

EXAMPLE CHECKLIST – CLUB EVENT

STAGE 3 AND ONWARDS INDUSTRY CHECKLIST – AMENDED & NEW ITEMS

Stage 2 Checklist items continue under stage 3 and 4 – where there have been additions/changes they are listed below. Please complete this checklist and keep a completed copy with your Stage 2 checklist. If you are reopening for the first time you will need to review and complete both Checklists.

CHECKLIST ITEM	<input checked="" type="checkbox"/>	Notes
Amended Checklist items <ul style="list-style-type: none"> Indoor pools and areas: <ul style="list-style-type: none"> Indoor pools and areas less than 200 square metres: capacity limited to a maximum of 1 person per 2 square metres Indoor pools and areas more than 200 square metres: capacity limited to a maximum of 1 person per 4 square metres Outdoor pools and areas: capacity to be based on physical distancing requirement. Group Management in place for venue capacity limits and physical distancing between groups observed. 	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Outdoor facility Capacity map attached Group Management & physical distancing to be applied Capacity limit managed through ticketing and pre-attendance register
New to Stage 3 Checklist items <p>Multiple Groups</p> <ul style="list-style-type: none"> A detailed Venue map which clearly marks and communicates zones where groups can be situated, allowing for targeted contact tracing and lessen numbers impacted in the case of a COVID case. Change rooms - for communal change room areas and showers available at the facility, conduct cleaning regime as per Work Health and Safety during COVID-19: Guide to keeping your workplace safe, clean and healthy. <p>Field of Play</p> <ul style="list-style-type: none"> The definition of “field of play” is the pitch, court, field, pool or other facility that the sport, recreation or fitness activity is generally conducted on. It also extends to incorporate the use of all facilities (e.g. change rooms, marshalling areas etc.) specifically required for training and competing Physical distancing does not apply on the “field of play” where the activity is being carried out, but should be observed to the extent possible in all other areas of the “field of play”. The extension of the “field of play”, allows the full team and required coaching / medical officials to use the facilities without occupant density requirements. This is only permitted if: <ul style="list-style-type: none"> There are no mixing of teams There are no other persons (e.g. spectators) allowed in with active participants. Notice to all patrons, contractor or staff to not enter the venue if they: <ul style="list-style-type: none"> Are unwell Have been in close contact with a known active case of COVID-19 Have COVID-19 symptoms 	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Site map attached and communicated to attendees prior to event Facility Manager to clean before and after event and conduct minimum hourly cleaning regime on high touch points Field of play defined on map Extension of Field of Play to include active participant seating with no team mixing Self-Marshalling to be used Barriers and staff in place to prevent spectators accessing field of play Group management considered, venue limit managed through ticketing

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<ul style="list-style-type: none"> - Have travelled overseas in the previous 14 days - Have been to a declared COVID-19 hotspot in the previous 14 days <p>The list of declared COVID-19 hotspots may be found at https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19.</p> <p>Conditions of entry signage may be displayed</p> <p>Aquatic Specific - In venue competition Venue Capacity</p> <ul style="list-style-type: none"> • Limited to 1 person per 4 Sqm in an indoor venue (more than 200sqm), 1 person per 2 Sqm in an indoor venue with a maximum of 50 people (less than 200sqm) and physical distancing implemented for any outdoor venue • Group management is in place. In the case of multiple groups, the venue capacity limits and physical distancing between groups. <p>Co-mingling reduction/avoidance measures</p> <ul style="list-style-type: none"> • Prior to hosting and event/competition venue maps need to be designed which clearly communicate one-way traffic flow, separate entry, and exit points and other venue specific measures in place to reduce co-mingling. These maps should be distributed to all event staff, coaches, competitors & spectators and clearly displayed throughout the venue during the event. • Review process and where practical implement self-marshalling/team self-management for the competition <p>Contact Details must be recorded as outlined above</p> <ul style="list-style-type: none"> • All attendees and staff contact details must be recorded and be retained for at least 56 days. • Contact details include: Full name, email address, contact phone number, date and time of entry and exit time or estimated period, where feasible. • If requested, this information must be provided to public health officers within the stated time. The information should be readily available to ensure your business can fulfil this request. 	✓	<ul style="list-style-type: none"> • Signage on entrance and communication to attendees prior to event not to attend if symptoms etc. • Site map attached with designated capacity per group areas • Site maps distributed prior & displayed during event • Self-marshalling practice employed • Staff attendance recorded by facility manager • Competitors recorded via Swim Central and program • EVA Check-in App to be used to contact trace other attendees • Volunteer attendance recorded by EVA app and roster • Manual sign in sheet available for people unable to use QR code.

