



How to develop your CSR COVIDSafe Plan

1. Understand your responsibilities

Information on public health directions applying to organisations is available at coronavirus.vic.gov.au

2. Prepare your plan

Below is the CSR COVIDSafe Plan template which you will need to complete. The CSR COVIDSafe Plan is grouped into six COVIDSafe principles:

1. Ensure physical distancing
2. Wear a face mask
3. Practise good hygiene
4. Keep records and act quickly if participants, volunteers or organisers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce/activity bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply. If you do not believe a requirement applies to your activity, it should be marked N/A with an explanation about why it does not apply.

Mandatory requirements under current public health direction feature this



- All other points are highly recommended for keeping your participants, volunteers, organisers and members safe and venues/facilities open, but are not mandatory.
- Some of the requirements in the CSR COVIDSafe Plan may not apply to your organisation or club. Where the requirement does not apply to your organisation or club it should be marked N/A (not applicable).

3. Keep your plan up-to-date

Your CSR COVIDSafe Plan must be reviewed and updated routinely and then restrictions or public health advice changes. Organisations with multiple venues/facilities must complete a CSR COVIDSafe Plan for each worksite.

You do not have to lodge your CSR COVIDSafe Plan with the Victorian Government, however, you may need to provide your CSR COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your CSR COVIDSafe plan.

4. Share your plan

Your participants, volunteers, organisers and members need to be familiar with this plan. Once you have completed the plan, share it with your participants, volunteers, organisers and members and occupational health and safety representatives or COVIDSafe officer, if applicable.

Your CSR COVIDSafe Plan

Club name: _____

Plan completed by: _____

Position at Club: _____

Signature: _____

Date reviewed: _____

Our template relates to return to training and playing Australian Rules Football. Our template is divided into several part and one part which deals separately with the 6 COVIDSafe principles

PART A

General AFL Requirements we will follow for training, Games, Programs and Pavilion Use

OUTDOOR COMMUNITY FOOTBALL TRAINING, GAMES AND PROGRAMS

Training, games and programs (contact and non-contact) can resume for all participants, provided:

- No more than the minimum number of participants required to conduct the training or game participate in the activity (e.g. players, necessary coaches, umpires and those required for supervision of young children or to support people with a disability)
- It is conducted outdoors (and not at a member of the public's ordinary place of residence).
- Patron cap of 500, group sizes align with public gathering limits of 50 people
- Density quotient of 1 per 4 square metres
- Spectators follow relevant gathering rules

PAVILION USE

- If the pavilion is part of a physical recreation complex, it can be used, subject to the physical activity restrictions (which include a 150 person cap indoors, and a density quotient of one person per four square metres and group sizes of no more than 20)
- Limit access to change rooms only for players and essential staff only as required (i.e. coach, team manager, trainers – no parents or spectators) with relevant density quotients met (i.e. four-square metre rule) and no more than 20 people only are allowed per indoor space
- If the venue has a café or restaurant, the hospitality restrictions apply within the café or restaurant space only.
- These people limits cannot be applied cumulatively to the same space
- Although indoor spaces like pavilions and club rooms are permitted to open, it is recommended people refrain from spending lengthy periods inside for the purpose of socialising

PART B

AFL Guidelines that must be met

THE FOLLOWING GUIDELINES AND PROTOCOLS MUST BE MET BY ALL AFL VICTORIA AFFILIATED COMMUNITY CLUBS

Training, games and programs (contact and non-contact) can resume for all participants, provided:

