

ALTONA HOCKEY CLUB

COVID-SAFE PLAN

Document updated: 6th January, 2021

The Altona Hockey Club is committed to the health and safety of its members, guests & volunteers. This plan will be strictly implemented to minimise risk to the community health, and as a club we will be constantly reviewing these guidelines in line with Hockey Victoria (HV), Hobsons Bay City Council (HBCC), State and Federal government regulations to ensure we are compliant with the latest safety regulations to manage the risk of COVID-19.

Reference Material:

1. Hockey Victoria Return to Hockey Guidelines version b.11 (appended).
2. [Industry restart guidelines for Hospitality](#).
3. [Industry restart guidelines for community sport](#).
4. [DHHS - Coronavirus \(COVID-19\) restrictions](#).
5. [Face Masks - Victorian State Government information](#).
6. [COVIDSafe Plan - Victorian State Government](#).
7. [Statement from the Premier of Victoria, 22nd of November, 2020](#).
8. Hobsons Bay City Council Cleaning Guidelines (appended).

The Altona Hockey will adhere to all Hobsons Bay City Council, Hockey Victoria and State Government restrictions. This COVIDSafe Plan will be provided to Hockey Victoria and Hobsons Bay Council and covers the Altona Hockey Facility, and is designed to work in conjunction with the Hockey Victoria Return to Hockey Guidelines.

If you have any doubts or questions, please contact me at president@altonahc.org.au or the secretary, Peter Dolenc, at enquiries@altonahc.org.au.

Signed,



Alex Tyrrell
President, Altona Hockey Club

COVIDSafe Plan

Guidance	Action to mitigate the introduction and spread of COVID-19
1. Ensure physical distancing	
You must ensure members and visitors are 1.5m apart as much as possible	<ul style="list-style-type: none"> - Ensure adequate signage and markings through the whole facility to ensure 1.5m social distancing. - Contact allowed on field only, everywhere else social distancing applies. - Players must maintain 1.5m between bags.
You must apply density quotient to configure shared work areas and publicly accessible spaces	<ul style="list-style-type: none"> - Outside, but within the facility - groups of 50 or less, total of 500 people subject to 1 per 4sqm. - Inside the clubrooms maximum of 90 patrons (180 sqm facility - 1 person per 2sqm).
You should provide training to workers on physical distancing expectations while working and socialising.	<ul style="list-style-type: none"> - Communication to all members via email prior to attending the facility. - Coaches responsible for training and educating on the rules prior to each session.
2. Wear a face covering	
You must ensure all visitors entering the worksite wear a face covering as per public health advice.	<ul style="list-style-type: none"> - All members and visitors must wear masks consistent with the latest DHHS advice - which is always inside except when eating or drinking and also when social distancing not possible outside..
3. Practise good hygiene	
You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.	<ul style="list-style-type: none"> - Provide hand sanitation stations on entry and throughout venue. - Provide soap with each hand basin within the facility. - The organiser in charge of each session to disinfect all high touch areas and shared spaces - inc. gates, locks, high touch surfaces - before and after each session. - Regular cleaning of the clubroom, toilet and changeroom facilities throughout the week when in use, meeting HBCC's cleaning guidelines. - Equipment sharing is to be minimised, if equipment must be shared it will be cleaned and sterilised after each use.

Guidance	Action to mitigate the introduction and spread of COVID-19
4. Keep records and act quickly if members become unwell	
<p>You must support members and patrons to get tested and stay home even if they only have mild symptoms.</p>	<ul style="list-style-type: none"> - Communicate the importance of staying home and being tested to all members if they show even mild symptoms. - Ensure the coaching staff are also promoting this message to all players. - If a member arrives displaying mild symptoms, send them home safely. - Ensure members displaying symptoms are tested and return a negative result prior to returning.
<p>You must develop a business contingency plan to manage any outbreaks.</p>	<ul style="list-style-type: none"> - All members are required to notify the President - president@altonahc.org.au - ASAP if they are either a) confirmed positive, b) in close contact with a positive COVID-19 case, or c) under isolation instructions. - Upon receiving notification of a positive test of a member, the AHC will notify the DHHS, notify all close contacts, notify HBCC, notify HV and close the facility for a comprehensive clean of the facility.
<p>You must keep records of all people who enter the workplace for contact tracing.</p>	<ul style="list-style-type: none"> - All members and visitors are required to sign-in every time they visit the facility. - All people who enter the facility are required to enter through either the front door (inside), or northern end gate, QR codes will be placed at these points for sign-in. - The AHC will maintain these records for at least 28 days.
5. Avoid interactions in enclosed spaces	
<p>You should reduce the amount of time workers are spending in enclosed spaces.</p>	<ul style="list-style-type: none"> - When training encourage all members to come already in there training gear and not use changeroom facility unless absolutely necessary. - No internal social functions at this time, any gatherings to use facility must be majority outdoors (eg. only using kitchen/bar/toilet facilities inside and returning outside).



