



Prepared by: Pablo Arias – MLAC Secretary

Document Name:	Mornington Little Athletics Centre – Covid Safe Plan Season 2021-22
Author:	Pablo Arias; MLAC Secretary
Reviewers:	Todd Martin: MLAC President Nerissa Crombie: MLAC Covid Safe Official
Date Approved:	03/11/2021
Version:	1.0

References:

#	Reference Items	Link
1	Community Sport and Recreation – Covid Safe Plan	https://lavic.com.au/wp-content/uploads/2020/06/COVIDSafe-Plan-Community-Sports.docx
2	LAVic Metro Melbourne COVID-19 Protocols	https://lavic.com.au/wp-content/uploads/2020/06/LAVic-Victoria-COVID-19-Protocols-v6.4tf-03.11.21.pdf
3	LAVic Metro Melbourne CSO Duty Statement	https://lavic.com.au/wp-content/uploads/2020/06/LAVic-Victoria-CSO-Duty-Statement-v4.6tf-03.11.21.pdf
4	Outdoor Ad: You must stay 2 arms length from others	https://lavic.com.au/wp-content/uploads/2020/05/Outdoor-Ad-You-must-stay-2-arms-length-from-others.pdf

Table of Contents

References:	1
Background	3
Section 1: Ensure physical distancing	3
Section 2: Wear a Face Mask	5
Section 3: Practice good hygiene	5
Section 4: Keep records and act quickly if participants, volunteers or organisers become unwell	6
Section 5: Avoid interactions in enclosed spaces	8
Section 6: Create workforce or activity bubbles	8

Background

The Community Sport and Recreation (CSR) COVIDSafe Plan has been developed to support the community sport and recreation sector prepare to safely open and operate in accordance with the easing of restrictions, while also ensuring the public feels confident that their health and safety is being protected.

In order to be compliant with public health directions, plans must:

- Align with the directions issued by the Victorian Chief Health Officer.
- Provide complete responses and the required supporting documentation.
- Account for the current permitted level of sport or recreation activity in your plan and identify how your plan will respond to changes in permitted levels of activity.
- Ensure that activity resumption does not compromise the health of individuals or the community.
- In addition to completing a CSR COVID Safe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your CSR COVID Safe Plan, if directed to do so, by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

The remainder of this document outlines how Mornington Little Athletics Centre will ensure compliance with the requirements and directions above.

Section 1: Ensure physical distancing

#	Requirements	Actions
1	<p>You must ensure participants, volunteers and organisers are 1.5 metres apart as much as possible.</p> <p>This can be done by:</p> <ul style="list-style-type: none"> • Modifying sporting activities to ensure participants remain 1.5 metres apart where possible except when engaging in physical activity permitted by the Chief Health Officer directions • Displaying signs to show patron limits at the entrance of enclosed areas where limits apply • Informing organisers and volunteers to work from home wherever possible <p>You may also consider:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • MLAC will adhere to LAVIC and State Government Covid-safe protocols as they apply on the day of training or competition events. • MLAC Covid-safe Marshalls will monitor and advise athletes and volunteers, and groups of physical distance requirements. • MLAC will display signage at entrance of venue to advise of physical distance requirements for MLAC patrons. • The MLAC event program schedule will be designed such that all Age Groups are spread out across the venue to limit groups congregating in particular areas. • Ensure Age Group Managers encourage athletes to maintain appropriate physical distance whilst they wait their turn to compete. • If the MLAC BBQ is operational, patrons will be reminded to ensure they maintain appropriate physical distance as they wait in line.
2	<p>You must apply the density quotient to configure shared activity areas and publicly accessible spaces to ensure that:</p> <ul style="list-style-type: none"> • You are complying with any density quotient, any group size limits and other restrictions applicable to the type of facility being used. 	<ul style="list-style-type: none"> • MLAC will adhere to LAVIC and State Government Covid-safe protocols as they apply on the day of training or competition events. • The number of participants in a group will be restricted to the maximum number of

#	Requirements	Actions
		<p>participants allowed by LAVIC and State Government protocols.</p> <ul style="list-style-type: none"> • Where group sizes exceed the mandated limit, such groups will be split into separate groups to maintain the maximum limit allowed. • The event program schedule will be designed such that each group is spread out across the venue to limit groups congregating in particular areas. • Covid Safe Marshalls will monitor group sizes and events to ensure groups are not congregating unnecessarily and maintaining a safe physical distance. • MLAC will minimize activity in the portable office which is utilised for merchandise and uniform sales as well as first aid. • MLAC will apply density limits in the office to allow maximum of 2 persons together with the MLAC official attending to the patron. • MLAC will apply density limits to use of Toilets/Washroom facilities to allow a maximum of 2 persons at a time. • Signage will be displayed at entrance of the MLAC office and toilets to advise patrons of the density limits.
3	<ul style="list-style-type: none"> • You should provide training to organisers and volunteers on physical distancing expectations while working and socialising. 	<ul style="list-style-type: none"> • MLAC will adhere to LAVIC and State Government Covid-safe protocols as they apply on the day of training or competition events. • MLAC Covid-safe Marshalls will monitor and advise athletes and volunteers, and groups of physical distance requirements. • MLAC will publish LAVIC and State Government Covid-Safe directions and protocols on the MLAC website. • MLAC will communicate with members (registered and trial) on Covid-safe protocols and directions .

