



# Club Event Guidelines



## Swimming Queensland (SQ) COVID-19 Club Event Guidelines

### PURPOSE

The purpose of this guide is to provide recommendations to assist SQ Clubs and Regions in the planning and delivery of **Club Events** in a COVID-Safe environment.



**Club Events:** are activities including but not limited to, training, combined training, club nights, time trials, dual meets, development, transition and preparation meets, presentation days and championships.

### IMPORTANT NOTES

All Club Events are permissible when they comply with the approved [Swimming Pool & Aquatic Centre Industry COVID-Safe Plan](#).



You will need to **notify Queensland Health a minimum of 10 business days in advance** if planning an:

- ▶ **Indoor** event with more than **500** Attendees
- ▶ **Outdoor** event with more than **1,000** Attendees



**Attendees:** includes all swimmers, coaches, club managers, officials, volunteers, event staff, sports medicine personnel, parents, care givers, visitors and spectators.

Clubs and Regions should also review and consider key public health principles and event-specific public health strategies set out in [Industry Framework for Events](#) as well as stay abreast of the current [Health Directive](#) in place at any given time for business, activities and undertakings.

This guide captures the key details from the above-mentioned documents to ensure our Clubs and Regions have all the required information to plan and run their events in a COVID-Safe environment.

### WE ARE ALL RESPONSIBLE TO HELP KEEP SWIMMING COVID-SAFE

#### CLUBS, REGIONS & EVENT ORGANISERS

- ▶ You have **primary responsibility** for staging COVID-Safe events
- ▶ Comply with and follow the approved **COVID-Safe Plan**
- ▶ Understand **capacity limits**
- ▶ Complete the **Checklist** and **Statement of Compliance**
- ▶ Capture & keep records for **contact tracing**
- ▶ Consider implementing additional **event safety measures** recommended by SQ

#### VENUE OWNERS / OPERATORS

- ▶ You must ensure that public health measures applicable to your venue are **understood & implemented** by event organisers
- ▶ Be aware of any **venue specific** requirements
- ▶ Work **collaboratively** with event organisers on planning and completing the Checklist

#### ATTENDEES

- ▶ **Comply** with all safety measures provided by club, region or event organiser
- ▶ **Stay home** if unwell or required to self-isolate
- ▶ Avoid unnecessary socialising and practice **physical distancing** and **good hygiene**
- ▶ **Drop & Go** where possible
- ▶ Provide your details for **contact tracing**

**EVERYONE** must read, understand and agree to comply with the **COVID-19 Terms & Conditions** as well as any specific **Information for Attendees** prior to nominating for and/or attending an event. You can find these documents & other useful resources on the [COVID-19 Advice page of the SQ website](#).



Routine inspections of events may be conducted, with Queensland Health & Queensland Police Service able to issue on-the-spot infringements for individuals and organisations for non-compliance. Current fines are \$1,334.50 (individuals) and \$6,672.50 (organisations).

## APPROVED INDUSTRY COVID-SAFE PLANS

SQ Clubs and Regions must have and maintain a **COVID-Safe Plan** that complies with the approved Swimming Pool & Aquatic Centre Industry COVID-Safe Plan in order for Club Events to be conducted.



At a minimum, your **COVID-Safe Plan** includes completion of the **Checklist** and **Statement of Compliance**.  
Appendix 2 contains an example COVID-Safe Plan.

All Club Events will be reliant on the venue owner/operator being consulted and approving the use for your event.



SQ recommends that event organisers (clubs/regions) and venue owners/operators **work collaboratively** to ensure the completion of the Checklist and safe delivery of all standard club activity.

While there will be aspects of the Checklist that are not relevant to the club/region or specific event in question, it must be completed. This means some items will be marked as 'not applicable' or potentially marked as 'venue responsibility'.



**COVID-Safe Plans** (Checklist, Event Site Map etc) **must be retained** and made available if requested by relevant authorities including Local Council, Queensland Police Service and Queensland Health. The **Statement of Compliance** must be printed, signed and **publicly displayed**.

The principles of focus for Club Events include:

- ▶ Health, Safety & Education
- ▶ Facility Capacity
- ▶ Facility Communal Areas
- ▶ Physical Distancing & Field of Play
- ▶ Contact Tracing & Group Management
- ▶ Event Site Map
- ▶ Limiting Spectators
- ▶ Closed Events

### HEALTH, SAFETY & EDUCATION

Health and safety are the number one priority.

Implementation of strict hygiene and sanitisation measures are essential, particularly at all entry and exit points, communal and shared facilities and for shared equipment.

