

COVID-19 SAFETY PLAN

HEIDELBERG UNITED FC

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Version 2

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1. Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by **Heidelberg United Football Club (HUFC)** to support its members and participants in the staged resumption of community sport and club activities.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community. The Plan provides the framework to govern the general operation of the **HUFC**, any facilities it controls, the playing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at **HUFC** facilities.

This Plan includes, but is not limited to, the conduct of:

- a. staged training and competition activities (sport operations); and
- b. facility management and supporting operations (facility operations).

At all times the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

2. Key Principles

This Plan is based on, and accepts, the AIS Framework for Rebooting Sport in a COVID-19 Environment (AIS Framework), the National Principles for the Resumption of Sport and Recreation Activities (National Principles), the Football Victoria Return to Play/Training Guidelines (**FV Guidelines**) and the Victorian Government Coronavirus Guidelines, specifically the COVIDSafe Plan and COVIDSafe Workplace templates (**VicGov Guidelines**).

The Plan also accepts as key principles that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on **HUFC**'s return to sport plans;
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- Training cannot resume until the arrangements for sport operations and facility operations are finalised and approved, if necessary; and
- At every stage of the return to sport process **HUFC** must consider and apply all applicable State and Territory Government and local restrictions and regulations. **HUFC** needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

3. Responsibilities under this Plan

HUFC retains the overall responsibility for the effective management and implementation of the return to sport activities and operations outlined in this Plan.

The following person has been nominated as the **HUFC** COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

Name	Helen Tyrikos
Contact Email	helen@hufc.com.au
Contact Number	0416 339 504

HUFC expects all members, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by **HUFC**;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

4. Return to Sport Arrangements

As at the date of this Plan, participants will be training again at Level B stage 2 of the AIS Framework. The Plan outlines specific sport requirements that **HUFC** will implement for Level B and Level C of the AIS Framework.

HUFC will transition to the training activity and facility use as outlined in Level B of the AIS Framework and the training/competition activities and facility use outlined in Level C of the AIS Framework when permitted under local restrictions and regulations.

4.1 AIS Framework Arrangements

The protocols for conducting sport operations and facility operations under Level B and Level C of the AIS Framework are set out in the Appendix.

4.2 Roadmap to a COVIDSafe Australia

HUFC will also comply with the Australian government's [Roadmap to a COVIDSafe Australia](#), which places limits on the type of activity that can be conducted and the number of people who can gather at facilities, notwithstanding the activities permitted by the AIS Framework (see below).

AIS Activities	Level A: Training in no more than pairs. Physical distancing required.	Level B: Indoor/outdoor activity. Training in small groups up to 10. Physical distancing required.		Level C: Full sporting activity (training and competition) allowed. No restriction on numbers. Contact allowed.	
Roadmap Activities	N/A	Step 1: No indoor activity. Outdoor sport (up to 10 people) consistent with AIS Framework.	Step 2: Indoor/outdoor sport up to 20 people. Physical distancing (density 4m ²).	Step 3: Venues allowed to operate with up to 100 people with physical distancing. Community sport expansion to be considered consistent with AIS Framework.	Further steps TBC

5. Recovery

When public health officials determine that the outbreak has ended in the local community, HUFC will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. HUFC will also consider which protocols can remain to optimise good public and participant health.

At this time the Board of HUFC will consult with key stakeholders to review its return to sport arrangements and use feedback to improve organisational plans and systems.