INDUSTRY CHECKLIST STAGE 2

This Industry COVID Safe Plan stage 2 industry checklist is intended to inform operators on how to keep their workers and patrons' safe and limit the spread of COVID-19. Please review below and tick to indicate you have implemented or provide comment if not applicable. Please keep completed checklist at the venue so it is available for authorities if needed. This checklist and associated practices need to be maintained in Stage 3 unless otherwise noted.

CHECKLIST ITEM	<input checked="" type="checkbox"/>	Notes
1. Check your business can reopen <ul style="list-style-type: none"> Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au to confirm you can reopen your business and whether any specific restrictions apply. If your business has been closed, check the condition of equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities. Ensure food and beverages stored at your business have not been contaminated or are now out of date. 	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Able to conduct event under industry plan Consulted with facility manager
2. Ensuring a Safe and Healthy Workplace - to properly manage exposure to risks related to COVID-19, employers must: <ul style="list-style-type: none"> Identify workplace hazards (such as potential for transmission on the worksite or hazards resulting from a worker who tests positive for COVID-19 infection) Determine who might be harmed, and how (including workers and any other individuals in the workplace) Decide on control measures (including ways to prevent the spread of infection) put controls in place and review the controls regularly. Consult with workers. Consultation involves sharing of information, including about possible sources of exposure to COVID-19 and associated health risks, giving workers a reasonable opportunity to express views and taking those views into account before making decisions on health and safety matters. A safe workplace is achieved when everyone involved in the work communicates with each other to identify hazards and risks, talks about health and safety concerns and works together to find solutions. Involve workers in consultations related to health and safety matters relating to COVID-19 in the workplace, including (but not limited to): identifying the tasks and processes that could result in the spread of COVID-19; developing a plan in response to COVID-19; making changes to processes or procedures could result in the spread of COVID-19; making changes to controls to protect workers from the spread of COVID-19; providing information and training for workers. Ensure Staff are trained in COVID safe requirements and ensure their training remains current, COVID Safe training will be made available and mandatory for all Staff. Minimise the number of workers attending to deliveries and contractors as much as possible. Delivery drivers and other contractors who need to attend the workplace, to provide maintenance or repair services or perform other essential activities, should be given clear instructions of your requirements while they are on site. Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries. 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. Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered. 	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Facility manager has facility open under Industry Plan Met with Facility Manager to review their arrangements in respect to their workers and procedures in place Considered interaction points between event and facility workers All volunteers and club committee members have completed free COVID training program https://www.aqia.org.au/covid-safe/ Handwashing facilities available and hand sanitiser stations at locations indicated on venue map attached.
3. Wellbeing of workers		


