirements continue from Stage 2 in addition to the following:</p> <ul style="list-style-type: none"> • Hand and respiratory hygiene is to be encouraged.
Communications	<ul style="list-style-type: none"> • RTA will provide clear and coordinated guidance to participants and stakeholders across a range of communication channels (FaceBook, website, emails) on how a return to sport will be managed at each level of restriction. • RTA will brief players, coaches and volunteers on return to training protocols including hygiene protocols, reinforcement of hand washing 	<p>Requirements continue from Stage 2 in addition to the following:</p> <ul style="list-style-type: none"> • RTA will thoroughly brief players, coaches, members, volunteers and families on Stage 3 protocols including hygiene protocols via Facebook, website, emails, posters and on-ground announcements and reinforcement of hand washing and general hygiene etiquette.

	<p>and general hygiene etiquette through our social media platforms – Facebook and website – and via letters and posters emailed to coaches on booking of training times.</p> <ul style="list-style-type: none"> • RTA will endorse the government COVIDSafe app and encourage players, coaches, members, volunteers and families to download and use app. • RTA will promote good personal hygiene practices in and around training sessions and in Club facilities through reminders to coaches and with posters around the building and in bathrooms. • RTA Safety Coordinator to establish relationships with key community partners and stakeholders. • Trigger points for cancelling, postponing or modifying activities are as follows: <ul style="list-style-type: none"> Training – coach/safety coordinator is responsible for identifying possible trigger points <ul style="list-style-type: none"> - too many people at the session – ask those not involved to leave. - participants not following social distancing – 1. Warning 2. Ask to leave. - participant becoming ill – gauge the response and cancel training if necessary • Actions to be taken if RTA needs to postpone or cancel activities. <ul style="list-style-type: none"> ✓ Coach to be contacted via phone if necessary to cancel training session. ✓ Coach to notify players via their contact list. ✓ Cancellation to be posted on our Facebook page. • For RTA members who may be seeking access to mental health and wellbeing counselling services, below is a number of relevant contacts that may assist:- <ul style="list-style-type: none"> ○ Beyond Blue 1800512348 ○ Kidshelpline 1800551800 ○ MindSpot 1800614534 ○ Lifeline Crisis Line 13111 	<ul style="list-style-type: none"> • RTA will continue to endorse the government COVIDSafe app and encourage players, coaches, members, volunteers and families to download and use app. • RTA will provide safety advice posters (provided by TFA) to referees to ensure they are aware of measures they should take to keep themselves and the players safe. • RTA will ensure all participants are well informed of consequences if safety measures are not followed or participants fail to follow the reasonable direction of coach /Safety Coordinator or committee – possible cancellation of training / competition. • Trigger points for cancelling, postponing or modifying activities are as follows: <ul style="list-style-type: none"> Training – coach/safety coordinator is responsible for identifying possible trigger points <ul style="list-style-type: none"> - too many people at the session – ask those not involved to leave. If they refuse, training should be cancelled immediately. - participants not following social distancing – 1. Warning 2. Ask to leave. If they refuse, training should be cancelled immediately. - participant becoming ill – gauge the response and cancel training if necessary Competition – Safety Coordinator and committee is responsible for identifying possible trigger points <ul style="list-style-type: none"> - Participants not following social distancing – 1. Warning 2. Ask to leave 3. Match/competition suspended until participants follow directions. - Participant becoming ill – if they are unable to leave the venue immediately, they are to be isolated in the dressing room until they can leave. They will be provided with a ask and any other PPE required until they can leave. All personal safety measures will be taken by anyone taking care of ill person. Gloves and masks are available if necessary, In the event of a participant testing positive to the COVID-19 virus at any time, RTA to follow all advice and directions from relevant bodies.
--	--	---