- Clubs/teams and umpiring groups/associations must strictly adhere to the current Victorian State Government restrictions.
- Face coverings must be worn by all Victorians where social distancing cannot be achieved unless they have a lawful exception.
- Face coverings must be worn in indoor settings unless there is a lawful exception
- If you are doing exercise or a physical activity where you are out of breath or puffing, such running, you do not need to wear a face mask. You must wear a face mask before and after you exercise.
- Coaches and other necessary support staff must wear a face mask where social distancing cannot be achieved.
- All clubs must have a COVIDSafe Plan
- Each Club must nominate at least one COVID Safety Officer who must undertake the free Australian Government online COVID-19 Infection Control Training <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training> prior to recommencement of Club activity. Certificate of completion needs to be emailed to your League Administrator prior to the commencement of activity. Clubs are encouraged to have multiple people take ownership of this role and share the responsibility. In addition, we strongly recommend the COVID Safety Officer completes the AFL's COVID Protocols Course to assist with interpreting the protocols involved in Returning to Community Football in a COVID-19 environment.
- A log, or register, using the approved AFL Victoria template, League template, or an online app or similar, which clearly identifies all participants and officials in attendance at each training session must be maintained and available upon request by the League, AFL Victoria or health authorities.
- Sporting clubs that operate a restaurant, café or canteen within its facility should adhere to the restrictions on hospitality venues. Detailed guidelines of the requirements for cafes, restaurants and food and drink facilities to reopen are available on the Business Victoria website.
- Communal facilities, such as showers, changing rooms and toilets, can open provided participants abide by the Victorian State Government guidelines to limit close contact between individuals, relevant density quotients are met (i.e. four-square metre rule) and no more than 20 people per indoor space they must also adhere to cleaning requirements.
- Signage must be displayed at the entry to each indoor space outlining the maximum number of people allowed at a single time.

PART C

AFL Guidelines that Relate to Spectators.

SPECTATORS

- Any attendance at community football training, games and programs by spectators must be strictly compliant with Victorian State Government directions and restrictions including wearing face masks where social distancing cannot be achieved
- It is recommended only spectators necessary to support participation should attend training and games and must abide by current group gathering restrictions and Social distancing of at least 1.5m from others
- Gathering limits will not apply to participants and those reasonably necessary to conduct the training or competition (e.g. players, necessary coaches, umpires and those required for supervision of young children
- Where venues allow for vehicle access surrounding the oval, spectators are encouraged to

remain in their vehicle (subject to Victorian State Government advice regarding risk for spectators viewing from vehicles, e.g. cohabiting family/household members only)

- Where Reinforcement of social distancing requirements should be displayed prominently by posters or newsletters at all venues and policed by Club officials and Police as required.
- Reinforcement of 'good health' requirements would be conveyed by posters at all participating sports venues and through a social media campaign
- It is the participating Clubs' responsibility to monitor crowd social distancing and if required they can liaise with Police to enforce social distancing protocols
- Any non-compliance to the Victorian State Government's direction and restrictions should be reported to Victoria Police

PART D

AFL Guidelines relating to Personnel and trainers which must be met.

FIRST AID PERSONNEL/TRAINERS

- All club/team First Aid Personnel/Trainer should complete the Australian Government COVID-19 infection control training available online via <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- Medical officials must follow protocols as outlined in infection control training (i.e. disposal of gloves in between treatments, wearing of face masks)
- If you are using shared equipment it should be cleaned and sterilised after you use it

PART E

AFL Guidelines relating to Equipment which must be met.

EQUIPMENT

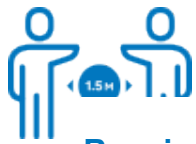
- Strictly no sharing of personal items such as water bottles, food or towels
- Personal items need to be easily distinguishable, labelled and kept separate
- Use your own equipment where possible and minimise sharing of equipment
- Shared equipment, including Club provided footballs, must be wiped with antibacterial wipes or alcohol-based sanitiser prior to and after training and games (do not immerse footballs in water)
- All playing kit and equipment to be cleaned and disinfected between training sessions and games
- Sports medicine staff who share medical equipment must sterilise them between uses, which includes disposable cover/sheet to be used for player massage tables
- Treatment equipment to be wiped down and sanitised before and after each use
- No sharing of food (e.g. lollies, fruit bowls)
- Where modified rules are played, swapping of wristbands is prohibited (players must have their own wristband)
- No sharing of officials' bibs or training bibs
- No sharing of headsets or computer screens/iPads
- Match football will be wiped with antibacterial wipes or alcohol-based sanitiser at each break in the match
- Entry and exit points to the playing surface (e.g. gates) should be cleaned between training sessions and matches