CHECKLIST ITEM	☑	Notes
<ul style="list-style-type: none"> • Direct workers to stay at home if they are sick, and to go home immediately if they become unwell. • Require them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home till they get the result and it is negative for COVID-19. • Consider safety risks and manage these according to the appropriate hierarchy of controls i.e. elimination, substitute, isolation, administrative controls then personal protective equipment where required. • Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact. Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing between workers. • Modify processes behind the counter (including in kitchen or break rooms) to limit workers having to be in close contact, as much as possible. For example: assign workers to specific workstations to minimise the need to go into other spaces, • limit the number of people in an enclosed area to one person per 4 metre square (for example, in reception or in lunchrooms) • Implement processes so the front of house workers can collect food without needing to go into food preparation areas. • Postpone or cancel non-essential face-to-face gatherings, meetings and training and use video conferencing where practicable. • Consult with workers on COVID-19 measures in the workplace and provide workers with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work. • 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. Put signs and posters up to remind workers and others of the risk of COVID-19. 	✓	<ul style="list-style-type: none"> • All attendees advised not to attend/ leave if COVID 19 symptoms present. • Volunteer in BBQ area and kiosk are to be spaced apart and PPE is available • Longer warm up time and multiple entry staff to reduce queuing at entrance. Queues marked to ensure physical distancing applied.
4. Physical distancing <ul style="list-style-type: none"> • Place signs at entry points to instruct customers not to enter the facility if they are unwell or have COVID19 symptoms. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the premises. • Set up separate exit and entry points and/or clear signage on traffic flow for entering and exiting to minimise contact of patrons. • Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas. • In café areas place tables to ensure that persons seated at those tables are 1.5 metres apart and reduce the number of tables and seating capacity in line with public health directions. • Remove waiting area seating or space seating at least 1.5 metres apart. • Provide contactless payments or ordering and payment online or through ordering apps. • In reception areas set up different areas for ordering and collection, and where practical, separate entry and exit paths. 	✓	<ul style="list-style-type: none"> • Signage displayed onsite as described • Separate entry & exit paths and flow within facility marked and demonstrated on maps • Seating removed from around kiosk and BBQ areas with queue in and queue out marked • Contactless payments implemented. • Physical distancing provisions will be maintained through announcements, markings and volunteers
Record keeping <ul style="list-style-type: none"> • Contact information must be kept for customers (this includes children swimming and parents who are bringing their children for their lessons), workers and any contractors for a period of at least 56 days. 	✓	<ul style="list-style-type: none"> • Contact tracing through EVA App and manual logs to be kept for required period.

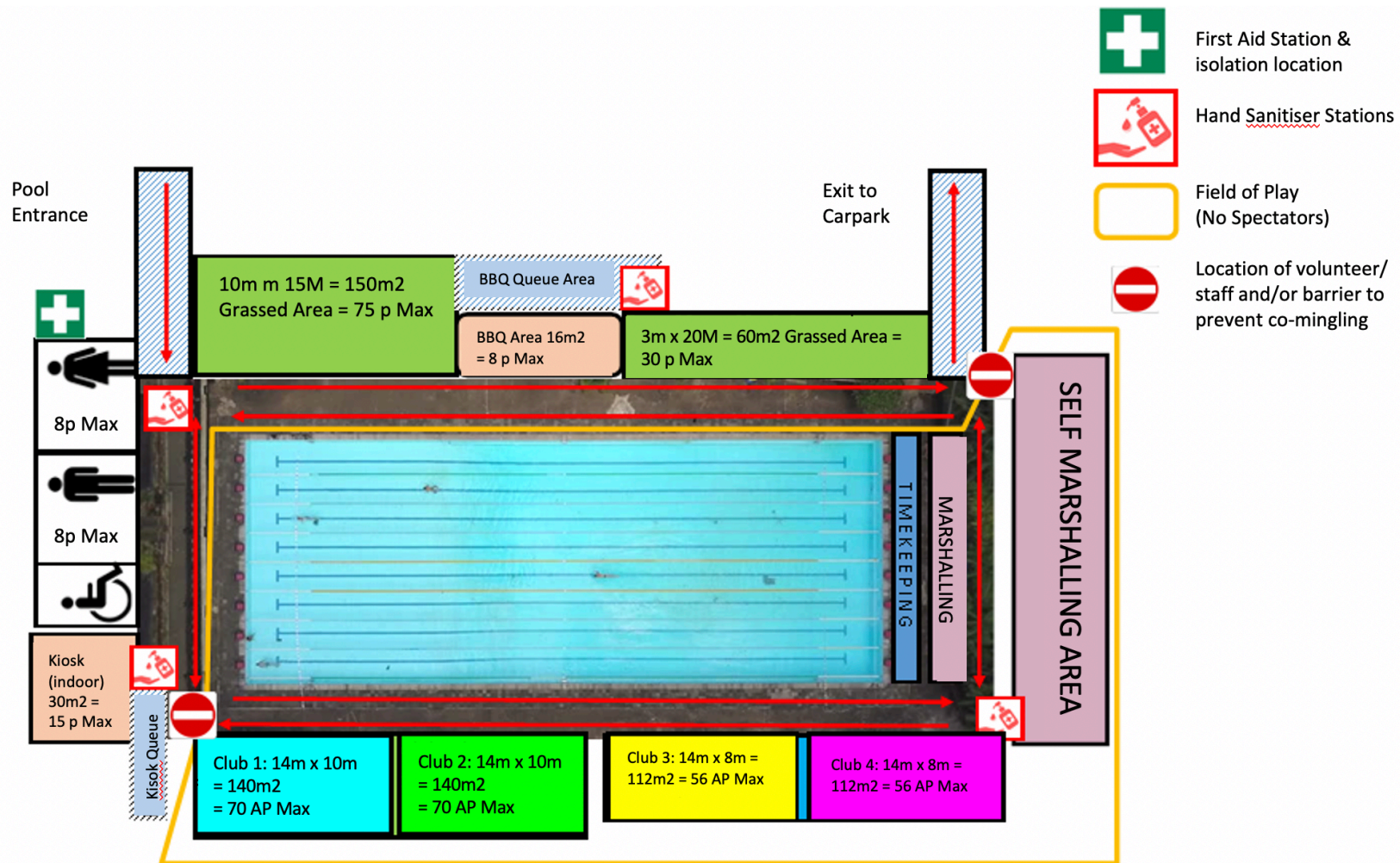
CHECKLIST ITEM	☑	Notes
<ul style="list-style-type: none"> Contact details include: Full name, email address, contact phone number, date and time of entry and exit time or estimated period, where feasible. Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely 		
5. Hygiene and cleaning <ul style="list-style-type: none"> Instruct all workers 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. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is recommended. Provide hand washing facilities for customers and patrons including clean running water, liquid soap, and paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser. Cleaning of hard surfaces (e.g. bench tops) should be done using either: a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution; or a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Bleach solutions should be made fresh daily and gloves should be worn when handling and preparing bleach solutions. Protective eyewear should be worn in case of splashing. Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment, such as buckets, should be emptied and cleaned with a new batch of chlorine bleach solution and allowed to dry completely before re-use. Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, countertops, and sinks). Include frequently touched surfaces in the toilet facilities such as door locks, taps, soap dispensers, etc and surfaces used by clients, such as tables, must also be cleaned between clients. Minimise the sharing of equipment and tools with them being effectively cleaned between use by different people. Swimmers at squad level should bring own equipment e.g. fins, kickboards, buoys and take home each visit. 	✓	<ul style="list-style-type: none"> Instructions provided and signage to be placed near hand sanitiser stations and hand washing facilities Facility clean-down before and after use. High touch areas cleaned minimum hourly by facility management. Starting blocks sanitised at end of each session (approx. 45mins) Bacterial wipes provided for timing equipment when changeover occurs Bacterial wipes provided for starter and officials where required Club volunteers responsible for cleaning BBQ and Kiosk areas minimum hourly All Swimmers advised to bring their own equipment.
6. Deliveries, contractors, and visitors attending the premises <ul style="list-style-type: none"> Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with workers. Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods on site as proof of delivery. 	N/A	<ul style="list-style-type: none"> Facility management requirement No deliveries specifically for event