		<ul style="list-style-type: none"> • Actions to be taken if it becomes necessary for RTA to postpone or cancel activities. <ul style="list-style-type: none"> - Training – contact coach / post on FaceBook. - Games – onground announcement / text team contacts / post on FB. • For RTA members who may be seeking access to mental health and wellbeing counselling services, below is a number of relevant contacts that may assist: <ul style="list-style-type: none"> ○ Beyond Blue 1800512348 ○ Kidshelpline 1800551800 ○ MindSpot 1800614534 ○ Lifeline Crisis Line 13111
Events	No events held	<p>Resumption of event activities should align with the Whole of Government COVID Safe Plan for Events (https://www.covid19.qld.gov.au/government- actions/approved-industry-covid-safe-plans).</p> <p>Organisations must ensure the relevant approvals are in place as seen in the Roadmap for Easing Restrictions:</p> <ul style="list-style-type: none"> • fewer than 500 people – no approval needed when following a COVID Safe Event Checklist • 500 to 10,000 people – need a COVID Safe Event Plan approved by local public health units • over 10,000 people – need a COVID Safe Event Plan approved by the Queensland Chief Health Officer <p>In addition to physical distancing, sanitisation, hygiene and contact tracing requirements.</p> <p>For sporting organisations, events can be defined as those that fall outside of regular competition structure/fixture (e.g. carnivals, championships, large scale events etc.)</p>

Part 2 – Facility Operations

Area	Stage 2: Return to Training – 1 June	Stage 3: Return to Play – noon, 3 July
Approvals	<p>Obtain the following approvals to allow use of organisation facilities at Level B/ Stage 2:</p> <ul style="list-style-type: none"> • This Covid Safety Plan is industry specific and has been approved by State Government • Local government/venue owner approval to use facility, if required. • Organisation committee has approved plan for use of organisation facilities. • Insurance arrangements confirmed to cover facility usage. • Update Association Risk Assessment Plan (example can be found in Appendix 3) 	<p>Obtain the following approvals to allow use of organisation facilities at Level C/ Stage 3:</p> <ul style="list-style-type: none"> • This Covid Safety Plan is pending an industry specific plan to field sports • Local government/venue owner approval to use facility, if required. • RTA committee has approved plan for use of RTA facilities. • Insurance arrangements confirmed to cover facility usage. • Update Association Risk Assessment Plan (example can be found in Appendix 3)
Facilities	<p>Facility management plan and structured risk assessment in place:</p> <ul style="list-style-type: none"> • Use of Organisation facilities will align with social distancing and hygiene requirements and State Government directives • Parts of facilities that are available during Stage 2 restrictions; limit to toilets and medical facilities and minimise use of communal facilities. • Hygiene and cleaning protocols. • Provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions. • Responsibility and plan for formal organised activities within public playing fields is under the remit of the organisation using/leasing the area. Once formal activity within the terms of the lease commence the organisation must have signage that clearly indicates: <ul style="list-style-type: none"> ➢ Approved activity in progress – NO SPECTATORS ➢ CLOSED areas ➢ RESTRICTED ACCESS areas ➢ ENTRY, EXIT and DIRECTIONAL FLOW ➢ SOCIAL DISTANCING in shared zones 	<p>Facility management plan/ specific risk assessment in place to allow for communal facilities to be fully utilised including change rooms and canteens.</p> <p>During stage 3 the opening and use of toilets and communal showers is permitted, however cleaning measures will be consistent with Work Health and Safety during COVID-19: Guide to Keeping your workplace safe, clean and healthy.</p> <p>Requirements continue from Stage 2 for PPE, hygiene and cleaning protocols.</p>

	<ul style="list-style-type: none"> • While vacated public playing fields are available to the public under the restrictions directed health. • Provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions as per Stage 2. 	
Playing Spaces	<p>Cyril Connell fields can accommodate multiple playing spaces or zones and will be mitigated with no co-mingling between groups by meeting the following requirements:</p> <ul style="list-style-type: none"> • Defined training areas for each training group of 20 must maintain a base density requirement of 4 square metres per person and physical distancing (>1.5 metres). • Each playing space must be clearly marked and minimise the risk of balls moving into another zone. • Must not create an unnecessary risk of people congregating • Management and segmentation of groups of participants though scheduling. • Implementation of strict hygiene measures at all entry and exit points, communal areas and managing equipment. • Each playing space has a different entry and exit to other playing spaces • There is at least 5 meters between playing spaces • Start and finish times at each playing space is staggered • No co-mingling of groups in playing spaces/zones • No group from one playing space can come into contact with a group of another playing space. • Equipment cannot be shared between zones. • Hand sanitizers are available at the entry and exit of each zone. • High contact points within a playing space must be cleaned before another group can access. • If space at a venue permits a parent/guardian zone can be established. The zone must have enough room for 20 people to 	<p>Measures from Stage 2 to be continued into Stage 3 for both training and competition where possible.</p> <p>Additional measures for competition where spectators are permitted under Stage 3, will include</p> <ul style="list-style-type: none"> ➤ Spectators and anyone not involved in the games being played must remain outside the “no go” zones which include playing fields and areas between playing fields. ➤ Spectators, officials and volunteers must maintain the distancing and density requirements. ➤ All players, officials, spectators and volunteers to refrain from co-mingling between groups. ➤ Spectator zones will allow space for free flow and movement around the grounds. ➤ An additional 5 minutes will be allowed between games to allow teams to gather their gear and move away before the next team moves to field.