Return to Hockey Guidelines

Version B.11

Please note that any content in red font signifies an update from the last version of the document.

Overview

RESTRICTIONS IN VICTORIA

From 11:59 pm on 22 November 2020, changes are being made to restrictions in Victoria. Read the [Statement from the Premier](#) for more details. In terms of outdoor Community Sport, this means that we are now in the Last Step restrictions on Victoria's Roadmap to Reopening.

COMMUNITY SPORT IN VICTORIA

From 11:59 pm on 22 November 2020, the following key principles apply to Community Sport across Victoria:

- Contact sport can resume both indoors and outdoors for both adults and children. Outdoors groups are limited to up to 50 people with an overall cap of 500 patrons. Indoors up to 20 people can participate per group exercise or activity or as many people as are required to play an indoor sport with an overall cap of 150 patrons
- When outdoors you need to wear a face mask if you cannot maintain 1.5 metres of physical distance between yourself and other people you do not live with. A face mask is not required while engaged in strenuous physical exercise, such jogging or running.
- Communal change rooms, showers and toilets can open.
- Canteens, kiosks or at-venue dining facilities can open subject to the [industry restart guidelines for hospitality](#)

Community sport and recreation workplaces, venues/facilities, associations and clubs have two options on how to reopen in line with current public health directions. They can:

- Complete a Community Sport and Recreation COVIDSafe Plan **OR**
- Update their existing voluntary Return to Play Plan to align with the mandatory [COVIDSafe Plan](#) template.

Hockey Victoria's recommendation is to update your existing Return to Hockey Plan to reflect the six key areas of COVIDSafe Principles.

The Board and Management of Hockey Victoria (HV) are committed to enabling a safe, enjoyable and successful Hockey activities in 2020 where safe and possible in accordance with the restrictions. To help us get back on the hockey pitch in accordance with the State Government direction, we have been liaising with the **Sport & Recreation Victoria (SRV)** and utilising **The AIS Framework for Rebooting Sport in a Covid-19 Environment** principles to develop the Return to Hockey Guidelines (*the Guidelines*). As the Guidelines will

continue to evolve relying on updated direction by relevant authorities, HV will state the date of when the document was last updated and version number in the footer of the document.

In the event there are changes which will have a material impact on our affiliates' guidelines or operations, HV will highlight these changes in a summary document and distribute to the affiliates via Hock-e-comms and by updating the relevant information on the HV website. In some instances, HV will send the information directly to the affiliates and repeat the information in Hock-e-comms.

The Guidelines, in addition to general hygiene advice, will cover advice on movement of people in and out of hockey facilities, hockey activities, use of equipment and communication as they relate to the current restriction level.

General Information

Victorian Government

NEW – [Industry Restart Guidelines: Community Sport and Recreation](#)

NEW - [Face Masks: whole of Victoria](#)

NEW – [Accommodation and food service sector guidance](#) (Guidance for canteens, kiosks or at-venue dining facilities)

NEW – [Sign, Posters and Templates](#)

NEW - [COVIDSafe Plan for Community Sport and Recreation](#)

Additional Information

[Framework for rebooting sport in a COVID-19 environment – EXECUTIVE SUMMARY](#)

[Framework for rebooting sport in a COVID-19 environment – ENTIRE DOCUMENT](#)

[National Principles for the resumption of Sport and Recreation activities](#)

[FIH - Start to plan for when your hockey fields reopen](#)

[Hockey Australia COVID Safety Support Hub](#)

Federal Government

[Environmental cleaning and disinfection principles for COVID-19](#)

COVIDSafe App

We encourage the Hockey Community to download the [COVIDSafe app](#). The COVIDSafe app helps find close contacts of COVID-19 cases. The app helps state and territory health officials to quickly contact people who may have been exposed to COVID-19.