CHECKLIST ITEM	☑	Notes
7. In the Case of a confirmed/probable case of COVID-19 Infection <ul style="list-style-type: none"> • If there is a confirmed or probable case of COVID-19 infection at a workplace, Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory. • Upon being informed, a person in control of the business or undertaking must notify Workplace Health and Safety Queensland that the case has been confirmed. • Operators should maintain records of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator. • Areas that have been used by a person with suspected or confirmed COVID-19 infection should be cleaned and disinfected. Personal protective equipment (PPE) should be put on before entering the area. This includes disposable gloves; disposable apron or other protective garment; protective eyewear to protect your eyes from the cleaning chemicals • People should use the following process to safely remove personal protective equipment: Remove and dispose of equipment being careful not to contaminate bare hands during glove removal. Clean your hands. This can be done with either soap and running water or hand sanitiser. For more information refer to Queensland Health. 	✓	<ul style="list-style-type: none"> • Notification to be done • Requirements discussed with Facility Manager who will be responsible for cleaning as required • Contact tracing records kept • Staff and volunteers advised of hygiene protocols.
8. Review and monitor <ul style="list-style-type: none"> • Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities. • This checklist is a key part of your COVID Plan as outlined on the WorkSafe website. • Publicly display this signed checklist as evidence that you are a COVID Safe business. • Ensure you have a copy of this signed checklist which must be produced if requested from a relevant compliance/enforcement officer. This may include providing an electronic copy. • Keep up to date and find additional guidance at www.covid19.qld.gov.au & www.worksafe.qld.gov.au • Employees with a general work-related complaint can call WHS Queensland on 1300 362 128 or their union. • Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018 or their industry association. • Customers who have concerns about whether a business is complying with this checklist can call 134COVID (13 42 68). 	✓	<ul style="list-style-type: none"> • Club committee to regularly review QH information • Safety Plan and information to Participants reviewed regularly and amended implemented as conditions change • Checklist, Statement of Compliance and venue maps kept onsite • Facility Manager requirements discussed.
10. Aquatic Centre Specific - General <ul style="list-style-type: none"> • Provision of appropriate sanitization/disinfection stations in selected/targeted areas throughout the facility • Adherence to Government specified physical distancing provisions during all activities in all areas • Provision of clear and consistent signage/information through the facility, particularly at entry points • Use of personal protective equipment (PPE) in line with Safe Work Australia and GSPO recommendations • Ensure Staff have appropriate PPE to manage aquatic rescue and routine first aid situations • Adjustments to emergency response (i.e. CPR) to enable the safe implementation if required (See latest GSPO Guidelines) 	✓	<ul style="list-style-type: none"> • Sanitising stations will be provided during the meet as outlined on map • Signage distributed throughout facility and entry points • Facility Manager provides First Aid & PPE to staff as required. • Club to provide PPE available to volunteers.

