

Indoor Sports Group

INDUSTRY COVID SAFE PLAN

<p>Representatives of the following activities were involved in the development of this plan.</p> <p>Any organisation can adopt this Industry COVID Safe Plan if appropriate for their activity – regardless of membership of an Industry body or being involved in the development.</p>	<p>This plan is to guide the following sports on a return to play:</p> <ul style="list-style-type: none">KarateTaekwondoBasketballBoxingDartsGymnasticsHandballIce SkatingJudoBadminton AssociationBilliards & SnookerFencingIce RacingIndoor BowlsSquashWeightliftingSkate QueenslandSport ClimbingTable TennisTenpin BowlingVolleyball
Date	Version 5 - July 2020

Purpose

As per the information released by the Queensland Government on 25 May 2020 Industry COVID Safe Plans will be developed by industry for industry.

The purpose of the plans are to help businesses and organisations in your industry show the health authorities and the community that they operate safely and can service more customers than outlined in the roadmap.

INTERACTION BETWEEN APPROVED INDUSTRY COVID SAFE PLANS

If there are multiple activities being undertaken at a venue/facility (for example - dining, sports, approved training courses, fitness or recreational), several approved industry plans may apply. If this is the case, the following will apply:

- Where there is clear separation between the activities (e.g. dining and sport) the relevant plan applies to the relevant area. A COVID Safe Statement of Compliance for the appropriate plan will be displayed in each area. Providers that have opted-in to comply with the relevant Industry COVID Safe Plan in stage 2 may continue to display the Statement of Compliance previously provided.
- Where the activities cross over (for example amenities, entry/exits, carpark):
 - Where possible these areas of cross over will be minimised. Such as designating a particular entry, exit, amenities and carpark for each activity.
 - Where the cross over cannot be minimised, a decision will be made as to which plan takes priority in which common area and will be followed.
 - For example, the entry, exit, carpark and amenities may be common to both activities and will be managed under the dining plan.
 - In this case the entity responsible for the dining plan will ensure these areas are appropriately managed and the separate groups from the dining and sport activity will not intermingle.

Where a business is operating alongside of a not-for-profit community group, the business would normally take responsibility for managing the shared or common areas.

The approved Industry plans are located at www.COVID19.qld.gov.au.

Overview

Contact Sports and Non- Contact Sports make up our Group:

Primarily our non- contact sports participants often do not face each other and operate easily with social distancing compliance in large open areas.

Contact Sports – participants do face each other and incidental and full contact does occur with participants.

Indoor Sports operating in school environments (community sport) will return when school restrictions allow, will be required to adhere to the Department of Education's operating guidelines for community use of schools.

Stage 3 - allows for the resumption of contact in play areas during normal competition. Social distancing in all other zones.

Each individual sport will complete a sport specific COVID safe operational plan to meet Chief Health Officer requirements and noting points approved and outlined in this Indoor Sport submission.

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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 the QSport Indoor Sports Group to support team sports that play indoors in Queensland. And for their members and participants to resume community sporting activities in a staged approach.

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 Indoor sports, in particular those conducted at any venues/facilities utilised, managed or controlled by the organisations listed, the training and competition behaviour of all members and participants and the monitoring and reporting of the health of attendees involved in Indoor sporting activities or utilising indoor venues/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.

This plan will be updated in accordance with any changes to public health directions.

2. Return to Play Considerations

This Plan is based on, and accepts, the AIS [Framework for Rebooting Sport in a COVID-19 Environment](#) (**AIS Framework**) and the [National Principles for the Resumption of Sport and Recreation Activities](#) (**National Principles**).

This staged approach is in line with directions from the Queensland Government's Chief Health Officer, specifically [Queensland's Roadmap](#) to easing restrictions.

The Plan also accepts as key considerations 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 the Indoor Sport Industry's return to sport plans which are specific to each sport;
- 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 and/or competition 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 the Indoor Sporting Industry must consider and apply all applicable State Government and local restrictions and regulations. The Sports Industry needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

3. Principles for Stage 3

The Industry COVID Safe Plans completed to date will remain largely unchanged, however any changes made for Stage 3 will be guided by the following Principles:

- **Contact** – full contact is permitted on the 'field of play' in line with pre-COVID contact activities. At all other times, participants, coaches, supervisors, officials, trainers, and spectators are to observe physical distancing requirements and undertake sound hygiene practices as detailed in this Plan

