

## COVID-19 Safety Plan

Effective 1st September 2021

### Community sporting competitions and full training activities

Williamstown Little Athletics Centre has developed this COVID-19 Safety Plan to help create and maintain a safe environment for athletes, parents, officials, and volunteers. While participating in athletic events governed by Little Athletics Victoria (LAVic)

This plan has been developed in consultation with the Williamstown Little Athletics Centre (WLAC) Committee, officials, and volunteers. It will be shared with all member families. This will help slow the spread of COVID-19 and reassure our members that they can safely participate in activities. WLAC may need to update the plan in the future, as restrictions and advice changes. Updated plans will be available to all member families.

ORGANISATION DETAILS	
Organisation name:	Williamstown Little Athletics Centre (WLAC)
Plan completed by:	Peter Parks , President WLAC
Approved by:	

Summary of Williamstown Little Athletics Centre (WLAC) COVID-19 Safety actions in line with [LAVic Competition & Training Protocols – Framework](#):

- Assigned COVID Safe Officials – **Gillian Sandison, Lee-Kylie Rowe and Amy Richards** will complete responsibilities outlined in the [LAVic COVID Safe Official Duty Statement](#). The WLAC COVID Safe Officials have completed the Australian Government COVID-19 Infection Control Training and will ensure WLAC compliance with the LAVic Competition & Training Protocols – Framework. Our COVID Safe Official will regularly consult with WLAC President and Committee regarding COVID-19 safety compliance.
- Additional COVID Safety Officers across WLAC have completed the Australian Government COVID-19 Infection Control Training and will be coordinated by our COVID Safe Official. COVID Safety Officers will be assigned to roles on competition and training days to support this COVID-19 safety plan.
  - Each age group (e.g. U10 Girls, U8 boys) will be assigned a team manager who will supervise the athlete group and ensure that COVID safe behaviours are undertaken by the athletes and volunteers (e.g. physical distancing, wiping down equipment before and after use, hand sanitising before and after each event, avoid contact with others)
  - Monitoring the entry and exit gates to record attendance, ensure compliance with conditions of entry ensure hand sanitiser is applied, and limitation of spectators as directed by LAVic guidelines
- WLAC will not commence competition and training activities until provided with permission from LAVic.

- LAVic requires that a parent or guardian is in attendance at events (training or competition) to assist with supervising athletes. Additional spectators will be allowed to attend WLAC events, only to the maximum capacity of the venue under the current restrictions. Note: where a family is rostered on, regularly volunteers, or is selected to fulfil volunteering duties, both parents/guardians are permitted to be in attendance for the purposes of child supervision, in line with the LAVic protocols.
- WLAC will accept school bookings for athletic events. WLAC will provide the school with the LAVic Competition & Training Protocols for the safe conduct and compliance for the event.
- COVID safety questions to be displayed at entry to facility and asked of all members prior to entering venue, these questions include:
  - Have you felt unwell or displayed any COVID-19 symptoms (cough, fever, sore throat, runny nose, shortness of breath) in the past 14 days?
  - Have you attended any of the high-risk locations listed on the Victorian DHHS website?
  - Are you awaiting a COVID-19 test result?
  - Have you been in direct contact with a known case of COVID-19 in the previous 14 days or identified as a close contact of a COVID-19 case by DHHS?
- The WLAC weekly program and season schedule and athlete registration numbers accommodate the LAVic requirements of numbers of participation.
- Team App will continue to be the delivery mechanism for all member communications at WLAC, including COVID safety information and requirements for member families. The Victorian government QR code will be used to record attendance. Manual option will also be provided at front gate
- WLAC will cooperate with Victorian Government DHHS if contacted in relation to a positive case of COVID-19 at Williamstown Little Athletics Centre or Newport Park Athletics Track. Suspected COVID-19 infections at WLAC will be reported to the COVID-19 hotline per the LAVic protocols.

## REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and visitors</b>	
<p>Exclude staff, volunteers, parents/carers and participants who are unwell.</p>	<p>All attendees (athletes, officials, parents/guardians, volunteers) at WLAC events will be required to answer COVID questions prior to entry to the event, including: "Have you felt unwell or displayed any symptoms (cough, fever, sore throat, runny nose, shortness of breath) in the past 14 days?"</p> <p>If any attendee responds "yes" to feeling unwell or displaying COVID symptoms, they will not be granted entry into the event. They will be advised to go home by the COVID-19 officer. These incidents will be reported to the WLAC COVID-19 Safety Official who will inform the WLAC President and Committee, in line with the LAVic protocols.</p> <p>Any person who attends WLAC sanctioned competition and training when they have any cold or flu symptoms; been in direct contact with a known case of COVID-19 in the previous 14 days; or are high risk from a health perspective will be required to provide a medical certificate before they can return to training/competition events, in accordance with the LAVic protocols.</p> <p>Member families will be made aware of the COVID safety requirements, entry and exit protocols, attendance recording and spectator rules via regular Team App communications (weekly newsletter). These will also be available via Team App throughout the entire 21-22 season for all members at any time.</p>
<p>Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.</p>	<p>WLAC COVID Safe Official and the additional COVID Safety Officers will be educating and communicating with member families regarding COVID safe behaviours such as testing, physical distancing and how to manage a sick member.</p> <p>All COVID safe officials at WLAC have completed the Australian Government COVID Infection Control Training course.</p> <p>COVID information will be provided to members via Team App communications such as weekly newsletters. In addition, this COVID Safety Plan, LAVic Competition &amp; Training Protocols, other COVID safety requirements will be available to members at all times via Team App.</p>

	<p>LAVic provided signage will be displayed throughout WLAC facilities including in bathrooms in the timing tent, at each entry/exit gate, and at each field event location.</p> <p>LAVic provided signage includes:</p> <ul style="list-style-type: none"> <li>• Good hygiene practices poster</li> <li>• Keep that cough under cover</li> <li>• Keeping your distance</li> <li>• You must stay 2 arm’s length from others</li> <li>• Good hygiene is in your hands</li> <li>• Simple steps to stop that spread of Coronavirus</li> </ul>
<p>Display conditions of entry (website, social media, venue entry).</p>	<p>Conditions of entry signage will be attached to entry/exit gates, as well as LAVic provided signage.</p> <p>Conditions of entry and other COVID safety information will be provided to members via communications on Team App, WLAC website <a href="http://www.willylac.com.au">www.willylac.com.au</a>, and social media accounts (Facebook and Instagram).</p> <p>Conditions of entry for WLAC training/competitions events include:</p> <ul style="list-style-type: none"> <li>• You must register – Attendance will be monitored by using Victorian government QR code.</li> <li>• Please use hand sanitiser provided</li> <li>• Stay 1.5m apart</li> <li>• All athletes 12 years and older are required to have a mask with them</li> <li>• ‘Get in, Train/Compete, Get out’</li> </ul>
<p>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.</p>	<p>This plan is to be submitted to Hobsons Bay City Council as owners of the Newport Park Athletics Track.</p>
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> <li>• Swimming pools</li> <li>• Gyms</li> <li>• Indoor recreation facilities</li> <li>• Restaurants and cafes (for kiosks or canteens)</li> <li>• Major recreation facilities</li> </ul>	<p>This COVID-19 Safety Plan relates to events (competition/training) run by the Williamstown Little Athletics Centre at the Newport Park Athletics Track only.</p>
<p>Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the Victorian DHHS website (<a href="https://www.dhhs.vic.gov.au/case-locations-and-outbreaks">https://www.dhhs.vic.gov.au/case-locations-and-outbreaks</a>)</p>	<p>All attendees (athletes, officials, parents/guardians, and volunteers) at WLAC events will be required to answer COVID questions prior to entry to the event, including: “Have you attended any of the high risk locations listed on the Victorian DHHS website?”</p> <p>If any attendee responds “yes” to any of the questions including the above, they will not be granted entry into the event.</p>

