

LAVic COVID-19 Protocols for Victorian Centres

20/21 Summer Track & Field Season

26th November 2020

Background

The Victorian State Government has imposed restrictions to minimise the spread of COVID-19. LAVic has developed a set of protocols to assist Affiliated Centres located in Victoria commence competition and training activities, in alignment with advice from Sport & Recreation Victoria (SRV), Vicsport, and the Department of Health & Human Services (DHHS).

This is only applicable to those Affiliated Centres and athletes located and residing in Victoria.

Please refer all related queries to LAVic's 'COVID Safe Co-ordinator' in writing to office@lavic.com.au.

Definitions:

- Parent/guardian: the parent/guardian is responsible for supervising children at a sanctioned competition or training activity. The presence of parents/guardian is required for the safe conduct of sanctioned Little Athletics activities.
- Spectators: includes relatives (such as grandparents), friends, members of the general public etc. whose presence is not essential for the conducting of sanctioned training or competition activities, or required to supervise children.
- Organising Bodies: entities co-ordinating track & field competitions on behalf of a group of Centres.
- Patrons: all in attendance at sanctioned competition and training, inclusive of all Centre & Club Committee members, officials, coaches, athletes, parents, siblings, and spectators.
- Competition refers to track & field competition, for the period 1st September 2020 to 31 March 2021
- Training: pertains to track & field events.
- Venue manager: the body responsible for the management of the venue. This might typically be a Local Government Organisation, committee of management, collective sporting body, school or similar.
- Stakeholder: entities mutually interacting with a Centre in any given season. These typically might be athletes, families, volunteers, committee members, venue managers, entities sharing facilities, sponsors, Local Government Organisation, local media outlets, etc.

COMPETITION AND TRAINING FOR SEASON 20/21

General principles

- Affiliated Centres must receive written permission from LAVic to conduct insured sanctioned competition and training activities.
- Affiliated Centres intending to conduct competition and/or training must appoint a minimum of one (preferably several) COVID Safe Officials (CSOs).
- Patron's contact details will be recorded prior to each sanctioned activity, inclusive of all Committee members.
- The maximum number of patrons attending a sanctioned Little Athletics activity must not exceed 500 at any one time, **exclusive of those necessary to conduct the sport (see detailed explanation under 'Attendance records and managed access')**.
- A maximum density quotient of 1 patron per 4 square metres applies to all areas.
- Physical distancing (>1.5 metres) must be observed by all patrons at all times. Physical distancing requirements for athletes are spelled out in detail in the 'Competition' section.
- The maintenance of high standards of personal hygiene – such as regular hand sanitisation – is critical.
- Equipment must be disinfected before and after use.
- A "Get in, Train/Compete, Get Out" approach to sanctioned activities must be communicated.
- Competition (track and field events) group sizes cannot exceed 50 athletes at a time. Officials & volunteers conducting the event are in addition to the athletes.
- Training (track & field events) group sizes cannot exceed 50 athletes at a time. Coaches & volunteers conducting the event are in addition to the athletes.
- Patrons should avoid all contact with others, such as handshaking and giving high fives.
- Access to changerooms and toilets is permitted.
- Access to clubrooms and pavilions is permitted subject to restrictions (see 'Venues' section).
- Face masks must be carried at all times by all patrons 12 years of age and older, and worn if physical distancing of 1.5 metres cannot be maintained.
- Face masks must be worn inside at all times by all patrons 12 years of age and older.
- Canteens are permitted to operate in accordance with '[Accommodation and food services sector guidelines](#)'.
- Car pooling is to be avoided for compliance with child safety standards and COVID-19 safety.

COVID Safe Official (CSO)

- Affiliated Centres intending to conduct competition and/or training must appoint a minimum of one (preferably several) CSOs.
- The CSO is responsible for the Centre's implementation and compliance with these protocols.
- Permission to commence training and/or competition will not be granted to Affiliated Centres that do not have at least one registered CSO.
- The tasks and responsibilities assigned to the CSO role are documented in the CSO Duty Statement. Click [HERE](#) to view.
- The CSO must advise the President in the event that additional CSOs are required to ensure Centre compliance.
- The President should regularly consult with the CSOs to ensure adequate CSO resources are available to oversight sanctioned activities.
- One or more CSOs must be allocated to oversee the entire duration of the sanctioned activities.
- When rostered, the CSO can only undertake the role of the CSO and not undertake additional or other volunteer duties.
- CSOs are encouraged to complete the free online Australian Government [COVID-19 Infection Control Training](#) course.