- **Facility capacity** – the total number of people to attend an activity, training and competition at indoor venues is to be based on occupant density of one person per two square metres for venues of 200 square metres or less (up to a total of 50 people) and one person per four square metres for venues of 200 square metres or more. Risks will be managed through mandatory record keeping, through group segmentation and buffer zones as appropriate. Individual organisations and facility managers will be responsible for implementing these requirements in line with the relevant approved Industry COVID Safe Plan.
- **Facility usage** – all elements of community sport, recreation and fitness facilities are accessible in line with relevant health guidelines and directives. This means facilities such as canteens, change rooms, bathrooms, storage rooms, bars will reopen and operating hours can also be amended. Industry Plans will detail how organisations will manage the use of ancillary facilities in relation to cleaning/sanitisation and flow of people within venues. All facility components will be operated in accordance with the relevant approved Industry COVID Safe Plan.
- **Events** – such as championships, markets, carnivals and gala days can recommence. Organisations must ensure the relevant approvals are in place based on the number of people attending as seen in the Roadmap.
- **Stadia** – strict social distancing measures and hygiene practices will remain central to COVID Safe Plans for stadia, in line with Public Health Directives. Crowd capacity will be up to 25,000 spectators or 50% of capacity (whichever is the lesser). Group segmentation and buffering measures will be used to reduce co-mingling. Public messaging will ensure that patrons are aware of all requirements during sporting events and concerts. COVID Safe Plans for stadia will address transport management for patrons travelling to and from venues, including alternatives to public transport.
- **Compliance with industry and stadia COVID Safe Plans** – all activity is to be conducted in accordance with relevant Industry and Stadia COVID Safe Plans and Public Health Directives. This includes organisations detailing how all persons at the activity/facility will be tracked, and traced, including spectators.

These principles will be applied using the Sport Operations and Facility Operations tables depicted in Appendix 1: Outline of Return to Sport Arrangements.

4. Responsibilities under this Plan

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

The Board of QSport and specifically the Indoor Sport group is responsible for:

- Overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials and seeking approval from Queensland Health regarding amendments.

The Indoor Sport Group has appointed the following person as the [Association/Organisation] 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:

Club	Whitsunday Kyokushin Karate Proserpine
Location	Buffalo Hall, Edward Street, Proserpine
Club President	Ray Hutchinson
Club contact Email	wayne.hinschen@bigpond.com.au
	Wayne Hinschen is responsible for this document

The QSport Indoor Sports group (The Group) 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 The Group;
- 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.

5. Return to Sport Arrangements

Plan outlines specific sport requirements that Indoor Sport Organisations will implement for Stage 2 and 3 of the Queensland Roadmap to easing restrictions. The Roadmap can be viewed at the following website: <https://www.covid19.qld.gov.au/government-actions/roadmap-to-easing-queenslands-restrictions>

Stage 2 allows for a return to non-contact training activity, while Stage 3 allows for the resumption of contact and competition.

The Indoor Sporting Industry will transition from training activity and facility to training/competition activities and facility use outlined in Stage 3 of the Queensland Roadmap when permitted under State restrictions and regulations.

6. Recovery

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

At this time the QSport Indoor Sport group will consult with key stakeholders to review the delivery of its return to sport arrangements and use feedback to improve organisational plans and systems.

Appendix 1: Outline of Return to Sport Arrangements

Part 1 – Sport Operations

Area	STAGE TWO (1st June)	STAGE THREE (noon 3 July)
Approvals	<p>The organisation must obtain the following approvals to allow a return to training in Stage 2:</p> <ul style="list-style-type: none"> • This COVID Safety Plan is industry specific and has been approved by State Government • 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. • Organisation committee has approved return to training for organisation. • Insurance arrangements confirmed to cover training. 	<p>Organisations must ensure the relevant approvals are in place to return to contact training and competition in particular with the relevant land owner/venue operator and national/state body.</p>
Education and Training	<p>Organisations will provide training and education to all participants, volunteers, families and staff:</p> <ul style="list-style-type: none"> • Provide training on COVID-19 infection control to staff and volunteers responsible for the conduct of training, event operations or any other relevant activity (sanitising surfaces and SWA requirements). • Make all participants aware of appropriate hygiene measures and that they should not attend if unwell. • Government resources should be prominently displayed around grounds and facilities and at entry points, including handwashing and personal infection control advice. • Provide briefings and/or educational materials to outline protocols under Stage 2 in advance of return to sport for participants, including the obligations on and expectations of such participants. 	<p>Requirements continue from Stage 2.</p> <ul style="list-style-type: none"> • Note Stage 3 increase in participants may need more than one COVID Safe Officer to monitor sessions.