Section 2: Wear a Face Mask

#	Requirements	Actions
1	<p>You must ensure all participants, volunteers and organisers entering the venue/facility wear a face mask as per public health advice</p> <p>https://www.dhhs.vic.gov.au/face-masks-vic-covid-19</p> <p>This includes:</p> <ul style="list-style-type: none"> • Providing adequate face masks and Personal Protective Equipment (PPE) to participants, volunteers and organisers that do not have their own • A mask must be of at least two plies and covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements. 	<ul style="list-style-type: none"> • MLAC will ensure compliance with this direction by the following; • Document Covid Safe protocols on the MLAC website – www.morningtonlittleleaths.org/covid-19 • MLAC will communicate mask wearing requirements as per State Government and LAVIC Covid Protocols to all current and new (trial) member families. • Monitor the use of Masks by all participants aged 12 years and over including Athletes, Officials, Volunteers and other people who attend the venue. • Provide signage at the entrance of the venue to indicate face masks should be worn where patrons cannot maintain a safe physical distance. • Provision of face masks to patrons who attend the venue and may not have brought one on the day of training/competition. • Ensure additional spare PPE is available in the MLAC office in case of medical emergency for use by the MLAC First Aid officer(s).
2	<ul style="list-style-type: none"> • You should install screens or barriers in the venue/facility for additional protection where relevant. 	<ul style="list-style-type: none"> • Not Applicable to MLAC Operations.
3	<ul style="list-style-type: none"> • You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE. • Masks must be worn at all times except when out of breath or puffing from strenuous exercise unless a lawful exception applies. • You should inform participants, volunteers and organisers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be changed immediately and the dirty mask stored in an airtight bag or container until it can be washed. 	<ul style="list-style-type: none"> • Instructions on the correct use of face masks will be provided via Poster signage on the MLAC track. • These instructions will also be published on the MLAC website. • Wearing of masks outdoors will be guided by LAVIC and State Government protocols. • Mask wearing will be encouraged where athletes cannot maintain a safe physical distance. • Spare face masks will be available for patrons, volunteers and officials in the MLAC office where required.

Section 3: Practice good hygiene

#	Requirements	Actions
1	<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs, shared equipment and telephones.</p> <p>You should:</p>	<ul style="list-style-type: none"> • MLAC will provide hand sanitiser and hand wipes in all Age Group trolleys for use by volunteers and athletes.

#	Requirements	Actions
	<ul style="list-style-type: none"> • Clean surfaces with appropriate cleaning products, including detergent and disinfectant • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so • Minimise the sharing of equipment. All equipment must be cleaned and disinfected between uses • Clean between user groups or sessions 	<ul style="list-style-type: none"> • MLAC will provide a garbage bin liner in all the Age Group trolleys for use by volunteers and athletes. • Age Group Managers and volunteers will clean all athletic equipment using sanitising wipes between each session. • MLAC Covid Marshalls will monitor use of hand sanitiser and wipes for cleansing of equipment during and after each event session. • MLAC will maintain sufficient stock of hand sanitiser and cleaning wipes to ensure all Age Groups have necessary stock to maintain good hygiene.
2	<ul style="list-style-type: none"> • You should make soap and hand sanitiser available for all participants, volunteers and organisers throughout the venue/facility and encourage regular handwashing. 	<ul style="list-style-type: none"> • MLAC will provide hand sanitiser for each Age Group trolley used by athletes. • Hand Hygiene posters to be displayed at venue entrance and toilet areas. • Hand Sanitiser will be available at the entrance gates of the venue. • Age Group Managers and volunteers will monitor and encourage athletes to regularly sanitise their hands during and between each event.
3	<ul style="list-style-type: none"> • You should display a cleaning log in shared spaces. 	<ul style="list-style-type: none"> • Cleaning Log to be displayed in MLAC Toilets/washrooms.

