

Athletics Victoria Incorporated

ABN 47 382 664 821

RETURN TO PLAY (training activities only – competition activities are not permitted)

This document contains recommendations for return to play (training) for all weather athletics tracks (venues) throughout Victoria.

It is based on the Return to Play principles recommended by SportAus and Sport & Recreation Victoria.

Venue Operators may adopt all or part of the recommendations and where appropriate, may decide to open or offer access to part and/or all activities within a venue. This document may be provided to Local Councils as recommendations for return to play (training).

It is also recommended that all individuals download the COVID Safe app.

Under the current restrictions issued by the Victorian Government:-

Requirement:-

The Venue Operator must keep a record of attendees including first name, phone number, date, and time of attendance

And

Recommendation:-

All venues appoint a Safety Officer who can administer and implement the restrictions and recommendations to prevent the transmission of COVID-19

Athletics Victoria Incorporated (AV) is the State Sporting Organisation for athletics in Victoria and provides this information to assist Venue Operators with return to play (training) procedures. AV does not accept any liability where some, and/or all, of the recommendations have not been implemented by a Venue Operator.

VERSION	Summary	Date
1.0	Initial Release	25 th May 2020
1.1	Group Activity Update Page 11	27 th May 2020
1.2	Draft Removed from document	27 th May 2020
2.0	Group Activity increased to 20	1 st June 2020
2.1	Club Rooms to remain closed	2 nd June 2020



Athletics Victoria – RETURN TO PLAY

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Athletics Victoria – RETURN TO PLAY

Commencement Statement

The Victorian Government has issued further advice on restrictions for groups of up to **twenty** people to participate in physical exercise. Further, all sporting clubs and State Sporting Organisation (SSO's) have been asked to provide a *RETURN TO PLAY* policy outlining recommendations on how Clubs and individuals can ensure that they adhere to the restrictions in place.

Local Councils will determine if an athletics facility will remain open or closed and may require a Club/Management Committee/Venue Operator to provide a *RETURN TO PLAY* policy.

This document outlines recommendations which may be adopted however Clubs/Management Committees/Venue Operators may be required to amend this policy to comply with any requirements issued by Local Council.

As at **1st June 2020**, restrictions now provide groups of up to **20** people outdoors (or people from the same household), plus a coach or the minimum number of support staff reasonably required to manage the activity. The number of groups permitted at any one time within an athletics track may be determined by the Club/Management Committee/Venue Operator and/or Local Council and enforced by the Safety Officer.

It is recommended that the Club/Management Committee/Venue Operator appoint a Safety Officer who may be on site during opening hours of the venue and can assist with any questions relating to the use of the venue. **The Safety Officer may be more than one person appointed by the Venue Operator.** There are resources available for the Safety Officer to get access to as required.

A Club/Management Committee/Venue Operator and/or Local Council may implement a booking system for groups of no more than **twenty(20)** to conduct training however it is recommended that there is a twenty minute gap between booking times to allow for a group to enter/leave the facility and any cleaning that may be required.

What is clear is that competitions/organised events/time trials/ or any other form of competition is currently NOT PERMITTED.

If a situation is not covered under this policy, it does not automatically mean that it is a permitted activity. Clubs and all individuals are expected to adhere to the restrictions in place.

Athletics Victoria strongly recommends that everyone downloads the COVIDSAFE app.

If there are any questions about the *RETURN TO PLAY* policy or about a specific activity you can direct your questions to info@athsvic.org.au .

NOTE:- In this document *Venue Operator* means any one of the following:-

- An affiliated Athletics Club that manages and/or controls an athletics track on behalf of a Local Council
- Venue Operator that manages and/or controls an athletics track on behalf of a Local Council
- Management Committee that manages and/or controls an athletics track on behalf of a Local Council or
- A Local Council.



Athletics Victoria – RETURN TO PLAY

Victorian Government Statement

The Victorian Chief Health Officer has approved community sport and recreation activities that can resume according to the following rules:

- **From 1st June 2020** groups of up to **20** people outdoors (or people from the same household), plus a coach or the minimum number of support staff reasonably required to manage the activity
- Parents and guardians taking children to and from training activities are required to follow the Chief Health Officers' Directions for public gatherings and maintain physical distancing of 1.5 metres.
- Club houses and pavilions remain closed.
- Sporting clubs that operate a restaurant, café or canteen within its facility may reopen with limited dine-in arrangements from 11.59pm on 31 May, provided it strictly adheres to the restrictions on hospitality venues including only 20 patrons per enclosed space subject to the four square metre rule.
- If they remain with their children during participation in sport, a parent will be considered part of the group up to **20** people, unless they are formally coaching or instructing the activity.
- No indoor activity – indoor physical recreation facilities must remain closed
- Maintain physical distancing of 1.5 metres wherever reasonably possible
- All activity and training must be non-contact, and no competitions are to take place. Contact sports must be modified so that you can maintain 1.5m distance.
- No outside communal gym, playgrounds or skateparks can be used
- No outdoor or indoor swimming pools can be used
- No use of communal facilities, except for toilets
- If the activity is run by an operator of an indoor physical recreation facility (such as a gym, health club or fitness centre), a personal training facility (indoors or outdoors) or an arena or stadium, then the operator must keep a record of attendees including first name, phone number, date and time of attendance
- Shared equipment that touches the head of face or cannot be effectively cleaned should not be used i.e. soft materials, helmets, or clothing
- Hand hygiene, frequent environmental cleaning & disinfection, use of own equipment where possible and minimise sharing of equipment