The COVIDSafe app speeds up the current manual process of finding people who have been in close contact with someone with COVID-19. This means you'll be contacted more quickly if you are at risk. This reduces the chances of you passing on the virus to your family, friends and other people in the community.

State and territory health officials can only access app information if someone tests positive and agrees to the information in their phone being uploaded. The health officials can only use the app information to help alert those who may need to quarantine or get tested.

The COVIDSafe app is the only contact trace app approved by the Australian Government.

In preparing the **Return to Hockey Guidelines**, the safety and protection of the health of individuals and communities has been the primary focus and will remain the focus while the risk of COVID-19 transmission remains.

COVID-19 Symptoms

The Coronavirus can affect individuals in different ways, most infected people will develop mild to moderate symptoms of the virus which may include

- Fever
- Dry Cough
- Tiredness
- Flu like Aches & Pains

Some people may experience the following symptoms

- Nasal Congestion
- Sore Throat
- Runny Nose
- Diarrhea

If you are experiencing any of the above symptoms or have been in contact with someone who has tested positive to COVID-19 or has the above symptoms within the last 14 days, please **do not present at a Hockey venue** and follow appropriate quarantine and testing requirements.

If you have any symptoms, you should put on a face mask when you go outdoors. This will help prevent spreading the infection to others. Avoid using public transport, taxi or rideshare services.

If you have symptoms and are advised by a doctor or healthcare worker, you should return home immediately after the test. There is a risk that you could have coronavirus (COVID-19) and could spread the virus to other people. You must remain in self-quarantine at home until you find out your test result.

For more information, read the [factsheet for suspected cases](#) of coronavirus.

COVID-19 dedicated hotline – open 24 hours, 7 days - **1800 675 398**.

Please keep Triple Zero (000) for emergencies only.

HV Return to Hockey Guidelines under the Restricted Activities Direction

Communication of HV Return to Hockey Guidelines

The Return to Hockey Guidelines will be emailed directly to HV Affiliate Presidents and Secretaries in the first instance and after every subsequent change to the document. A link to the plans will be placed on the HV Website and notification posted on social media sites with regular updates to ensure members are reading most recent versions.

All HV affiliates returning to hockey activities for the first time under these guidelines, irrespective of the document version, are required to provide a written statement to HV (admin@hockeyvictoria.org.au) prior to re-commencing hockey activities confirming they have:

- Read and understood the Return to Hockey Guidelines
- Formulated or amended their own individual plan based on the HV Return to Hockey Guidelines
- Received approval from their Facility Owner (i.e. council, school, university) to return to the facility and conduct hockey activities under the current restriction level.

Once your Club/Association has sent the confirmation to HV as per the above, we ask you to regularly update your plans based on the most recent version of the HV Return to Hockey Guidelines.

There is no requirement to notify HV every time your Plans are updated to reflect the most recent set of directions from the Government authorities.

It is hugely important that all Hockey Victoria affiliates and members follow all COVID-19 directions provided by the State Government and contained in this document. There is still a possible scenario where a rollback of tighter restrictions is implemented. In case that this scenario occurs, the communication protocol described above will be utilised to inform the hockey community.

Participants, coaches, support staff, parents and guardians are strongly advised to not attend any hockey activities if they are feeling unwell.