	<p>Organisations must outline the requirements for training of the workforce including all staff and volunteers and communicate these requirements to workforce and their representatives.</p> <p>Training may consist of the following requirements:</p> <ul style="list-style-type: none"> • Mandatory training provided by TAFE Queensland for all staff in industries requiring a COVID Safe checklist. See the COVID Safe Businesses website for more information. • Any training that has been approved or outlined by Queensland Health. • Any training as outlined by a Peak Body or State Level Organisation specifically relevant to the activity. <p>Further information and advice is available for organisations, in the Return to Play guide provided on the Return to Play website. The guide will continue to be updated by the Department of Housing and Public Works (Sport and Recreation).</p> <p>Corona Virus anxiety link: (Adults) – Ref Australian Psychological Society</p> <p>https://www.tenpin.org.au/wp-content/uploads/2020/05/20APS-IS-COVID-19-Public-Older_adults-1.pdf</p> <p>Further industry specific training will be developed and provided by the Active Queenslanders Industry Alliance.</p> <p>COVID Safe 'checklist' for each type of business. Alternatively, Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018 or their union or industry association.</p>	
<p>Workforce</p>	<p>As per the guidance of Safe Work Australia organisations should manage both volunteer and paid staff safety through the following measures.</p> <ul style="list-style-type: none"> • Non-essential visits to the workplace should be cancelled or postponed. • All attendees to the workplace needs to be recorded including delivery drivers and contractors such as cleaners. • Minimise the number of workers attending to deliveries and contractors as much as possible. 	<p>Requirements continue from Stage 2, in addition to:</p> <ul style="list-style-type: none"> • Office based workers can return to their place of work.

- 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.
- 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. For instance, see whether a confirmation email or a photo of the loaded or unloaded goods can be accepted as proof of delivery or collection (as applicable). If a pen or other utensil is required for signature you can ask that the pen or utensil is cleaned or sanitised before use. For pens, you may wish to use your own.
- Have digital sign in processes ready for visitors, delivery drivers, contractors etc.
- All organisations to have a risk management plan which includes:
 - the identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
 - how and when the control measures were implemented, monitored and reviewed
 - who has been consulted with
 - relevant training records
 - any plans for changes

More information can be found at Work Safe Australia

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/physical?tab=tab-toc-employer>)

Training & Competition Processes	<p>Organisation to detail specifics of training processes.</p> <ul style="list-style-type: none"> • Player/Volunteer/staff briefing to occur at each changeover. • Non-contact activity permitted for up to 20 people in a group. • Organisation to emphasise AIS Framework principle of “Get in, train, get out” – arrive ready to train. • Adjust length and scheduling of training sessions to eliminate overlap. • Clearly outline nature of training permitted e.g.; Non-contact training the groups of 20 can take place including <ul style="list-style-type: none"> – Conducting sport drills – Controlled activities, marking and handball drills – Non-contact solo activities —unrestricted. – Receiving and distribution skills in line with the 1.5m social distancing. – Goal shooting and goalkeeping skills – Defending with 1.5m distance – No contested drills, tackling, grappling, wrestling, body on body drills. – Training drills must be designed with social distancing measures in place – There must be a minimum distance of 1.5m between participants at all time – No standing around close to other participants during or in between drills or any activity in play area (e.g. when waiting in line) • Sanitising requirements, including use of sanitising stations. • Sharing of some equipment is permitted (e.g. sanitise equipment before, during, after sessions) and use of such equipment to be limited. • No sharing of personal equipment. • No sharing of bibs or any clothing. • Personal hygiene encouraged (e.g. wash hands prior to training). • Guidance for travel arrangements to training is provided (e.g. physical distancing on public transport, limit car pool/taxi/Uber use). • Training/activity attendance register (records kept for 56 days). 	<p>Organisation to detail specifics of training/competition processes.</p> <ul style="list-style-type: none"> • Contact and non-contact activity permitted in play area during training and competition only. • Total number of people to attend training and competition is to be based on occupant density of; <ul style="list-style-type: none"> – one person per two square metres for venues of 200 square metres or less (up to a total of 50 people); and – one person per four square metres for venues of 200 square metres or more. • Physical distancing applies “off the field of play”. • Physical distancing does not apply “on the field of play ” Example – spectators and coaches at an indoor netball game must comply with the 4 square metre rule but players on the netball court are not required to. • Contact tracing information (attendance register) must be kept for all participants, officials, spectators and anyone else who attends facilities via Booking records, QR codes, Revolutionise Sport, Team App or What's App & information retained for 56 days. • Consider separation of attendees into zones as appropriate to prevent and limit co-mingling where possible – including players/participants/teams, officials and spectators • Requirements continue from Stage 2 regarding sanitising and hygiene. • Organisations must consider their capability to manage the expected number of people at the venue in regards to all of the above requirements.
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Physical distancing	<p>Organisations to develop and implement physical distancing requirements during training activities including:</p> <ul style="list-style-type: none"> • Maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres) • Venue safety protocols and training drills/activities to maintain a distance of at least 1.5 metres • Management and segmentation of group of participants through specific buffer zones and spacing • Avoid participant interactions including handshakes and high fives within each playing space and zone. • Specific restrictions on contact coaching and training drills during Stage 2, as mentioned above. • Defined training/activity areas for each training group, maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres). • Limit unnecessary social gatherings (particularly adults) • Guidance for travel arrangements (e.g. physical distancing on public transport, limit car pool/taxi/Uber use). 	<p>At all times participants, coaches, officials, trainers and spectators are to observe physical distancing requirements as per Stage 2. With the exception of playing area contact required for training and competition purposes.</p>
Personal health	<p>Organisation to detail specifics of personal health protocols.</p> <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. • Shower at home before and after training • No clearing nose • No spitting • Cough into the elbow • Launder own training uniform and wash personal equipment]. • No sharing of personal equipment, Shared community equipment sanitised before and after use. 	<p>Requirements continue from Stage 2 in addition to the following.</p> <ul style="list-style-type: none"> • The opening and use of communal showers is permitted, where appropriate cleaning measures are in place consistent with Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and health.