For more information and to keep up to date please refer to the following links:-

Agency	Online resource
Australian Government Department of Health	https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert
Australian Institute of Sport	https://ais.gov.au/health-wellbeing/covid-19
Australian Health Protection Principal Committee (AHPPC)	https://www.health.gov.au/committees-and-groups/australian-health-protection-principal-committee-ahppc
Victorian Government Department of Health and Human Services	https://www.dhhs.vic.gov.au/state-emergency
VicHealth	https://www.vichealth.vic.gov.au/
Vicsport	https://vicsport.com.au/
Local Government Victoria	https://www.localgovernment.vic.gov.au/
Other key regulators – e.g., Worksafe Victoria	https://www.worksafe.vic.gov.au/
COVID 19 Course – useful for Safety Officers	https://www.playbytherules.net.au/online-courses/mini-courses/covid-19-awareness-mini-course



Athletics Victoria – RETURN TO PLAY

1. HYGIENE

A pre-emptive low-cost intervention like enhanced hygiene measures of participants is key to reducing the transmission of coronavirus (COVID-19). Examples of personal hygiene measures that should be promoted include handwashing and covering mouth and nose with a tissue or sleeve during coughing/sneezing. Advice on cleaning is available from the [Department of Health and Human Services](#) and the [Commonwealth Department of Health](#)

Requirement:-

The Venue Operator must keep a record of attendees including first name, phone number, date, and time of attendance

Recommendations:-

All venues appoint a Safety Officer who can administer and implement the restrictions and recommendations to prevent the transmission of COVID-19.

Venue Operators

- Venues to display signs at the entry point and around the venue including but not limited to:-
 - o Keep that cough under cover
 - o Good hand hygiene
 - o Keeping your distance
 - o Operating hours of the venue
 - o Additional rules for use of the Venue and
 - o Procedures for booking training times (if venue requires)
- Make sure toilets are cleaned regularly and there is access to soap and paper towels

Examples of Government posters available via the links below



[Keep that cough under cover](#)



[Good Hand Hygiene](#)



[Keep your distance](#)

Individuals

- Remember to observe good hygiene.
 - o Wash your hands with soap and water for at least twenty (20) seconds
 - o Remain 1.5m apart
 - o Cover your mouth and nose with a tissue or sleeve during coughing/sneezing,
 - o Bring your own equipment including but not limited to clean towel, stretching mat, water bottle and water and do not share, and
 - o Do not spit

Keep your distance. Keep good hand hygiene.

Get in – train – and get out. Do not attend if you are feeling unwell. Do not spit.

Remember it is up to you to comply with all restrictions.

If any restrictions are breached, then Athletics Victoria will recommend to Local Councils that venue (s) are immediately closed.



Athletics Victoria – RETURN TO PLAY

2. PHYSICAL CONTACT

Physical distancing decreases the risk of transmission by reducing incidence of contact with other persons through shaking hands, hugging, or tackling. The Stay at Home Directions require that participants take reasonable steps to maintain 1.5m distance from all other people

Requirement:-

The Venue Operator must keep a record of attendees including first name, phone number, date, and time of attendance

Recommendations:-

All venues appoint a Safety Officer who can administer and implement the restrictions and recommendations to prevent the transmission of COVID-19.

Venue Operators

- Venues to display signs at the entry point and around the venue including but not limited to:-
 - o Keeping your distance
 - o Operating hours of the venue; and
 - o Additional rules for use of the Venue



[Keep your distance](#)

Individuals

TRACK USE

- Individuals must remain at least 1.5m from each other.
- **No high five's, hugs and/or handshakes**
- Drafting or running side by side in the same lane is not permitted.
- Individuals can run in the next lane provided they remain at least 1.5m apart.
- Individuals are reminded that the venue/track is a public facility and unless a private exclusive booking, must share access to and use of the facility.
- Warming up can be conducted either on the track or if safe to do so on the infield provided individuals remain 1.5m apart always.
- At the end of your session make sure you leave the facility promptly

Keep your distance. Keep good hand hygiene.

Get in – train – and get out. Do not attend if you are feeling unwell. Do not spit.

Remember it is up to you to comply with all restrictions.

If any restrictions are breached, then Athletics Victoria will recommend to Local Councils that venue (s) are immediately closed.



Athletics Victoria – RETURN TO PLAY

3. ARRIVAL AND DEPARTURE OF PARTICIPANTS, OFFICIALS, PARENTS AND CARERS

Physical distancing decreases the risk of transmission by reducing incidence of contact between people. [The Stay at Home Directions](#) currently limit gatherings of groups of people to reduce the risk of people spreading coronavirus (COVID-19). The control of facilities and management of areas where people might gather will reduce the risk of coronavirus (COVID-19) transmission.

Requirement:-

The Venue Operator must keep a record of attendees including first name, phone number, date, and time of attendance.