HOCKEY ACTIVITIES

- Outdoor contact sport is allowed, limited to the lesser of the number permitted by the density quotient of one person per four square meters and 500 people.
- **Competition** for all age groups is allowed under the FIH Rules of Hockey as they relate to the number of players (or less than 11 players per side on the pitch – i.e. 7-a-side).
- **Full contact training** is allowed for all age groups. HV recommends that, in the interest of reducing the risk of COVID19 spreading, training for all participants is kept to a maximum of two zones per pitch (one zone = one half of FIH dimensions hockey pitch) and a maximum of 50 participants per zone. Limit movement of coaches, support staff and players between groups unless it is not reasonable and practical.
- Ideally, groups and teams should not mix with each other and should remain constant, with participants and coaches advised to avoid swapping between groups/teams wherever practical. It is advised to establish a “zone” for your group to train within, ensure the zone is clearly marked, which will allow other groups to avoid any unnecessary contact. Ideally, please leave a 5m space between the zones.
- Spectators, parents, carers are permitted but are included in the total 500 people limit. Group limit of 50 and adherence to 1.5m physical distancing still applies. For example, this means that there could be 3 groups of 50 spectators, who still need to maintain physical distancing of 1.5m or wear a face mask if it’s not possible to physically distance.
- Consider staggering training start times for matches and training sessions to avoid creating bottlenecks.
- HV recommends that at least 15-minute gaps are scheduled in between matches to allow adequate time for commonly used areas to be wiped with disinfectant (i.e. player benches/dugouts, gates, etc).
- No high fives, handshakes, spitting or contact.

To minimise unnecessary contact to reduce the risk of infection the AIS Framework recommends the following approach to training

‘get in, train, get out’

Facility

For the FIH guidance on how to prepare your pitch for activities, please see [this link](#).

Due to major differences in regards to venue operations, HV strongly recommends that affiliates seek facility related guidelines from their facility owners (i.e. councils, schools, universities) before implementing any of the below:

- Change rooms and showers can open. However, limits are applicable to the number of people accessing these amenities and are equal to total accessible space (in square meters) divided by 4. For example, if your change room floor space is 20m², then 5 people are allowed in the changeroom at any one time.
- Use signage to advise the maximum number of people allowed in each enclosed space, use floor markings to promote physical distancing in changerooms and increase cleaning as appropriate. Consider closing off some seats, benches, lockers and cubicles to make it clear how many users are allowed in each area.
- Canteens, kiosks or at-venue dining facilities can open subject to the [industry restart guidelines for hospitality](#)
- Hockey Victoria suggests that when considering opening up canteens to also keep in mind other measures to assist with minimising unnecessary risk of congregation. For example, clear signage on the number of people allowed indoors, floor marking of 1.5m at the canteen counter, etc.

COVIDSafe PRINCIPLES

1. Ensure Physical Distancing

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)
- Clearly communicating any specific details that are relevant to participants, volunteers and organisers

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
- Reinforcing the importance of not attending activities or events if unwell.

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 on page 4 under Hockey Activities.

2. Wear a face mask

You must ensure all participants, volunteers and organisers entering the venue/facility wear a face mask as per public health advice:

- A face mask is not required while engaged in strenuous physical exercise, such as jogging or running.

- When outdoors you need to wear a face mask if you cannot maintain 1.5 metres of physical distance between yourself and other people you do not live with.
- You do have to carry a face mask with you so you can wear it before or after exercising, unless you have a lawful exception.
- All workers, volunteers and participants must wear a face mask indoors.
- Monitor the use of face masks by all participants, volunteers, organisers and people who attend the venue/facility unless a lawful exception applies.

3. Practice good hygiene

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

You must display a cleaning log in shared spaces.

Soap and hand sanitiser should be available for all participants, volunteers and organisers throughout the venue/facility and encourage regular handwashing.

Consider the following:

- People should use own equipment where possible and minimise sharing of equipment. If equipment is shared, it should be cleaned and sterilised before and after each use.
- It is advisable to clean and disinfect hockey balls and cones/markers following use and prior to being used again for another session.
- Use cleaning products that are antiviral, meaning it can kill the virus, such as chlorine-based disinfectants or freshly made diluted bleach solution in accordance with Department of Health guidelines available on the link provided on page 2 of the document.
- Always follow the manufacturers guidelines for the correct mixture when working with chemicals.
- Wash equipment (such as balls, markers etc) in the cleaning mixture, leaving it on for at least ten minutes, before rinsing and drying.
- Personal hygiene
 - Shower at home prior to training and wear clean clothing
 - Shower at home after training and wash clothing to reduce transmission risks
 - Wash your hands before and after training.
 - Take care to store your mouthguard appropriately when not in use and don't rinse it in public if possible; don't share sticks, clothing, towels etc
 - Bring your full water bottle to training with your name clearly visible on the bottle. Participants must not share water bottles. Water fountains may be available at your venue; however, usage is discouraged unless essential.
 - Use hand sanitiser when entering the pitch and as required during your training session.
- A full venue clean should be carried out on a weekly basis, with spot cleaning using sanitiser to be undertaken in line with small group training session timings e.g. after each session, the following will be sanitised:
 - Handrails
 - Sign in tables
 - Toilet facilities – including doors, benches, hand dryers, paper towel bins emptied
 - Rubbish bins will be placed outside of toilet facilities to encourage patrons to open doors with hand towels then dispose of on exit
 - Paper towel, soap, and hand sanitiser levels to be monitored regularly

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

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

You must keep records of all people who enter the venue/facility for contact tracing.