	<p>have 4m² and people in the zone must stay 1.5m distance from each other.</p>	
<p>Facility access</p>	<p>Facility access protocols.</p> <p>RTA to purchase appropriate thermometer to make available where needed.</p> <p>Restrictions on facility access to limit anyone who has:</p> <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"> • RTA will reinforce that 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 (COVIDSafe Roadmap maximum gatherings: Stage 1 (10 people), Stage 2 (20 people), Stage 3 (100 people), If numbers do not allow one parent/carer per child (Stage B particularly), they are asked to remain outside the complex for that period. • Grandparents are discouraged from attending. • If there is an area outside of the training field with sufficient room for parents to gather while ensuring the base density requirement of 4 square metres is met, parents will be permitted to remain in that area during the training. If spectators remain outside the complex, they should ensure to observe physical distancing requirements (>1.5 metres). • A detailed attendance register will be recorded by the relevant coach and submitted to RTA following each session – to be kept for 56 days. • Update terms and conditions of entry and have users agree to new protocols. • Amend training schedules and times to reduce in-person contact for participants, family members and staff by: 	<p>During stage 3 the opening and use of toilets and communal showers is permitted and cleaning measures will be consistent with Work Health and Safety during COVID-19: Guide to Keeping your workplace safe, clean and healthy.</p> <p>The Rockhampton Touch Association has adopted the Retail Food Services Industry COVID Safe Plan.</p> <ul style="list-style-type: none"> • Continue Stage 2 protocols as appropriate. • To assist with the management of expected numbers, teams will be asked to limit attendees to players and coach only where possible. Where a parent is required to drive the player, they are encouraged to ensure one parent/spectator only attends. • RTA to reinforce the following - • To minimise risk, any person in a vulnerable category (due to age or pre-existing health conditions) should not attend. • Any person who is not well or has returned from overseas or have travelled from a declared COVID-19 hotspot (found at https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19 in the previous 14 days should not attend. • All spectators should observe physical distancing requirements (>1.5 metres) and density requirements (one person per 4 square metres). • Because of the completely open nature of the complex, it is impossible to restrict entrance and exits however, as people come from their cars into the complex and leave via the same way, the risk of bottlenecks is non-existent. Registration and sanitisation tables will be strategically placed around the perimeter for attendance registration. • Non-essential personnel to be discouraged from entering change rooms.

	<ul style="list-style-type: none"> • Scheduling a minimum of 15 minutes between training sessions for all attendees to safely arrive and exit the venue; and • Considering staggered arrival and/or departure times for different groups/teams of a minimum of 5 minutes. • Manage venue entries and exits (and separate where possible) to ensure a seamless flow of participants and attendees through the venue and limit the risk of overlap and congestion. • Restrict the use of communal facilities to toilets only during Stage 2 • Close other communal areas such as grandstands. • Physical distancing protocols including line markings, bollards, use of zones use and physical distancing indicators shall be used. • Canteens and coffee facilities will remain closed to reduce the risk of gatherings or encouraging people to stay in Stage 2. • General advice on physical distancing in organisation facilities including discouraging face to face meetings where possible, restricting site visitors, deferring or splitting up large meetings. 	<ul style="list-style-type: none"> • Physical distancing protocols will be set at all necessary points – canteen, bathrooms, fixed seating, using tape markings and witches hats. Grandstands will be off limits until further notice to avoid congestion. • Canteen operations to include food and cash handling protocols :- <ul style="list-style-type: none"> Wash hands after handling money and before handling food. – Encourage use of card payments rather than cash. Continually wipe eftpos machine. Wipe down counter after each customer. Follow normal food handling guidelines with regards hygiene (touching food etc). All surfaces to be cleaned after each night. • No courses requiring large numbers to attend in training room to be scheduled until further notice <p>Detailed attendance registers to be kept for the required time.</p>
<p>Hygiene</p>	<p>Hygiene protocols to ensure regular sanitisation and cleaning of organisation facilities.</p> <ul style="list-style-type: none"> • Any safe hygiene protocols distributed by national/state sporting body or local association that will be adopted by organisation including: <ul style="list-style-type: none"> ➤ Availability of hand sanitiser at entry/exit points to venue and elsewhere (may be provided by facility/venue manager) ➤ Protocols for sanitising stations, sanitising shared equipment ➤ 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. ➤ Guidelines for sanitisation and cleaning of Organisation facilities. • Recommend that a COVID Safe Coordinator is allocated to each session to take responsibility of completing the cleaning requirements before the next group arrives. 	<p>Requirements continue from Stage 2.</p> <p>During stage 3 the opening and use of toilets and communal showers is permitted and cleaning measures will be consistent with Work Health and Safety during COVID-19: Guide to Keeping your workplace safe, clean and healthy.</p>