PART F

STRATEGIES TO MANAGE TRAINING AND GAMES

- Staggered training and game schedules must be adopted where multiple teams are using the same ground/facilities (e.g. start times, different days, potential of different locations, time between games)
- Only players and officials are allowed on the ground during matches, and at training
- Ensure toilets are in working condition with soap provided and increase cleaning as appropriate
- Specific to Junior Football, parents and/or care givers should limit their person-to-person contact on site when taking their child/children to training or games
- Parents and/or care givers should prepare their child/children for training in accordance with the above principles
- Parents/guardians are encouraged to limit drop-off/pick-up to only one parent/guardian. For those staying at venues, social distancing and gathering regulations must be adhered to.
- Only key roles access rooms and bench (e.g. coach, runner, medical support)
- Minimise use of change rooms, bathrooms and communal areas (i.e. toilet, medical only)
- Limit access to change rooms only for players and essential staff only as required (i.e. coach, team manager, trainers – no parents or spectators) with relevant density quotients met (i.e. four-square metre rule) and no more than 20 people only are allowed per indoor space
- Between training efforts, maintain at least 1.5m apart
- Meetings are preferably conducted outdoors subject to weather
- Limit the coming together in tight huddles during training and quarter breaks
- Any necessary meetings to occur remotely using video technology, or in venues where social distancing can be practiced
- Match fixtures and schedules will need to reflect any time between matches to meet any necessary cleaning requirements, as well as limiting the crossover of large groups
- Avoid social gatherings and mingling after training and games
- Specific group activity footballs can be used but must be wiped down after each session
- Parents or caregivers for junior participants must remain outside the boundary line and observe social distancing

The Six COVIDSafe Principles which we will met.



1. Ensure physical distancing

Requirements

Action



You must ensure participants, volunteers and organisers are 1.5 metres apart as much as possible.

This can be done by:

- Modifying sporting activities to ensure participants remain 1.5 metres apart where possible except when engaging in physical activity permitted under the Chief Health Officer directions (e.g. contact sport where permitted).
- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply (where use of indoor areas are permitted under the restrictions)
- Note that where physical recreation facilities are permitted to open for classes for members of the public, specific additional requirements apply such as staggering training times. For more information see <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

You may also consider:

- Minimising the build-up of people waiting to enter and exit the venue/facility.
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and organisers and volunteers (where relevant)

Current Restrictions allow for Community Sports and Training to commence. Everyone will be advised to keep 1.5 metres apart when not engaged in physical training/match-play. Signs will be displayed.



You must apply the density quotient (where applicable) to configure shared activity areas and publicly accessible spaces to ensure that:

- You are complying with any density quotient; any group size limits and other restrictions applicable to the type of facility being used. Requirements can be found in the Industry Restart guidelines

Density quotient limits will be applied.



2. Wear a facemask

Requirements



You must ensure all participants, volunteers and organisers entering an enclosed space (i.e. pavilion / changeroom) wear face mask as per public health advice.

Updated public health advice on masks is available at:

<https://www.dhhs.vic.gov.au/face-masks-vic-covid-19>

Appropriate signage will be displayed to advise all entrants to pavilions and change rooms to wear facemasks.

Display signage of how to correctly wear a mask

Appropriate signage will be displayed.



3. Practise good hygiene

Requirements



You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs, share equipment and telephones

You should:
products, including detergent and disinfectant

Clean surfaces with appropriate cleaning

- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Sharing of equipment should be kept to a minimum and all equipment must be cleaned and disinfected between use

Action

The following general hygiene practices for participants and officials will always apply, in line with Victorian State Government advice.

- Alcohol-based hand sanitisers must be available for all team training sessions and on the interchange bench, with players encouraged to use prior, during and following training/games
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitiser
- Wash or sanitise your hands before eating
- No high fives or handshakes, and other unnecessary physical contact
- Do not share drink bottles, helmets or equipment that touches your face or head
- Cover your mouth to cough or sneeze (using your elbow)
- Avoid touching your eyes, nose and mouth
- Spitting and clearing of nasal/respiratory secretions is not permitted
- Thoroughly clean and disinfect facilities before use (prior to player arrival)
- Clubs must ensure that frequently touched surfaces and objects are cleaned regularly when in use (e.g. tables, countertops, light switches, doorknobs, and cabinet handles) using a regular household detergent and water. In some instances, change rooms may need to be cleaned more regularly and clubs should be monitoring or adjusting cleaning arrangements as required
- Avoid removing mouthguards other than when necessary and take care when removed that no contact is made with another person
- Disinfect mouth guards after each session and ensure they are appropriately stored
- Minimise use of communal facilities (toilet or medical use only with strict social distancing)
- Showers at home where possible
- Hygiene posters displayed (templates available on Toyota AFL Club Help website).