You must develop a plan to manage any outbreaks.

If an outbreak of COVID-19 does occur among the Hockey Community, HV and its affiliates must fully cooperate with the relevant local authorities. Should an outbreak occur, we must be ready to act quickly following instructions which may include restriction of activity, quarantine of teams and close contacts for a specified period.

If a member of your Club or Association tests positive for COVID-19, this should immediately be reported to a Club Committee member who will report it to the relevant authority who will advise of actions to be taken. Once the authorities have been contacted, please make contact with HV to report the case at your earliest convenience admin@hockeyvictoria.org.au

Consider the following actions:

- Establish a process for notifying participants, volunteers and organisers and close contacts about a positive case in the venue/facility.
- Establish a cleaning process in the event of a positive case.
- Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative/authorised officer, if applicable.
- Establish a process for confirming a participant, volunteer or organiser (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical venue/facility
- Establish a process for notifying WorkSafe that the venue/facility is reopening
- Establish a process to collect records from participants, volunteers, parents/carers or organisers in attendance for activities/events (including cleaners, delivery drivers), including areas of the venue/facility accessed during each visit. Where possible, consider implementing a contactless system
- Review processes to maintain up-to-date contact details for all participants, volunteers or organisers
- Provide information on protocols for collecting and storing information, e.g. contactless registration systems, 'sign on' and 'sign off' via mobile phone.

5. Avoid Interactions in enclosed spaces

Reduce the amount of time participants, organisers, parents, carers and anyone in attendance for activity are spending in enclosed spaces (e.g. entrances, bathrooms, changerooms and clubhouses). This could include:

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

6. Create activity bubbles

Limit the number of participants, volunteers and organisers engaging in activities across multiple teams/venues/facilities where practical. This includes avoiding having participants playing across multiple teams.

Consider the following:

- Stagger start and finish times, to reduce the use of common areas at the same time.
- Communicate training groups to participants prior to attending the venue/facility
- Designate areas within the venue/facility for each group to store equipment and belongings (bags, sticks, etc.)

- Encourage participants, volunteers and organisers to minimise time in shared facilities when taking breaks/between games/sessions

Non-compliance

Directions will continue to be enforced through spot checks by Victoria Police and use of emergency powers by the Department of Health and Human Services and authorised officers to ensure compliance with the directions of the Chief Health Officer.

Hockey Victoria will utilise its powers and procedures under the HV Constitution and the Rules & Regulations to provide a response to any instances of non-compliance to the HV Return to Hockey Guidelines.

If you have any questions about the above, please refer to the State Government resources in the first instance, and if required then contact Hockey Victoria.

Key contact:

Sash Herceg, Chief Operating Officer

E: sherceg@hockeyvictoria.org.au

M: 0413 133 833

Six COVIDSafe Principles



1. Ensure physical distancing

All people in the workplace should be at least 1.5 metres apart and there should be no overcrowded areas. This means:

- Work from home if you can. Employers must permit their worker to work from home if their work can be done from home
- Ensure workers and customers are 1.5 metres apart at all times. Where this is not possible, the duration of the close contact should be minimised
- Ensure the workplace abides by the relevant density quotient
- Limit the total number of workers and customers in an enclosed area
- Avoid carpooling between workers unless there is no alternative mode of transport to work



2. Wear a face mask

Workers and customers must always wear a face mask indoors unless an exemption applies, and wear a face mask outdoors unless physical distancing of 1.5 metres can be maintained. Face masks must be carried at all times. This means:

- Provide face masks to workers throughout the shift
- Ensure all workers wear face masks while working when required by the restrictions
- Use full personal protective equipment (PPE) for high-risk settings



