



COVID SAFE PLAN

VICTORIAN CHURCHES FOOTBALL ASSOCIATION

Endorsed by: VCFA Board

Date: 1st February 2021 [Updated: 1 November 2021]

KNOX CHURCHES SOCCER CLUB
Endorsed by: JOHANN POPPENBECK
Date: 1 FEBRUARY 2021
Updated: 1 November 2021

COVID-19 COMMITMENT STATEMENT

As the VCFA and Knox Churches Soccer Club we are fully committed to providing a safe and healthy environment for members of our club (volunteers, players, personnel, families, spectators) and the wider community and are committed to implementing practices in line with guidance available from Sport Australia, Christian Football Federation Victoria, Football Federation Australia, Football Victoria, our local council, the Victorian State Government and other relevant authorities applicable to our Knox Churches Soccer Club.

We also acknowledge the directions imposed by the Victorian State Government will be followed as we undertake football activities during the remainder of 2020 and into 2021, and we commit to adhering to the latest advice from Football Victoria and the Victorian State Government in this regard.

It is important to the VCFA and Knox Churches Soccer Club to lead and promote a strong culture of COVID-19 safety for the health and wellbeing of participants and the broader community.

1. ENSURE PHYSICAL DISTANCING

You must ensure participants, coaches, club/association personnel, parents, permitted spectators, etc. are 1.5 metres apart as much as possible.

Examples of how this can be done include:

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply (e.g. canteen or changeroom)
- Limit the number of participants to the minimum required to play (i.e. limit training to usual age group squad size)
- Zone training areas to limit intermingling between training groups
- Stagger training start times, leaving 15 minutes between training sessions
- Limit use of seats and toilet or changing cubicles at facility to every second seat/cubicle
- Discourage carpooling





- Use floor markings to indicate appropriate physical distancing
- Signpost entry and exit points to limit congregation at the start and end of training
- Conduct meetings or individual fitness sessions from home, where possible

To ensure physical distancing, our club will:

- Display appropriate signage at all entry and exit points and around facilities.
- Use training zones and staggered training times across age groups.
- Provide regular social distancing recommendations in club communications.

Our club has the following indoor spaces:

- Changeroom 1 (density quotient: 20)
- Changeroom 2 (density quotient: 18)
- Changeroom 3 (density quotient: 18)
- Changeroom 4 (density quotient: 18)
- Canteen (density quotient: 10)

We will provide/require the following training and guidance to our personnel/volunteers:

- Provide adequate signage around facilities.
- Online training for all committee members and key volunteers

2. WEAR A FACE MASK WHERE NECESSARY

Everyone above the age of 12 years old should wear a face mask when they leave their home, unless they have a lawful reason for not doing so.

Clubs and associations should consider the following actions to satisfy this principle:

- Ensure a supply of disposable face masks are available for the use of all participants/attendees at training sessions and matches
- Install screens or barriers for additional protection, where necessary (e.g. to protect canteen workers, or to segment change room areas)
- Provide information to participants around washing reusable masks each day, and changing disposable masks at least once per day

To encourage participants over the age of 12 wear a face mask, our club will:

- Provide a supply of face masks to be used by anyone.
- Ensure signage encouraging use of face masks is evident.

3. PRACTISE GOOD HYGIENE

Additional hygiene measures are a priority. Clubs and venue and facility operators should maintain good hygiene in their premises, and document hygiene practises in this COVID Safe Plan.





Examples of practising good hygiene as a club and/or venue and facility operator include:

- Ensuring that cleaning products and disinfectants are accessible to participants and personnel (Note to clubs: a complimentary allocation of Two Hands hand sanitiser is available to you. Please find [more information here](#))
- Venue/facility cleaning and disinfecting on a frequent and scheduled basis, ensuring particular frequency for high touch surfaces and bathrooms/change rooms
- Developing a cleaning/disinfecting schedule for high touch surfaces at the venue as well as for equipment
- Ensuring that one or more personnel from your club or association undertakes infection control training (available free [online](#) or [in person](#))
- Display a cleaning log (or request the facility owner does so) in shared spaces such as toilets
- Ensuring that hand soap and sanitiser dispensers are regularly refilled and always available for participants and personnel
- Display posters on good hygiene and handwashing practises in prominent places and establish hygiene stations at entrances and throughout the venue/facility to encourage good hand hygiene

To ensure that our club and all personnel and participants practise good hygiene, our club/association will:

- Ensure adequate signage is available within all amenities.
- Provide hand sanitiser around facilities.

4. KEEP RECORDS AND ACT QUICKLY IF A PERSON BECOME UNWELL

All venues and clubs must keep records of every person who attends the venue/facility or participates in community sport and recreation, and should have a response plan, as part of this COVID Safe Plan, ready for the possibility of a person with COVID-19 at their premises.

Clubs must ensure that they maintain an attendance register for every person that attends for a period of more than 15 minutes (including participants, personnel, parents and other permitted spectators). This could be in the form of the Record of Attendance template on the VCFA website, or in another suitable format (e.g. online form or QR code).

You must keep the attendance register record for at least 28 days.