Clubs Keep a cleaning log in of all cleaning in shared spaces.

We will keep a record of the Cleaning of shared Spaces and we will provide this.

The You should make soap and hand sanitiser available for all participants, volunteers and organisers throughout the facility and encourage regular handwashing.

CLEANING

- Taking all reasonable steps to ensure that frequently touched surfaces accessible to members of the public, including tables, bars, toilets and handrails, are cleaned regularly including when visibly soiled and post events or between groups by wiping the surface with a disinfectant that has anti-viral properties
- Cleaning principles can be found via the [Australian Government Department of Health website](#) which should help as a reference point what cleaning guidelines are recommended



4. Keep records and act quickly if participants, volunteers or organisers become unwell

Requirements

Action



You must support participants, volunteers and organisers to get tested and stay home even if they only have mild symptoms.

We do, as stated elsewhere in our plan encourage all people to stay away if they have any symptoms and to be tested.



You must develop a plan to manage any outbreaks. This includes:

- Having a plan to respond to a participant, volunteer or organiser being notified by health authorities that they are a positive case and attended the facility whilst infectious. People who show symptoms or have been in close contact should NOT attend the venue/facility or activity until they receive their test results or have completed their quarantine period and are cleared by DHHS.
- Having a plan to identify and notify close contacts in the event of a positive case attending the venue/facility during their infectious period. You are also required to notify DHHS of the positive case.
- Having a plan in place to clean the venue/facility (or part) in the event of a positive case.
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.
- Having a plan to immediately notify your league and Council if you have identified a person with coronavirus (COVID-19) at your facility.
- Having a plan in the event that you have been instructed to close by DHHS.
- Having a plan to re-open your facility once agreed by DHHS and notify participants, volunteers and organisers they can return to the facility.
- More information can be found at <https://www.dhhs.vic.gov.au/workplace-obligations-covid-19>.



You must keep records for all people who enter the facility for more than 15 minutes for contact tracing. This does not include passive users of open parkland and recreational spaces.

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Our Plan

- If a person, or anyone the person has been in contact with, is/are sick, that person must not attend training or games and the person must advise the relevant football coach who is responsible for informing the COVID Safety Officer
- Generally, the person should be tested for COVID-19 if the person develops fever or respiratory symptoms.
- The person must stay home and seek medical treatment when they are sick or unwell.
- People who present to training or games with symptoms should be isolated, sent home immediately and recommended to seek medical assistance
- Any person wishing to attend training or games that has underlying health conditions who is considered a vulnerable person should consult with a healthcare professional prior to attending
- People should avoid close contact with people who are sick
- If a person is found to have attended our facilities during an infectious period we will immediately notify the EDFL/Council/DHHS and any other necessary Authority and help identify and co-operate in the notifying of close contacts.
- Where there is a positive COVID-19 case, the player or official must notify us immediately. We will notify the EDFL who will notify AFL Victoria and the Public Health Authority (PHA). The club and League must then follow the advice of the PHA, DHHS or Chief Health Officer (CHO) who will determine whether our facilities require cleaning and any requirement for quarantining individuals, groups or teams (and their contacts) and whether the training facility can be used.
- Localised outbreaks may require us to clean our facilities, restrict activity and we must be ready to respond accordingly. The detection of a positive COVID-19 case in our club will result in a standard public health response, which could include quarantine of a whole team or large group, and close contacts, for the required period.
- Our facilities may be closed on the instruction of the local PHA, DHHS or the CHO. Re-opening of the training facility will only occur after close consultation with the local PHA, DHHS or CHO.
- It is not possible to provide certainty around the impact on competitions of a positive COVID-19 case as the PHA, DHHS or CHO will review each case.
- Once closed, our facility will only be opened in line with the advice of DHHS.