	<p>Member families will be made aware of the COVID safety requirements, entry and exit protocols, attendance recording and spectator rules via regular Team App communications (weekly newsletter). These will also be available via Team App throughout the entire 21-22 season for all members at any time.</p>
<p>Take all reasonable steps to minimise the number of spectators attending community sport events.</p>	<p>LAVic requires that each athlete has a guardian present at WLAC events.</p> <p>Spectators will only be allowed into WLAC events to the maximum capacity permitted, under the LAVic Competition &amp; Training Protocols. Other spectators will not be granted entry into the event.</p> <p>Note: where a family is rostered on, regularly volunteers, or is selected to fulfil volunteering duties, both parents/guardians are permitted to be in attendance for purposes of child supervision, in line with the LAVic protocols.</p> <p>A single entry gate to the venue will be utilised. All people entering the venue will be recorded as attended via scanning the QR code. COVID Safety Officers will be assigned to monitor the entry and exit gates and remind people to use the QR code.</p> <p>Member families will be made aware of the COVID safety requirements, entry and exit protocols, attendance recording and spectator rules via regular Team App communications (weekly newsletter). These will also be available via Team App throughout the entire 21-22 season for all members at any time.</p>
<p>If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community</p>	<p>Athletics is an individual sport, with no minimum number of athletes required to run an event.</p> <p>However, the maximum number of athletes per event limit will be applied per LAVic Competition &amp; Training Protocol. If less than an event athlete limit are in attendance, the event will continue.</p>

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
<p>Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff).</p>	<p>The dimensions of the Newport Park Athletics Track and in-field are approximately 140m x 100m = 14,000m<sup>2</sup>. This would indicate a facility limit of approximately 3500 people, not including the external track space, or to the maximum limit allowed by LAVic and/or the Victoria Government COVID-19 restrictions.</p> <p>WLAC athlete registration numbers accommodate the LAVic Competition &amp; Training Protocol requirement of having competition and training group sizes of no more than 50 athletes (officials, coaches are exempt).</p> <p>Newport Park Athletics Track facilities and Athletic events are such that each individual event takes place in it's own restricted space. Each event is significantly spaced for safety already. i.e. discus cage is away from long jump pit etc.</p>
<p>Minimise co-mingling of participants from different games and timeslots where possible.</p>	<p>The LAVic protocol of 'Get in, Train/Compete, Get out' will be utilised and promoted at WLAC.</p> <p>WLAC will utilise different entry and exit gates to facilitate the flow of participants into and out of the venue without co-mingling.</p> <p>The weekly program will allow additional time between sessions to allow the exit of previous athletes and entry of new athletes without co-mingling. Athlete age groups will be assigned a session time, with participants in each age group remaining consistent.</p> <p>During competition/training sessions, each track heat will be spaced by &gt;4m during waiting times. Field event locations (e.g. discus rings, shot put rings, javelin sector, jumps pits and high jump mats) are sufficiently spaced across the Newport Park Athletics Track venue to cater to greater than 4m<sup>2</sup> of space. However, cones will be laid out at each event indicating the spacing required for each athlete. Each athlete will be assigned to a cone while waiting to compete at the event. Athletes will be required to stay with their competition group until competition is completed to reduce co-mingling.</p>
<p>Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance. Have</p>	<p>Spectators will be allowed during WLAC events but only to the maximum capacity. However, each athlete is required to have a parent/guardian in</p>

<p>strategies in place to prevent spectators from different games and timeslots co-mingling.</p>	<p>attendance in accordance with the LAVic Competition &amp; Training Protocols.</p> <p>There is sufficient space around the exterior of the Newport Park Athletics Track such that parents not volunteering during the training/competition event can be spaced out.</p> <p>Some WLAC member families have athletes from more than one age group within the household, which may require them to attend more than one session. In addition, the LAVic protocol of 'Get in, Train/Compete, Get out' will be utilised and promoted at WLAC.</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.</p>	<p>WLAC will remind member families of gathering rules via loudspeaker announcements prior to, during, and after competition sessions. This information will also be communicated as part of WLAC COVID-19 safety information via Team App and regular communications.</p> <p>The WLAC program and schedule has been adapted to stagger start times, allowing time between sessions to discourage gatherings outside the venue. People mingling outside the venue will be asked to leave.</p> <p>The LAVic protocol of 'Get in, Train/Compete, Get out' will be utilised and promoted at WLAC.</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.</p>	<p>Athletes required to queue while waiting to compete in events will be assigned to a place at a cone. Cones will be placed 2m apart to reduce crowding.</p> <p>A WLAC team manager will be assigned per competition group to help athletes with physical distancing requirements.</p> <p>Signage will be placed around the BBQ as a visual aid to support physical distancing in that area.</p> <p>Bathrooms and toilets will have floor stickers placed as visual aids for physical distancing when queuing is required.</p> <p>Families will be reminded to avoid car pooling in compliance with child safety standards and COVID-19 safety per the LAVic protocols.</p> <p>Potentially congested areas such as the timing tent and track finish area will be marked by roping off and visual aids on the ground to ensure physical distancing. Team managers will assist the athletes at the completion of track races and field events to</p>