Swimmers, coaches, officials, volunteers, parents, care givers and visitors must be educated on the details and requirements of the plan. A good way to do this is by email communication, social media, announcements, newsletters, signage, posters, use of physical barriers and markings to guide distance and movement.

Key committee members and volunteers involved in the planning and delivery of a COVID-Safe event should consider completing free online training such as <https://www.aqia.org.au/covidsafety/>.



**Signage & Visual Cues:** Where possible, all COVID-Safe measures are to be explained clearly through visual cues and signage. SQ has developed **COVID-Safe Event Signage & Other Useful Resources** that you will find on the COVID-19 Advice page of the SQ website.

## FACILITY CAPACITY

Event organisers should determine the **Total Capacity** and the number of people allowed within each **Discrete Space** of the site at any given time.



**Total Capacity:** is the total number of people the event can cater for.

**Discrete Space:** is a demarcated room or area within the site, in which a set number of people can be managed.

**Non-Useable Spaces:** are spaces taken up by plant equipment, storage containers, other impenetrable structures and areas of the venue not available to be used during the event.

**Useable Area:** are areas of the venue that are available to be used during the event.

In determining the Total Capacity, consideration must be given to the capacity of the areas Attendees will be seated during the event. Even though Attendees may need to move around to utilise shared facilities (bathrooms, changerooms, canteen, etc.) there needs to be enough space to cater for the times all Attendees are seated during the event.



Calculating **Total Capacity:**

1. Calculate the size of the **Entire Site** in square metres (m<sup>2</sup>)
2. Calculate the size of the **Non-Useable Spaces** within the Entire Site in m<sup>2</sup>
3. Calculate the **Useable Area = Entire Site m<sup>2</sup> minus Non-Usable Spaces m<sup>2</sup>**
4. **Total Capacity** of the event will be:
  - For **Indoor** venues or spaces **less than 200m<sup>2</sup> = Useable Area divide by 2** (up to a total of 50 people)
  - For **Indoor** venues or spaces **more than 200m<sup>2</sup> = Useable Area divide by 4**
  - For **Outdoor** venues or spaces = **Useable Area divide by 2**



Calculating capacity of a **Discrete Space:**

1. Calculate the size of the **Discrete Space** in square metres (m<sup>2</sup>)
2. Calculate the size of **Non-Useable spaces** within the Discrete Space in m<sup>2</sup>
3. Calculate the **Useable Area = Discrete Space m<sup>2</sup> minus Non-Usable Spaces m<sup>2</sup>**
4. Capacity of a **Discrete Space** will be:
  - **Indoor** venues or spaces **less than 200m<sup>2</sup> = Useable Area divide by 2** (up to a total of 50 people)
  - **Indoor** venues or spaces **more than 200m<sup>2</sup> = Useable Area divide by 4**
  - **Outdoor** venues or spaces = **Useable Area divide by 2**



When adhering to these capacity requirements, the number of people must include **ALL** Attendees and any other persons on site. Children accompanying parents as spectators must be included, as well as any person attending the event.

## FACILITY COMMUNAL AREAS

All elements of facilities may be used in line with the relevant health guidelines and directives; this includes change rooms, bathrooms and canteens.

Managing the use of these facilities must include consideration of cleaning/sanitisation requirements and flow of people within venues. Cleaning measures are to be consistent with Work Health and Safety's [COVID-19: Guide to Keeping your workplace safe, clean and healthy](#).

The consumption of food and drink is permissible through canteens, kiosks, BBQs and the like so long as the event organisers complete the [COVID-19 Checklist: Dining and Drinking](#). This dining and drinking checklist outlines the steps and requirements to comply with the restrictions in place. Note, there is no requirement to submit this dining and drinking checklist to any authority for approval.

Physical distancing requirements still apply to all shared facilities regarding queueing and adhering to their relevant capacity limits. Clear communication to Attendees around their movement in and around the event will help mitigate and manage risk of co-mingling.

## FIELD OF PLAY & PHYSICAL DISTANCING



**Field of Play:** is defined as the pitch, court, field, pool or other facility that the sport, recreation or fitness activity is generally conducted on.

The Field of Play **can be extended** to include all areas required for use by **Active Participants** for the purpose of competing. This includes warm up, warm down, change rooms, marshalling areas, areas for waiting between races etc.



**Active Participants:** include all swimmers, coaches, club managers, officials, volunteers, and event staff, required for the safe and effective running of the competition in the Field of Play.