We will keep records of people who enter our facility (other than passive users of our recreational spaces), for more than 15 minutes for contact tracing



5. Avoid interactions in enclosed spaces

Requirements

You should reduce the amount of time participants, volunteers, organisers, parents, carers and anyone in attendance are spending in enclosed spaces (e.g. entrances, foyers, bathrooms, changerooms and pavilions).

This could include:

- Enabling activities in outdoor environments
- Moving as much activity outside as possible, including serving patrons, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems.

Action

We will, as set out in other parts of this Plan, endeavour to reduce the time all people spend in enclosed spaces whether for meetings or carrying out other activities.

6. Create workforce/activity bubbles

Requirements

You should limit the number of participants, volunteers and organisers engaging in activities across multiple teams where practical. This includes avoiding as much as possible, having participants playing across multiple teams.

Action

We will limit the participants including associated coaches, trainers and back-up personnel in the various training and playing groups

PART G. EDUCATION

- AFL Victoria strongly recommends community clubs implement minimum one -week preparation and education phase to ensure clubs undertake the necessary preparations prior to small outdoor group training
 - Each club must nominate at least one COVID Safety Officer and as a minimum this person must undertake the free Australian Government online COVID-19 Infection Control Training prior to recommencement of Club activity. In addition, we strongly recommend the COVID Safety Officer completes the AFL's COVID Protocols Course to assist with interpreting the protocols involved for Returning to Community Football in a COVID-19 environment
 - It is recommended other club officials also undertake this training. Certificate of completion needs to be emailed to your League Administrator prior to the recommencement of activity
 - Where possible, we encourage Clubs to have multiple people to take ownership of this role and share the responsibility
 - All players and club officials are strongly encouraged to download the Government's COVID-19 tracing app.
 - Protocol briefings (as outlined below) must be held in advance of return to training and matches for players, coaches and officials
 - The Australian Football community must lead and promote a strong culture of COVID-19 safety for the health and wellbeing of participants and the broader community
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- Prior to the recommencement of any activity, clubs to provide a briefing (whether by newsletter/email or social media etc) to all participants, coaches, volunteers, parents that includes:
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- Intended training dates, times and procedures established to limit team cross-over on ovals.
 - Hygiene practices that have been implemented by the club, including hygiene procedures around the venue and equipment.
 - Hygiene expectations of all participants.
 - What to do if you are feeling unwell or have been into contact with people who are sick.
 - Opt-out options for individuals who may not yet feel comfortable returning to small group training, and alternative training options available.
 - Measures that the coaches may be taking to limit physical contact of players (e.g. social distancing guidelines, no physical contact drills at training, etc.).
 - Restrictions on the number of support staff (i.e. assistant coaches, trainers, etc.).
 - Restrictions in place on club rooms, changerooms, club gyms, etc.
 - Restrictions on people attending the training venue (i.e. no or limited spectators).
 - Highlight it is the choice of participants to train, noting that even with adherence to protocols there is some increased risk of exposure to COVID-19 (compared to staying at home), which for some people if contracted, has serious health consequences.
 - Clubs should also brief (whether by newsletter/email or by social media etc) coaches on the required expectations as leaders within the club environment, including:
 - Importance of the required hygiene protocols and practices.
 - No crossover of teams.
 - Limiting training drills to be non-contact. Acceptable skills and drills.
 - Requirement for players to 'get in, train, get out'
 - Responsibility as leaders to influence behaviour change.

PART H. COVID SAFETY OFFICERS

- Assisting all players, coaches, officials, etc. are aware of the Return to Play Protocols
- Assisting in the club's adherence to these protocols and taking immediate steps to correct any identified breaches of the protocols
- Assisting in the developing processes or initiatives that will aid a club's adherence to the Return to Play Protocols
- Implementing and maintaining training logs/registers
- Working with the club to keep up to date with any changes to the protocols implemented by AFL Victoria.
- Contact point for any questions from club members (e.g. players, coaches, officials, spectators, etc.) relating to the Return to Play Protocols
- We encourage Clubs to have multiple people to take ownership of this role and share the responsibility