

# COVIDSafe Plan



## Return to training

The following template has utilised the Victorian governments COVIDSafe plan and has been adapted by Rowing Victoria to suit the needs of the Victorian rowing community.

Club/school name: Richmond Rowing Club and MLC  
 Site location: 7 Boathouse Drive, Melbourne VIC 3004  
 Contact person: Kathy Macrow or Christine Sullivan  
 Contact person phone: Kathy 0435 109 464 or Christine 0419 538 048  
 Date prepared: 9 November 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	<p>Advice on cleaning is available from the <a href="#">Department of Health and Human Services</a> and the <a href="#">Commonwealth Department of Health</a>.</p>
<p><b>Provide and promote hand sanitisation stations for use on entering building and other locations in the club and ensure adequate supplies of hand soap and paper towels are available for all members and visitors to your club.</b></p>	<ul style="list-style-type: none"> <li>Athletes/Coach to wash and sanitise hands before and after every training – particularly as athletes/coaches enter and exit the facility.                             <ul style="list-style-type: none"> <li>Follow hand cleaning guidelines – and clean for a minimum of 20 secs.</li> <li>Athletes/staff to carry hand sanitiser.</li> </ul> </li> <li>Coughing or sneezing to be into a disposable tissue, or the crook of the elbow, with hand washed or sanitised immediately after.</li> <li>Athletes/Coach to avoid touching their face or surfaces that are not required.</li> <li>Hygiene signs in all toilets, changerooms and at all entrances</li> <li>Handwashing/sanitising signs in all toilets, changerooms and sanitiser stations</li> <li>All visitors to sanitise hands on entry</li> <li>Sanitiser stations at front and rear entrance and RRC boat bay entrance</li> <li>MLC Coaches will spray sanitiser on students hands as they enter and at end of session</li> </ul>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>Athletes/coach to adhere to facility requirements outside the boathouse.</li> <li>Safety Officer/Coach to open and close all boat bay doors prior to and after every session.</li> <li>MLC Open balcony doors to classroom and main hall for airflow prior to bag storage.</li> <li>RRC Use of upstairs area limited to change rooms and toilets- temporary barriers in place</li> <li>Maintenance and cleaning contractors to open doors &amp; windows for airflow</li> </ul>
<p><b>In areas or club where it is required, ensure all members/visitors wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to all that do not have their own.</b></p>	<ul style="list-style-type: none"> <li>Athletes / Coach to wear masks in accordance with State Government Regulations on arrival and post session. They may not be worn during training but are available readily pre and post the session by wearing them to put the boat on the water and putting them back on again when departing the water. On the water, masks should be stored securely and kept dry (eg in individual, named, ziplocked “sandwich bags” and placed in the athlete’s footwell or pocket, wetpack)</li> <li>MLC coaches to carry additional masks for use by students as required</li> <li>No masks to be disposed of at the club.</li> <li>Coaches must wear a face mask during training sessions</li> <li>RRC – regular coxswains will be provided with a Named kit for their personal use, including face shield; glasses; headset; instructions on how to wear &amp; clean it; and cleaning products to wear whilst coxing stern coxed boats. These kits will be stored in lockers and cleaned by the coxswain.</li> <li>RRC - Coaches wishing to use megaphones will be provided with named megaphones &amp; cleaning products for personal use. The megaphones will stored in their lockers</li> <li>Visitors to the premises will be required to wear their masks in accordance with State Government Regulations</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Provide training to members/visitors on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<ul style="list-style-type: none"> <li>• All RRC Athletes, coaches, visitors and committee members to book session times in Sportsnoticeboard. Athletes will also be recorded in boat sign out book.</li> <li>• Non Athletes will complete manual sign in and out every -visit (near back door).</li> <li>• RRC Club to maintain digital attendance record via Sportsnoticeboard – verified by boat sign out book</li> <li>• MLC attendance will be via class roll</li> <li>• All athletes, coaches, committee will be given information about mask usage, disposal and cleanliness.</li> </ul>