Recommendations:-

All venues appoint a Safety Officer who can administer and implement the restrictions and recommendations to prevent the transmission of COVID-19.

Groups of up to **20** people outdoors (or people from the same household), plus are permitted to participate in physical activity.

Individuals are encourage to “get in – train – and get out”. Where an individual requires a parent and/or carer then they will be counted as part of the group of ten. It will be the responsibility of the Coach to make sure that no more than **twenty (20)** people are in the Group.

A parent and or carer cannot become a spectator and wait inside the venue until the conclusion of the activity.

It is also a recommendation that where it is possible to do so, a drop off and pick up zone outside the venue and within the car park is set up clearly identifying the area. Physical distancing measures should be in place within this area where possible.

The Safety Officer will be required to enforce this restriction and where appropriate, advise individuals to leave the venue.

Where an individual refuses to leave a venue after being asked to do so, the Venue Operator may

- Close the venue for all activity; or if required
- Report the situation to the Police

Keep your distance. Keep good hand hygiene.

Get in – train – and get out. Do not attend if you are feeling unwell. Do not spit.

Remember it is up to you to comply with all restrictions.

If any restrictions are breached, then Athletics Victoria will recommend to Local Councils that venue (s) are immediately closed.



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4. SPECTATORS/GATHERINGS

[The Stay at Home Directions](#) currently limit gatherings to groups of 20 people to reduce the risk of people spreading coronavirus (COVID-19). Spectators, and other non-participants watching activities should not attend activities unless they have an essential role, or they are parents and/or guardians. Public gathering limitations apply. Organisations should plan for activities without crowds to prevent the spread of coronavirus (COVID-19).

Requirement:-

The Venue Operator must keep a record of attendees including first name, phone number, date, and time of attendance.

Recommendations:-

All venues appoint a Safety Officer who can administer and implement the restrictions and recommendations to prevent the transmission of COVID-19.

There are to be no spectators at any time within the venue during this period of restrictions. Competition and/or organised Events are not permitted

Venue Operators:-

- Options:- The Safety Officer sets up an online training booking system for 30 mins, 60 mins, 90mins or 120mins depending upon the capacity of the venue
- Contact your Local Council and confirm if an existing booking system exists or alternatively there are free online tools that can be used such as “googledocs”
- Include all restrictions and information on use of the venue at the time of booking including the maximum number of people twenty (20) that can participate in the activity at one time.
- Communicate opening hours, restrictions and options for training and use of equipment and all other relevant information by email to your venue database and/or via Local Council newsletter.

Keep your distance. Keep good hand hygiene. Do not attend if you are feeling unwell. Do not spit.
Remember it is up to you to comply with all restrictions in place
If any restrictions are breached, then Athletics Victoria will recommend to Local Councils that venue (s) are immediately closed.



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5. SHARING EQUIPMENT

In combination with good hygiene practices, a similar pre-emptive measure is to promote behaviours such as not sharing drink bottles, towels, and limiting the shared use of equipment. Equipment that touches the head of face or cannot be effectively cleaned (for example, if made from soft materials or clothing) should not be shared. Where sharing equipment cannot be avoided, equipment with smooth surfaces should be cleaned between sessions.

Requirement:-

The Venue Operator must keep a record of attendees including first name, phone number, date, and time of attendance.

Recommendations:-

All venues appoint a Safety Officer who can administer and implement the restrictions and recommendations to prevent the transmission of COVID-19.

Equipment may include (but not limited to):-

Javelins Shot Puts Discus Hammers Hurdles Starting blocks
Personal training equipment Exercise/stretching mats Weights

- **PERSONAL - Throws equipment**
 - Make sure your equipment is cleaned prior to attending training and make sure no-one uses your equipment.
 - Keep disinfectant wipes in your bag in case you need to clean your equipment during training.
 - Make sure you are the only person that retrieves your equipment
- **CLUB/VENUES equipment**

Where Clubs have purchased training equipment that can be used by individuals, and the Venue Operator has approved the use of the equipment by the public, all equipment should be cleaned by a designated representative before/after use. It is recommended that equipment is booked by individuals for use at specified times. The following process is recommended:-

 - All equipment is cleaned before and after use and stored in a safe and clean environment
 - The equipment is retrieved from storage by a representative ready for use by an individual
 - All equipment bookings contain name, email and mobile number and each individual signs the equipment IN and OUT with appropriate time stamp.
 - It will be the responsibility of the individual to collect and return the equipment
 - The equipment is to be cleaned before being issued out for the next booking.