	<ul style="list-style-type: none"> • Mouthguards are not to be removed during training or play and must be sealed away when not in use. • Disinfect mouthguards after each session. • No physical greetings (i.e. hand shaking, high fives etc.). • Avoid touching of eyes, nose or mouth • Do not place personal equipment on surfaces. Personal equipment bags should be arranged to permit physical distancing of participants (>1.5 metres). • Only coaches/sport staff should contact/move group equipment such as balls, training aids (cones, markers, agility ladders etc.) • Shared participant equipment (particularly balls, gloves shoes, darts, weights, platform surfaces) should be rotated, washed or wiped with antibacterial wipes or alcohol-based sanitiser prior to and after each use and at each activity break. 	
<p>Hygiene</p>	<p>Organisation to detail specifics of hygiene protocols to support training.</p> <ul style="list-style-type: none"> • Any safe hygiene protocols distributed by national/state sporting body or local association/club that will be adopted by organisation. • Guidelines for sanitisation and cleaning, including requirements for sanitisation stations. • Provide hand sanitiser dispensers in prominent places around facilities (particularly entry and exit points, communal areas or high use areas such as a registration desk, toilets or canteen) and ensure dispensers are regularly refilled. • Clean and sanitise any shared equipment that is used prior to use • Promote good hygiene practices in line with Government advice including: • Cleaning standards: <ul style="list-style-type: none"> – Ensure spaces at each facility are regularly cleaned with disinfectant in accordance with the manufacturer’s instructions; – Surfaces should be frequently wiped down with appropriate disinfectant wipes or soap, particularly those frequently touched. This includes door handles, light switches, kitchen surfaces, bathroom surface, phones, remote controls, gates, scoreboard, menus control panels and any other high touch areas; and 	<p>Requirements continue from Stage 2 in addition to the following.</p> <ul style="list-style-type: none"> • Hand and respiratory hygiene is to be encouraged. • Frequent environmental cleaning and disinfection must be maintained.

	<ul style="list-style-type: none"> – Thoroughly clean and disinfect participant facilities before use (prior to participant arrival). Allow sufficient time for cleaning between each session. • Strongly encourage payments online or via pay wave technology. If cash is taken ensure employees/volunteers observe good personal hygiene practices and wash their hands regularly. <p>For more information on cleaning guidelines visit the Safe Work Australia website https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning</p>	
Communications	<p>Provide a detailed communications plan to communicate with players, coaches, members, volunteers, families and staff.</p> <ul style="list-style-type: none"> • Provide clear and coordinated guidance to participants and stakeholders across a range of communication channels on how a return to sport will be managed at each level of restriction; • Brief players, coaches, staff and volunteers on return to training/activity protocols including hygiene protocols (e.g. letter, email, text/WhatsApp message, Facebook post) and reinforcement of hand washing and general hygiene etiquette. • Endorsement of government COVIDSafe app and encouragement to players, coaches, staff, members, volunteers and families to download and use app. • Promote good personal hygiene practices in and around training sessions and in Organisation facilities (e.g. posters in bathrooms). • Establish relationships with key community partners and stakeholders including State public health authorities and government funding partners through your organisation's COVID-19 Safety Coordinator. • Share timely and accurate information including how your organisation is responding to any localised outbreak. • Confirm an emergency management plan for each of your sport activities and they are suitable for managing a COVID-19 outbreak. • Identify trigger points for cancelling, postponing or modifying an activity and identify who has responsibility for making that decision. • Identify in advance actions to be taken if your organisation needs to postpone or cancel activities. Plan alternative ways for participants to enjoy the activities by television, radio, or online. 	<p>Requirements continue from Stage 2 in addition to the following.</p> <ul style="list-style-type: none"> • Ensuring players, coaches, members, volunteers, families, staff and spectators are briefed on Stage 3 protocols in regards to training and competition processes including Terms and Conditions of entry.