<p><b>Replace or limit the exposure of high-touch communal items with alternatives. For example, pens, buckets, sponges, hoses.</b></p>	<ul style="list-style-type: none"> <li>• ‘Get in, train and get out’ approach — Athletes to be prepared for training prior to arrival at venue (dressed and drop bags only if absolutely necessary)</li> <li>• RRC athletes, coaches will be able to access toilets &amp; change rooms for storage of valuables</li> <li>• MLC athletes, coaches will be able to access toilets &amp; change rooms (&amp; bag drop in controlled line into MLC Classroom – doors propped open)</li> <li>• Athletes to bring their own equipment, and not to share equipment (i.e. toolkits)</li> <li>• Drink bottle to already be filled with water, do not use public drinking fountains, and do not share drink bottles.</li> <li>• MLC Safety Officer to operate hose or taps or provide filled buckets, rinsing cans to minimise cleaning touch points</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of members/visitors), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily when clubs are in use).</b></p>	<ul style="list-style-type: none"> <li>• All MLC athlete equipment (clothes, drink bottles, stroke coaches) will not be left at the venue, and the individual is responsible for taking all belongings with them post the session. Designated Safety Officer to remove any items left by athletes and place in bin for disposal.</li> <li>• RRC athlete equipment to be stored in lockers in Change Room. Designated Safety Officer to remove any items left in Change Room areas and place in bin for disposal.</li> <li>• Touchpoint cleaning instructions for all areas of the club allowed to be used under current State regulations and shared with cleaners</li> <li>• Cleaners contracted and are required to sign off after each clean</li> </ul>
<p><b>Ensure all boats, oars and other equipment are cleaned and disinfected after use.</b></p>	<ul style="list-style-type: none"> <li>• The athletes are responsible for cleaning the equipment (boats and oars) post the session/prior to returning to the storage area. Coach to supervise in accordance with hygiene guidelines.</li> <li>• On return from a rowing session boats are to be recovered from the water thoroughly washed inside and out using detergent and/or disinfectant and rinsing off;</li> <li>• Athletes to adhere to Oar Sanitisation Instructions posted in rowing shed (alcohol spray and soap and water)</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>• Store sufficient ‘back up’ cleaning supplies in Ladies Change Room so that primary cleaning supplies can be immediately replaced once exhausted. Safety Officer to access if required.</li> <li>• Safety officer to check equipment cleaning product supply levels before each session.</li> <li>• Professional cleaner to check toilet soap dispensers and touchpoint cleaning product supply levels at each visit</li> <li>• Facilities Coordinator to check hand sanitiser stations three times a week</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting club attendance</b>	
<p><b>Ensure that all club members who are undertaking a training session that does not require the use of the club train from home for those sessions.</b></p>	<ul style="list-style-type: none"> <li>• Only on- water sessions to be conducted at the club house.</li> </ul>
<p><b>Establish a system to screen members and visitors before accessing the club.</b></p>	<p>The following measures have been put in place and communicated to all coaches, volunteers, visitors and athletes;</p> <ul style="list-style-type: none"> <li>• Do Not attend the club if feeling unwell, or have symptoms</li> <li>• 'Get in, train and get out' approach.</li> <li>• Wash and sanitise your hands before and after every training – particularly as you enter and exit facilities. <ul style="list-style-type: none"> <li>▪ Follow hand cleaning guidelines – and clean for a minimum of 20 secs.</li> <li>▪ Carry hand sanitiser with you.</li> </ul> </li> <li>• Avoid touching your face or surfaces you don't have to.</li> <li>• Bring your own equipment – do not share equipment.</li> <li>• Wear a face mask in accordance with State Government Regulations.</li> <li>• Maintain a social distance of 1.5m at all times when not in the crew boat.</li> <li>• Physical contact <ul style="list-style-type: none"> <li>▪ No high 5's</li> <li>▪ No spitting</li> <li>▪ No sharing of drink bottles</li> <li>▪ No sharing of towels</li> </ul> </li> <li>• MLC students and coaches will not enter premises until their scheduled time slot. MLC coaches will supervise students entering and exiting premises from marshalling area outside club</li> <li>• RRC – all athletes, coaches, volunteers, cleaners and maintenance contractors must have a valid COVID session place booked through Sportsnoticeboard prior to coming to the club</li> <li>• RRC – No-one is to enter premises until their scheduled time slot</li> <li>•</li> </ul>