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- **HURDLES**
 - **PERSONAL** training (brought to and taken from the venue)
 - Make sure your equipment is cleaned prior to attending training.
 - Only one person should move the hurdles on to and off the track as required
 - Bring appropriate cleaning/disinfectant wipes in your bag in case you need to clean your equipment during training.
 - **VENUE** – where the venue has hurdles for use
 - Venues may decide to ask individuals to book the use of hurdles and can adopt the recommended process as outlined for CLUB/VENUES throws equipment
 - Hurdles can be placed in groups of six (6) and one person from each GROUP is to be designated to collect, move, and return the hurdles at the end of the activity
 - Hurdles should be cleaned before the next use
- **POLE VAULT** (to be confirmed by Chief Medical Officer)
 - Only one (1) person can use pole vault equipment at any given time.
 - Pole Vault equipment includes uprights, mats, bars, and pole.
 - Two people (a Coach and the vaulter) can change the height of the bar and replace the training/jumping bar after each attempt
 - At the end of training, the pole vault bags, uprights, bars and poles must be wiped cleaned before the next individual can use the equipment.
- **HIGH JUMP** (to be confirmed by Chief Medical Officer)
 - Only one (1) person can use high jump equipment at any given time.
 - High Jump equipment includes uprights, mats, and high jump bars.
 - Two people (a Coach and the high jumper) can change the height of the bar and replace the training/jumping bar after each attempt.
 - At the end of training, the high jump bags, uprights, and bars must be wiped cleaned before the next individual can use the equipment.
- **LONG JUMP/TRIPLE JUMP** (to be confirmed by Chief Medical Officer)
 - Only one (1) person can use one jumps pits at any given time.
 - Jumps equipment includes measuring tapes, measuring spike, rakes, brooms, run up markers and pins.
 - At the end of training, the sand in the pit must be ‘turned over’ using a shovel/spade so that the jumping area used is sufficiently aerated so that the pit can be sprayed with cleaning solution before use by the next jumper.
 - All equipment used in or around the jumps pit must be cleaned after use and returned as directed by the Safety Officer.

Keep your distance. Keep good hand hygiene. Do not attend if you are feeling unwell. Do not spit.
Remember it is up to you to comply with all restrictions in place
If any restrictions are breached, then Athletics Victoria will recommend to Local Councils that venue (s) are immediately closed.



Athletics Victoria – RETURN TO PLAY

6. GROUP/TEAM ACTIVITY

[Restricted Activity Directions and Stay at Home Directions](#) currently limit gatherings to up to 20 people outdoors (plus a coach or the minimum number of support staff reasonably required to manage the activity) which impacts team or group activities.

Requirement:-

The Venue Operator must keep a record of attendees including first name, phone number, date, and time of attendance.

Recommendations:-

All venues appoint a Safety Officer who can administer and implement the restrictions and recommendations to prevent the transmission of COVID-19.

The Venue Operator will determine the maximum number of groups (20 people) that can be within the venue at any one time. It is recommended that the following be considered:-

- The number of entry and exit points to ensure that individuals can enter and leave without being at risk of unreasonable contact
- The capacity of the venue to conduct training on the track and on the in-field at the same time without endangering any participants
- The ability to create and if necessary 'mark out' or flag areas where groups may meet and place their belongings and/or possessions without being at risk of unnecessary contact; and
- The capacity of the running track to manage groups training on the track ensuring appropriate distancing between individuals.

Coaches and individuals are required to make sure that there are no more than twenty (20) people involved in physical activity at any time.

The Government has confirmed that a coach may only manage one group at any given time and must wait twenty (20) mins before commencing coaching a further group to allow individuals to leave the venue before the next group arrives.

Coaching and or managing more than one group of twenty people simultaneously within the same venue, albeit separated by distance is not permitted. For example: a coach or assistant to the coach can not conduct activity with two groups of twenty people where one group is at the 200m start area and the second group is at the finish line. For clarity, a training group of twenty people may be split into smaller groups for training activities during the session.

There are to be no spectators within the venue.

Keep your distance. Keep good hand hygiene. Do not attend if you are feeling unwell. Do not spit.

Remember it is up to you to comply with all restrictions in place

If any restrictions are breached, then Athletics Victoria will recommend to Local Councils that venue (s) are immediately closed.



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7. INDOOR ACTIVITIES (Currently prohibited)

The Restricted Activities Direction prohibits the use of indoor facilities such as club rooms, change rooms, and showers. Only toilets can remain open

Requirement:-

The Venue Operator must keep a record of attendees including first name, phone number, date, and time of attendance.

Recommendations:-

All venues appoint a Safety Officer who can administer and implement the restrictions and recommendations to prevent the transmission of COVID-19

Venue Operators:-

- Club Rooms, change rooms, Club gyms and other indoor areas are to remain closed.
- Toilets should be open and accessible during advertised training times.
- Toilets should be cleaned daily either after closing time or prior to opening the following day.
- Soap dispensers/paper towels are to be checked daily and replaced/filled as required.

Opening hours for the athletics track should be clearly advertised

- On the venue website/Club website
- On entry to the venue and
- Around the venue in prominent places

Notices should clearly show that Club Rooms, Gym Rooms, Weights Rooms REMAIN CLOSED and that TOILETS are open.

*Information about appropriate cleaning materials can be found at the end of this document.

Keep your distance. Keep good hand hygiene. Do not attend if you are feeling unwell. Do not spit.
Remember it is up to you to comply with all restrictions in place
If any restrictions are breached, then Athletics Victoria will recommend to Local Councils that venue (s) are immediately closed.



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8. TRAVEL

To prevent the spread of coronavirus (COVID-19), the Stay at Home Direction restricts travel to participate in sport and recreation activities to day trips only.

Requirement:-

The Venue Operator must keep a record of attendees including first name, phone number, date, and time of attendance.

Recommendations:-

All venues appoint a Safety Officer who can administer and implement the restrictions and recommendations to prevent the transmission of COVID-19.