	<p>ensure reduced crowding. Maximum person limits will be applied in these areas.</p> <p>Masks will be required to be carried by all athletes and parents aged 12 and older when not competing, that is when they are not in the field of play, per LAVic protocols.</p>
<p>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</p>	<p>WLAC will not open all communal facilities. The Pavilion change rooms will not be opened at this stage to reduce crowding and promote physical distancing, in line with the LAVic protocols.</p> <p>There will be single access doors for entry and exit of bathroom areas to promote physical distancing. Signage will be added to the exterior of bathrooms to ensure maximum person limits are highlighted. In addition, floor stickers will be added as a visual aid for queues outside of bathrooms.</p> <p>The WLAC equipment shed will only be accessed by specific volunteers at the commencement and completion of competition. In line with LAVic protocols only specific stated officials will retrieve/return equipment from the WLAC shed prior to and after training/competition. The equipment shed will be secured at all times.</p>
<p>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.</p>	<p>The WLAC program and schedule meets the LAVic protocol athlete limit of numbers per group. These limits will reduce demand for communal facilities such as bathrooms. Floor stickers will serve as a visual aid for queues for bathroom use.</p> <p>The Newport Park Athletics Track Pavilion will be closed at this stage. In addition, change rooms will be closed and not available for use by members.</p> <p>The WLAC equipment shed will only be accessed by specific volunteers at the commencement and completion of competition. In line with LAVic protocols only coaches and specific stated officials will retrieve/return equipment from the WLAC shed prior to and after training/competition. The WLAC program has been designed such that access to the equipment shed during competition will not be required. The equipment shed will be secured at all times.</p>
<p>Use telephone or video platforms for essential staff meetings where practical.</p>	<p>WLAC Committee meetings are generally conducted virtually.</p>
<p>Review regular business deliveries and request contactless delivery and invoicing where practical.</p>	<p>WLAC currently utilises 'click and collect' with our key providers such as Coles.</p> <p>Contactless deliveries and invoicing are already utilised for equipment and cleaning products.</p>



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REQUIREMENTS	ACTIONS
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Hygiene and cleaning	
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<p>Adopt good hand hygiene practices.</p>	<p>WLAC has provisioned sufficient hand sanitiser to ensure that it can be provided for use upon entry, prior to and after each event completion for athletes and volunteers, and at exit of the venue.</p> <p>LAVic provided signage will serve as a visual reminder in toilets/bathrooms for good hand hygiene practices including:</p> <ul style="list-style-type: none"> <li>● Good hygiene is in your hand's poster</li> <li>● Simple steps to stop that spread of Coronavirus poster</li> </ul> <p>High touch areas such as door handles to bathrooms will be left open for the duration of competition/training events to reduce the risk of poor hygiene.</p> <p>In addition, soap and hot water is available in bathrooms for hand washing. These will be checked and restocked at the beginning and during competition days.</p>
<p>Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.</p>	<p>COVID safety officers stationed at entry gates will provide hand sanitiser to all attendees upon entry to the venue.</p> <p>Each event will have hand sanitiser as part of the equipment cart for athletes use before and after competing in the event. COVID safety officers will ensure athlete use during competition/training.</p> <p>In addition, hand sanitiser will be available at the timing tent and at start line for track events, in the equipment shed, and in bathrooms.</p>
<p>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.</p>	<p>WLAC has a cleaner assigned to clean facilities such as toilets and bathrooms. Hand soap and paper towels in bathrooms will be restocked prior to each competition day and checked and restocked during competition as required.</p> <p>Bathrooms and toilets will be disinfected prior to and after each training/competition day by the cleaner per HBCC guidelines.</p>