The extension of the Field of Play is only permitted if these areas are **clearly defined** with:

- **no mixing of teams** (i.e. club groups are allocated to designated areas); and
- **no other persons allowed** (e.g. spectators) in the areas used by Active Participants.

This means, all Active Participants **must remain in their designated area** for the entirety of the event. This includes a swimmer who may have finished their races for the day; they are **not permitted** to then relocate to the spectator section for the remainder of the event.

Physical distancing **does not apply on the Field of Play** (i.e. in the pool) but **should be observed to the extent possible in all other areas**, including the extended Field of Play (i.e. warm up, warm down, change rooms, marshalling areas etc.).

## CONTACT TRACING & GROUP MANAGEMENT

An accurate record of **Contact Details** must be kept of who is where and when in a venue, to allow for targeted contract tracing and lessen the numbers impacted if a positive COVID case presents.



**Contact Details** must include:

- |  |  |
|--|--|
| ▶ Full <b>name</b>                       | ▶ Date and <b>time of entry</b>                        |
| ▶ Email <b>address</b> (or home address) | ▶ <b>Exit time</b> or estimated period, where feasible |
| ▶ Contact <b>phone</b> number            |  |



Contact Details of all Attendees must be recorded and retained for **at least 56 days**.

If requested, an accurate record of Contact Details **must be provided** to public health officers within the stated time. This information should be **readily available** to ensure you can fulfil this request.

SQ have a subscription to EVA Check-in, a paid service, for secure, contact-less contact tracing of event Attendees. We will also allow Affiliated Clubs and Regions to utilise EVA Check-in through our subscription upon receipt of their Statement of Compliance. [Please email us](#) for further information about this.

Alternatively, online registration forms such as JotForm and Google Forms, as well as manual forms, are an option for smaller events so long as consideration is given to the management of queues as Attendees arrive.

Whilst physical distancing is not required in the pool, **Group Management** is.



**Group Management:** is the appropriate separation of participation groups to ensure there is limited co-mingling (e.g. splitting an event into age groups or distinct sessions).

For events such as training, this could be through lane allocation of different squad groups. For competitions, Group Management can be achieved by allocating club groups to specific areas of the venue to be used for the duration of the event.



Failure to keep an accurate record of Contact Details, or inadequate Group Management, will result in ALL Attendees at your event having to undergo isolation for 14 days if a positive COVID case presents. Infringement notices and significant fines may also be levied against individuals and organisations for non-compliance.

## EVENT SITE MAP

You are required to develop a site map for your event so that all Attendees are aware of access points, designated areas and flow arrangements. This site map forms a part of your COVID-Safe Plan. You should be able to contact the venue owner/operator for assistance with this.

The site map must be distributed to all Attendees prior to the event as a way of communicating the arrangements in place - particularly if it is different to previous events.

Important details on the map to consider include:

- ▶ Event **boundaries** if applicable
- ▶ Maximum number of people permitted on the site: **Total Capacity**
- ▶ Maximum number of people permitted in each **Discrete Space**
- ▶ Location of **hand washing stations** (alcohol-based hand rub stations and cleaning stations)
- ▶ Expected **queueing locations** (e.g., at entrances, bathrooms, food outlets)
- ▶ Location of **staff/volunteers** monitoring behavior to ensure physical distancing is maintained
- ▶ Arrows showing access and **flow management**
- ▶ **First aid** posts and discrete isolation areas

## LIMITING SPECTATORS

At all times, consider the health and safety of your members and the public at large. Whilst it is great that events have resumed, it is still recommended to **limit wherever possible** the total number of people required to gather.

Where possible and practicable, it is recommended that you limit the parent/guardian attending to one per family group.



Remember, the total number of spectators allowed will be determined by:

- ▶ Total Capacity of your venue
- ▶ capacity of the area/s Attendees will be seated during the event
- ▶ if extending the Field of Play, the ability to separate spectators from Active Participants

## CLOSED EVENTS

To assist with compliance and management of COVID requirements, we strongly advise running a **Closed Event** with self-marshalling.



**Closed Event:** means the total number of Attendees is known via a pre-registration process. This way, it is known who to admit through the entry point; and designated areas have been allocated in order to comply with the physical distancing and Group Management requirements.

If the Total Capacity is such that spectators can attend, consider employing a ticketing system for registration. Such systems are free for free events: [www.ticketbooth.com.au](http://www.ticketbooth.com.au), [www.trybooking.com](http://www.trybooking.com), [www.eventbrite.com.au](http://www.eventbrite.com.au).

