

PONY CLUB QUEENSLAND

COVID – SAFE PLAN CHECKLIST



Stage 3, 29th July 2020

A COVID-SAFE Plan Checklist has been developed, in alignment with the Outdoor Sports Industry COVID Safe Plan, to support equestrian events in Queensland in accordance with government restriction and advice with strict bio-security measures in place to protect both members, participants, coaches, officials, administrator/volunteers, visitors, families and the broader community.

The health, safety and wellbeing of our members, the broader community and horse welfare is paramount.

All Clubs and Event Organisers conducting rallies, clinics, competitions etc are encouraged until further notice to use this checklist, in conjunction with your Club's Biosecurity Plan, and any additional instruction, direction or advice provided by PCQ and / or the Queensland Government. As this checklist applies to many sports, some is not applicable but it is to be used to generate your club's COVID19 Safety Plan.

Affiliated Clubs and Event Organisers may provide additional information specific to their venue to assist in adhering to any protocols and all relevant requirements.

COVID-SAFE Plan Checklist (Outdoor Sport)

- Ensure you have a Bio-Security Plan which includes a stocked Bio-Security Kit
- Ensure that a Bio-Security Officer/COVID-19 Safety Co-ordinator has been appointed to execute the delivery of the plan and act as a point of contact for information.
- Keep up to date with any Queensland Government information regarding sport, fitness and recreation via the [Return to Play website](#).
- Read/complete the Safe Work Australia COVID [resource kit](#) to the industry
- Check the Queensland Government's [COVID-19 website](#) to confirm your industry has an Industry COVID Safe Plan in place. Otherwise abide by the specific restrictions outlined in the roadmap regarding the number of people, the type of activity and travel allowed.
- Check with your State Level Organisation or Peak Body if there is further information or guidance material applicable to your activity for both training and competition.
- Check with your venue or facility on any procedures and requirements applicable for the return of activity.
- Check with your insurer(s) or insurance broker and confirm coverage inclusions and exclusions. Clarify if there are any specific exclusions caused by COVID-19, if any conditions apply to your policies, if any specific approvals/consents are required and whether return to sport plans can be noted against relevant policies.
- Update Risk Management processes in line with the approved Industry Plan and ensure records are kept up to date.

Workforce and training

- Review the Roadmap for easing Restrictions [Framework for COVID Safe Businesses](#) to ensure that Workplace Health and Safety requirements are been met. [Supporting information for the framework](#).
- Consult with workers/volunteers and their representatives on COVID-19 measures and provide adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.

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- Provide personal protective equipment (PPE) where necessary and in accordance with the relevant State and National guidelines. For more information view the [Workplace Health and Safety Queensland guide](#).

 - Ensure completion of any required training – including any that is mandated by the Queensland Government such as staff in industries requiring a COVID Safe Checklist. Training programs will be free to access online through [TAFE Queensland](#).

 - Limit non-essential face-to-face gatherings, meetings and training. Consider teleconferencing/online meeting capabilities.

 - Implement measures to maximise the distancing between volunteers/workers and participants to the extent it is safe and practical. Review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing.

 - Modify processes to limit volunteers/workers having to be in close contact, as much as possible. For example: assign volunteers/workers to specific areas to minimise the need to go into other spaces.

 - Established sports medicine/first aid protocols that limit exposure (refer to Sports Medicine Australia MA Support during COVID-19).

 - Ensure any psychosocial risks are managed with processes implemented to manage stress from COVID-19 as outlined in the [Workplace Health and Safety Queensland guide](#).
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Communication

- Update or develop communications plan with existing channels such as email, text message, and social media to share timely and accurate information with internal and external stakeholder groups.

 - Ensure staff and volunteers (coaches, officials, sports medicine, equipment/ ground and administrative personal) have been informed and trained about the conditions/restrictions of re-starting the activity.

 - Ensure participants, spectators, parents and carers have been informed about the conditions/restrictions of re-starting the sport and recreation activities, for example:
 - change of activities (group sizes, etc.)
 - changes of venue/facility practices (handwashing, equipment access, allocated areas).

 - Ensure decision making and implementation of decisions is clear within your organisation in the lead up to and during the return to activity.

 - Ensure everyone within your organisation (including paid staff and volunteers) understands their role.

 - A nominated COVID Safety Coordinator is in place to oversee delivery of your return to activity plan.
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Financial

- The financial costs of COVID measures and the return to activity have been researched and communicated to your organisation.

 - Adjust budgets as necessary for COVID-19 measures and costs.

 - Check any applicable Federal or Queensland Government supports such as grants and subsidies have been implemented or applied for.

