



COVID-Safe Organisation Checklist

Checklist for organisations to follow in operating under the Industry Plan

- Keep up to date with any Queensland Government information regarding sport, fitness and recreation via the Return to Play website.
- Read/complete the Safe Work Australia COVID resource kit to the industry
- Check the Queensland Government's COVID-19 website to confirm your industry has a COVID Safe Plan in place. Otherwise abide by the specific restrictions outlined in the roadmap regarding the number of people, the type of activity and travel allowed.
- Check with your State Level Organisation or Peak Body if there is further information or guidance material applicable to your activity for both training and competition.
- Check with your venue or facility on any procedures and requirements applicable for the return of activity.
- Check with your insurer(s) or insurance broker and confirm coverage inclusions and exclusions. Clarify if there are any specific exclusions caused by COVID-19, if any conditions apply to your policies, if any specific approvals/consents are required and whether return to sport plans can be noted against relevant policies.
- Update Risk Management processes in line with the approved Industry Plan and ensure records are kept up to date.

Workforce and training

- Review the Roadmap for easing Restrictions Framework for COVID Safe Businesses to ensure that Workplace Health and Safety requirements are been met. Supporting information for the framework.
- Consult with workers/volunteers and their representatives on COVID-19 measures and provide adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.
- Provide personal protective equipment (PPE) where necessary and in accordance with the relevant State and National guidelines. For more information view the Workplace Health and Safety Queensland guide.
- Ensure completion of any required training – including any that is mandated by the Queensland Government such as staff in industries requiring a COVID Safe Checklist. Training programs will be free to access online through TAFE Queensland.
- Postpone or cancel non-essential face-to-face gatherings, meetings and training. Consider teleconferencing/online meeting capabilities.



- Implement measures to maximise the distancing between volunteers/workers and participants to the extent it is safe and practical. Review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing.
- Modify processes to limit volunteers/workers having to be in close contact, as much as possible. For example: assign volunteers/workers to specific areas to minimise the need to go into other spaces.
- Established sports medicine/first aid protocols that limit exposure (refer to Sports Medicine Australia SMA Support during COVID-19).
- 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.

Communication

- Update or develop communications plan with existing channels such as email, text message, and social media to share timely and accurate information with internal and external stakeholder groups.
- Ensure staff and volunteers (coaches, officials, sports medicine, equipment/ ground and administrative personal) have been informed and trained about the conditions/restrictions of re-starting the activity.
- Ensure participants, spectators, parents and carers have been informed about the conditions/restrictions of re-starting the sport and recreation activities, for example:
 - » change of activities (group sizes, etc.)
 - » changes of venue/facility practices (handwashing, equipment access, allocated areas).
- Ensure decision making and implementation of decisions is clear within your organisation in the lead up to and during the return to activity.
- Ensure everyone within your organisation (including paid staff and volunteers) understands their role.
- A nominated COVID Safety Coordinator is in place to oversee delivery of your return to activity plan.

Financial

- The financial costs of COVID measures and the return to activity have been researched and communicated to your organisation.
- Adjust budgets as necessary for COVID-19 measures and costs.
- Check any applicable Federal or Queensland Government supports such as grants and subsidies have been implemented or applied for.
- Ensure communication of any financial changes (registration/usage/membership fees etc.) to your participants.



Legal and compliance

- Ensure your organisation is across all relevant legislation and requirements applicable to return to activity.
- Ensure any necessary consents and approvals to resume sport have been received. Ensure completion of a COVID-19 Safety Plan.

Physical distancing

- Place signs at entry points to instruct participants and visitors not to enter the venue/facility if they are unwell or have COVID-19 symptoms. The sign should state that your organisation has the right to refuse service and must insist that anyone with these symptoms leaves the premises.
- Use signage and communicate separate entry and exit points (drop off/point up points) and separate participation space areas to minimise contact and maintain the required physical distancing.
- Implement measures to adhere physical distancing requirements off field, during training and competition (noting contact / incidental contact on the Field of Play only is allowed).
- Implement measures to restrict numbers on the premises, ensuring these comply with the Industry COVID Safe Plan and the current stage of roadmap.
- Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.
- Consider using physical barriers (where practical) in high volume interaction areas to promote physical distancing.
- Remove seating or space seating at least 1.5 metres apart. Mark railings or ground to encourage appropriate distancing and BYO seat measure).
- Provide contactless payments or ordering and payment online. Keeping people healthy
- Promote and encourage all participants, volunteers, workers and visitors to sign up to the COVID Safe App.
- Maintain a record of people in attendance for the activity – including spectators, for a period of at least 56 days so you have accurate records in the event of an outbreak.
- A system is in place to record, store and if required share data within one hour (subject to privacy law).
- Avoid changing participants between groups to limit co-mingling. Promote BYO water bottle to limit water bubbler/tap use.
- Set up hand washing/sanitising stations and practices for participants to easily wash hands before and after (and during if required) their activity.
- Direct participants, volunteers, workers and visitors to stay at home if they are sick, and to go home if they become unwell.
- Put signs and posters up to remind people of the risk of COVID-19.