There is no restriction on physical activity. However, access to training venues may be limited to members and/or individuals who reside within a specified distance of the athletics track.

Venue Operators can include any geographical restrictions on attending each venue on all communications, websites, and/or booking forms to this effect.

**Keep your distance. Keep good hand hygiene. Do not attend if you are feeling unwell. Do not spit.
Remember it is up to you to comply with all restrictions in place
If any restrictions are breached, then Athletics Victoria will recommend to Local Councils that
venue (s) are immediately closed.**



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9. HIGH INJURY ACTIVITY

To reduce the strain on Victoria's health and emergency services, common sense should be used in avoiding activities that have a high risk of injury that may result in hospitalisation

Requirement:-

The Venue Operator must keep a record of attendees including first name, phone number, date, and time of attendance.

Recommendations:-

All venues appoint a Safety Officer who can administer and implement the restrictions and recommendations to prevent the transmission of COVID-19.

Training activities involving throwing implements are to be conducted in the usual course of practice. Where venues have a designated and approved throwing cage for hammer and discus and shot-put areas, individuals must observe all rules and regulations for the use of these areas.

Where javelin is permitted individuals must observe all rules and regulations for this area.

While our sport is a 'non-contact activity', individuals are reminded to observe the following rules :-

TRACK USE

When training on the circular track, individuals must remain 1.5m from each other. There is to be no drafting (running in the slip stream) or running side by side in the same lane. Individuals can run in the next lane provided they remain 1.5m apart.

Warm up

Individuals are reminded that the venue/track is a public facility and unless a private exclusive booking, must share access to and use of the facility.

Warming up can be conducted provided individuals remain 1.5m apart always.

At the end of your warmup, training, use of or warm down, make sure you promptly leave the training area

**Keep your distance. Keep good hand hygiene. Do not attend if you are feeling unwell. Do not spit.
Remember it is up to you to comply with all restrictions in place
If any restrictions are breached, then Athletics Victoria will recommend to Local Councils that venue (s) are immediately closed.**



Athletics Victoria – RETURN TO PLAY

10. PROTOCOLS

What protocols or processes are in place to ensure participants are free of coronavirus (COVID-19) symptoms?
What protocols do you have in place for people who present to training with symptoms consistent with COVID-19 (fever or respiratory symptoms such as cough, sore throat, and shortness of breath)?

Requirement:-

The Venue Operator must keep a record of attendees including first name, phone number, date, and time of attendance.

Recommendations:-

All venues appoint a Safety Officer who can administer and implement the restrictions and recommendations to prevent the transmission of COVID-19.

Venue Operators:-

It is recommended that venues clearly set out the restrictions in place along with the following information :-

Every person attending the venue will be required to provide their Name, Address, email and contact phone number.

If any person refuses to provide this information, they will not be permitted into the venue.

Prior to coming to the venue:-

If you are unwell or have the following symptoms:-

- high temperature
- sore throat
- shortness of breath
- fever; and/or
- A cough

do not attend the venue.

If the Safety Officer reasonably believes that you have any of the symptoms, you will be refused entry and/or asked to leave the premises immediately. The Safety Officer will provide your details to the Department of Health for tracing purposes.

**Keep your distance. Keep good hand hygiene. Do not attend if you are feeling unwell. Do not spit.
Remember it is up to you to comply with all restrictions in place
If any restrictions are breached, then Athletics Victoria will recommend to Local Councils that venue (s) are immediately closed.**



Athletics Victoria – RETURN TO PLAY

11. COMMUNICATION

Communicating coronavirus (COVID-19) risk mitigation strategies to participants is vital. Setting and promoting expectations for required behaviours prior to recommencing activities will be crucial to ensuring activities are safe to return to and remain free of further restrictions. This includes communicating current restrictions, improved health literacy of participants and social distancing measures.

How will you coordinate and communicate any changes to the directions to your clubs, members, and stakeholders?

Requirement:-

The Venue Operator must keep a record of attendees including first name, phone number, date, and time of attendance.

Recommendations:-

All venues appoint a Safety Officer who can administer and implement the restrictions and recommendations to prevent the transmission of COVID-19.

The following communication plan will be implemented:-

Athletics Victoria

- Email to current membership database detailing the purpose of the *RETURN TO PLAY* policy and including the current restrictions with appropriate links for further and more detailed information including a link to the *RETURN TO PLAY* policy.
- Email to all Clubs and Specialist Groups with the *RETURN TO PLAY* policy and links to download additional information on the restrictions currently in place; and
- Email to Local Councils containing the *RETURN TO PLAY* policy.

AV WEBSITE

The RETURN TO PLAY policy will be uploaded to a dedicated section of the Athletics Victoria website

CHANGES TO RESTRICTIONS

If the restrictions change then Athletics Victoria will communicate those changes and update this policy to reflect the changes.

Venue Operators will be required to also communicate any changes.

Keep your distance. Keep good hand hygiene. Do not attend if you are feeling unwell. Do not spit.
Remember it is up to you to comply with all restrictions in place
If any restrictions are breached, then Athletics Victoria will recommend to Local Councils that venue (s) are immediately closed.