<p><b>Use floor markings to provide minimum physical distancing guides between areas that are likely to create a congregation of members/visitors.</b></p>	<ul style="list-style-type: none"> <li>• Density Quotients will be affixed at entrances of each room and must be adhered to</li> <li>• Apart from the toilets and Change Rooms, and MLC bag drop into the MLC Classroom the only other indoor space is the boat bays where athletes will only work in groups of a size safely able to carry the boat and 1.5m apart just to get the equipment out and put it away. Maximum 20 people in boatshed (incl Under 18s) except during MLC bag drop off &amp; pick up.</li> <li>• Temporary Barriers will be placed in the hallway to exclude use of any other areas (except when process of MLC bag drop and collection occurs)</li> <li>• RRC Fob access to gym, classroom, main hall etc will be turned off to prevent athlete access</li> <li>• Showers to be taped off</li> </ul>
<p><b>Avoid any build up of individuals waiting to enter and exit the club.</b></p>	<ul style="list-style-type: none"> <li>• Stagger arrival times.</li> <li>• Floor markings at back entrance hallway, stairs, upstairs hallway</li> <li>• All congregating will be done outside eg crew instructions/debriefs – no need for appropriately spaced waiting areas.</li> <li>• MLC: one way traffic flow to MLC Classroom hall to drop school bags. Entry through boat bay to back stairs, hallway, in and out different doors to Classroom and exit via Main Hall and front stairs. Supervised to ensure density levels adhered to.</li> <li>• RRC athletes enter and exit via back stairs</li> <li>• Participants should be prepared to 'Arrive, Train, Leave'</li> <li>• MLC Safety officer to ensure adherence to social distancing inside the boatshed</li> </ul>
<p><b>Assembly areas and pickup/drop off areas should be separated to mitigate congregation.</b></p>	<ul style="list-style-type: none"> <li>• MLC Assembly area is on grass in front of rowing shed.</li> <li>• Entry and exits are clearly signed.</li> </ul>

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<p><b>Provide training to staff, members, visitors, volunteers on physical distancing expectations.</b></p>	<p><i>Athletes/Coaches to only attend training if they are well. If they have <u>ANY</u> cold or flu-like symptoms, they are not to attend training.</i></p> <ul style="list-style-type: none"> <li>- <i>If an athlete/coach thinks they have Covid-19 or have recently encountered someone who has Covid-19, they must seek advice from their doctor, and potentially get tested.</i></li> <li>- <i>Wash and sanitize hands before leaving home and when arriving to training.</i></li> <li>- <i>Athletes to notify the coach should they feel unwell during a session and isolate immediately from the rest of the training group. Seek medical advice if required.</i></li> <li>- <i>All athletes, coaches and visitors to the club must be socially distant in the building and on land (1.5m) and crews stay 100m apart (where possible) on water</i></li> </ul>																																																								
<p><b>Spectators, and other non-participants watching activities should not attend activities unless they have an essential role or they are parents and/or guardians.</b></p> <p><b>What protocols will be in place to restrict access to athletes and maintain recommended physical distancing?</b></p>	<ul style="list-style-type: none"> <li>• <i>Communication undertaken to members and expected visitors and emphasis that if they are not essential to please refrain from attending the club.</i></li> <li>• <i>Provide clear signage at all entry points – Do Not Attend this Club without a booking..</i></li> <li>• <i>Safety officer is prepared to politely ask non-essential personnel to please leave the venue.</i></li> </ul>																																																								