- Consider the requirements of vulnerable groups (i.e. people with disabilities, Indigenous people, and elderly).
- Know the protocols for notifying health authorities of issues or suspected COVID-19 cases.

Hygiene and cleaning

- Assess supply needs (including sanitisation, cleaning and PPE) and explore options for sourcing additional supplies required.
- Instruct everyone to practise 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.
- Instruct participants to practise good hygiene including no touching of eyes, nose or mouth and no spitting or clearing nasal/respiratory secretions on field of play or in other activity settings.
- Implement measures to limit contact with between participants including eliminating handshakes, high fives, huddles and celebrations.
- Provide hand washing facilities including clean running water, liquid soap, and paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.
- Reduce the sharing of equipment and tools and establish cleaning protocols for both shared equipment (e.g. balls), and equipment used in competition (e.g. post pads, goals).
- Establish a protocol for laundering bibs, jerseys or other shared uniform items.
- Where practical - limit use of communal facilities such as change-rooms, showers, gyms and ensure there is the appropriate number of people according to the restriction stages. Implement cleaning protocols for communal facilities.
- Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks). Surfaces used by clients, such as tables, must also be cleaned between clients.
- Consider any necessary changes to the administration of first aid and communicate to necessary personnel.

Food and Beverage Services (Cafes, Canteens)

- Please complete and display the COVID-Safe Checklist for dining at Restaurants, Cafes, Pubs, Clubs, RSL clubs and Hotels.

Deliveries, contractors and visitors attending the premises

- Implement a process for COVID Safe deliveries as outlined by Safe Work Australia.
- Use, and ask delivery drivers and contractors to use, electronic paper work where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures, such as taking a photo of the goods onsite as proof of delivery.
- 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.



- Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries.

Returning to competition and events

- Amend usual scheduling of regular fixtures to reduce the number of people at a venue at one time.
- Establish a protocol for 'game day' operations which is communicated to all participants / home and away teams.
- Determine whether your organisation will have a nominated COVID Safety Coordinator as a point of contact / escalation on the day of competition.
- Ensure appropriate approvals are sought for any events. Review and monitor
- Regularly review your systems of operation to ensure they are consistent with current directions and advice provided by health authorities.

Additional checklist for Facility Managers / Venue Operators

- Ensure completion of a COVID-19 Safety Plan for the venue. Communication and training
- Ensure communication of the completed COVID-19 Safety Plan for the venue.
- Ensure communication of any procedures and requirements applicable to user groups for the return of activity.
- Ensure user groups have undergone any required training or venue induction.

Manage access

- Ensure and clearly mark separate entry and exit points (where possible).
- Develop a plan to manage the bookings and schedule of users.
- Determine the process to record all visitor to the venue, and liaise with organisations that utilising the venue to ensure record keeping processes are complementary.
- Update the terms and conditions of venue use and entry as applicable.
- Implement a process for other restrictions such as cancelling if wet weather to reduce the risk of people congregating such as under shelter.

Hygiene and cleaning

- Undertake all hygiene and cleaning measures as outlined above.
- Undertake a thorough clean of the venue including field of play entry, pitch and coaching equipment, clubrooms, toilets prior to any use by user groups.
- Consider where doors and gates can remain open to minimise contact.

Preparing Field of Play for use

- Implement a process for auditing facilities to ensure they are in a safe and playable condition.
- Ensure field of play lines and any other line markings are clearly visible.
- Ensure field, ancillary and safety lighting is working and provides a sufficient level of illumination.



- Ensure public areas both in and surrounding the facility (e.g., car park, entry paths, walkways) been checked for possible issues (e.g. broken glass, trip hazards).
- Ensure drinking taps/fountains have been turned off with signage preventing use. Review and monitor
- Regularly review your systems of operation to ensure they are consistent with current directions and advice provided by health authorities.