



# COVID Safe Plan Covid Safe Summer

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<b>Business Name</b>	Knox BMX Club
<b>Company details</b>	Address: Bunjil Way, Knoxfield
<b>Specific Critical process/scenario</b>	Pandemic of an infectious disease – COVID-19
<b>Key Stakeholders – Internal</b>	All Members & Volunteers
<b>Key Stakeholders – External</b>	Visitors
<b>Date of plan</b>	06/12/2020 This plan has been reviewed considering the Covid Safe Summer restrictions announced on 6 <sup>th</sup> December 2020
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Knox BMX will maintain strong communication channels with all affected stakeholders throughout the situation.

## **1. PREVENTING INFECTION:**

### ***What is coronavirus?***

Coronaviruses are a large family of viruses which may cause illness in animals or humans. Coronavirus (COVID-19) is the most recently discovered coronavirus.

A coronavirus infection can cause mild to severe respiratory illness.

Symptoms can range from mild illness to pneumonia. Affected people may experience:

- fever
- chills or sweats
- cough
- sore throat
- shortness of breath
- runny nose
- loss of sense of smell

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered. The World Health Organization has confirmed that the main driver of transmission is from symptomatic patients, through coughing or sneezing. Transmission by people without symptoms is possible, but rare. BMX Club have a duty to provide and maintain, so far as is reasonably practicable, a racing environment that is safe and without risks to the health of Members & Volunteers. This includes identifying risks to health or safety associated with potential exposure coronavirus (COVID-19). Knox BMX must identify whether there is a risk to the health of their Members & Volunteers from exposure to coronavirus (COVID-19) at the track.

Identifying the risks associated can include:

- monitoring expert advice as the coronavirus (COVID-19) situation develops (for example, from the Department of Health and Human Services)
- reviewing infection control policies, procedures, and practices, to ensure they are effective and are being followed
- educating and keeping Members & Volunteers up to date on new information, through our Facebook Page.
- considering whether undertaking BMX activities puts other people (such as clients or members of the public) at risk of exposure to coronavirus (COVID-19)
- talking to Members & Volunteers who have:
  - travelled or are planning to travel
  - been in contact with confirmed cases of coronavirus (COVID-19)
  - symptoms of coronavirus (COVID-19)

I am feeling unwell and think I have coronavirus (COVID-19). Can I go to BMX? If you are unwell, no matter how mild the symptoms, you should stay at home.

The symptoms to watch out for are:

- fever
- chills or sweats
- cough
- sore throat
- shortness of breath
- runny nose
- loss of sense of smell



In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered. If you have any of the symptoms, however mild, of coronavirus (COVID-19) you should:

- self-isolate immediately, seek medical advice from your GP or the DHHS 24-hour coronavirus (COVID-19) hotline on 1800 675 398, and get tested.
- tell your club as soon as possible, follow the procedures your BMX Club has in place, and update them if your situation changes (for example if you receive a positive coronavirus (COVID-19) diagnosis).

## **2. NOTIFICATION**

### **2.2 When to notify your BMX Club:**

Members, Volunteers and Visitors must notify Knox BMX Club immediately after becoming aware that:

- a member, volunteer or visitor has received a confirmed diagnosis of coronavirus (COVID-19) and
- that member, volunteer or visitor has attended Knox BMX within the relevant infection period.

The Club will be considered to be 'aware' of the incident when they have been notified of the confirmed diagnosis by either the member, volunteer or visitor, or by the Department of Health and Human Services (DHHS).

The infectious period under these regulations, is the period of time between:

- the date, being 14 days prior to the onset of symptoms consistent with coronavirus (COVID-19) or a confirmed coronavirus (COVID-19) diagnosis (whichever comes first), and
- the day on which the person receives a clearance from isolation from DHHS.

A confirmed coronavirus (COVID-19) diagnosis means a person has undergone a diagnostic procedure and has received positive result for coronavirus (COVID-19), also known as 'novel coronavirus 2019'. See the Department of Health and Human Services (DHHS) for the case definition of a confirmed case of coronavirus (COVID-19).

## **3. CONTROLLING RISKS ON SITE:**

To assist with providing and maintaining safe operations during coronavirus (COVID-19) the below measures should be implemented to assist in providing a safe and healthy environment at BMX:

- The facility conducts the majority of its activities outdoors with the exception of the Canteen.
- The facility is an outdoor facility which is 13,379m<sup>2</sup> excluding the track riding area
- All in attendance must scan the QR code upon arrival
- The club will allow attendance based on the rules in relation to vaccine status set out by the Victorian Government
- Physical Distancing must be maintained for all non-competitors with the exception of those that are required to wear masks – First Aid and Canteen
- Hygiene – automatic hand sanitiser dispenser located at the facility along with other bottles of hand sanitiser and hand wash in the canteen and toilets.
- Sanitise shared equipment after each use
- Regular Cleaning and Disinfecting. Toilets to be cleaned at least once per day for coaching and practice sessions. Cleaned once per hour during racing. Door handles, switches and machinery controls to be cleaned at least once per day when the facility is in use. Signage in relation to hand hygiene to be placed on the toilet doors.
- The club will ensure the availability of masks where people cannot maintain physical distancing
- Reduce use of cash by encouraging EFT payments
- All bookings for coaching and racing to be via online with online payment, removing the need for people to queue
- Lists for all sessions to be kept for contact tracing purposes
- For larger race meets everyone that enters the track must scan the QR code and enter their details for contact tracing
- Maintain number limits no greater than 1 person per 2 square metres, or the maximum permitted number at that date according to DHHS information.
- Ensure no more than 100 people are in one group, including riders.
- All spectators are to ensure they are at least 2 metres from the side of the riding track surface with the exception of officials, specifically gate starter, gate check, flag marshal, finish line marshals and scoring marshal.
- First Aid officers are allowed on the track to attend to an injured rider. Before doing so they must have sanitised their hands and must be wearing a mask.