	<p>The WLAC cleaner will be maintaining a cleaning checklist and reporting log to report on regularity of cleaning in bathrooms/toilets.</p> <p>LAVic provided signage will serve as a visual reminder in toilets/bathrooms for good hand hygiene practices and effective hand washing including:</p> <ul style="list-style-type: none"> <li>• Good hygiene is in your hand's poster</li> <li>• Simple steps to stop that spread of Coronavirus poster</li> </ul>
<p>Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.</p>	<p>Members will be encouraged to bring their own water bottle, snacks and other required equipment via club communications and event reminders on Team App.</p>
<p>Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.</p>	<p>WLAC volunteers will be wearing high visibility vests during competition days. These will be laundered after each competition day.</p> <p>Shared equipment (shot puts, javelin, discus, starting blocks) will be wiped clean prior to and after each use per LAVic protocols.</p> <p>Shared recording equipment such as results recording sheets, clipboards and pens will be utilised by a single official for the duration of the training/competition event. These will be wiped clean with disinfectant before and after use.</p>
<p>Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.</p>	<p>WLAC shared facilities include bathrooms and toilets only. These will be cleaned and disinfected prior to competition and training use, as well as after. Competition days will include several separate sessions for different age groups; therefore, these facilities will be cleaned throughout the competition day as well.</p> <p>Club Pavilion (this includes small gym and change rooms) will be closed and not in use by club members at this stage.</p> <p>The WLAC cleaner will be maintaining a cleaning checklist and reporting log to report on regularity of cleaning in bathrooms/toilets.</p>
<p>Clean areas used for high intensity sports with detergent and disinfectant after each use.</p>	<p>Club gym space is located in the pavilion which will be closed and not available for use by WLAC members.</p> <p>All equipment and timing areas will be disinfected prior to and after each event.</p>

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	<p>All WLAC equipment will be wiped clean with disinfectant prior to use by any athlete, and after use by each athlete if this remains the guidelines from LAVIC. . In addition, athletes will be required to use hand sanitiser prior to and after competing in each event.</p> <p>WLAC has purchased additional equipment (such as shot puts, discus', javelins) to reduce the need for sharing by athletes.</p>
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	<p>Detergent and disinfectant will be available in bathrooms, timing tent, equipment shed, at each event.</p> <p>No visitors other than athlete, guardian/parent, required volunteers will be allowed to enter the venue during competition/training.</p>
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	<p>WLAC has sourced disinfectant and cleaning products from an accredited supplier – ICD medical. These items will be restocked via the same provider throughout the 21-22 season.</p> <p>There will no dilution of disinfectant solutions.</p>
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<p>Gloves are provided for use by the cleaner of WLAC communal facilities such as bathrooms.</p> <p>Gloves will be provided to all WLAC COVID Safety Officers and event volunteers (including coaches, event judges, starters) during training and competition to clean equipment before and after use.</p>
Encourage contactless payment options.	<p>No cash option will be available for WLAC uniform purchases. WLAC will use contactless payment only.</p> <p>Season registration, LAVic event, and other club event registration is accepted online only.</p>

REQUIREMENTS	ACTIONS
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Record keeping	
Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practical, for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	<p>WLAC will be using the Victorian government QR code to record attendance and contact details.</p> <p>Suspected COVID-19 infections at WLAC will be reported to the COVID-19 hotline, in line with the LAVic protocols.</p>

<p>Make your staff and volunteers aware of Service Victoria QR code app and its benefits to support contact tracing if required.</p>	<p>Member families will be made aware of the Service Victoria QR code app information via regular Team App communications (weekly newsletter). All COVID related information will be available via Team App throughout the entire 21-22 season for all members at any time.</p>
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Document Updates	Date
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Summary of updates	
<ul style="list-style-type: none"> <li>• Updates based on new government guidelines and LAVic updated protocols</li> </ul>	Tuesday 24 <sup>th</sup> November 2020
<ul style="list-style-type: none"> <li>• QR code reference for recording attendance.</li> <li>• Removed reference to the number of groups allowed at Newport Athletics track</li> </ul>	Wednesday 18 <sup>th</sup> November 2020
<ul style="list-style-type: none"> <li>• Covid Safe app replaced by Service Victoria QR code app</li> <li>• Dates updated through document for new season</li> <li>• Team managers with Covid Safe training to replace Covid safe Officials for each group</li> </ul>	Wednesday 28 July 2021
<ul style="list-style-type: none"> <li>• New Covid Safe officials named</li> <li>• Removed references to numbers within groups and attendance limits due to current lockdown restrictions and these are subject to change as per guidelines</li> </ul>	Sunday August 15 2021
<ul style="list-style-type: none"> <li>• Minor changes to group limits and protocols</li> </ul>	Monday Oct 4, 2021