 - Ensure communication of any financial changes (registration/usage/membership fees etc.) to your participants.
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Legal and compliance

- Ensure your organisation is across all relevant legislation and requirements applicable to return to activity.

 - Ensure any necessary consents and approvals to resume sport have been received.

 - Ensure completion of an Industry COVID Safety Plan.
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Physical distancing

- Place signs at entry points to instruct participants and visitors not to enter the venue/facility if they are unwell or have COVID-19 symptoms. The sign should state that your organisation has the right to refuse service and must insist that anyone with these symptoms leaves the premises.
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- Use signage and communicate separate entry and exit points (drop off/point up points) and separate participation space areas to minimise contact and maintain the required physical distancing.

 - Implement measures to adhere to physical distancing requirements at all times other than on field of play during training and competition (including physicality of participating, contact / incidental contact).

 - Implement measures to restrict numbers on the premises, ensuring these comply with the Industry COVID Safe Plan or the current stage of roadmap.

 - Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.

 - Consider using physical barriers (where practical) in high volume interaction areas to promote physical distancing.

 - Remove seating or space seating at least 1.5 metres apart. Mark railings or ground to encourage appropriate distancing and BYO seat measure).

 - Provide contactless payments or ordering and payment online.

Keeping people healthy

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- Promote and encourage all participants, volunteers, spectators, workers and visitors to sign up to the COVID Safe App.

 - Maintain a record of people in attendance for the activity – including all spectators, for a period of at least 56 days so you have accurate records in the event of an outbreak.

 - A system is in place to record, store and if required share data within one hour (subject to privacy law).

 - Avoid changing participants between groups to limit co-mingling.

 - Promote BYO water bottle to limit water bubbler/tap use.

 - Set up hand washing/sanitising stations and practices for participants to easily wash hands before and after (and during if required) their activity.

 - Direct participants, volunteers, workers and visitors to stay at home if they are sick, and to go home if they become unwell.

 - Put signs and posters up to remind people of the risk of COVID-19.

 - Consider the requirements of vulnerable groups (i.e. people with disabilities, Indigenous people, and elderly).

 - Know the protocols for notifying health authorities of issues or suspected COVID-19 cases.

Hygiene and cleaning

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- Assess supply needs (including sanitisation, cleaning and PPE) and explore options for sourcing additional supplies required.

 - Instruct everyone to practice good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water.

 - Instruct participants to practice good hygiene including no touching of eyes, nose or mouth and no spitting or clearing nasal/respiratory secretions on field of play or in other activity settings.

 - Implement measures to limit contact with between participants including eliminating handshakes, high fives, huddles and celebrations.

 - Provide hand washing facilities including clean running water, liquid soap, and paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.

 - Reduce the sharing of equipment and tools and establish cleaning protocols or restrict use of shared equipment (e.g. balls).

 - Establish a protocol for laundering bibs, jerseys or other shared uniform items.

 - Establish a process for the cleaning of equipment such as post pads, goals.

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- Where practical - limit use of communal facilities such as change-rooms, showers, gyms and ensure there is the appropriate number of people according to the restriction stages.

 - Implement cleaning protocols for communal facilities.

 - Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks). Surfaces used by clients, such as tables, must also be cleaned between clients.

 - Consider any necessary changes to the administration of first aid and communicate to necessary personnel.

Food and Beverage Services (Cafes, Canteens)

- Please complete and display the [COVID-Safe Checklist for dining at Restaurants, Cafes, Pubs, Clubs, RSL clubs and Hotels.](#)

Deliveries, contractors and visitors attending the premises

- Implement a process for COVID Safe deliveries as outlined by [Safe Work Australia.](#)

- Use, and ask delivery drivers and contractors to use, electronic paper work where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures, such as taking a photo of the goods onsite as proof of delivery.

- Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible.

- Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries.

Returning to competition and events

- Amend usual scheduling of regular fixtures to reduce the number of people at a venue at one time.

- Establish a protocol for 'game day' operations which is communicated to all participants / home and away teams.

- Determine whether your organisation will have a nominated COVID Safety Coordinator as a point of contact / escalation on the day of competition.

- Ensure appropriate approvals are sought for any events.

Review and monitor

- Regularly review your systems of operation to ensure they are consistent with current directions and advice provided by health authorities.

Additional checklist for Facility Managers / Venue Operators

- Ensure completion of an Industry COVID Safety Plan for the venue.

Communication and training

- Ensure communication of the completed Industry COVID Safety Plan for the venue.

- Ensure communication of any procedures and requirements applicable to user groups for the return of activity.

- Ensure user groups have undergone any required training or venue induction.