3. Practise good hygiene

Operators must regularly clean high touch-surfaces and encourage good hygiene practices by workers and customers. This means:

- Schedule regular cleaning and disinfecting of high-touch surfaces (including all surfaces and handrails) and make gloves available for this purpose
- Encourage regular handwashing by workers and customers, and make soap and hand sanitiser available for all workers and customers throughout the workplace



4. Keep records and act quickly if workers become unwell

Have a strict policy that any workers who feels unwell must stay at home. This means:

- Support workers to stay home and get tested even if they only have mild symptoms
- Have a plan in place to immediately close down for cleaning and contact tracing if there is a confirmed case of coronavirus (COVID-19)
- Keep records of workers and customer details for contact tracing
- Recommend asking workers to complete a pre-shift declaration



5. Avoid interactions in enclosed spaces

Most activities are to be held in outside areas where practical, which don't have a roof or ceiling.

This includes:

- Meetings
- Lunch breaks
- Customer registration



6. Create workforce bubbles

Limit the number of people that workers have prolonged close contact with. This means:

- Keep pools of staff rostered on the same shifts
- Avoid overlap in shift changes
- Where possible, limit the number of workers working across multiple worksites

COVID-19: Return to Hockey Facilities Audit Checklist

Pitch and Surrounds	YES	NO
Is the playing surface fit for hockey activities?		
Is the playing area and run-offs and perimeter free of any litter, waste or debris that may affect hockey activities?		
Are pitch lines clearly visible?		
Are fences free from visible hazards with all signage and/or windbreaks attached correctly and securely?		
Are goals fit for purpose?		
Are all gates in good working order?		
Do other pitch fittings or infrastructure (e.g., drain covers, taps, sprinklers) pose a risk to players and/or other visitors?		
Are pitch floodlights working and providing a sufficient level of illumination to the playing areas?		
Does ancillary lighting work and provide a sufficient and safe level of illumination around the venue?		
Are any temporary shade structures securely fixed and fit for purpose?		
Have public areas both in and surrounding the facility (e.g., car park, entry paths, walkways) been checked for possible issues (e.g. broken glass, trip hazards)?		
Have drinking taps/fountains been turned off with signage preventing use?		
If pitch entry gates are to be left open for contactless entry/exit, do they pose a risk to players? Gates should open away from the playing area.		

Any items where 'no' is ticked should be addressed prior to play.

RETURN TO HOCKEY CHECKLIST

1. CLUBS/FACILITIES

#	Action	Notes
1.1	Has the Club Committee met to discuss the guidelines under which hockey activities will resume at the club? Hockey Victoria has developed the Return to Hockey Guidelines to assist you.	
1.2	Has the club liaised with the Local Government Authority and/or facility owner to agree on facility use arrangements?	
1.3	Has the Club Committee assigned roles and responsibilities to committee members, coaches and volunteers to ensure a safe return to hockey for participants?	
1.4	Has the Club Committee developed a pitch usage plan to manage the potential demand on facilities? Contact Hockey Victoria for any support you may need around this.	
1.5	Has the Club Committee considered the steps/precautions required should a participant who has used the facility test positive for COVID-19? Has the Club Committee considered collecting details of participants for contact tracing purposes and asking participants to download the Federal Government Coronavirus tracking App?	
1.6	Has the Club Committee updated the venue Risk Register or Risk Management Plan to include pandemic risk?	
1.7	Is the club providing a safe environment for children?	

2. MARKETING/COMMUNICATIONS

#	Action	Notes
2.1	Have you developed a communication plan for the Return to Hockey strategy for members, coaches, participants and volunteers? Ensure this is clearly communicated to all stakeholder groups to manage expectations	
2.2	Have you accessed the marketing resources available on the DHHS website?	
2.3	Has the club developed a contact list should club members or community members have any questions regarding COVID-19?	
2.4	Has the club thought about how it can recognise and support its sponsors when play returns?	