Athletics Victoria – *RETURN TO PLAY*

COACHING PROTOCOLS

Coaches will play a pivotal role to ensure that the group activity complies with all restrictions.

Coaches are reminder to:-

- Structure physical activities that comply with physical distancing; and
- Remind individuals about the rules in place during the activity.

Look out for any symptoms such as fever, shortness of breath, coughing and/or high temperature and advise the individual to leave training immediately and seek medical advice. Make sure you advise the Safety Officer who may also discuss an appropriate course of action.

Remind individuals not to SPIT at any time.

If an individual is unwell during training (e.g. vomiting) the individual (and coach) must clean any effected area with disinfectant.

The following course is recommended for Coaches :-

<https://www.openlearning.com/courses/covid-safe-sport-coach-certification/>



Athletics Victoria – RETURN TO PLAY

ATTENDANCE REGISTER – SPORT AUSTRALIA TEMPLATE

[Club Name] Register of attendees

Activity: _____ Location: _____ Date: _____

Arrival time	Departure time	Full name	Phone	Email address	Club	Role	In the previous 14 days, have you: <ul style="list-style-type: none"> • Had any COVID-19 symptoms? • Been in contact with any confirmed/suspected COVID-19 case? • Travelled internationally? 	Downloaded and using COVIDSafe app?



Athletics Victoria – *RETURN TO PLAY*

CLEANING PROTOCOLS

Venue Operator is recommended to have the following supplies available:-

- Disinfectant and cleaning products
- Clean and disposable cloths and cleaning material and
- Rubbish bags and bins

Hand sanitiser is recommended at the entry point to the venue and in each of the toilets with appropriate signage reminding individuals of good hand hygiene.

Suitable cleaning methods and details on products are listed in the attached information sheet provided by SafeWork Australia



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MEDICAL STAFF PROTOCOLS

External medical providers will be required to implement required principles and recommendations based on your profession including all recommendation and restrictions outlined by the Victorian government.

It is essential that any medical equipment within the venue including but not limited to :-

- First aid kits and
- Defibrillators

Are accessed and used with gloves and other required protective equipment.

Where components of a first aid kit and/or other medical instruments are used then they must be appropriately disposed of and/or cleaned.



How to clean and disinfect your workplace

Summary to COVID-19

This document provides guidance on routine cleaning, and cleaning and disinfection following a case or suspected case of the COVID-19 in a non-healthcare workplace.

It covers:

- 1.1 – Cleaning during the COVID-19 pandemic**
- 1.2 – Definitions**
- 1.3 – Cleaning and disinfecting solutions**
- 1.4 – Checklist of standard precautions for cleaning**
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1.1 Cleaning during the COVID-19 pandemic

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

A key way you can protect workers and others from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures for your workplace.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if your workplace operates in shifts,

workplaces should be cleaned between shifts. If equipment is shared between workers, it should be cleaned between uses, where practicable.

Cleaning with detergent and water is sufficient.

Once clean, surfaces can be disinfected. When and how often your workplace, or certain surfaces, should be disinfected will depend on the likelihood of contaminated material being present. This would include any time there has been a case or suspected case of COVID-19 at the workplace, or at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces.

1.2 Definitions

The following terms are used throughout this document, to improve readability.

Damp dust means to wet a cloth with cleaning agent and wring out, such that the cloth remains damp, but does not drip water.

Detergent means a surfactant that is designed to break up oil and grease with the use of water.

Disinfectant means a product labelled as household disinfectant, and containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach.

Frequently touched surface means a surface that is touched often, by the same or different people. For example, a door handle or push plate.

HEPA means high efficiency air particulate filter.

Infrequently touched surface means a surface that is touched less than a frequently touched surface. For example, the surface of a cupboard door.

1.3 Cleaning and disinfecting solutions

Cleaning and disinfecting are two different processes:

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. Disinfectants containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging. Where there is uncertainty, the manufacturers or importing suppliers of the substance should be contacted for advice.

Health authorities recommend using a 1000 ppm bleach (sodium hypochlorite) solution to disinfect hard surfaces.

For routine workplace cleaning in a non-healthcare workplace, physical cleaning with water and detergent is sufficient. Water and physical effort alone will not kill the COVID-19 virus.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace.

Note: Disinfectants require sufficient contact time to be effective.

1.4 Checklist of standard precautions for cleaning

- Where cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before cleaning with liquids.
- Read the label for the detergent or disinfectant and follow the manufacturer's recommendations.
- Obtain a copy of the Safety Data Sheet (SDS) for the detergent or disinfectant and become familiar with the contents.
- Wear the appropriate personal protective equipment (PPE) that is identified on the label and the SDS.

1.5 Recommended cleaning by surface

The following table outlines the recommended minimum frequencies for routine cleaning of various surfaces in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

It is applicable to all workplaces, noting some surfaces may not be relevant to all workplaces.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

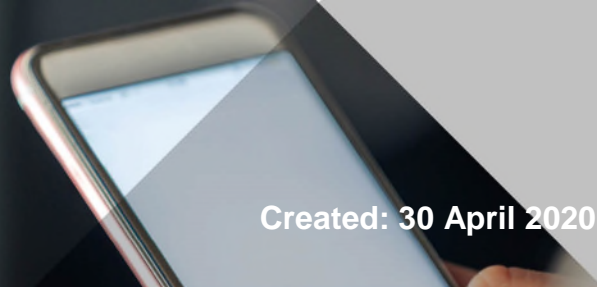
More frequent disinfection may be required at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces.