Management of unwell participants	<p>Protocols to manage unwell participants at an organisation activity.</p> <ul style="list-style-type: none"> • Self-isolate at home if presenting symptoms. • Compare the symptoms of coronavirus (COVID-19), with the common cold and flu. • Anyone who is unwell or develops a fever, a cough, sore throat or shortness of breath, must contact a doctor or call 13HEALTH (13 43 25 84). • Liaise with public health authorities and facilitate the sharing of information about all symptomatic participants at an activity run by your organisation, subject to privacy law. • Notify corona@touchfootball.com.au and the Department Housing and Public Works (Sport and Recreation) • Contact participants (refer to attendance register) if an activity attendee subsequently becomes unwell and provide advice on what actions should be taken. If an outbreak does occur at your facility, the register will need to be provided to relevant authorities (i.e. Department of Health) in a timely fashion. • Minimum details to be collected include: <ul style="list-style-type: none"> ➤ Date of entry ➤ First name and surname ➤ Phone number ➤ Time in ➤ Time out ➤ Club & team/group • Communicate isolation and medical procedures for all players, members, volunteers and their families at the onset of any symptoms including organisation facilities that can be used to manage symptomatic participants. • Identify with clear and unambiguous signage, a space that can be used to isolate staff or participants who become unwell at an activity and cannot leave immediately. The isolation area will be equipped with necessary PPE supplies to facilitate hand hygiene and respiratory etiquette – gloves and masks. • Ensure staff/volunteers understand that participants who become unwell should be immediately isolated and given a clean disposable facemask 	<p>Requirements continue from Stage 2.</p>
--	--	--

	<p>to wear. Establish procedures to help unwell staff or participants leave the event as soon as possible and added protections for activity staff in such circumstances.</p> <ul style="list-style-type: none"> • Train volunteers/organisation management on treatment of symptomatic participants and disinfecting of facilities used by such participants. • Confirm notification protocols for notifying public health authorities and other attendees of symptomatic participants. 	
<p>Follow-up after COVID-19 outbreak has ended</p>	<p>Management of follow up after a Covid-19 outbreak has ended:</p> <ul style="list-style-type: none"> • Public health officials will determine when an outbreak has ended in a community, consult with them to identify criteria for scaling back COVID-19 prevention actions with activities. Consider which protocols can remain to optimise good public and participant health. • Plan the rescheduling of cancelled activities. • Evaluate the effectiveness of the COVID-19 Safety Plan and communications plan, adjust and recirculate to stakeholders as required. • Meet with key stakeholders to review delivery of any return to sport arrangements. Gather feedback to note lessons learned and to improve organisational plans and systems. • Review critical incident management arrangements and test organisational readiness to respond to a localised outbreak of COVID-19. • Update business continuity plan based on learnings from the COVID-19 pandemic. 	<p>Requirements continue from Stage 2.</p>
<p>Organisation responsibilities</p>	<p>The organisation will oversee:</p> <ul style="list-style-type: none"> • Provision and conduct of hygiene protocols as per this COVID Plan • Capture of a record of attendance at all training and organisation activities and maintaining an up-to-date log of attendance. • Coordination of Stage 2 play area/training operations. • • Operation of the organisation's facilities in support of all Stage 2 training activities in accordance with this COVID Plan. 	<p>Requirements continue from Stage 2.</p> <p>The Management Committee of Rockhampton Touch Association believes that we have the capabilities and systems in place to manage the expected number of people at the venue during competition. We will continually review and update the Safety Plan to ensure measures are successful.</p>

	<ul style="list-style-type: none">• Compliance issues and the sanction of individuals for non-compliance with any law, direction or protocol.• Determine the basis of enforcing any sanctions and seek advice as required.• Determine circumstances where issues may be elevated to local or State law enforcement agencies.• Provision and conduct of hygiene protocols as per this COVID Plan.• Provide a venue map demonstrating parking requirements, entry and exit points, training/playing zones, sanitisation stations, amenity closures, etc.	
--	--	--

Appendix 2: Contact Tracing Requirements.

