

**COVID-19 SAFETY PLAN**

[THE FRIENDS’ SCHOOL]

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| **The School** | The Friends’ School (The School) |
| **Ground Location** | Bell Street Oval, Queens Walk |
| **School Facility Location** | Bell Street, Commercial Road |
| **School Principal** | Nelson File |
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| **Version** | 1 |
| Plan last updated | 16/07/2020 |
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| The School’s Risk and Compliance Manager is responsible for this document | |

# Template Instructions

1. The Australian Institute of Sport (**AIS**) has published a “Framework for Rebooting Sport in a COVID-19 Environment” to inform the resumption of sporting activity in Australia, including community sport. Sport Australia has separately developed a “Return to Sport Checklist for Clubs and Associations” that provides operational guidance to local sporting clubs and associations on considerations that should be taken into account to appropriately resume sport and club operations.
2. To support the AIS and Sport Australia return to sport documents, Sport Australia has developed this COVID-19 Safety Plan template. This template can be used by associations and clubs to consolidate their planning for the resumption of activities at its club. Your association/club should review the Sport Australia Checklist and document its operational requirements for return to sport in the Appendix to this COVID-19 Safety Plan.
3. Yellow highlighting within brackets i.e. [ ] indicates further information is required from an association/club prior to finalising and adopting the COVID-19 Safety Plan. Before finalising, insert relevant information where highlighted in yellow and delete these template instructions.
4. Your association/club’s COVID-19 Safety Plan should be appropriately ratified within your club’s governance arrangements and regularly reviewed to ensure it remains fit for purpose and aligned with the AIS Framework, government restricted activity measures, public health advice and health and safety laws.
5. **DISCLAIMER:** This template does not constitute legal or health and safety advice. A club should take its own professional advice regarding the development and contents of its COVID-19 Safety Plan.

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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 The Friends’ School to support 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 School’s sporting activities, any facilities it controls, the playing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at the School’s facilities.

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

* 1. staged training and competition activities (sport operations); and
  2. facility management and supporting operations (facility operations).

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

1. Key Principles

This Plan is based on, and accepts, the AIS [Framework for Rebooting Sport in a COVID-19 Environment](https://ais.gov.au/__data/assets/pdf_file/0006/730374/35845_AIS-Framework-for-Rebooting-Sport-Summary.pdf) (**AIS Framework**) and the [National Principles for the Resumption of Sport and Recreation Activities](https://www.health.gov.au/sites/default/files/documents/2020/05/australian-institute-of-sport-ais-framework-for-rebooting-sport-in-a-covid-19-environment.pdf) (**National Principles**).

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 the School’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, the School must consider and apply all applicable State and Territory Government and local restrictions and regulations. The School needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

1. Responsibilities under this Plan

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

The Principal of the School 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 Principal has appointed the following person as the School’s 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** | John White |
| **Contact Email** | jwhite@friends.tas.edu.au |
| **Contact Number** | 03 6210 2459 |

The School 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 the School;
* 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.

1. Return to Sport Arrangements

As at the date of this Plan for Term 3, participants are training at Level B of the AIS Framework.] The Plan outlines specific sport requirements that the School will implement for Level B and Level C of the AIS Framework.

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

* 1. AIS Framework Arrangements

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

* 1. Roadmap to a COVIDSafe Australia

For the purposes of interschool sports activities, the School will comply with the Australian government’s [Roadmap to a COVIDSafe Australia](https://www.pm.gov.au/sites/default/files/files/three-step-framework-covidsafe-australia.pdf), which places limits on the type of activity that can be conducted and the number of people who can gather at facilities, notwithstanding the activities permitted by the AIS Framework (see below).