Manage access

- Ensure and clearly mark separate entry and exit points (where possible).

- Develop a plan to manage the bookings and schedule of users.

- Determine the process to record all visitor to the venue, and liaise with organisations that utilising the venue to ensure record keeping processes are complementary.

- Update the terms and conditions of venue use and entry as applicable.

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- Implement a process for other restrictions such as cancelling if wet weather to reduce the risk of people congregating such as under shelter.
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Hygiene and cleaning

- Undertake all hygiene and cleaning measures as outlined above.
 - Undertake a thorough clean of the venue including field of play entry, pitch and coaching equipment, clubrooms, toilets prior to any use by user groups.
 - Consider where doors and gates can remain open to minimise contact.
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Preparing Field of Play for use

- Implement a process for auditing facilities to ensure they are in a safe and playable condition.
 - Ensure field of play lines and any other line markings are clearly visible.
 - Ensure field, ancillary and safety lighting is working and provides a sufficient level of illumination.
 - Ensure 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).
 - Ensure drinking taps/fountains have been turned off with signage preventing use.
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Review and monitor

- Regularly review your systems of operation to ensure they are consistent with current directions and advice provided by health authorities.
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Additional checklist for Camping at Sport Events

Note: Some sports involve participants camping as part of the sporting activity (e.g. Campdrafts). This checklist Only covers the camping portion of these activities and should be read and completed in conjunction with the Outdoor Sports Industry COVID Safe Plan.

Manage access

- Separate camping areas from other facilities such as the field of play, canteens, bars and eating areas.
 - Limit camping to competitors/officials/volunteers/family only and restrict access to camp grounds to registered campers.
 - If practicable, set up separate exit and entry points to campgrounds to minimise contact between participants
 - Limit number of campers based on the size of the camping area and available amenities:
 - Designate camp sites at least 15 meters apart.
 - A maximum ratio of 20 people per toilet (toilet bowl) including both physical and portable toilets.
 - Communal amenities may be opened with strict physical distancing and frequent environmental cleaning.
 - Implement physical distancing strategies to prevent congestion (e.g. zoning, floor markings, etc.).
 - Campsite allocation should maximise distancing between groups as much as possible.
 - Check that participants have not been in a declared COVID-19 hotspot in the past 14 days. This may include checking border declarations or residency documentation before attending.
 - Limit duration of stay to reduce ongoing exposure risk to participants.
 - Minimise the use of communal and shared areas such as barbeques, kitchens and tables.
 - Contact information must be kept on all campers, workers and contractors, including full name, email address (residential address if not available), phone number and date, time of entry and time of exit from the campsite for a period of at least 56 days.
 - Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely, and can be provided upon request within one hour.
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Communication

- Place signs at camp ground entry points to instruct participants not to enter if they are unwell, have COVID-19 symptoms or have been in a declared COVID-19 hotspot in the past 14 days. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the premises.
 - Minimise the use of communal and shared areas such as barbeques, kitchens and tables.
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Hygiene and cleaning

- Encourage physical distancing and hygiene throughout the camp, with clearly visible signage within camp areas, amenities and communal areas.
 - Conduct enhanced environmental cleaning in any high-traffic/high touch areas in line with the [Work health and safety during COVID-19 guidelines](#).
 - Provide campers with hand washing facilities or appropriate alcohol-based hand sanitisers. Alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is recommended.
 - Camp groups should provide and use their own personal shower, toilet and cooking facilities as part of their campsite whenever possible.
 - Encourage camp groups to prepare their own food or restrict communal food service to a designated areas that are complying with a relevant COVID Safe Checklist or Industry Plan (such as a canteen).
 - Communal amenities may be opened with strict physical distancing and frequent environmental cleaning:
 - Ensure the maximum ratio of 20 people per toilet (toilet bowl) is adhered to.
 - Ensure frequently touched areas and surfaces are cleaned regularly with detergent or disinfectant (including shared surfaces such as taps, basins, benches, hand drying equipment/paper towel dispensers, doors/door handles, locks on toilets, cistern buttons, etc for both physical and portable facilities.).
 - Additional cleaning during peak usage times, such as morning and evenings. Cleaning practices to be implemented in accordance with [Work health and safety during COVID-19 guidelines](#).
 - Monitor levels of hand soaps and/or hand sanitiser and provide sanitiser stations outside of toilet facilities.
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Review and monitor

- Monitor and review camp set-up and practices to ensure that they comply with this checklist and are adequate in addressing infection control issues (e.g. camp set up is in-line with checklist requirements, physical distancing is maintained by guests, cleaning and hygiene practices are appropriate etc.).
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