3. FACILITY

#	Action	Notes
1.1	Have you conducted an audit of your facilities to ensure that they are in a safe and playable condition? Is the facility accessible and inclusive for ALL community members?	
1.2	Have you undertaken a thorough clean of the facilities, including, but not exclusively, pitch entry gates, pitch and coaching equipment, clubrooms, toilets? You might want to consider putting a cleaning roster in place to ensure the facility remains clean	
1.3	Have you displayed COVID-19 hygiene and safe sanitising posters around the venue? If applicable, mark out social distancing (1.5m) crosses on the floor to ensure patrons maintain safe distance. If you feel that you need to provide posters in other languages please see support for translation service to cater for your local community	
1.4	Have you decided facility operating hours and whether pitch lighting will be available?	
1.5	Where applicable, can you leave doors and gates ajar to minimise contact?	
1.6	Have you thought about best practise for using hockey balls or touching gates and equipment?	



Ongoing Cleaning and Hygiene Protocols for Sports Clubs

This checklist has been developed to assist clubs with implementation of good health and hygiene measures at community facilities and to avoid potential outbreaks. All clubs should ensure that they develop and abide by their COVID Safe Plan and keep with up to date and current advice from the Department of Health and Human Services.

Communication to Members (on site, digital communications, verbally)

- Stay home if you are unwell
- Wear masks consistent with DHHS advice
- If you experience symptoms, get tested before returning
- Notify the club ASAP if you experience any symptoms
- Notify the club if you have come in close contact with a positive COVID-19 case or are under isolation restrictions
- Wash your hands regularly
- Avoid touching your face, especially your mouth, nose, and eyes
- Practice cough etiquette and respiratory hygiene
- Ensure physical distancing of 1.5 metres is maintained at all times

Signage

- Where possible, signage must be displayed. There is signage available on the department of health website <https://www.dhhs.vic.gov.au/promotional-material-coronavirus-covid-19>.

Hand Hygiene

Hand Hygiene is the single most important way to prevent the spread of infection

- Provide soap and water for hand hygiene when hands are visibly soiled
- Provide alcohol-based hand rub/sanitizer for hand hygiene at all other times (NOTE: look for a formulation of at least 60% alcohol in these products)
- Time to practice hand hygiene should be scheduled frequently and into all activities
- Cleaning hands also reduces the contamination of surfaces/objects that may be touched by other people
- Perform hand hygiene before putting on PPE and after removing PPE

Attendance Register

- Maintain an attendance register to ensure adequate contact tracing of participants.
- Records must be kept for 28 days
- This register must be kept confidential and not be used for purposes other than reporting to DHHS upon request



Change Rooms

- Encourage players to come to games already changed and to shower at home
- It is recommended that coaches address teams outdoors instead of in change rooms whilst maintaining social distancing
- If intermittent access is required to the club room and/or change rooms, the quotient density as outlined by DHHS must be adhered to
- Avoid the sharing of equipment among players

Cleaning and Sanitation

Clean all surfaces and “touch points” prior to the resumption of use and after each training, match, meeting or event. Advice on this cleaning is provided below:

- Surfaces include but are not limited to door handles, light switches, toilets, taps, furniture, appliances, benchtops and cupboards.
- Wear gloves when cleaning and disinfecting. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and disinfection and should not be used for other purposes. Wash reusable gloves with soap and water after use and leave to dry. Clean hands immediately after removing gloves.
- Thoroughly clean surfaces using detergent (soap) and water.
- Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
- Ensure surfaces remain wet for the period required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for a minimum 10 minutes.
- A one-step detergent/disinfectant product may be used if the manufacturer’s instructions are followed regarding dilution, use and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place).
- Where possible, use disinfectant where the manufacturer claims antiviral activity (meaning it can kill viruses). Chlorine-based (bleach) disinfectants is one product commonly used. Follow the manufacturer’s instructions for dilution and use advice.
- If handling bleach or other disinfectant solutions, protective eyewear should be worn to avoid eye splashes
- Ensure any cleaning products are secure when not in use and used in accordance with the manufacture’s advice.
- Wash crockery and cutlery in a dishwasher on the highest setting possible. If a dishwasher is not available, hand wash in hot soapy water.
- Dishes and cutlery should be stored clean and dry in a cupboard or covered to prevent potential contamination from sneezes or coughs.
- Prior to and after handling dishes and cutlery staff are to ensure they practice good hand hygiene (wash with soap and water or use an alcohol-based hand sanitiser).

Information source

This information has been developed based on advice from the Department of Health and Human Service and Victorian State Government.