Where the **Total Capacity is limited**, an event with no spectators works best. Event organisers can implement a pre-allocation to clubs based on athlete numbers for adult Attendees (parents, guardians or care givers). These adult Attendees would fill the role of Club Manager to help supervise and support the athletes during the event, or attend in a volunteer capacity to help with the general running of the event (i.e. timekeeper, etc.).

This role can be split across sessions/days of your event to share between parents, so long as Contact Details are captured for Contact Tracing. Remember that when splitting a session or day, the adult who has been located in the Active Participant area is **not permitted** to then go and sit in the spectator area.

Depending on the Total Capacity of the venue and ability to cater for required numbers, a ratio may be used to ensure equal passes are available to each club attending the event. You may offer these for no fee, or at a cost similar to what a spectator would otherwise pay. The table below offers example ratios, noting that you may need to adjust in order to adhere to your specific capacity limits:

Swimmers In Individual Events	Coach Passes	Team Manager Passes
1 to 5	1	3
6 to 10	1	4
11 to 20	2	5
21 to 30	2	6
31 to 40	3	7
41 to 50	3	8
51 to 60	3	9
61 or more	3	10

## WHO NEEDS COPIES OF OUR COVID-SAFE PLAN & DOCUMENTS?

It is recommended that you keep a hard copy of your COVID-Safe Plan in a folder that is easily accessible.

SQ **does** require a copy of your **Statement of Compliance** so we can confirm that the appropriate COVID-Safe measures have been considered and applied. SQ **does not** require copies of other parts of your COVID-Safe Plan (Checklist, Contact Details, Event Site Map etc.).

The venue owner/operator **may** request to see your COVID-Safe Plan (Statement of Compliance, Checklist, Contact Details, Event Site Map etc.) or for you to demonstrate how you are complying with the Industry Plan. You will need to confirm this with your venue.



**COVID-Safe Plans** (Checklist, Event Site Map etc.) **must be retained** and made available if requested by relevant authorities including Local Council, Queensland Police Service and Queensland Health. The **Statement of Compliance** must be printed, signed and **publicly displayed**.

