



Knox LAC Contact Tracing Sign in Procedure – Training

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 training 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 a CSO on duty (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.

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Procedure for Signing in at Training Sessions

1. Arrive at the track early to avoid delays at the entry.
2. Entry to the facility for training is currently via the turnstile at the Pavilion (Northern) end. You will need to maintain social distancing while entering the facility. Exiting the facility is via the turnstile as well. `
3. A sign in area will be located at track with a Covid Safe Official in attendance.
Note: *If you haven't signed in prior to arrival, you will be able to sign in at the track and manual sign in will be available.*
4. Scan the QR code located at the entry point 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 may delay your entry and training session.

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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>

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5. The following form will show up on your phone



Knox LAC COVID 19 Contact Tracing Register

**Required*

Full Name *

Your answer

Mobile Number *

Your answer

Email Address *

Your answer

Reason for attending? *

☐ Competition

☐ Training

☐ Meeting

☐ Other: _____

How many children are under your direct supervision? *

☐ 0

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

What are the first names of the children under your direct supervision? *

Your answer

In the previous 14-days, have any of you: had any COVID-19 symptoms; been in contact with a suspected/confirmed case; or travelled internationally?? *

☐ Yes

☐ No

Submit

Never submit passwords through Google Forms.

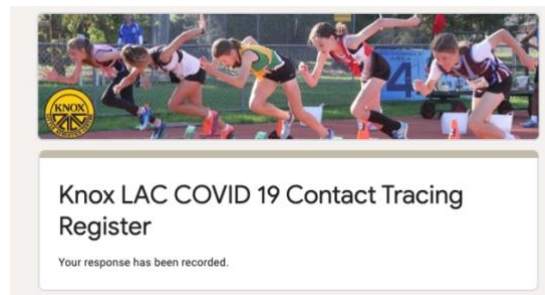
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6. Fill-in the form, with name, email, phone number, number of people etc and click submit.

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



8. Show the response to the Covid Safe Officer at the entry point.
9. Enter the venue and head directly your event training
10. Note you do not need to sign in again if moving to another event however event coaches may keep their own records for attendance.
11. Covid Safe Officers will be in attendance during training.
12. For quicker entry to the venue, you can prefill in the form using the QR code above, scan it using your phone camera, open the link to the Google form and fill in the form fields. Submit the form upon arrival. Show the response to the CSO upon entry.
Note: *You can print the QR to keep it with you. This can be kept in the car or bag and used prior to arriving at the venue.*

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.