- All expectations to be communicated via Facebook and email in terms of requirements when spectators arrive at the track for racing meets
- For club racing everyone is to remain in their car and drive into the track. At the gate a Covid Marshall will require everyone to scan a QR code and be ticked off the list of expected attendees. Once inside the track cars must be parked at least 2m apart. When racing finishes everyone must drive out of the gates.
- For larger racing meets, people must enter on foot. The driveway will have barriers down the middle with one side for entry and one for exit. Covid Marshalls will mark off attendees and require them to scan a QR code.
- For those unable to scan the QR code, the Covid Marshall will use their device and will need to enter the details of the person entering the facility.
- A minimum of two Covid Marshalls are required for club racing. At larger meets at least four Covid Marshalls are required. All Covid Marshalls must be wearing a hi-vis vest.
- During racing, barriers to create separation points around the track are to be put up.
- During racing Covid Marshalls to walk around the facility reminding people to socially distance.
- During racing, Commentators are to remind spectators about social distancing.
- Signage is place around the track, at entry points, on top of the start hill, on the side of the canteen windows and various poles around the track reminding people to socially distance.
- Clubrooms are not be used unless for volunteers to enter the canteen or get equipment (microphones) stored in the clubrooms. A log is to be kept of anyone that enters the clubrooms. Signs are to be placed on the clubroom doors advising no entry.
- Canteen – only to be used during racing, not other times the club is using the facility.
- Canteen – only serve via the external windows. Barriers to be put in place to create an in/out serving of customers. Cones on the ground to mark 1.5m distancing should people need to queue.
- Canteen – encourage EFT payments and reduce the handling of cash
- Canteen - to operate as per the DHHS Hospitality Guidelines, including:
  - No one other than volunteers rostered to be in the canteen are to enter the canteen other than the Covid Safe Marshalls. Signage to be placed on canteen door to communicate this.
  - All volunteers in the canteen must wear a mask at all times when they are in the canteen
  - All volunteers must practice good hand hygiene
  - No items are to be under a self-serve or communal status, i.e. canteen volunteers will hand customers a sachet of sauce, serviettes.
  - Density limits in the canteen are based on workplace guidelines
  - Each canteen volunteer is allocated specific duties to avoid cross contamination and excessive movement around the canteen and handling of food and money.
  - Serve food that does not require cutlery to avoid having to handle extra items
  - All food and drink to be served in disposable containers, where possible in enclosed packaging
  - Canteen serving bench and workspace to be regularly wiped down

### **3.1. Hygiene**

- 3.1.1 Good hygiene practices and general cleaning helps with minimising the spread of coronavirus (COVID-19). Ensure high contact surfaces such as doorways, sinks, taps and toilets are wiped down regularly.
- 3.1.2 Health information to be displayed in prominent locations such as toilets, canteen and site entrances.
- 3.1.3 Promote hand washing with soap. Ensure hand sanitiser is available in multiple locations.

### **3.2 Shared equipment**

- 3.2.1 Riders should avoid the shared use of tools, plant and equipment wherever possible. Where it is not possible to eliminate shared use:
  - Provide cleaning products (e.g. alcohol spray, wipes or solution) where communal tools, plant and equipment are located.
  - Keep cleaning products with any equipment
  - Ensure all operators thoroughly wash or sanitise their hands before and after every use.
  - Ensure all parts of the equipment (e.g. including handles, handrails) are wiped down before and after use.



### **3.3 Cleaning and Disinfecting**

3.3.1 Cleaning and disinfecting of surfaces is to be conducted using cleaning products as per DHHS Cleaning and Disinfection guidelines to reduce coronavirus (COVID-19) Transmission – the specific guidance is available there.

- Cleaning and disinfection of common areas must occur daily
- Routine cleaning of 'Frequently Touched Surfaces', surfaces such as toilets, door handles, stair handrails, light switches, table tops, benches and taps.

### **3.4 Face Masks**

3.4.1 Wearing of face masks can significantly reduce the risk of contracting coronavirus (COVID- 19).

3.4.2 It must be noted that the wearing of masks is an important and additional measure to help reducing the risk of spreading coronavirus (COVID-19).

3.4.3 DHHS directions effective from 11.59pm Sunday 6<sup>th</sup> December 2020 are that a face mask must be carried with you at all times and used should you not be able to maintain 1.5m physical distancing.

3.4.4 Masks must be worn at all times in the canteen.