Appendix: Outline of Return to Sport Arrangements

Part 1 – Sport Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
Approvals	<p>HUFC will obtain the following approvals to allow a return to training at Level B:</p> <ul style="list-style-type: none"> • State/Territory Government approval of the resumption of community sport. • Relaxation of public gathering restrictions to enable training to occur. • Local government/venue owner approval to training at venue, if required. • National/state sporting body/local association approval of return to training for community sport. • Club committee has approved return to training for club. • Insurance arrangements confirmed to cover training. 	<p>HUFC will obtain the following approvals to allow a return to training/competition at Level C:</p> <ul style="list-style-type: none"> • Relaxation of public gathering restrictions to enable training to occur. • Local government/venue owner approval to training/competition at venue, if required. • National/state sporting body/local association approval to return to training/competition for community sport. • Club committee has approved return to competition for club. • Insurance arrangements confirmed to cover competition.
Training Processes	<ul style="list-style-type: none"> • “Get in, train, get out” – arrive ready to train. • Full check in and check out process for all members USING new QR code system – only registered, fully paid members who have agreed to the return to training protocols will be allowed to attend training • Team Training Supervisor to manage each team to ensure team complies with the training protocols and ensure check in check out process is completed alone with hygiene measure are implemented with bibs and sanitiser • Length and scheduling of training sessions are reduced to ensure no overlap. 15 mins between each session has been allocated to 	<ul style="list-style-type: none"> • AIS Framework principles – full sporting activity that can be conducted in groups of any size (subject to COVIDSafe Roadmap) including full contact. • Limit unnecessary social gatherings by limiting the number of parents allowed to attend training and games. • Clearly outline nature of training permitted. • Access to treatment from support staff. • Sanitising requirements continue from Level B. • Treatment of shared equipment continues from Level B.

	<p>provide high touch items to be disinfected and allow for better social distancing.</p> <ul style="list-style-type: none"> • No more than 20 persons to attend non-contact training. No headers, throw in, tackles permitted. No nets to be used only training poles or static goal posts. Individual bibs issued to team members for duration of the season. Members will take home and wash between sessions No team meetings, no contact including high fives/hand shaking, no socialising or group meals). • Defined training areas for each training group, maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres). Banyule City Council specifications require 1 full size senior pitch to be used as 2 training zones including a AFL sized pitch. • Sanitising requirements, including use of sanitising stations. • Treatment of shared equipment (e.g. sanitise equipment before, during, after sessions) and use of such equipment to be limited. • No sharing of personal equipment. • Personal hygiene encouraged (e.g. wash hands prior to training, no spitting or coughing). • No spectators/parents allowed. Drop off and go procedure to be in place with marshals in place to ensure safety of players. • All participants (coaches, team managers and players) are required to wear masks at all times except when training on the pitch (running etc). This includes arrival, departure and any team talks. 	<ul style="list-style-type: none"> • Personal hygiene encouraged (e.g. wash hands prior to training, no spitting or coughing). • Check-in and check-out using new QR system to be completed by all players, coaches, volunteers and spectators – completed as part of the check in and check out process for every session.
Personal health	<ul style="list-style-type: none"> • Graded return to sport to avoid injury. • Advice to players, coaches, volunteers to not attend if unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness). • Washing of hands prior to, during and after training and use of hand sanitiser where available. • Avoid physical greetings (i.e. hand shaking, high fives etc.). • Avoid coughing, clearing nose, spitting etc. 	<ul style="list-style-type: none"> • Requirements continue from Level B. To be updated based on new protocols and specifications form Banyula City Council