CHECKLIST ITEM	☑	Notes
<ul style="list-style-type: none"> • Modification of existing safe work method statements to consider and manage the impact of COVID-19 cross-infection • Delivery of staff and contractor training with regards to COVID-19 and the facilities selected treatment measures • Open windows, doors and/or increase the flow of air throughout the building, via the building management system • Provision of an appropriate identification & response procedures to manage the occurrence of staff/patrons with symptoms of COVID-19 • Remove communal water stations for use and encourage patrons to bring their own water/fluids with them to the facility 		<ul style="list-style-type: none"> • Facility Manager requirements • Drinking stations removed – participants to bring their own water or buy from kiosk.
11. Aquatic Centre Specific – Reception / Foyer <ul style="list-style-type: none"> • Communicate through signage cashless payment methods are preferred • Transition entry/membership payment options to direct debit where possible and/or contactless payment • Provide web-based reservation systems where possible for activities with reduced capacities such as classes or fitness Centre access • Leverage IT systems for enrolment/membership registrations where possible instead of pen and paper • Implement floor markers for entry, access and queuing areas to support the maintenance of physical distancing recommendations • Where automatic/revolving doors are not provided, leave entry and exit points open to reduce the need to touch handles • Close parts of the reception/membership areas if they are located within 1.5m of one another and reduce staff numbers • Ensure communal seating areas are arranged with appropriate separation distances 	✓	<ul style="list-style-type: none"> • Cashless or pre-paid Kiosk items • Open air entry with segregated entry and exit • EVA Check-in app and sign on sheet used for entry • SWIM CENTRAL used for competitors • Additional swim competitor sign in sheets given to team managers and given back to COVID safety coordinator at end of meet to amend any absent swimmers.
12. Aquatic Centre Specific – Kiosk <ul style="list-style-type: none"> • Food businesses need to comply with the COVID requirements for food businesses i.e. COVID Safe checklist. • Reduce the number of tables/chairs provided in food and beverage service areas and adjust the configuration • Mark entry and exit area to ensure physical distancing in all queue areas, including ordering and food collection areas • Ensure staff separation in kitchen and kiosk areas, with marking if practical • Ensure Staff sanitise hands after each customer contact (actual physical contact, e.g. money exchange) • Modify seating arrangements to meet the maximum group size requirement and physical distancing requirement • Post informational signage -Update signage in kiosk and retail areas reinforcing risk –minimising behaviour for customers • Increased monitoring of hygiene effectiveness • Discontinuing operations that require customers to use common utensils or dispensers (e.g. lids and sugars for hotbeverages). • Clean the inside and the outside of appliances. Pay attention to buttons and handles where cross-contamination to hands can occur. • Frequently disinfect surfaces repeatedly touched by employees or customers. 	✓	<ul style="list-style-type: none"> • COVID Safe Dining and Drinking checklist completed • Seating removed from BBQ and kiosk areas, food/drink to be takeaway and consumed in designated seating area • Cashless payment at kiosk and exact change BBQ items so no handling of change by volunteers • Cleaning of kiosk and BBQ areas by club volunteers minimum hourly • Staff member to distribute sauces etc. to reduce contact by customers

