



1. ENSURE PHYSICAL DISTANCING

REQUIREMENTS

ACTION



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

This can be done by:

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

You may also consider:

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



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

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

You should provide training to organisers and volunteers on physical distancing expectations while working and socialising. This should include:

- Avoiding car-pooling unless not reasonably practical for participants to travel another way

If your activity is restricted or heavily restricted you must also:



Reduce participant, volunteer and organiser levels in accordance with industry directions.



Limit number of patrons in accordance with Chief Health Officer directions.



Have no carpooling.



Heavily Restricted Industries Only

Organisers and volunteers must work from home, if they can.



2. WEAR A FACE MASK

REQUIREMENTS

ACTION



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

Updated public health advice on masks is available at:

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

You should install screens or barriers in the venue/facility for additional protection where relevant.

You should provide training, instruction and guidance on how to correctly fit, use and dispose of masks and PPE (where relevant). Masks must be worn at all times except when out of breath or puffing from strenuous exercise or unless a lawful exception applies. These include:

- Persons who are deaf or hard of hearing, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face mask would create a risk to that person's health and safety related to their work, as determined through OH&S guidelines.
- Persons whose professions require clear enunciation or visibility of their mouth. This includes teaching or live broadcasting.
- Professional sportspeople when training or competing.
- When you are doing any exercise or physical activity where you are out of breath or puffing. Examples include jogging or running, but not walking. You must carry a face mask on you and wear it when you finish exercising.

There are no additional requirements for restricted or heavily restricted activities.



3. PRACTISE GOOD HYGIENE

REQUIREMENTS

ACTION



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

- 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
- Sharing of equipment should be kept to a minimum and all equipment must be cleaned and disinfected between use
- Clean between user groups or sessions



You must display a cleaning log in shared spaces.

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

If your activity is restricted or heavily restricted you should also:

Conduct an audit of cleaning schedules



4. KEEP RECORDS AND ACT QUICKLY IF PARTICIPANTS, VOLUNTEERS OR ORGANISERS BECOME UNWELL

REQUIREMENTS

ACTION



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



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

- Having a plan to respond to a participant, volunteer or organiser being notified by health authorities that they are a positive case and attended the facility whilst infectious. People who show symptoms or have been in close contact should NOT attend the venue/facility or activity until they receive their test results or have completed their quarantine period and are cleared by DHHS.
- Having a plan to identify and notify close contacts in the event of a positive case attending the venue/facility during their infectious period. You are also required to notify DHHS of the positive case.
- Having a plan in place to clean the venue/facility (or part) in the event of a positive case.
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.
- Having a plan to immediately notify 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 <https://www.dhhs.vic.gov.au/workplace-obligations-covid-19>.



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

If your activity is restricted or heavily restricted you must also:



Restricted Industries

Ask participants, volunteers and organisers to declare verbally before each session that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate



Heavily Restricted Industries

Ask participants, volunteers and organisers to declare in writing or electronically before each session that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate



5. AVOID INTERACTIONS IN ENCLOSED SPACES

REQUIREMENTS

ACTION

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

This could include:

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

There are no additional requirements for restricted or heavily restricted activities.



6. CREATE WORKFORCE/ACTIVITY BUBBLES

REQUIREMENTS

ACTION



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

If your activity is **restricted** or **heavily restricted** you must also:



Limit or cease the number of participants, volunteers and organisers engaging in activities across multiple teams/venues/facilities.



Maintain records of all participants, volunteers and organisers who have disclosed they are engaging in activities across multiple teams/venues/facilities.