<p><b>Prepare to manage multiple tenants in the one club house.</b></p>	<ul style="list-style-type: none"> <li>• <i>Clear communication is in place between RRC head tenant and MLC sub tenant.</i></li> <li>• <i>A rostering system is in place to ensure there is no crossover between over 18s and School group and density limits are adhered to.</i></li> <li>• <i>No maintenance or cleaning staff to be in attendance during MLC rostered times</i></li> </ul>																																																								
<p><b>Review and update training schedules and timetables where possible to limit the number of attendees at the club at one time. Ensuring that attendance numbers is no greater than permitted at the time by COVID-19 restrictions.</b></p>	<ul style="list-style-type: none"> <li>• <i>There will be no mixing of groups between sessions, a minimum of 15 minutes gap will take place.</i></li> <li>• <i>Any injured or ill athletes will be told not to attend training.</i></li> <li>• <i>RRC sessions limited to 20 athletes over the age of 18 (at any one time).</i></li> <li>• <i>Where school athletes are training, over 18 year old club athletes are not be permitted.</i></li> </ul> <p><i>Schedule:</i></p> <table border="1" data-bbox="609 1094 1445 1493"> <thead> <tr> <th></th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> <th>Sunday</th> </tr> </thead> <tbody> <tr> <td>6:00-8.15 am</td> <td>Club</td> <td>Club</td> <td>Club</td> <td>Club</td> <td>Club</td> <td>School</td> <td>Club</td> </tr> <tr> <td>8:30 – 10:45am</td> <td>Club</td> <td></td> <td>Club</td> <td>Club</td> <td>Club</td> <td>School</td> <td>Club</td> </tr> <tr> <td>11:00 am – 1.15pm</td> <td>Club</td> <td>Club</td> <td>Club</td> <td>Club</td> <td>Club</td> <td>School until 1pm</td> <td>Club</td> </tr> <tr> <td>1:30 – 3:30pm</td> <td>Club</td> <td>Club</td> <td>Club</td> <td>Club</td> <td>Club</td> <td>Club</td> <td>Club</td> </tr> <tr> <td>3:45 – 6.30 pm</td> <td>School</td> <td>School</td> <td>School to 6.15pm only</td> <td>Club from 4pm</td> <td>School</td> <td>Club from 4pm</td> <td>Club From 4pm</td> </tr> <tr> <td>6.45 – 9:00pm</td> <td>Club</td> <td>Club</td> <td>Club from 6.30pm</td> <td>Club from 6.30pm</td> <td>Club</td> <td>Club From 6.30pm</td> <td>Club From 6.30pm</td> </tr> </tbody> </table>		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	6:00-8.15 am	Club	Club	Club	Club	Club	School	Club	8:30 – 10:45am	Club		Club	Club	Club	School	Club	11:00 am – 1.15pm	Club	Club	Club	Club	Club	School until 1pm	Club	1:30 – 3:30pm	Club	Club	Club	Club	Club	Club	Club	3:45 – 6.30 pm	School	School	School to 6.15pm only	Club from 4pm	School	Club from 4pm	Club From 4pm	6.45 – 9:00pm	Club	Club	Club from 6.30pm	Club from 6.30pm	Club	Club From 6.30pm	Club From 6.30pm
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Guidance	Action to ensure effective record keeping
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<p><b>Ensure club logbooks are accurately recording the date and time of all members/visitors who attend the club.</b></p>	<ul style="list-style-type: none"> <li>• All RRC Athletes, coaches, visitors and committee members to book session times in Sportsnoticeboard. Athletes will also be recorded in boat sign out book Non Athletes will complete manual sign in and out every -visit (near back door).</li> <li>• RRC Club to maintain digital attendance record via Sportsnoticeboard – verified by boat sign out book</li> <li>• MLC attendance will be via class roll</li> <li>• MLC Coach attendance will be recorded for each session</li> </ul>

Guidance	Action to ensure effective communication
<b>Communication</b>	
<p><b>How will you coordinate and communicate and changes to the directions to your clubs, members and stakeholders?</b></p>	<ul style="list-style-type: none"> <li>• Initial communications and key changes will be communicated by email from RRC President, these will be reinforced by RRC Head of Rowing Weekly email, monthly Easy Oar newsletter, blog, Facebook and Slack (where appropriate)</li> <li>• Visible signage at the club</li> <li>• Communication within the school environment takes place via MS Teams and email</li> <li>• Online briefing for staff and students prior to the commencement of the first on water session</li> </ul>
<p><b>Do you have strategies to address non-compliance?</b></p>	<ul style="list-style-type: none"> <li>• RRC Club Grievance and Disciplinary Procedures will apply</li> <li>• Students or staff will be removed from the MLC rowing program if they are non-compliant</li> <li>• Reporting to the authorities as required by legislation</li> </ul>
Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare to identify close contacts and providing members and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>• The contact details for all who enter the club are recorded and up to date.</li> <li>• RRC Sportsnoticeboard (digital)</li> <li>• MLC Student Contact Detail file (digital)</li> <li>• Sign In book (at back door) Records arrival and departure times of all non athletes or coaches who enter the club.</li> <li>• RRC Boat Sign out book records arrival, departure times</li> <li>• MLC Roll Call lists students in attendance during the session and will be digitised</li> <li>• MLC staff attendance will be recorded each session</li> </ul>
<p><b>Prepare to assess whether the club or parts of the club must be closed. Prepare to undertake cleaning and disinfection at your club.</b></p>	<p><i>Should there be a contamination concern at the venue, the process will be, isolate the area, alert the Safety Officer as soon as practicable and wait until the area has been cleaned and disinfected by a cleaning contractor, await official communication if/when the facility can be used again.</i></p>

Guidance	Action to ensure effective communication
<b>Communication</b>	
<p><b>How will you coordinate and communicate and changes to the directions to your clubs, members and stakeholders?</b></p>	<ul style="list-style-type: none"> <li>Initial communications and key changes will be communicated by email from RRC President, these will be reinforced by RRC Head of Rowing Weekly email, monthly Easy Oar newsletter, blog, Facebook and Slack (where appropriate)</li> <li>Visible signage at the club</li> <li>Communication within the school environment takes place via MS Teams and email</li> <li>Online briefing for staff and students prior to the commencement of the first on water session</li> </ul>
<p><b>Do you have strategies to address non-compliance?</b></p>	<ul style="list-style-type: none"> <li>RRC Club Grievance and Disciplinary Procedures will apply</li> <li>Students or staff will be removed from the MLC rowing program if they are non-compliant</li> <li>Reporting to the authorities as required by legislation</li> </ul>
Guidance	Action to prepare for your response
<p><b>Prepare for how you will manage a suspected or confirmed case during a training session.</b></p>	<ul style="list-style-type: none"> <li>Should an athlete feel unwell, they will be isolated immediately, given a mask and sent home to consult their Doctor. The RRC President (for RRC athletes) or MLC Rowing Program Director will be immediately informed. Refer below for emergency situations.</li> <li>Coach and athletes to immediately move away from any person who begins to cough/sneeze for any reason.</li> <li>Athletes, Coach are advised to not attend training if they feel unwell and to leave training if they feel unwell, and for the coach to call an emergency contact and/or the COVID-19 triage care hotline as necessary for further advice –1800 020 080.</li> </ul>
<p><b>Prepare to notify members and site visitors (including close contacts)</b></p>	<ul style="list-style-type: none"> <li>The contact details for all who enter the club are recorded and up to date.</li> <li>Record arrival and departure times of all who enter the club.</li> <li>Mass communication systems are in place for larger clubs and schools to deliver the notice immediately. RRC (email, Sportsnoticeboard, Slack) MLC Teams</li> <li>Follow up the communication with a phone call to ensure the message has been delivered.</li> </ul>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your club.</b></p>	<ul style="list-style-type: none"> <li>Safety Officer (RRC or MLC) at each session is responsible for Reporting to RRC President Who will be responsible for contacting Worksafe</li> <li>All members, staff, volunteers are aware of the reporting process.</li> <li>Work Safe Victoria's number is clearly displayed at the club house.</li> <li>MLC will also report any infections to the College</li> </ul>
<p><b>Prepare to re-open your club once agreed by DHHS and notify members they can return.</b></p>	<ul style="list-style-type: none"> <li>Appropriate cleaning processes are in place.</li> <li>COVIDSafe plan is in effect.</li> </ul>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the rowing club or school.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**When completed, please return to:**  
[recreation@melbourne.vic.gov.au](mailto:recreation@melbourne.vic.gov.au)  
 Attn Erin Miller, copying in;  
[info@rowingvictoria.asn.au](mailto:info@rowingvictoria.asn.au)