Contact tracing is a way of slowing the spread of infections by identifying people who have been in contact with an infected person.

Field Team Sports will adopt the below, as well any other recommendations from State and Federal Governments:

Requirement All players, officials, staff and visitors to a venue or training session are encouraged to subscribe to the Government's COVID-19 tracing app.

Requirement Records of attendance at training and competitions to be maintained.

Requirement Records of attendance of spectators at training and competitions to be maintained.

Requirement Records to be kept for 56 days.

Registers must include:

- Date of entry
- First name and surname
- Phone number
- Email address
- Time in
- Time out
- Club & team

Registers can be implemented by:

- Using the template provided, have the coach or a Covid Safe Coordinator for that session write down the details of all in attendance. Take a photo of the form and send to the venue after the session.
- Use the template provided as above but the user keeps the phone copy and they leave the form in a designated area for the venue
- If bookings can be taken online have the booker put in all the details of the group attending. This list gets emailed back to the user group as an online form to tick off attendance and then email back after the session.
- Use TeamApp to register the names of the group and then mark them off as having had attended.
- [Evacheckin.com](https://evacheckin.com) contactless QR Code Check in Technology for all attendees. [Visitor EVA demo site login poster.](#)
- Have parents and any non-participant to buy a free ticket, with no more registrations allowed once the maximum number of tickets has been allocated. Use free ticketing sites like [Event Brite](#) or use the event portal in data bases such as Revolutionize.
- Have spectators register via other list management tools such as, <https://www.volunteersignup.org/> or Rosterfy
- National registration databases and match day data bases. Details of all players and officials are included in these databases including the times and location of matches.

ATTENDANCE REGISTER - ROCKHAMPTON TOUCH ASSOCIATION

Activity: _____ Location: _____ Date: _____

Arrival Time	Departure Time	Full Name	Phone	Email	Club	Role	In previous 14 days have you: * See below for full question details.	Downloaded & using COVIDSafe app?

*In the previous 14 days have you: Had any COVID-19 symptoms? Been in contact with any confirmed/suspected COVID-19 case? Travelled Internationally or to a COVID declared hot spot?

Appendix 3: Risk Management Plan – COVID-19 measures

RISK SOURCE	LIKELIHOOD	CONSEQUENCE	RATING	CONTROL MEASURES	PERSON RESPONSIBLE
Contracting COVID-19 from Members who are infected	Low, there have been few cases through the state.	Staff, volunteers, or other members catching COVID-19 (could result in serious illness or death).	Moderate, while there are only a few cases the consequences may be severe.	<p>COVID-19 Safety Plan complete</p> <p>Personal health & hygiene protocols as outlined in the COVID-19 Safety Plan established and followed</p> <p>Cleaning and disinfecting protocols established and followed</p> <p>Physical distancing measures as outlined in the COVID-19 Safety Plan established and followed</p> <p>Venue signage, participant education & communication signage in place</p>	<p>Management Committee</p> <p>Safety Coordinator</p>

Appendix 4:

Facility Management Plan

Facility	Actions to Manage	Person Responsible
Toilets	Thoroughly clean and sanitise prior to and after each fixture night. Sanitise after every round of games during fixture nights including door handles, basins, taps etc.	Denise Edwards (Ladies) Committee (Mens)
Admin Area	Out of bounds to general public. Sanitise area before and after each fixture night.	Denise Edwards
Bench Tops	Thoroughly clean prior to and after each fixture night. Sanitise after each use on fixture nights.	Denise Edwards
Water Taps	Wipe taps down often during fixture nights.	Denise Edwards
Grandstands	No access for period of time. When in use – thoroughly clean after each fixture night. Sanitise often during fixture night.	Denise Edwards / Volunteer
Fixed Seating	Clean thoroughly after each fixture night. Sanitise often during fixtures.	Denise Edwards
High Touch Areas Ramp Rails Door Handles	Clean and sanitise after each fixture night. Sanitise during fixtures.	Denise Edwards

Appendix 5:

Venue Layout