COVID Safe Plan

- All Centres are required to have a completed COVID Safe Plan (CSP). The Community Sport CSP template can be used by Centres that don't already have a CSP – click [HERE](#) to access. Centres can tailor for their own purposes.
- Centres may be required to produce a copy of their CSP upon request by an authorised officer – typically Victoria Police, WorkSafe, DHHS or Local Government. Centres are also advised to have a copy of the most recent LAVic protocols, which comprehensively addresses the 6 COVID Safe Principles outlined in the CSP.

Communication

- The Centre must communicate the competition and training protocols to all members, athletes, coaches, officials, volunteers, Committee members, families, sponsors, venue managers and other Centre stakeholders.

Attendance Records and Managed Access

- Prior to the commencement of sanctioned Centre training and competition activities, all patrons will have their attendance recorded by the CSO (or delegated representative) in a register, at a designated area. The register is to be maintained for a period of at least 28 days ([QR Code / Google Form tool](#) and [MS Excel template](#) have been developed for this purpose, Centres can also explore the use of other tools for this process, such as the Team App '[Attendance Tracker](#)').
- For competition events involving multiple Centres, such as Open Days, the Organising Bodies must have a formal entry procedure in place for all competition activities for the capture and recording of contact details and identities of competing athletes. This will take the form of an online portal provided by LAVic.
- Patrons are encouraged to "Get in, Compete/Train, Get Out" and minimise social interaction prior to, and after competition or training.
- The maximum number of patrons attending a sanctioned Little Athletics activity must not exceed 500 at any one time. **However, those 'necessary to conduct the sport' are excluded as follows:**
 - For competition: committee members, officials, first aid providers & volunteers undertaking a required task;
 - For training: committee members, officials, coaches, first aid providers and volunteers undertaking a required task.
- **To determine a Centre's maximum allowable patrons under the restrictions, LAVic recommends that Centres tally up the number of roles (not individuals) necessary to conduct the sport on competition/training day, and add 500.**
- For Open Days expected to attract in excess of 500 patrons, approval will be required via the State Government's proposed 'Public Events Framework' ('PEF'). The terms and conditions of the PEF are yet to be finalised. Accordingly, it is recommended that planning activities for Open Days **are put on hold** until such time as the PEF has been finalised and communicated.
- A maximum density quotient of 1 patron per 4 square metres applies to all areas – indoor and outdoor.
- Face masks must be carried at all times by all patrons 12 years of age and older, and worn if physical distancing of 1.5 metres cannot be maintained.
- Face masks must be worn inside at all times by all patrons 12 years of age and older.

Equipment

- Athletes are encouraged to bring their own water bottles, towels and other personal items to avoid sharing where possible.
- Athletes clothing items, such as tops, hoodies, etc, are to be separated when not worn to avoid contact with other athletes' items.
- Uniform items are not to be shared.

- For training, athletes should be advised to supply their own equipment where practicable; the sharing of equipment is to be avoided where possible.
- For training, athletes will be required to only use the equipment allocated to them unless they supply their own.
- For competition, throwing implements are to be cleaned with disinfectant wipes after every attempt.
- For training, shared throwing implements are to be cleaned with disinfectant wipes after every attempt.
- For training, athletes are to collect the throwing implements allocated to them.
- Blocks: for competition, athletes must sanitise their hands prior to the event and clean their blocks with disinfectant wipes prior to handling and adjusting. Blocks are to be sanitised upon completion of the event. For training, shared blocks must be cleaned prior to use and upon completion of the training session by each athlete.
- Athletes will be required to sanitise their hands after using shared, or their own equipment.
- In training, only the coach (or other designated individual) will be allowed to use the rakes, brooms, and tape measures for any activities.
- The athletes will not share gym mats used for strength training.
- High jump: all forms of high jump are permissible, with the following provisos:
 - that all equipment is thoroughly cleaned after the session;
 - each athlete sanitises their hands after each jump.
- Javelin: for the purposes of clarity, javelin is a permitted event.
- Long & triple jump: when athletes are leaving the pit, athletes must clean their hands of sand and sanitise.
- For competition and training, Centres are required to allocate the responsibility for accessing the equipment shed and handling equipment. Access to the equipment shed can be accessed by authorised people only. To assist with this, the equipment shed should be secured at all times.