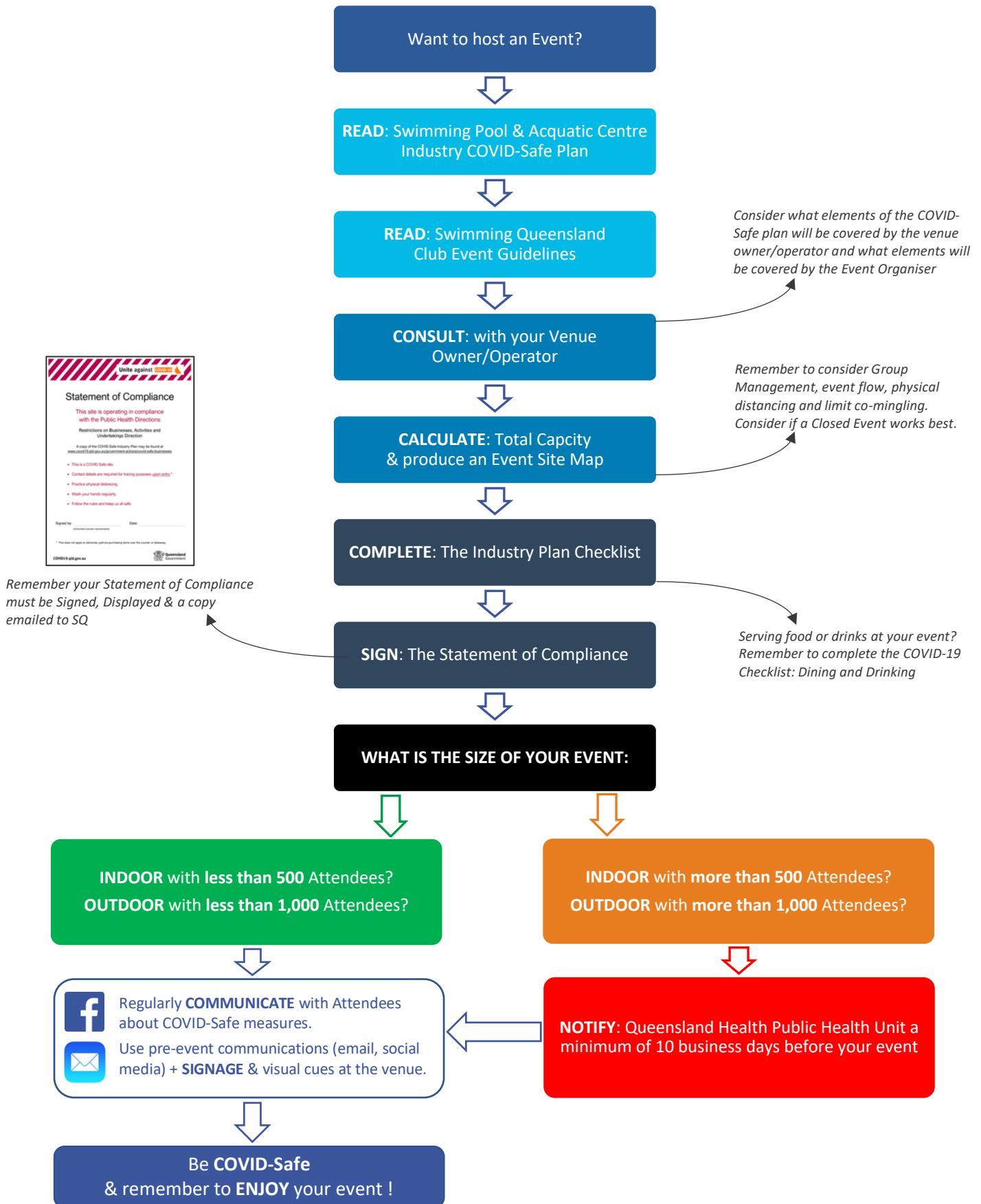


### Still Got Questions?

SQ is happy to assist and answer questions Clubs and Regions may have about COVID-Safe Plans, Checklists or any other COVID related compliance issue. [Please email us](#) for assistance.

You can access all current **COVID-Safe Resources** on the [COVID-19 Advice](#) page of the SQ website.

# Appendix 1: How to Stage a COVID-Safe Event





## Appendix 2: Example Completed Industry Plan

The following pages contain an **Example Completed COVID-Safe Plan** that includes:

- ▶ Swimming Pool & Aquatic Centre Industry Plan Checklist
- ▶ Event Site Map
- ▶ Statement of Compliance

## 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	☑	Notes
<p><b>Amended Checklist items</b></p> <ul style="list-style-type: none"> <li>• Indoor pools and areas:                             <ul style="list-style-type: none"> <li>– Indoor pools and areas less than 200 square metres: capacity limited to a maximum of 1 person per 2 square metres</li> <li>– Indoor pools and areas more than 200 square metres: capacity limited to a maximum of 1 person per 4 square metres</li> </ul> </li> <li>• Outdoor pools and areas: capacity to be based on physical distancing requirement.</li> <li>• Group Management in place for venue capacity limits and physical distancing between groups observed.</li> </ul>	✓	<ul style="list-style-type: none"> <li>• Outdoor facility</li> <li>• Capacity map attached</li> <li>• Group Management &amp; physical distancing to be applied</li> <li>• Capacity limit managed through ticketing and pre-attendance register</li> </ul>
<p><b>New to Stage 3 Checklist items</b></p> <p><i>Multiple Groups</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Change rooms - for communal change room areas and showers available at the facility, conduct cleaning regime as per <a href="#">Work Health and Safety during COVID-19: Guide to keeping your workplace safe, clean and healthy</a>.</li> </ul> <p><i>Field of Play</i></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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”.</li> <li>• 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"> <li>- There are no mixing of teams</li> <li>- There are no other persons (e.g. spectators) allowed in with active participants.</li> </ul> </li> <li>• Notice to all patrons, contractor or staff to not enter the venue if they:                             <ul style="list-style-type: none"> <li>- Are unwell</li> <li>- Have been in close contact with a known active case of COVID-19</li> <li>- Have COVID-19 symptoms</li> </ul> </li> </ul>	✓	<ul style="list-style-type: none"> <li>• Site map attached and communicated to attendees prior to event</li> <li>• Facility Manager to clean before and after event and conduct minimum hourly cleaning regime on high touch points</li> <li>• Field of play defined on map</li> <li>• Extension of Field of Play to include active participant seating with no team mixing</li> <li>• Self-Marshalling to be used</li> <li>• Barriers and staff in place to prevent spectators accessing field of play</li> <li>• Group management considered, venue limit managed through ticketing</li> </ul>