	<ul style="list-style-type: none"> Establish a process of how individuals can access mental health and wellbeing counselling services. 	
Events	<p>Stage 2 – No Events, Carnivals or gala days.</p>	<p>Resumption of event activities should align with the Whole of Government COVID Safe Plan for Events (https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans).</p> <p>Organisations must ensure the relevant approvals are in place as seen in the Roadmap for Easing Restrictions:</p> <ul style="list-style-type: none"> fewer than 500 people – no approval needed when following a COVID Safe Event Checklist 500 to 10,000 people – need a COVID Safe Event Plan approved by local public health units over 10,000 people – need a COVID Safe Event Plan approved by the Queensland Chief Health Officer <p>In addition to physical distancing, sanitisation, hygiene and contact tracing requirements.</p> <p>For sporting organisations, events can be defined as those that fall outside of regular competition structure/fixture (e.g. carnivals, championships etc.)</p>

Part 2 – Facility Operations

Required by OIR

<p>Continue to monitor COVID-19 situation and review and adjust risk management response accordingly</p>	<p>Plan includes meeting with stakeholders to review delivery of return to sport arrangements and review of critical incident management arrangements and test organisational readiness.</p>
<p>Checks and preparation for reopening to manage COVID related risks (i.e. equipment/facilities), and risk management measures put in place to address COVID risks, including:</p> <ul style="list-style-type: none"> • Social distancing • Personal and hand hygiene • Workplace cleaning – frequently touched areas and routine cleaning • Appropriate use of personal protective equipment (PPE) • Managing psychosocial risks, including customer/patron aggression • Communication, consultation, instruction, training and supervision of workers and their representatives (HSRs, union representatives) – this should occur throughout whole of COVID-19 risk management process by industry • Consideration of deliveries, contractors and visitors attending the premises • Signage • Record keeping 	<p><u>Required by OIR</u> At each stage of risk management, Plan should include communication, consultation, instruction, training and supervision of workers and their representatives (e.g. HSRs, union representatives), see page 2 and page 3 of OIR COVID Guide: (https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf)</p> <p>Plan should include clear coverage of COVID-safe management of deliveries, and presence of contractors and visitors to premises (club houses etc.) – see SWA Guidance: (https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/physical?tab=tab-toc-employer)</p> <ul style="list-style-type: none"> • Non-essential visits to the workplace should be cancelled or postponed. • 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. • 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. For instance, see whether a confirmation email or a photo of the loaded or unloaded goods can be accepted as proof of delivery or collection (as applicable). If a pen or other utensil is required for signature you can ask that the pen or utensil is cleaned or sanitised before use. For pens, you may wish to use your own.

	<ul style="list-style-type: none"> • Plan should clearly show Industry is keeping records of the risk management process (e.g. as outlined in the Industry Plan). The detail and extent of recording will depend on the size of workplace. It is useful to keep information on: <ul style="list-style-type: none"> – The identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process) – How and when the control measures were implemented, monitored and reviewed – Who you consulted with – Relevant training records – Any plans for changes. • PPE sections could include more detail – see page 6 of OIR COVID Guide: https://www.worksafe.qld.gov.au/data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf <p>Further detail should be included on managing psychosocial risks (including patron aggression) – see page 8 of OIR COVID Guide: https://www.worksafe.qld.gov.au/data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf</p>
Industry should revisit existing WHS risk management processes to identify and manage any new or changed hazards that may have arisen as a result of the Industry COVID Safe Plan	Statement should be included in the Plan to the effect that WHS risk management processes will be revisited to identify and manage any new or changed hazards that may have arisen as a result of the Industry COVID Safe Plan.
Reporting and notification of COVID-19	<p>Plan should state clearly that 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.</p> <p>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.</p> <p>Plan should include businesses keeping a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.</p>