Competition

- Competition events must not exceed 50 athletes at a time. This applies to both track and field events.
- Groups of up to 50 people must be spaced apart by 5m or more.
- Field events: athletes must maintain 1.5m physical distancing while waiting for their attempts.
- Track events: physical distancing of 1.5m between athletes is not required while competing (i.e. standing at start line and during the race).
- Multiple heats may be lined up at the start line with 1.5 metres of spacing between each line of athletes.
- Once a field event with a maximum of 50 athletes has concluded, the next group of 50 athletes can commence.
- Upon completion of track event, athletes are to maintain physical distancing of 1.5 metres.

Uniform requirements

- It is compulsory for athletes in all sanctioned competition:
 - to wear their Centre uniform;
 - to display their Association registration patch;
 - to have a Coles badge properly affixed to their uniform, in accordance with uniform guidelines.
 - Not to share uniforms.

Venue

- Toilets and communal changerooms can open.
- Access to clubrooms and pavilions is permitted.

- The pavilion/clubroom has a venue cap of 150 patrons, inclusive of a cap of 20 patrons in any one space, and a density quotient of one person per four square metres.
- Patrons are not to spend lengthy periods inside clubrooms and pavilions for the purpose of socialising.
- Face masks must be carried at all times by all patrons 12 years of age and older, and worn if physical distancing of 1.5 metres cannot be maintained.
- Face masks must be worn inside at all times by all patrons 12 years of age and older.
- Where patrons are required to be indoors (for example, in bathrooms, clubrooms, change rooms, canteen etc), windows and outside doors must be open where possible to maximise ventilation. Air conditioning (not on 'recirculate' mode) can be used to enhance the flow of air.
- Canteens are permitted to operate in accordance with the Hospitality Industry Restart Guidelines.
- The installation of cashless transaction technology is encouraged.
- The CSO, Centre administrators and venue managers will manage the use of the facilities.
- Centres must prominently display posters and signage promoting COVID Safe practices (supplied by LAVic and DHHS).
- Centres must display signage at each public entry to each indoor and outdoor space, indicating maximum capacity and COVIDSafe hygiene and physical distancing requirements.

Personal infection control & management

- CSOs must advise those attending sanctioned competition and training to go home and get tested that if they have:
 - Any cold or flu symptoms;
 - Been in direct contact with a known case of COVID-19 in the previous 14 days;
 - A high risk from a health perspective (for example the elderly and those with pre-existing medical health conditions).
- Patrons must inform the CSO if they are feeling unwell.
- Any patron who tests positive for coronavirus (COVID-19) should remain in isolation at home and cannot attend Little Athletics activities until they have been notified by DHHS that they are no longer required to self-isolate, and have met its criteria for release.
- Patrons must disclose to the CSO if they are being tested for COVID-19, and can only return once cleared by the health authorities, along with a medical certificate confirming their health. The CSO must take the following actions:
 - Record the incident details in the attendance register;
 - Advise the Centre Committee;
 - Advise LAVic;
 - Report the incident to the health authorities.
- In the event of a confirmed COVID-19 infection at the Centre, the CSO, in conjunction with the Centre committee and venue manager, must take the following actions:
 - Undertake a risk assessment to help determine what actions are required. This may include closing part or all of the facility to allow a comprehensive clean, as well as the identification and notification of close contacts. For more information see the Workplace guidance for managing suspected and confirmed cases (including risk assessment template).
 - Contact DHHS and WorkSafe
 - Notify DHHS of suspected COVID-19 infections via the COVID-19 Hotline: 1800 675 398 (open 24 hours, 7 days).
 - Consult with DHHS on whether the Centre is required to stay closed for a short period to facilitate cleaning and enable contact tracing.
 - Report the case to WorkSafe and LAVic.
 - Determine what areas of the Centre were visited, used, or impacted by the infected person.

- Clean the premises (see how to clean and disinfect after a COVID-19 case in non-healthcare settings):
 - Close the affected area to prevent access prior to and during cleaning and disinfection.
 - Consider engaging suitably qualified personnel to clean and disinfect the area
 - Open doors and windows to increase air circulation
 - The workplace should be thoroughly cleaned and disinfected before it can be re-opened for sanctioned Little Athletics activities.