CHECKLIST ITEM	☑	Notes
<p>- Have travelled overseas in the previous 14 days</p> <p>- Have been to a declared COVID-19 hotspot in the previous 14 days</p> <p>The list of declared COVID-19 hotspots may be found at <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19</a>.</p> <p>Conditions of entry signage may be displayed</p> <p><b>Aquatic Specific - In venue competition</b></p> <p><b>Venue Capacity</b></p> <ul style="list-style-type: none"> <li>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</li> <li>Group management is in place. In the case of multiple groups, the venue capacity limits and physical distancing between groups.</li> </ul> <p><b>Co-mingling reduction/avoidance measures</b></p> <ul style="list-style-type: none"> <li>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 &amp; spectators and clearly displayed throughout the venue during the event.</li> <li>Review process and where practical implement self-marshalling/team self-management for the competition</li> </ul> <p><b>Contact Details must be recorded as outlined above</b></p> <ul style="list-style-type: none"> <li>All attendees and staff contact details must be recorded and be retained for at least 56 days.</li> <li>Contact details include: Full name, email address, contact phone number, date and time of entry and exit time or estimated period, where feasible.</li> <li>If requested, this information <b>must</b> be provided to public health officers within the stated time. The information should be readily available to ensure your business can fulfil this request.</li> </ul>	<p>✓</p>	<ul style="list-style-type: none"> <li>Signage on entrance and communication to attendees prior to event not to attend if symptoms etc.</li> <li>Site map attached with designated capacity per group areas</li> <li>Site maps distributed prior &amp; displayed during event</li> <li>Self-marshalling practice employed</li> <li>Staff attendance recorded by facility manager</li> <li>Competitors recorded via Swim Central and program</li> <li>EVA Check-in App to be used to contact trace other attendees</li> <li>Volunteer attendance recorded by EVA app and roster</li> <li>Manual sign in sheet available for people unable to use QR code.</li> </ul>

## 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	☑	Notes
<p><b>1. Check your business can reopen</b></p> <ul style="list-style-type: none"> <li>• Check the Queensland Government’s COVID-19 website at <a href="http://www.covid19.qld.gov.au">www.covid19.qld.gov.au</a> to confirm you can reopen your business and whether any specific restrictions apply.</li> <li>• 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.</li> </ul>	✓	<ul style="list-style-type: none"> <li>• Able to conduct event under industry plan</li> <li>• Consulted with facility manager</li> </ul>
<p><b>2. Ensuring a Safe and Healthy Workplace</b> - to properly manage exposure to risks related to COVID-19, employers must:</p> <ul style="list-style-type: none"> <li>• Identify workplace hazards (such as potential for transmission on the worksite or hazards resulting from a worker who tests positive for COVID-19 infection)</li> <li>• Determine who might be harmed, and how (including workers and any other individuals in the workplace)</li> <li>• Decide on control measures (including ways to prevent the spread of infection) put controls in place and review the controls regularly.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Minimise the number of workers attending to deliveries and contractors as much as possible.</li> <li>• 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.</li> <li>• Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries.</li> <li>• 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.</li> <li>• Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered.</li> </ul>	✓	<ul style="list-style-type: none"> <li>• Facility manager has facility open under Industry Plan</li> <li>• Met with Facility Manager to review their arrangements in respect to their workers and procedures in place</li> <li>• Considered interaction points between event and facility workers</li> <li>• All volunteers and club committee members have completed free COVID training program <a href="https://www.aqia.org.au/covid-safe/">https://www.aqia.org.au/covid-safe/</a></li> <li>• Handwashing facilities available and hand sanitiser stations at locations indicated on venue map attached.</li> </ul>
<p><b>3. Wellbeing of workers</b></p>		

CHECKLIST ITEM	☑	Notes
<ul style="list-style-type: none"> <li>• Direct workers to stay at home if they are sick, and to go home immediately if they become unwell.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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,</li> <li>• limit the number of people in an enclosed area to one person per 4 metre square (for example, in reception or in lunchrooms)</li> <li>• Implement processes so the front of house workers can collect food without needing to go into food preparation areas.</li> <li>• Postpone or cancel non-essential face-to-face gatherings, meetings and training and use video conferencing where practicable.</li> <li>• 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.</li> <li>• Ensure any psychosocial risks are managed with processes implemented to manage stress from COVID-19 as outlined in the <a href="#">Workplace Health and Safety Queensland guide</a>. Put signs and posters up to remind workers and others of the risk of COVID-19.</li> </ul>	<p>✓</p>	<ul style="list-style-type: none"> <li>• All attendees advised not to attend/ leave if COVID 19 symptoms present.</li> <li>• Volunteer in BBQ area and kiosk are to be spaced apart and PPE is available</li> <li>• Longer warm up time and multiple entry staff to reduce queuing at entrance. Queues marked to ensure physical distancing applied.</li> </ul>
<p><b>4. Physical distancing</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Set up separate exit and entry points and/or clear signage on traffic flow for entering and exiting to minimise contact of patrons.</li> <li>• Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.</li> <li>• 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.</li> <li>• Remove waiting area seating or space seating at least 1.5 metres apart.</li> <li>• Provide contactless payments or ordering and payment online or through ordering apps.</li> <li>• In reception areas set up different areas for ordering and collection, and where practical, separate entry and exit paths.</li> </ul>	<p>✓</p>	<ul style="list-style-type: none"> <li>• Signage displayed onsite as described</li> <li>• Separate entry &amp; exit paths and flow within facility marked and demonstrated on maps</li> <li>• Seating removed from around kiosk and BBQ areas with queue in and queue out marked</li> <li>• Contactless payments implemented.</li> <li>• Physical distancing provisions will be maintained through announcements, markings and volunteers</li> </ul>
<p><b>Record keeping</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>✓</p>	<ul style="list-style-type: none"> <li>• Contact tracing through EVA App and manual logs to be kept for required period.</li> </ul>