Area	STAGE TWO (1st June)	STAGE THREE (noon 3 July)
Approvals	<p>The organisation must obtain the following approvals to allow use of organisation facilities:</p> <ul style="list-style-type: none"> • This COVID Safety Plan is industry specific and has been approved by State Government • Local government/venue owner approval to use facility, if required. • Organisation committee has approved plan for use of organisation facilities. • Insurance arrangements confirmed to cover facility usage. 	<p>Organisations must ensure the relevant approvals are in place for facilities to be utilised for contact training and competition in particular with the relevant land owner/venue operator.</p>
Facilities	<p>Organisations shall have a facility management plan and sport-specific structured risk assessment in place. SWA guidelines in place.</p> <ul style="list-style-type: none"> • Parts of facilities that are available during Stage 2 restrictions; limit to toilets and medical facilities and minimise use of communal facilities. • Hygiene and cleaning protocols. • Provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions. <p>For more information on cleaning guidelines visit the Safe Work Australia website https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning</p>	<p>Organisations consider having in place facility management plan or sport-specific risk assessment in place to allow for communal facilities to be fully utilised including change rooms and canteens.</p> <ul style="list-style-type: none"> • The opening and use of communal showers is permitted, where appropriate cleaning measures are in place consistent with Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and health • Requirements continue from Stage 2 for PPE, hygiene and cleaning protocols.
Playing Spaces	<p>Some Indoor venues can accommodate multiple playing spaces or zones by meeting the following requirements:</p> <ul style="list-style-type: none"> • Defined training areas for each training group of 20 must maintain a base density requirement of 4 square metres per person and physical distancing (>1.5 metres). • Each playing space for participants must be clearly separated with signs and markers and if applicable barriers to minimise the risk of participants and balls, moving into another zone. • Separation of spaces by distance between courts with entry and exit areas for each court defined or with significant barriers, nets, and walls separating each zone. 	<ul style="list-style-type: none"> • Total number of people to attend training and competition is to be based on occupant density of; <ul style="list-style-type: none"> – one person per two square metres for venues of 200 square metres or less (up to a total of 50 people); and – one person per four square metres for venues of 200 square metres or more. • Physical distancing applies “off the field of play”. • Physical distancing does not apply “on the field of play” <p>Example – spectators and coaches at an indoor netball game must comply with the 4 square metre rule but players on the netball court are not required to.</p>

	<ul style="list-style-type: none"> • Must not create an unnecessary risk of people congregating • Each playing space has a different entry and exit to other playing spaces • There is clear separation between playing spaces • Start and finish times at each playing space is staggered • No group from one playing space can come into contact with a group of another playing space. • Groups must remain constant, no swapping between groups. • Equipment cannot be shared between zones. • Hand sanitizers are available at the entry and exit of each zone. • High contact points within a playing space must be cleaned before another group can access. 	<ul style="list-style-type: none"> • Organisations to consider separate playing spaces/zones as appropriate to minimise risk and manage all requirements as outlined (contact tracing, hygiene, limiting co-mingling).
Facility access	<p>Organisation to detail specifics of facility access protocols.</p> <ul style="list-style-type: none"> • Confirm health screening measures (e.g. sign off of health by participants, temperature checks etc.) prior to entry to any facilities and any privacy measures organisation will take to protect sensitive health information. • Plan to manage emergency situations example postpone or cancel groups following a suspected outbreak or upcoming events should a person be contaminated – Remove or refuse entry to persons who do not follow regulations. • Record keeping of all persons that enter venues and playing spaces. • 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. – Identify persons of high health risk (e.g. due to age or pre-existing health conditions). – Travelled internationally • Restrictions to essential participants to attend facilities/venues to minimise numbers; <ul style="list-style-type: none"> – not more than one parent/carer to attend with child/family; – encourage parent/carer to drop off/pick up outside facility/venue or remain in the car during the activity; 	<ul style="list-style-type: none"> • Restrictions on facility access to limit anyone as per Stage 2. In addition to those who have travelled from a COVID declared hotspot (https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19) in the previous 14 days. • Total number of people to attend training and competition is to be based on occupant density of; <ul style="list-style-type: none"> – one person per two square metres for venues of 200 square metres or less (up to a total of 50 people); and – one person per four square metres for venues of 200 square metres or more. • Physical distancing applies “off the field of play”. • Physical distancing does not apply “on the field of play” • Organisation may choose for facilities to be full accessible including canteens and bars, change rooms, bathrooms, storage rooms however must put in place systems to manage: <ul style="list-style-type: none"> – venue entry and exits (and separate where possible) – seamless flow of participants and attendees through the venue – over-lap and congestion