	<ul style="list-style-type: none"> • Launder own training uniform and wash personal equipment. 	
Hygiene	<ul style="list-style-type: none"> • HUFC will distribute to its members and obtain confirmation that they will adhere to the hygiene protocols distributed by Football Victoria that these will be adopted by club. • Guidelines for sanitisation and cleaning, including requirements for sanitisation stations. 	<ul style="list-style-type: none"> • Hygiene and cleaning measures to continue from Level B.
Physical Distancing	<ul style="list-style-type: none"> • Display signs to show limits at entrance of toilets and other enclosed areas and remind people of 1.5m physical distancing rule • Limit the number of participants to the minimum required to play and train • Zone training areas to limit intermingling between training groups • Staggered training start times leaving 15 minutes between training sessions • Limit use of seats on benches and toilet cubicles if relevant to every second seat or cubicle of marking 1.5m distances with red tape • Discourage carpooling • Use floor markings to indicate appropriate physical distancing when sizing up for kits etc (outdoor) • Conduct meetings and fitness sessions via zoom where possible 	<ul style="list-style-type: none"> • Display signs to show limits at entrance of toilets and other enclosed areas and remind people of 1.5m physical distancing rule • Limit the number of participants to the minimum required to play and train • Zone training areas to limit intermingling between training groups • Staggered training and game start times leaving 15 minutes between training and game sessions • Limit use of seats on benches and toilet cubicles if relevant to every second seat or cubicle of marking 1.5m distances with red tape • Discourage carpooling • Use floor markings to indicate appropriate physical distancing in canteen and other areas • Conduct meetings and fitness sessions via zoom where possible • Encourage participants to shower at home
Face masks	<ul style="list-style-type: none"> • Ensure all participants are wearing a face mask except during physical training – this includes arrival and departure, warm up, and team talks • Communicate new mask requirement • Provide information to participants around washing reusable masks every day and changing disposable masks at least daily • Ensure a supply of disposable free face masks are available for use of participants that forgot their mask and also provide for sale reusable HUFC branded face masks 	<ul style="list-style-type: none"> • Measures as per Level B if still required by Victorian Government
Communications	<ul style="list-style-type: none"> • HUFC will brief players, coaches and volunteers on return to training protocols including hygiene protocols by email, Facebook, 	<ul style="list-style-type: none"> • Measures to continue from Level B. Additional online meetings will be scheduled to communicate changes and provide question and

	<p>Instagram, Twitter and on the Club Website. All members will be asked to confirm acceptance of these protocols. HUFC will hand washing and general hygiene etiquette. Coach and Manager sessions will be provided via online meetings to communicate specific return to training requirements as well as the new protocol.</p> <ul style="list-style-type: none"> • HUFC will provide endorsement of government COVIDSafe app and encouragement to players, coaches, members, volunteers and families to download and use app. • HUFC will promote good personal hygiene and facemask practices in and around training sessions and in Club facilities using posters and signs and distributing information to all members via the communication channels as well as Website, Team App and Whats App. • HUFC will look to partner and promote with members they access mental health and wellbeing counselling services via various local support services. 	<p>answer sessions. Club will brief players, coaches, members, volunteers and families on Level C protocols including hygiene protocols by email, Facebook, Instagram, Twitter and on the Club Website. The Club will reinforcement hand washing and general hygiene etiquette at all opportunities.</p> <ul style="list-style-type: none"> • Continued endorsement of government COVIDSafe app and encouragement to players, coaches, members, volunteers and families to download and use app.
Record Keeping and Response	<ul style="list-style-type: none"> • All records of attendance kept confidentially and privately in new QR auraSAFE software (participant name and details cannot be viewed by administrators) and stored for more than 28 days. • If the club becomes aware of a case through a participant or DHHS provide participant details to auraSAFE to extract contact tracing record for DHHS. Club to immediately exclude from training all the participants related to that team in their workforce bubble for two weeks and ask they and everyone in their household be tested. 	<ul style="list-style-type: none"> • Measures as per Level B
Workforce bubbles	<ul style="list-style-type: none"> • As a result of lack of fields for training it is required that at least two teams train at the same time within specific marked off zones on the pitch. Every two teams will become a workforce bubble and they will always train at the same time and day every time. • Limit staff to minimum required for coaching • No spectators allowed. Parents asked to stay in cars • No player movement within squads to minimise transfer • Staggered training sessions so that different teams arrive at different times so no interaction between groups • Advise participants and personnel not to carpool to training/matches 	<ul style="list-style-type: none"> • Measures as per Level B