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| **AIS Activities** | **Level A:**  Training in no more than pairs. Physical distancing required. | **Level B:**  Indoor/outdoor activity. Training in small groups up to 10. Physical distancing required. | | **Level C:**  Full sporting activity (training and competition) allowed. No restriction on numbers. Contact allowed. | |
| **Roadmap Activities** | N/A | **Step 1:**  No indoor activity. Outdoor sport (up to 10 people) consistent with AIS Framework. | **Step 2:**  Indoor/outdoor sport up to 20 people. Physical distancing (density 4m2). | **Step 3:**  Venues allowed to operate with up to 100 people with physical distancing. Community sport expansion to be considered consistent with AIS Framework. | **Further steps TBC** |

1. Recovery

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

At this time, the Critical Incident Team of the School 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: Outline of Return to Sport Arrangements

## Part 1 – Sport Operations

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| Area | Plan Requirements (for activities under AIS Framework Level B)  as at 17 June, Tas Government stage two restrictions are in place, see [community/sport-exercise-and-recreation](https://coronavirus.tas.gov.au/families-community/sport-exercise-and-recreation) | Plan Requirements (for activities under AIS Framework Level C) |
| **Approvals** | The School must obtain the following approvals to allow a return to training at Level B:   * State/Territory Government approval of the resumption of community sport. * Relaxation of public gathering restrictions to enable training to occur. * Local government/venue owner approval to training at venue, if required. * National/state sporting body/local association approval of return to training for community sport. * The School Principal has approved return to training for the School’s teams. * Insurance arrangements confirmed to cover training. | The School must obtain the following approvals to allow a return to training/competition at Level C:   * Relaxation of public gathering restrictions to enable training to occur. * Local government/venue owner approval to training/competition at venue, if required. * National/state sporting body/local association approval to return to training/competition for community sport. * The School Principal has approved return to competition for the School’s teams. * Insurance arrangements confirmed to cover competition. |
| **Training Processes** | ‘Get in, train and get out’ is the key message.  • Arrive dressed and ready to train  • Minimise use of bathrooms and communal areas  • Between training efforts, maintain at least 1.5 m apart (e.g. in the gym, pool, between sets or efforts)  All School inter school sport training as a minimum shall adopt these measures;   * Spectators including parents are to maintain social distancing and not to gather within the training pitch areas or within the School’s gymnasium * No social events before or after training session * No use of change rooms * Maintain 4 sq. metres of training density * Indoor/outdoor sport up to 20 people. * Wash hands or use sanitiser prior and after training * Limit the length of training session to one hour. * Sporting equipment such as balls and cones will be sanitised after use * Non-contact skills training only. Accidental contact may occur but no deliberate body contact drills. No wrestling, holding, tackling or binding * Transport to and from venues in private vehicles whenever possible should maintain social distancing practices such as not transporting persons outside of the family unit * First aid kits will include gloves and face masks * Names of persons attending training sessions shall be recorded as per the attendance register | All School inter school sport activity including matches and training as a minimum shall adopt these measures;   * Spectators including parents are to practice social distancing at events * No non-essential persons permitted in change rooms * Players and Officials to wash hands or use sanitiser prior and after training and events * Attendance register to be maintained at the entrance to events and training sessions * Unnecessary social gatherings will be discouraged. * Full training activities are permitted * Sporting equipment such as balls and cones will be sanitised after use * Social gathering to maintain physical distaining measures |
| **Personal health** | The School will inform all students, coaches and volunteers to not attend if they are unwell, to maintain social distancing and excellent personal hygiene.  Return to sport training sessions are to be scaled back to reduce the risk of injury.  The School shop has implemented processes to manage the return of hired School sports uniforms.  Individuals are responsible to launder and clean their own items of sports uniforms and kit including PPE. Mouthguards and other PPE are not to be shared. | The School will inform all students, coaches and volunteers to not attend if they are unwell, to maintain social distancing and excellent personal hygiene.  Individuals are responsible to launder and clean their own items of sports uniforms and kit including PPE. Mouthguards and other PPE are not to be shared.  The School shop has implemented processes to manage the return of hired School sports uniforms. |
| **Hygiene** | Hand sanitiser stations are to be used when training at the Bell Street oval or the High School basketball gym centre.  Both locations are signposted with COVID-19 related hygiene signage. Toilets at both locations are regularly cleaned and inspected. Soap and paper towel dispensers are also available at both facilities.  No sharing of drink bottles and towels.  No sharing of mats, or equipment without an appropriate cleaning protocol, in between training sessions. | No sharing of drink bottles and towels.  No sharing of mats, or equipment without an appropriate cleaning protocol, in between training sessions. |
| **Communications** | All School student families participating in the School’s interschool sporting programs will receive and be required to acknowledge a formal letter sent out via the School’s student’s communication system. The letter will advise that the interschool’s sport program is recommencing and provide information on the level B return to sport measures.  The School will communicate its COVID-19 protocol, risk reduction measures documentation and stay home if unwell flowchart to all staff, and student families.  The School’s Head of Sport will communicate the return to sports COVID-19 training process measures as outlined above to all coaches, players and volunteers via the Schools communication processes. | School student families participating in the relevant School’s interschool sporting programs will be notified when the School’s interschool sport competition program has recommenced in-line with the AIS framework level C restrictions.  The School’s Head of Sport will communicate the return to sports COVID 19 training process measures as outlined above to all coaches, players and volunteers via the Schools communication processes. |