	<ul style="list-style-type: none"> – gathering numbers should not exceed 20 per group or allocated allowance approved by Government and apply the 1 person per 4m² restriction. – no other spectators permitted • Develop new terms and conditions of entry and have users agree to new protocols. • Detailed attendance register to be kept (records kept for 56 days). • Amend training schedules and times to reduce in-person contact for participants, family members and staff by: <ul style="list-style-type: none"> – Scheduling time between events/training sessions for all attendees to safely arrive and exit the venue; and – Considering staggered arrival and/or departure times for different groups/teams. • Manage venue entries and exits (and separate where possible) to ensure a seamless flow of participants and attendees through the venue and limit the risk of overlap and congestion. • Restrict the use of communal facilities to toilets only during Stage 2. • Close other communal areas such as spectator seating where people can congregate. • Physical distancing protocols including line markings, signs, bollards, use of zones use and physical distancing indicators shall be used. • General advice on physical distancing in organisation facilities including discouraging face to face meetings where possible, restricting site visitors, deferring or splitting up large meetings. 	<ul style="list-style-type: none"> – physical distancing including line markings, bollards and indicators. <p>The opening and use of communal showers is permitted, where appropriate cleaning measures are in place consistent with Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and health.</p> <p>Organisations that previously provided food and beverage services must complete a COVID-19 Checklist for dining at restaurant, cafes, pubs, clubs, RSL clubs and hotels. Or adopt the Retail Food Services Industry COVID Safe Plan</p>
Hygiene	<p>Organisation to detail specifics of hygiene protocols to ensure regular sanitisation and cleaning of organisation facilities.</p> <ul style="list-style-type: none"> • Any safe hygiene protocols distributed by national/state sporting body or local association that will be adopted by organisation including: <ul style="list-style-type: none"> – Availability of hand sanitiser at entry/exit points to venue and elsewhere (may be provided by facility/venue manager) – Protocols for sanitising stations, sanitising shared equipment – Cleaning standards – increase regular cleans and frequent wiping of high touch surfaces. 	<p>Requirements continue from Stage 2 in addition to the following.</p> <ul style="list-style-type: none"> • Hand and respiratory hygiene is to be encouraged. • Frequent environmental cleaning and disinfection must be maintained.

	<ul style="list-style-type: none"> – 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 Organisation facilities. <ul style="list-style-type: none"> • Recommend that a COVID Safe Coordinator is allocated to each session to take responsibility of completing the cleaning requirements before the next group arrives. Commercial venues to supply sanitisers and cleaning services to be organised between the sport and the venue during play. • SWA guidelines in place to protect staff. <p>For more information on cleaning guidelines visit the Safe Work Australia website https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning</p>	
Management of unwell participants	<p>Organisation to detail specifics of protocols to manage unwell participants at an organisation activity.</p> <ul style="list-style-type: none"> • Self-isolate at home if presenting symptoms. • Any person who has symptoms related to COVID-19 must be excluded from site. • Anyone who is unwell or develops a fever, a cough, sore throat or shortness of breath, must contact a doctor or call 13HEALTH (13 43 25 84). • Liaise with public health authorities and facilitate the sharing of information about all symptomatic participants at an activity run by your organisation, subject to privacy law. • Notify your Peak Body and the Department Housing and Public Works (Sport and Recreation) • Contact participants (refer to attendance register) if an activity attendee subsequently becomes unwell and provide advice on what actions should be taken. If an outbreak does occur at your facility, the register will need to be provided to relevant authorities (i.e. Department of Health) in a timely fashion. • Contact information must be kept for all persons for contact tracing purposes, including name, email address, mobile phone number and date/time period of patronage for a period of at least 56 days. Communicate isolation and medical procedures for all players, members, volunteers and their families at the onset of any symptoms including organisation facilities that can be used to manage symptomatic participants. 	<p>Requirements continue from Stage 2</p>