	Following suspected or confirmed case		Routine cleaning		
	Any Surface	Method	Frequently touched surfaces	Infrequently touched surfaces	Method
Soft plastics	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Damp dust + Detergent
Hard plastics	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent



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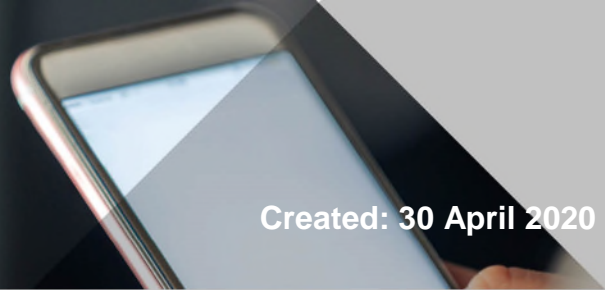
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	Following suspected or confirmed case		Routine cleaning		
	Any Surface	Method	Frequently touched surfaces	Infrequently touched surfaces	Method
Metal surfaces (stainless steel, uncoated steel, zinc coated steel, aluminium)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant* *uncoated steel is more susceptible to rust when disinfected. Disinfect only when necessary, and treat for rust as appropriate	Clean at least daily or every shift change	Clean weekly	Detergent
Painted metal surfaces	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent
Deliberately Greased or Oiled metal surfaces	Clean as soon as you become aware	Clean according to manufacturer's recommendations	Clean at least daily or every shift change	Clean weekly	Clean according to manufacturer's recommendations
Wood	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Damp dust + Detergent
Laminate	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent
Glass	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent
Concrete (polished)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent



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	Following suspected or confirmed case		Routine cleaning		
	Any Surface	Method	Frequently touched surfaces	Infrequently touched surfaces	Method
	become aware				
Concrete (rough)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Vacuum (HEPA) or Detergent
Leather	Clean and disinfect as soon as you become aware	Clean and disinfect according to manufacturer's recommendations	Clean at least daily or every shift change	Clean weekly	Clean according to manufacturer's recommendations
Fabric	Clean and disinfect as soon as you become aware	Detergent + Steam clean If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent	Clean at least daily or every shift change	Clean weekly	Vacuum (HEPA) Damp dust + Detergent If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent
Paper	Not suitable for cleaning. Leave undisturbed for a minimum of 72 hours.	Dispose of in the bin (double-bagged), or leave undisturbed for a minimum of 72 hours, longer if possible.	Not suitable for cleaning	Not suitable for cleaning	Use alternate, cleanable options, such as electronic tablets If use is unavoidable, and individual use is not feasible, use a plastic protective sheet over the page.

1.6 Recommended cleaning by item

The following table outlines the recommended minimum frequencies for routine cleaning of various items in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

It is applicable to all workplaces, noting some items may not be relevant to all workplaces.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

More frequent disinfection may also be required at workplaces with a high volume of customers or visitors that are likely to touch surfaces.

1.6.1 General

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Alcohol-based hand sanitiser dispenser	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Bath	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily, or after each use if shared facilities	Clean at least daily	Detergent
Call bell/door bell	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Carpet (Soft Floor)	Clean and disinfect as soon as you become aware	Carpet shampoo + Steam clean	Clean daily	Clean weekly	Vacuum with HEPA filter
			Clean annually	Clean annually	Shampoo or steam clean
Ceiling	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean daily & wash yearly, e.g. access hatches and surrounds	Spot clean weekly & wash every 3 years	Damp dust + Detergent

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Chairs (non-upholstered) e.g. plastic chairs, wooden chairs, other non-padded chairs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Chairs (upholstered) e.g. fabric padded chairs, sofas, office chairs	Clean and disinfect as soon as you become aware	Detergent + Steam clean	Clean at least daily	Clean weekly	Vacuum (HEPA) Damp dust + Detergent
Cleaning Equipment	Clean after use	Detergent + Disinfectant	Clean after use	Clean after use	Detergent
Clipboard / Folders	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean after use	Clean weekly	Detergent
Computer, Keyboard, Mouse Headsets	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays	Clean at least daily or when visibly soiled, and between users if equipment is shared	Clean weekly or when visibly soiled	Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations Detergent
Curtains and Blinds	Clean and disinfect as soon as you become aware	Damp dust + Detergent Steam clean curtains or blinds	Clean weekly	Clean monthly	Refer to manufacturer's recommendations Steam clean curtains or blinds in place or machine wash curtains according to manufacturer's recommendations
Door frames	Clean and disinfect as soon as you	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent

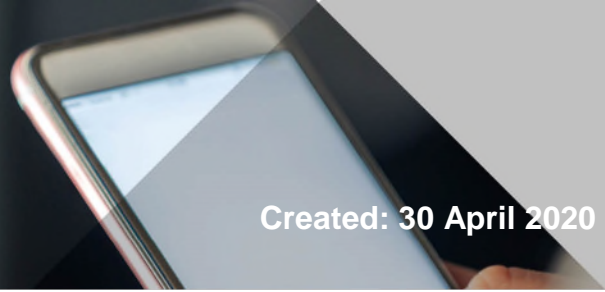
	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
	become aware				
Door knob/handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean daily	Detergent
Drinking Fountains	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean daily	Detergent
Elevator buttons	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Floor (non-slip vinyl)	Clean as soon as you become aware	Detergent + Disinfectant	Damp mop daily	Damp mop daily	Detergent
Floor (polished concrete)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Dust removal & clean daily	Dust removal & clean weekly	Detergent
Fridges	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Weekly, & defrost to clean as required Clean frequently touched surfaces on fridge (i.e. handles) at least daily	Monthly & defrost as required Daily spot check— clean when necessary	Refer to manufacturer's recommendations Detergent
Hand rails, stair rails	Clean and disinfect as soon as you	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
	become aware				
Keys and locks and padlocks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily	Clean weekly	Detergent
Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays Detergent
Light and Power point Switches	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean at least daily	Clean weekly	Damp dust + Detergent
Lights/lighting	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily	Clean weekly	Refer to manufacturer's recommendations Detergent
Microwave	Clean and disinfect as soon as you become aware	Detergent. Disinfectant on outside surfaces only.	Clean frequently touched points on microwave at least daily	Clean daily	Refer to manufacturer's recommendations Detergent
Push/pull doors (with and without a push plate)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + Disinfectant
Remote controls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Shelves (and items on shelves)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean weekly	Clean weekly	Detergent
Shower	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily or after each use if shared facilities	Clean weekly	Detergent + Disinfectant
Sink (hand washing & kitchen)	Clean and disinfect as soon as you become aware	Detergent Disinfectant on areas around sink only, not in sink	Clean at least daily	Clean daily	Detergent
Tables/desks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Telephone	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean at least daily & more regularly if shared by multiple users	Clean weekly	Detergent
Toilet	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + disinfectant
Toilet doors and locks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + Disinfectant
TV	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean weekly	Clean weekly	Refer to manufacturer's recommendations Damp dust + Detergent



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	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Vending Machines	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean frequently touched points on machine at least daily	Clean weekly	Refer to manufacturer's recommendations Damp dust + detergent or Isopropyl alcohol-based wipes/sprays
Walls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean touched walls daily & full clean yearly	Spot clean weekly & full clean yearly	Damp dust + Detergent
Windows	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean touched windows daily	Clean weekly	Detergent
Window frames (sliding servery window types)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent

1.6.2 Specialised electronic equipment

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Electrical equipment	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Refer to the manufacturer's recommendations
Electronic equipment (sensitive to electrostatic charge) E.g. I pads, tablets, laptops exterior of computer case and monitors	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations If no manufacturer's recommendations, use isopropyl alcohol-based preparations with non-electrostatic wipes suitable for electronic equipment
Touch screens e.g. information screens in buildings	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable covers Isopropyl alcohol-based wipes/sprays	Clean at least daily	Clean weekly	Consider adding a wipeable cover to the device/screen. Refer to the manufacturer's recommendations Isopropyl alcohol-based wipes/sprays

1.6.3 Retail

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Cash registers	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Isopropyl alcohol-based wipes/sprays	Clean after each shift	Clean weekly	Detergent + Isopropyl alcohol-based wipes/sprays
EFTPOS machines	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean after each use (if practicable)	Clean weekly	Isopropyl alcohol-based wipes/sprays
Hand-held cash register scanners	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean after each use (if practicable)	Clean weekly	Isopropyl alcohol-based wipes/sprays
Trolleys & Hand-held baskets	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean after each use	Clean after each use	Detergent Isopropyl alcohol-based wipes

1.6.4 Building and construction

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Bollards	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Hoses	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Ladders	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean between shifts or users	Clean weekly	Detergent
Power tools and hand tools	Clean as soon as you become aware	Refer to the manufacturer's recommendations Isopropyl alcohol-based wipes/sprays	Clean between shifts or users	Clean weekly	Refer to the manufacturer's recommendations Isopropyl alcohol-based wipes/sprays
Scaffolding / formwork	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces daily	Clean weekly	Detergent

1.6.5 Warehousing and logistics

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Control panels and other plant controls	Clean as soon as you become aware	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays	Clean between shifts or users	Clean weekly	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays
Conveyor Belts	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Drainage grates	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Hi Vis Vests worn over clothing	Clean and disinfect as soon as you become aware	Refer to manufacturer's recommendations Detergent + Disinfectant	Clean at least daily or between users if shared	Clean daily	Refer to manufacturer's recommendations Detergent
Machinery surfaces	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Manual stopcock valves	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Roller door handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent



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	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Other PPE if shared between workers (hard hats, safety eyewear)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Detergent
Safety guards around equipment	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Viewing windows	Clean as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent

1.6.6 Transport

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Door Handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Gear knobs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Detergent
Seat Belts	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Detergent
Steering wheels	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least between shifts or between users	Clean weekly	Detergent
Switches and other controls	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes /sprays	Clean at least daily	Clean weekly	Isopropyl alcohol-based wipes/sprays