CHECKLIST ITEM	<input checked="" type="checkbox"/>	Notes
13. Aquatic Centre Specific – Toilet Areas <ul style="list-style-type: none"> Introduce a maximum capacity for toilet areas based on the available space Increase systematic and deep clean cleaning regime associated with all toilet areas available at the facility Introduce/increase the provision of soap dispenser equipment in toilet areas and ensure these are topped up regularly Use of lockers, ensure safe distancing by staggering the arrangement of available lockers and leaving others closed/locked and ensure this high-touch area is suitably disinfected frequently. 	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Facility Manager responsible for min hourly cleaning of toilets Capacity limits in place for toilets Toilets checked at regular intervals Lockers not open during club events
14. Aquatic Centre Specific – Pools General <ul style="list-style-type: none"> Detail and communicate the number of patrons allowed in a pool space and enforce the provisions Introduce pre-usage bookings to support the management of pool/ water space capacities Reduce/remove seating from poolside to reduce the number of people unnecessarily on poolside and encourage physical distancing Reduce the number of spectators able to attend to watch participants in swimming lesson/aquatic activities Remove access to play equipment (i.e. noodles, inflatable toys etc.) Introduce and maintain a targeted cleaning regime on high touch items such as ramp, stair and step handrails Adjust lane allocations were necessary to increase the spread of lap lane swimmers and reduce lane capacities Proactively discourage on-deck time for pool users before/after they have completed their intended activity Proactively discourage lap swimmers from gathering at the end of lanes for extended periods Increase the provision of reach and throw rescue equipment for Pool Lifeguards 	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Facility limits calculated and included on site map Capacity monitored through ticketing and pre-attendance register No play equipment available during club events and facility management completing cleaning min hourly Volunteers allocated to ensure appropriate flow on pool deck Cleaning to be completed as required by facility management
15. Aquatic Centre Specific – Plant Operations <ul style="list-style-type: none"> Ensure all pools are sanitised in accordance with QLD Health Water Quality Guidelines for public aquatic facilities - December 2019. Ensure chemicals are appropriately stocked to allow for additional start up usage and possible delays in delivery of stock. Ensure appropriate inspections are carried out on circulation pumps, strainers, dosing pumps, injection points, water chemistry controllers, heaters and all other plant room equipment for condition and confirm operation. Ensure that your plant room is started and running in line with pool cleaners & pool filters site specific operations manual. 	N/A	Completed by facility management

Name of person(s) conducting business or undertaking as defined in the Work Health & Safety Act 2011: Signature & date:	 Lara Croft, President Example SC 8/10/2020
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EXAMPLE SC: INTERCLUB CLOSED EVENT WITH SPECTATORS. EXPANDED FIELD OF PLAY TO ACCOMMODATE ACTIVE PARTICIPANT (AP) ONLY SITTING AREAS

- ▶ Total capacity is 357 people including swimmers, spectators and officials. 252 Active Participants and 105 Spectators.
- ▶ Transient areas such as the pool, kiosk, BBQ Area, toilets and self marshalling do NOT contribute to capacity.
- ▶ Where possible flow has been made one way with separate entrance and exit.
- ▶ Field of Play has been extended to encompass Southern side of pool. Club groups are separated by 1.5m buffer zones. Active Participants must NOT enter spectator seating areas and vice-versa.
- ▶ Amenities are not in Field of Play, therefore used as shared space as per capacity limits stated and physical distancing in place.



Statement of Compliance

This site is operating in compliance
with the Public Health Directions

Restrictions on Businesses, Activities and
Undertakings Direction

A copy of the COVID Safe Industry Plan may be found at
www.covid19.qld.gov.au/government-actions/covid-safe-businesses

- This is a COVID Safe site.
- Contact details are required for tracing purposes upon entry.*
- Practice physical distancing.
- Wash your hands regularly.
- Follow the rules and keep us all safe.

Signed by:

A handwritten signature in black ink that reads 'Lara Croft'.

(Authorised business representative)

Date: 8/10/2020

Lara Croft – President Example SC

* This does not apply to deliveries, patrons purchasing items over the counter or takeaway.