	<ul style="list-style-type: none"> • Identify with clear and unambiguous signage, a space that can be used to isolate staff or participants who become unwell at an activity and cannot leave immediately. The isolation area should be equipped with necessary PPE supplies to facilitate hand hygiene and respiratory etiquette. • Ensure staff/volunteers understand that participants who become unwell should be immediately isolated and given a clean disposable facemask to wear. Establish procedures to help unwell staff or participants leave the event as soon as possible and added protections for activity staff in such circumstances. • Train volunteers/organisation management on treatment of symptomatic participants and disinfecting of facilities used by such participants. • Confirm notification protocols for notifying public health authorities and other attendees of symptomatic participants. 	
Follow-up after COVID-19 outbreak has ended	<p>Organisations will manage the follow up after a COVID-19 outbreak has ended:</p> <ul style="list-style-type: none"> • Public health officials will determine when an outbreak has ended in a community, consult with them to identify criteria for scaling back COVID-19 prevention actions with activities. Consider which protocols can remain to optimise good public and participant health. • Plan the rescheduling of cancelled activities. • Evaluate the effectiveness of the COVID-19 Safety Plan and communications plan, adjust and recirculate to stakeholders as required. • Meet with key stakeholders to review delivery of any return to sport arrangements. Gather feedback to note lessons learned and to improve organisational plans and systems. • Review critical incident management arrangements and test organisational readiness to respond to a localised outbreak of COVID-19. • Update your organisation's business continuity plan based on learnings from the COVID-19 pandemic. 	<p>Requirements continue from Stage 2</p>
Organisation responsibilities	<p>The organisation will oversee:</p> <ul style="list-style-type: none"> • Provision and conduct of hygiene protocols as per this Industry Plan. • Capture of a record of attendance at all training and organisation activities and maintaining an up-to-date log of attendance. 	<p>Requirements continue from Stage 2.</p> <p>Organisations must consider their capability to manage the expected number of people at the venue in regards to all of the above requirements.</p>

	<ul style="list-style-type: none">• Coordination of play area/training operations.• Operation of the organisation's facilities in support of training and competition activities in accordance with this Industry Plan.• Compliance issues and the sanction of individuals for non-compliance with any law, direction or protocol.• Determine the basis of enforcing any sanctions and seek advice as required.• Determine circumstances where issues may be elevated to local or State law enforcement agencies.	
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Appendix 2: Contact Tracing Requirements and Examples.

Contact tracing is a way of slowing the spread of infections by identifying people who have been in contact with an infected person.

Outdoor Team Sports will adopt the below, as well any other recommendations from State and Federal Governments:

Requirement → All players, officials, staff and visitors to a venue or training session are encouraged to subscribe to the Government's COVID-19 tracing app.

Requirement → Records of attendance at training and competitions to be maintained.

Requirement → Records of attendance of spectators at training and competitions to be maintained.

Requirement → Records to be kept for 56 days.

Registers must include:

- Date of entry
- First name and surname
- Phone number
- Email Address
- Time in
- Time out
- Club & team/Spectator/Parent/Carer

Registers can be implemented by:

- Using the template provided, have the coach or a COVID Safe Coordinator for that session write down the details of all in attendance. Take a photo of the form and send to the venue after the session.
- Use the template provided as above but the user keeps the phone copy and they leave the form in a designated area for the venue
- If bookings can be taken online have the booker put in all the details of the group attending. This list gets emailed back to the user group as an online form to tick off attendance and then email back after the session.
- Use TeamApp to register the names of the group and then mark them off as having had attended.
- [Evacheckin.com](#) contactless QR Code Check in Technology for all attendees. [Visitor EVA demo site login poster.](#)
- Have parents and any non-participant to buy a free ticket, with no more registrations allowed once the maximum number of tickets has been allocated. Use free ticketing sites like [Event Brite](#) or use the event portal in data bases such as Revolutionize.

Appendix 3 COVID-SAFE PLAN Checklist

Checklist for organisations to follow in operating under the Industry Plan

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- 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](#).

 - Limit 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/venue 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 to physical distancing requirements at all times other than on field of play during training and competition (including physicality of participating, contact / incidental contact).

Implement measures to restrict numbers on the premises, ensuring these comply with the Industry COVID Safe Plan or 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, spectators, workers and visitors to sign up to the COVID Safe App.

Maintain a record of people in attendance for the activity – including all 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 (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 or restrict use of shared equipment (e.g. balls).

Establish a protocol for laundering bibs, jerseys or other shared uniform items.

Establish a process for the cleaning of equipment such as post pads, goals.

Where practical - close or 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.

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- Consider any necessary changes to the administration of first aid and communicate to necessary personnel.
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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.
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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

Note: Venue operators of Aquatic facilities should comply with the Queensland Aquatic Industry Alliance Industry Plan and Checklist

- Ensure completion of a COVID-19 Safety Plan for the venue.
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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.
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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.