Physical distancing

- All patrons will be required to maintain physical distancing of at least 1.5 metres.
- For requirements pertaining to athletes on the field of play, refer to the 'Competition' section.
- Patrons not on the field of play may not gather in groups exceeding 50 people.
- Groups of up to 50 people on and off the field of play (this includes competing athletes) must be spaced apart by 5m or more.

Hygiene

- Face masks must be carried at all times by all patrons 12 years of age and older, and worn if physical distancing of 1.5 metres cannot be maintained.
- Face masks must be worn inside at all times by all patrons 12 years of age and older.
- Participants must use hand sanitiser prior to commencement and completion of any sanctioned activity.
- Patrons at sanctioned competition and training activities are advised to:
 - Regularly and thoroughly wash hands, especially after using toilets and sneezing/coughing;
 - Carry and use hand sanitiser;
 - Cover a sneeze or cough with an elbow or a tissue rather than hands;
 - Immediately dispose of used tissues in the bin;
 - Avoid close contact with people who are unwell;
 - Limit the touching of eyes, nose or mouth;
 - Not spit or clear nasal/respiratory secretions;
 - Avoid contact with other participants, inclusive of handshakes, high fives, huddles and celebrations.
- Athletes are required to sanitise their hands after sneezing/coughing.
- Hand sanitiser must be provided for use at athlete sign in, toilets, each event site and at the canteen.
- Disinfectant wipes must be available at each event site where equipment is used.
- Centres will receive a delivery of hand sanitiser, surface sanitiser and disinfectant wipes. Additional supplies may be ordered and advice on how to do so will be provided.
- Centres must prominently display posters and signage promoting COVID Safe practices (supplied by LAVic and DHHS).

Cleaning

- Centres must devise a regular and thorough cleaning schedule to disinfect all common areas and high touch surfaces.
- The toilets must be thoroughly cleaned and disinfected before and after each competition and training session.
- Open outside doors and windows to increase air circulation before commencing cleaning and disinfection. Keep doors and windows open after cleaning and disinfection to allow the cleaning agents to disperse in the airflow.
- The Centre cleaning roster must be prominently displayed.

- Further information about cleaning can be found here: [DHHS cleaning and disinfecting information](#).

Volunteer teams

- To reduce possible exposure and contact, Centres should limit the number of people that volunteers have prolonged close contact with and modify processes to reduce interactions between volunteers during breaks, or when transitioning into or out of volunteering activities.
- Where possible, Centres should roster volunteers into 'pools' (or teams) and have each team work independently to avoid mixing volunteers across activities.
- Record and maintain records of volunteering rosters to assist with contact tracing efforts in the event of infection.

School bookings

- Centres receiving and authorising bookings for school athletics carnivals are responsible for providing the school the LAVic protocols for the safe conduct and compliance with COVID-19 protocols of the event.
- Local Government Organisations, Committees of Management or other bodies receiving booking for school athletics carnivals are to responsible for the safe conduct and compliance with its COVID-19 protocols of the event.

Compliance

- Affiliated Centres and all patrons must comply with these protocols at all times.
- Centres are required to have and produce upon request by an authorised officer (from Victoria Police, WorkSafe, DHHS or Local Government), an up to date COVID Safe Plan (supplied by LAVic).
- CSOs are required to report incidences of blatant/flagrant non-compliance to their Centre Committees and to LAVic.
- Breaches of these protocols may be punishable by law.

ACCEPTANCE OF PROTOCOLS

The Centre named below advises LAVic of its intention to commence competition and training and agrees to comply at all times with the conditions set out in this document.

Centre name: _____

President name: _____

Signature: _____

Secretary name: _____

Signature _____

Date: _____

Version control

Date	Version #	Action Taken / Updates
28 th May 2020	1.0	New document
14 th July 2020	2.0	Renamed. Updated to include references to competition and align with current restrictions.
28 th September 2020	3.0	Revised for regional Victorian Centres – second step of roadmap to recovery.
12 th October 2020	3.1	Updated reference to CSOs & canteen operations.
2 nd November 2020	4.0	Adapted for Metro Melbourne from 26.10.20 Restricted Activity Directions.
26 th November 2020	5.1	Updated restrictions around the 500 venue cap conditions.