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| | <ul style="list-style-type: none">• No sharing of equipment between groups• Each player will be given a bib to keep – no sharing of bibs | |
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Part 2 – Facility Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
Approvals	<p>HUFC will obtain the following approvals to allow use of club facilities at Level B:</p> <ul style="list-style-type: none"> • State/Territory Government approval of the resumption of facility operations. • Local government/venue owner approval to use of facility, if required. • Club committee has approved plan for use of club facilities. • Insurance arrangements confirmed to cover facility usage. 	<p>HUFC will obtain the following approvals to allow use of club facilities at Level C:</p> <ul style="list-style-type: none"> • State/Territory Government approval of the resumption of facility operations. • Local government has given approval to use of facility, if required. • Club committee has approved plan for use of club facilities. • Insurance arrangements confirmed to cover facility usage.
Facilities	<ul style="list-style-type: none"> • Parts of facilities that are available during Level B restrictions are limited by Banyule City Council to public toilets only. • Hygiene and cleaning protocols. Refer to attached process • Provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions. 	<ul style="list-style-type: none"> • Return to full use of Club facilities. Full cleaning plan to be completed in line with the approved protocols for Level C and any specified by Banyule City Council • Hygiene and cleaning protocols measures as per Level B. • Provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions as per Level B.
Facility access	<p>HUFC will ensure:</p> <ul style="list-style-type: none"> • All participants check-in and check-out from the QR attendance system. Fully private. Club administrators cannot view details of participants. • HUFC will implement restrictions on facility access to limit anyone who has: <ul style="list-style-type: none"> – COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days. – Flu-like symptoms or who is a high health risk (e.g. due to age or pre-existing health conditions). – Travelled internationally in the previous 14 days. 	<ul style="list-style-type: none"> • Continue Level B protocols as appropriate. • Gathering numbers should not exceed government allowances (COVIDSafe Roadmap maximum gatherings: Step 1 (10 people), Step 2 (20 people), Step 3 (100 people)). • Any spectators should observe physical distancing requirements (>1.5 metres) and density requirements (one person per 4 square metres). • Managed access including separate entry/exit points, managed traffic flows, stagger arrival/departure times. • Non-essential personnel to be discouraged from entering change rooms.

	<ul style="list-style-type: none"> Who may attend the club facilities: only essential participants should attend to minimise numbers; not more than one parent/carer to attend with children; gathering numbers should not exceed government allowances (COVIDSafe Roadmap maximum gatherings: Step 1 (10 people), Step 2 (20 people), Step 3 (100 people)) Any spectators should observe physical distancing requirements (>1.5 metres) however parents will be asked to stay in their car during training to minimise impact. 	<ul style="list-style-type: none"> Physical distancing protocols including use of zones in clubrooms, change rooms, bar/canteen including by use of physical zone indicators. Bar/canteen operations to include food and cash handling protocols, hygiene and cleaning measures and established zones. General advice on physical distancing in club facilities including discouraging face to face meetings where possible, restricting site visitors, deferring, or splitting up large meetings. Detailed attendance registers to be kept.
Hygiene	<ul style="list-style-type: none"> HUFC will adopt safe hygiene protocols distributed by DHHS, Sport & Recreation Victoria, Football Victoria and Banyule City Council: <ul style="list-style-type: none"> Availability of hand sanitiser at entry/exit points to venue and elsewhere. Protocols for sanitising stations, sanitising shared equipment, uniforms. Cleaning standards – increase regular cleans and frequent wiping of high touch surfaces. Displaying posters outlining relevant personal hygiene guidance. Avoiding shared use of equipment. Provide suitable rubbish bins with regular waste disposal. Guidelines for sanitisation and cleaning of Club facilities. 	<ul style="list-style-type: none"> Continue hygiene and cleaning measures as per Level B].
Management of unwell participants	<ul style="list-style-type: none"> No players, members, coaches, volunteers and their families will be allowed to attend training if they are symptomatic. Check in requirements at each session will ask for this information. Entry will be refused by the check in supervisor if they answer yes to having any symptoms. Any symptomatic participants will be isolated until they can return home or if they are able to take themselves home will be instructed to leave. Check in area will be fully disinfecting prior to any further use of facilities 	<ul style="list-style-type: none"> Measures as per Level B
Club responsibilities	HUFC will oversee:	<ul style="list-style-type: none"> Measures as per Level B

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| | <ul style="list-style-type: none">• Provision and conduct of hygiene protocols as per the Plan.• The capture of a record of attendance at all training and club activities through the new QR system.• Coordination of Level B field and training operations.• Operation of the club's facilities in support of all Level B training activities in accordance with this Plan.• Ensure information dissemination and training of all participants especially coaches and volunteers.• The effective roll-out and adherence to workforce bubbles. | |
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