## Part 2 – Facility Operations

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| Area | Plan Requirements (for activities under AIS Framework Level B) | Plan Requirements (for activities under AIS Framework Level C) |
| **Approvals** | The School must obtain the following approvals to allow use of School’s facilities at Level B:   * State/Territory Government approval of the resumption of facility operations. * Local government/venue owner approval to use of facility, if required. * The School’s Principal has approved plan for use of School’s facilities. * Insurance arrangements confirmed to cover facility usage. | The School must obtain the following approvals to allow use of School’s facilities at Level C:   * State/Territory Government approval of the resumption of facility operations. * Local government has given approval to use of facility, if required. * The School’s Principal has approved plan for use of School’s facilities. * Insurance arrangements confirmed to cover facility usage. |
| **Facilities** | The High School Gymnasium (used for basketball) shall have a maximum of 20 attendance training in order to comply with the current restrictions which are as follows. Ovals at Bell Street will be limited to 20 per oval and a maximum of 80 on site.  *Multi-purpose indoor sporting facilities are permitted to have up to 20 attendees undertaking sport/training (excluding coaching/support staff) in each single, undivided space, with a maximum of 80 attendees in each distinct building on the premises at any one time*.  Change rooms are be signposted as “ Use of toilets only, no changing permitted”  Do not enter if unwell with flu like symptom signage is to be signposted on the Gym entrance  The gym and Bell Street First aid kits to be stocked with face masks and gloves  No spectators within the gym, coaches, school staff and officials permitted | When the Tas Gov Stage three restriction allow the School will adopt the following AIS Level C framework measures.  This allows for full sporting activities to recommence in groups of any size including full contact (competition, tournaments, matches). Wrestling, holding, tackling and/or binding (e.g. rugby scrums) permitted.  The School will consider maintaining some small group separation at training.  The School will return to full use of sporting facilities by external hirers of venues in October.  Hand sanitiser stations will continue to be maintained at the Bell Street oval at the High School basketball gym centre.  Both locations will be continued to be signposted with COVID-19 related hygiene signage.  Minimum contact of non-essential surfaces will be encouraged to occur and and hands on treatment will be kept to essential only.  Use of change rooms is permitted though non-essential personnel will be discouraged from entering change rooms |
| **Facility access** | Access to Bell Street and the High School Gym is restricted to School approved usage only.  Grounds and facilities remain locked and signposted closed to general public usage.  Internal bookings are overseen by the School’s COVID-19 Safety Coordinator and managed through the School’s timetabling system and processes. | Access to Bell Street will be open to approved external usage by other clubs and hirers from October.  Bell st access via the main gate only on Queens Walk.  Grounds and facilities remain signposted closed to general public usage.  All bookings are overseen by the School’s COVID-19 Safety Coordinator internal booking remain managed through the School’s timetabling system and external bookings managed via the School’s events office.  External Hirers are provided information on COVID-19 measures including not exceeding government gathering numbers, not coming to the venue if unwell with flu like symptoms and maintaining a register of names of persons who were at the facility. |
| **Hygiene** | Hand sanitiser stations are installed at the Bell Street oval at the High School basketball gym centre.  Both locations are signposted with COVID-19 related hygiene signage.  Toilets at both locations are regularly cleaned and inspected.  Soap and paper towel dispensers are also available at both facilities. | Hand sanitiser stations are installed at the Bell Street oval at the pavillion  Locations are signposted with COVID-19 related hygiene signage.  Toilets at locations are regularly cleaned and inspected.  Soap and paper towel dispensers are also available at both facilities. |
| **Management of unwell participants** | The School will follow its established COVID-19 protocols to manage any unwell participants and in the event of an active case, enact the COVID-19 active case action plans. | The School will follow its established COVID-19 protocols to manage any unwell participants and in the event of an active case, enact the COVID-19 active case action plans |
| **School**  **responsibilities** | The School will oversee:   * Provision and conduct of hygiene protocols as per the Plan. * The capture of a record of attendance at all training and School activities and maintaining an up-to-date log of attendance. * Coordination of Level B field and training operations. * Operation of the School’s facilities in support of all Level B training activities in accordance with this Plan. | The School will oversee:   * Provision and conduct of hygiene protocols as per the Plan. * The capture of a record of attendance at all training and School activities and maintaining an up-to-date log of attendance. * Coordination of Level B field and training operations.   Operation of the School’s facilities in support of all Level B training activities in accordance with this Plan. |