If a participant or volunteer who is a confirmed case of COVID-19 has attended your venue/facility while they are infectious, you must follow your response plan. Consider the [DHHS Workplace guidance for managing suspected and confirmed cases](#), which has minimum requirements for this response plan, including:





- a. Undertake a risk assessment
- b. Contact DHHS and Worksafe
- c. Determine hot spots
- d. Clean the premises

Our club will keep records of all attendees in the following way:

- Service Victoria QR Code Check-In system
- A Manual sign-in sheet is available for those without a smartphone

COVID Check-In Marshalls:

- All Team Coaches/Team Captains are required to ensure that all team players are checked-in
- All Team Coaches/Team Captains will also request AWAY Teams to comply with check-in process
- Access to changerooms and Proof of Vaccination Status, will be monitored by Team Coaches/Team Captains

If a participant or volunteer who is a confirmed case of COVID-19 attends our venue/facility while they are infectious, our response plan is:

- See Appendix 1: COVID Confirmed Case Action Plan.

5. AVOID INTERACTIONS IN ENCLOSED SPACES

In Victoria, employers have OHS duties and obligations to do what is reasonably practical to provide a working environment that is safe and without risks to the health of workers or other visitors/participants.

As part of creating a safe working environment that addresses risks associated with potential exposure to coronavirus (COVID-19), venues and facilities should have a plan in place to minimise the amount of interactions conducted in enclosed spaces and maximise ventilation, air quality and use of outdoor spaces.

Where the use of indoor spaces is required (for example entrances and bathrooms) venues/facilities should have a plan to minimise the amount of interactions conducted and maximise ventilation, air quality and use of outdoor spaces.

In the context of football, it is most likely that this will be relevant to the use of toilets, changerooms, storage rooms and canteens. Examples of actions that you could take to satisfy this principle are:

- Where participants are required to be indoors, open windows and outside doors where possible to maximise ventilation
- Limit interactions indoors
- Increase the number of areas for changing, or allow more time for changing, and consider staggering change times where practicable
- Encourage participants to change at home and limit use of toilet facilities





- Restrict and control access to shower facilities

To minimise interactions in enclosed spaces, our club will:

- Encourage participants to arrive ready to play as much as possible.
- Provide portable shelters for extending facilities if required.
- Limit time indoors for each team.

6. CREATE CLUB BUBBLES

'Club Bubbles' can help reduce the risk of infection and support contact tracing initiatives. A 'club bubble' in the football context is a defined group – coaching staff, necessary health/training staff, participants – who limit their in-person interactions to other members of the group.

This reduces the number of individuals that each person comes into contact with, rather than the number of interactions. This would contain any positive COVID-19 cases to a confined group within your club.

Examples of how bubbles can be achieved in football are:

- Limit training sessions to one squad or team and the minimum staff required for coaching
- Follow rules around limiting spectators to one per participant, and only where parental supervision is required, or where care is required for a participant with additional needs
- Use clearly marked training zones to maintain consistent training groups
- Minimise any player movement between teams or squads
- Stagger training sessions so that different teams arrive at different times to reduce interaction between groups
- Advise participants and personnel not to carpool to training/matches
- Limit shared equipment to one training group
- Clean shared equipment between sessions or if it is to be used/rotated to another training group

Our club will create a 'bubble' by:

- Using teams/playing squads and associated spectators to be a bubble.






APPENDIX 1

KCSC COVID-19 CONFIRMED CASE ACTION PLAN

Endorsed by: KCSA Executive

<p>INTERNAL - WHEN TO REPORT? ALL Confirmed or suspected cases, or contact with confirmed or suspected cases, will be reported to: COVID Officer</p>	<p>REPORT TO - PRIMARY COVID OFFICER: Johann Poppenbeck P 0439 620 882 E thepopp@bigpond.net.au</p>
<p>EXTERNAL - WHEN TO REPORT? Immediately after receiving confirmation of a positive COVID-19 test.</p>	<p>REPORT TO - KNOX CITY COUNCIL: Council Officer - Suranga Dissakarunaratne P 0407 247 612 E Suranga.Dissakarunaratne@knox.vic.gov.au</p>

<p>ATTENDANCE ANALYSIS: Identify last known attendance (date, time, venue, duration) Identify other recent attendances (within 14 days)</p>	<div style="text-align: center;"> <p>REPORT</p>  <p>COVID-19 : CONFIRMED CASE ACTION PLAN</p> <p>In the event of a confirmed case of COVID-19 within Knox Churches Sports Association, it is important that we are prepared to respond and take necessary action to reduce the risk of transmission.</p> <p>COVID-19 HOTLINE (DHHS): 1 800 675 398</p> <p>PREVENTION</p> </div>	<p>NOTIFICATION TO POTENTIALLY EXPOSED MEMBERS (SMS & EMAIL): Notification prepared and sent by COVID Officer within 24 hours of confirmation of positive COVID-19 test</p>
<p>PREPARE EXPOSURE LISTS: COVID Officers to prepare lists of potentially exposed and non-exposed members</p>		<p>NOTIFICATION TO NON-EXPOSED MEMBERS (EMAIL): Notification prepared and sent by Support COVID Officers within 24 hours of confirmation of positive COVID-19 test</p>

<p>FACILITIES: Club Committees to ensure that any equipment or facilities used by confirmed or suspect case has been cleaned and deemed safe for use COVID Officers to determine if activities can safely resume</p>	<p>OPERATIONAL CHANGES: Primary COVID Officer to determine if any changes need to be made to operational guidelines. Club Committees to implementation any required changes to operational guidelines.</p>
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