CHECKLIST ITEM	☑	Notes
<ul style="list-style-type: none"> <li>Contact details include: Full name, email address, contact phone number, date and time of entry and exit time or estimated period, where feasible.</li> <li>Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely</li> </ul>		
<p><b>5. Hygiene and cleaning</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ul>	✓	<ul style="list-style-type: none"> <li>Instructions provided and signage to be placed near hand sanitiser stations and hand washing facilities</li> <li>Facility clean-down before and after use. High touch areas cleaned minimum hourly by facility management.</li> <li>Starting blocks sanitised at end of each session (approx. 45mins)</li> <li>Bacterial wipes provided for timing equipment when changeover occurs</li> <li>Bacterial wipes provided for starter and officials where required</li> <li>Club volunteers responsible for cleaning BBQ and Kiosk areas minimum hourly</li> <li>All Swimmers advised to bring their own equipment.</li> </ul>
<p><b>6. Deliveries, contractors, and visitors attending the premises</b></p> <ul style="list-style-type: none"> <li>Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with workers.</li> <li>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.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>Facility management requirement</li> <li>No deliveries specifically for event</li> </ul>

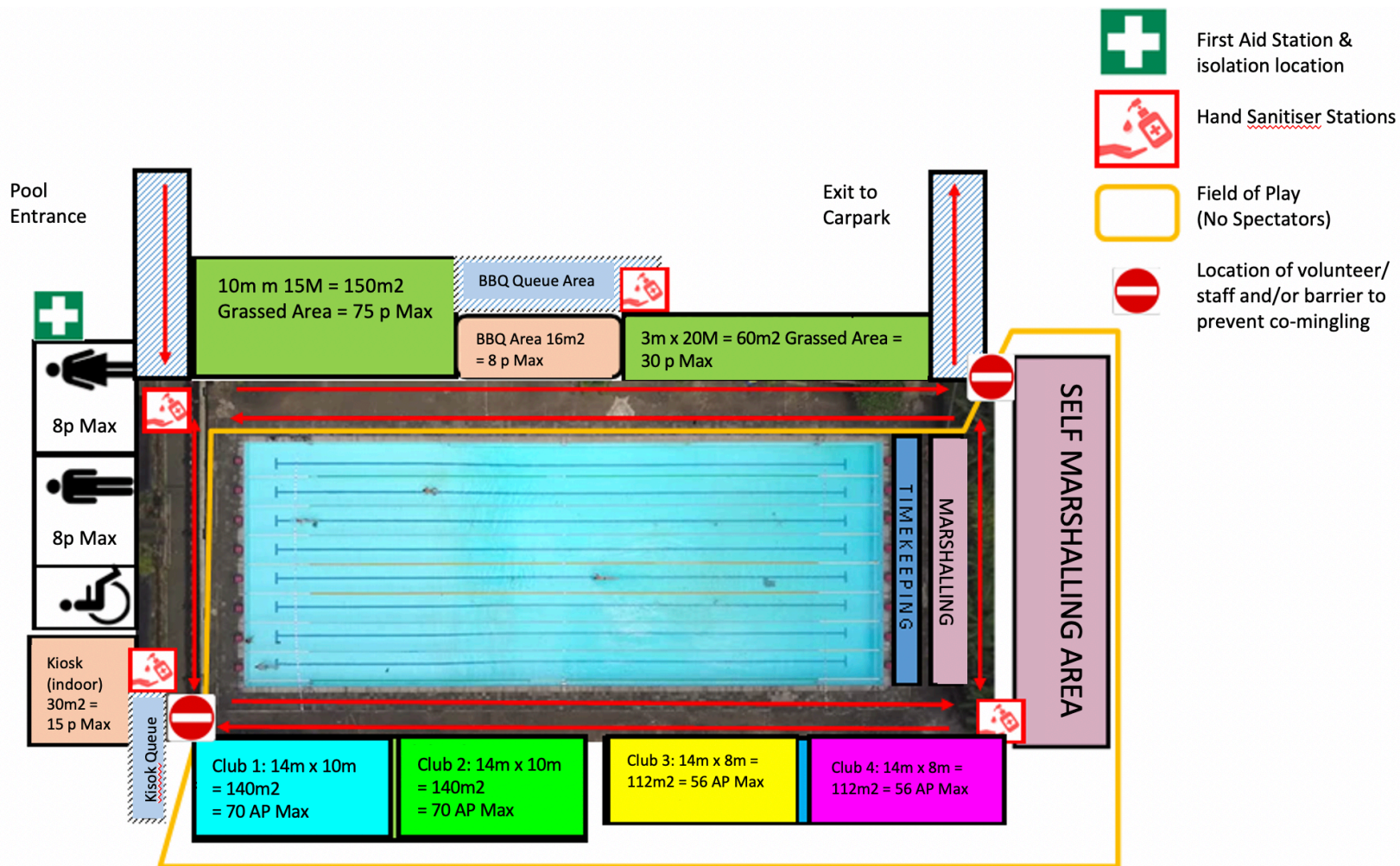
CHECKLIST ITEM	☑	Notes
<p><b>7. In the Case of a confirmed/probable case of COVID-19 Infection</b></p> <ul style="list-style-type: none"> <li>• If there is a confirmed or probable case of COVID-19 infection at a workplace, Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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</li> <li>• 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 <a href="#">Queensland Health</a>.</li> </ul>	<p>✓</p>	<ul style="list-style-type: none"> <li>• Notification to be done</li> <li>• Requirements discussed with Facility Manager who will be responsible for cleaning as required</li> <li>• Contact tracing records kept</li> <li>• Staff and volunteers advised of hygiene protocols.</li> </ul>