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| **All Sports** | **Level A** | **Level B** | **Level C** |
| General | Activity that can be conducted by | As per Level A plus: | As per Level B plus: |
| description | a solo athlete or by pairs where | Indoor/outdoor activity that can be conducted in small groups (not | Full sporting activity that can be conducted in groups of |
|  | at least 1.5m can always be  maintained between participants. |
|  | more than 10 athletes and/or other personnel in total) and with adequate spacing (1 person per 4m2).  Some sharing of sporting  equipment permitted such as kicking | any size including full contact (competition, tournaments, matches). Wrestling, holding, tackling and/or binding (e.g. rugby scrums) permitted. |
|  | No contact between athletes and/ or other personnel. Examples for all sports - general fitness aerobic  and anaerobic (e.g. running, cycling  sprints, hills). |
|  | Strength and sport-specific training | a football, hitting a tennis ball, use | For larger team sports, consider |
|  | of a skipping rope, weights, mats. | maintaining some small group |
|  | permitted if no equipment required, |
|  | Non-contact skills training. Accidental | separation at training. |
|  | or have access to own equipment |
|  | contact may occur but no deliberate  body contact drills. No wrestling, |  |
|  | (e.g. ergometer, weights). | For some athletes full training will be |
|  |  | restricted by commercial operation of |
|  | Online coaching and resources | holding, tackling or binding. |
|  | facilities. |
|  | (e.g. videos, play books). | Commercial gyms, bootcamps, yoga, |
|  |  | Pilates, dance classes (e.g. barre, |  |
|  |  | ballet, hip hop, not partnered), cycling |  |
|  |  | ‘spin’ classes permitted if other |  |
|  |  | measures (above) are met. |  |
| General hygiene | No sharing of exercise equipment or | Communal facilities can be used | Return to full use of sporting facilities. |
| measures | communal facilities.  Apply personal hygiene measures even when training away from group facilities - hand hygiene regularly during training (hand sanitisers) plus strictly pre and post training. Do not share drink bottles or towels. Do not attend training if unwell (contact doctor).  Spitting and clearing of nasal/ respiratory secretions on ovals or other sport settings must be strongly discouraged. | after a sport-specific structured risk assessment and mitigation process is undertaken.  ‘Get in, train and get out’ – be prepared for training prior to arrival at venue (minimise need to use/gather in change rooms, bathrooms). Minimise use of communal facilities (e.g. gym, court) with limited numbers (not more than 10 athletes/other personnel in total). Have cleaning protocols in place for equipment and facilities.  Hand hygiene (hand sanitisers) on entry and exit to venues, as well as pre, post and during training.  Thorough full body shower with soap before and after training (preferably at home). Where possible maintain distance of at least 1.5m while training.  No socialising or group meals. | Continue hygiene and cleaning measures as per Level B.  If any massage beds are being used, hygiene practices should include no bed linen except single use towels.  Cleaning of treatment beds and key surfaces should occur before and after each athlete treatment.  Appropriate hand hygiene before and after each treatment.  Limit unnecessary social gatherings. |
| Spectators, | No spectators unless required | Separate spectators from athletes. | Minimum contact of non-essential |
| additional | (e.g. parent or carer). | Spectators should maintain social | surfaces to occur and hands on |
| personnel |  | distancing of at least 1.5m. | treatment should be kept to essential only.  Non-essential personnel should be discouraged from entering change rooms. |