



## Knox LAC Contact Tracing Sign in Procedure – Competition

In accordance with the Victorian Government requirements and Little Athletics Victoria COVID 19 protocols, Knox Little Athletics Centre is required to keep contact tracing records of all persons who enter the facility for all sanctioned training and competition activities.

This document sets out the procedures for signing for competition each week and is to be read in conjunction with the Knox LAC COVID Policy document.

### Introduction

Prior to the commencement of all Knox LAC sanctioned training and competition activities, all attendees including athletes, parents, volunteers, officials and committee members will have their attendance recorded by the CSO (or delegated representative) in a register, at the designated entry point.

The register is required to be maintained for a period of at least 28 days.

Knox LAC has developed an online register for contact tracing for sanctioned training and weekly competition activities utilising a QR scan code and Google form that records your name, email address, phone number, number children under your supervision and if you have been in contact with someone or travelled overseas.

- 1. SIGNING IN FOR CONTACT TRACING IS COMPULSORY. IF YOU REFUSE TO SIGN IN AND REGISTER YOU WILL BE REFUSED ENTRY TO THE VENUE. THERE WILL BE NO EXCEPTIONS.**
- 2. PROVIDING FALSE OR MISLEADING INFORMATION ON CONTACT TRACING FORMS IS ALSO GROUNDS FOR REFUSING ENTRY AND MAY JEOPARDISE YOUR CHILD'S ABILITY TO TRAIN AND COMPETE AT KNOX LAC.**
- 3. PARENTS ARE NOT PERMITTED TO DROP OFF CHILDREN AND LEAVE. AT LEAST ONE PARENT MUST BE IN ATTENDANCE TO SIGN IN.**
- 4. IF YOU OR ANY MEMBERS OF YOUR HOUSEHOLD HAVE ANY COLD OR FLU LIKE SYMPTOMS PLEASE DO NOT ATTEND THE VENUE.**

Privacy Information.

The information collected in the form is for contact tracing use only. It will be stored for 28 days and then deleted.

# Knox Little Athletics Centre



## Procedure for Signing In

1. Arrive at the centre early to avoid delays at the entry.
2. Entry to the facility is via the southern entry gate (Grandstand end). You will need to maintain social distancing while entering the facility. (Exit is via the turnstile gate canteen end)
3. Using the QR code below, please scan and fill in the form prior to arrival. This will ensure a quicker entry to the venue.

**Note:** *You can print the QR code below and keep it with you. This can be kept in the car or bag and used prior to arriving at the venue.*

4. A sign in area will be located at the gate, with a Covid Safety Official in attendance.
5. If you haven't signed in prior to arrival, a QR codes will be on the fence on way in that you can scan.
6. You can scan them at any one of them and start filling in the form prior to the gate.
7. Scan the QR code with your phone's camera and open the link.

Note: If the QR code does not work there will be manual sign in available however this will delay your entry.

Knox Little Athletics Centre



## COVID-19 Contact Tracing

Upon entry into this venue, one person from each family must register their attendance online.

Please use the QR Code below.



Did not work? Please navigate to the following URL  
<https://tinyurl.com/y29457qj>

# Knox Little Athletics Centre



8. The following form similar to the one below will show up on your phone

The screenshot shows a mobile form titled 'Knox LAC COVID 19 Contact Tracing Register'. At the top is a banner image of several young athletes in various colored uniforms (yellow, black, red, white) running a race on a track. Below the banner is the title and a 'Form description' field. The form contains four input sections: 'Full Name' with a red asterisk, 'Mobile Number' with a red asterisk, 'Email Address' with a red asterisk, and 'Reason for attending?' with a red asterisk. The 'Reason for attending?' section has four radio button options: 'Competition', 'Training', 'Meeting', and 'Other...'. Each input field has a 'Short-answer text' label below it.

9. Fill-in the form, with name, email, phone number, number of people etc and click submit.

10. Upon submitting the form, you will get the following response

The screenshot shows the same banner image at the top. Below it, the title 'Knox LAC COVID 19 Contact Tracing Register' is displayed. Underneath the title, the message 'Your response has been recorded.' is shown in a smaller font.

11. Show the response to the Covid Safe Officer at the entry.
12. Enter the venue and head directly to your club area.

If you have any problems with the form or have questions, please contact the Covid Safe Official on duty or the Covid Safe Official Coordinator.