<p><b>8. Review and monitor</b></p> <ul style="list-style-type: none"> <li>• Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.</li> <li>• This checklist is a key part of your COVID Plan as outlined on the WorkSafe website.</li> <li>• Publicly display this signed checklist as evidence that you are a COVID Safe business.</li> <li>• 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.</li> <li>• Keep up to date and find additional guidance at <a href="http://www.covid19.qld.gov.au">www.covid19.qld.gov.au</a> &amp; <a href="http://www.worksafe.qld.gov.au">www.worksafe.qld.gov.au</a></li> <li>• Employees with a general work-related complaint can call WHS Queensland on 1300 362 128 or their union.</li> <li>• Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018 or their industry association.</li> <li>• Customers who have concerns about whether a business is complying with this checklist can call 134COVID (13 42 68).</li> </ul>	<p>✓</p>	<ul style="list-style-type: none"> <li>• Club committee to regularly review QH information</li> <li>• Safety Plan and information to Participants reviewed regularly and amended implemented as conditions change</li> <li>• Checklist, Statement of Compliance and venue maps kept onsite</li> <li>• Facility Manager requirements discussed.</li> </ul>
<p><b>10. Aquatic Centre Specific - General</b></p> <ul style="list-style-type: none"> <li>• Provision of appropriate sanitization/disinfection stations in selected/targeted areas throughout the facility</li> <li>• Adherence to Government specified physical distancing provisions during all activities in all areas</li> <li>• Provision of clear and consistent signage/information through the facility, particularly at entry points</li> <li>• Use of personal protective equipment (PPE) in line with Safe Work Australia and GSPO recommendations</li> <li>• Ensure Staff have appropriate PPE to manage aquatic rescue and routine first aid situations</li> <li>• Adjustments to emergency response (i.e. CPR) to enable the safe implementation if required (See latest GSPO Guidelines)</li> </ul>	<p>✓</p>	<ul style="list-style-type: none"> <li>• Sanitising stations will be provided during the meet as outlined on map</li> <li>• Signage distributed throughout facility and entry points</li> <li>• Facility Manager provides First Aid &amp; PPE to staff as required.</li> <li>• Club to provide PPE available to volunteers.</li> </ul>

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



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

<p>Name of person(s) conducting business or undertaking as defined in the Work Health &amp; Safety Act 2011: Signature &amp; date:</p>	 <p>Lara Croft, President Example SC 8/10/2020</p>
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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](http://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.