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

#	Requirements	Actions
1	<p>You must support participants, volunteers and organisers to get tested and stay home even if they only have mild symptoms.</p>	<ul style="list-style-type: none"> • MLAC will adhere to LAVIC and State Government Covid-safe protocols as they apply on the day of training or competition events. • MLAC will document LAVIC Covid-safe protocols and requirements on the MLAC Website. • MLAC will communicate all LAVIC Covid-safe protocols via weekly membership email.
2	<p>You must develop a plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> • 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, noting 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 	<ul style="list-style-type: none"> • MLAC will adhere to LAVIC and State Government Covid-safe protocols as they apply on the day of training or competition events. • In the case of a notification to MLAC where a positive case has attended an MLAC Event, MLAC will perform the following activities: • Notify DHHS (if not already done) that a confirmed positive case has attended the venue noting the date and timeframe of attendance. • Notify LAVIC (if not already done) that a confirmed positive case has attended the

#	Requirements	Actions
	<p>infectious period. You are also required to notify DHHS of the positive case</p> <ul style="list-style-type: none"> • 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 WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your venue/facility • Having a plan in the event that you have been instructed to close by DHHS • Having a plan to re-open your venue/facility once agreed by DHHS and notify participants, volunteers and organisers they can return to the venue/facility • More information can be found at www.coronavirus.vic.gov.au 	<p>venue noting the date and timeframe of attendance.</p> <ul style="list-style-type: none"> • Notify all MLAC Members families (registered and trial) that a confirmed positive case has attended the venue noting the date and timeframe of attendance. • Provide instructions and support to those athletes and volunteers/ officials who are deemed close contacts on the next steps required (ie. test and isolate) as advised by DHHS. • Engage a professional service provider to perform deep cleaning of MLAC materials and equipment to ensure all contact surfaces are disinfected and sanitised as required. • If notified by DHHS, suspend all MLAC events including training and competition until further notice or as advised by DHHS. • If notified by LAVIC, suspend all MLAC events including training and competition until further notice or as advised by LAVIC. • Once clearance has been received from DHHS and LAVIC, confirm date to re-commence MLAC events. • Send a communications message to all MLAC members (registered and trial) families to advise date of resumption of MLAC events.
3	<p>You must keep records of all people who enter the venue/facility for contact tracing.</p>	<ul style="list-style-type: none"> • As mandated by LAVIC and State Government, MLAC has registered with Business Victoria with our address (location) as Civic Reserve, 350 Dunns Road, Mornington 3931. • MLAC has a unique QR Code provided by Business Victoria which will be printed and displayed at the entrance gates of the venue. • The MLAC QR Code will also be printed and inserted into all MLAC Age Group folders. • MLAC Covid Safe Marshalls will monitor and ensure that all patrons attending MLAC training and competition events perform the QR code check-in process for contact tracing purposes. • MLAC will also maintain a record of all Athletes attending through the recording of individual athletes results in the Age Group record book. • All MLAC athletes and families who attend an MLAC training or competition event will be required to register prior to attending through the LAVIC portal.

Section 5: Avoid interactions in enclosed spaces

#	Requirements	Actions
1	<p>You should 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) (where use of indoor areas are permitted under the restrictions).</p> <p>This could include:</p> <ul style="list-style-type: none"> • Enabling working activities in outdoor environments • Moving as much activity outside as possible, including serving customers patrons, meetings, tearooms and lunchbreaks and locker rooms. • Enhancing airflow by opening windows and doors • Optimising fresh air flow in air conditioning systems 	<ul style="list-style-type: none"> • MLAC will adhere to LAVIC and State Government Covid-safe protocols as they apply on the day of training or competition events. • MLAC conducts training and competitions events primarily in outdoor and open spaces, as a result activities conducted in enclosed spaces is limited. • MLAC will minimize activity in the portable office which is utilised for merchandise and uniform sales as well as first aid. • MLAC will apply density limits in the office to allow maximum of 2 persons together with the MLAC official attending to the patron. • MLAC will apply density limits to use of Toilets/Washroom facilities to allow a maximum of 2 persons at a time. • Signage will be displayed at entrance of the MLAC office and toilets to advice patrons of the density limits.

Section 6: Create workforce or activity bubbles

#	Requirements	Actions
1	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • MLAC will adhere to LAVIC and State Government Covid-safe protocols as they apply on the day of training or competition events. • MLAC will consider staggering event sessions over two or more time periods to reduce the number of participants attending the venue at any one time. • MLAC Events will be restricted to separate Age Groups and Genders (excluding Open Age groups). • The number of participants in a group will be restricted to the maximum number of participants allowed by LAVIC and State Government protocols. • Where group sizes exceed the mandated limit, such groups will be split into separate groups to maintain the maximum limit allowed. • The event program schedule will be designed such that each group is spread out across the venue to limit groups congregating in particular areas. • Covid Safe Marshalls will monitor group sizes and events to ensure groups are not congregating unnecessarily and maintaining a safe physical distance.