

# COVIDSafe Plan

**Organisation Name:** Melbourne University Soccer Club

**Plan completed by:** Michael Owen, President

**Date reviewed:** 09/07/2021

## COVID-19 COMMITMENT STATEMENT

MUSC is fully committed to providing a safe and healthy environment for members of our club (volunteers, players, personnel, families, spectators) and the wider community and is committed to implementing practices in line with guidance available from Sport Australia, Football Federation Australia, Football Victoria, City of Melbourne, The University of Melbourne, the Victorian State Government and other relevant authorities applicable to MUSC.

We also acknowledge the directions imposed by the Victorian State Government will be followed as we undertake football activities during 2021, and we commit to adhering to the latest advice from Football Victoria, City of Melbourne, The University of Melbourne, and the Victorian State Government in this regard.

It is important to MUSC to lead and promote a strong culture of COVID-19 safety for the health and wellbeing of participants and the broader community.

**From 11:59pm on Thursday 8th July 2021, the following conditions relevant to community sport apply to metropolitan Melbourne:**

- Community sport is open for all ages, training and competition.
- Spectators are allowed. Density limits apply.
- Maximum capacity of 300 people per indoor space and 1000 people per outdoor space for all physical recreation and community sport at physical recreation venues.
- Indoor spaces have a density quotient of 1 person per 4 sqm (or 1 person per 2 sqm, in the case that a COVID Check-in Marshal is at entrances open to public).
- Face masks must be worn indoors.

## 1. ENSURE PHYSICAL DISTANCING

**You must apply the density quotient (where applicable) to configure shared activity areas and publicly accessible spaces to ensure that:**

- You are complying with any density quotient, any group size limits and other restrictions applicable to the type of facility being used.

MUSC will enforce maximum venue capacity and density quotient conditions.

MUSC has access to indoor facilities at the Northern Pavilion at Princes Park. This is a City of Melbourne facility. MUSC will enforce the maximum occupancy limit for each indoor space as calculated and specified by the City of Melbourne.

- Social Area (max capacity of 54 when a COVID Check-in Marshal is present; 27 otherwise)
- Change Room A (max capacity: 10)
- Change Room B (max capacity: 10)

- Change Room C (max capacity: 8)
- Change Room D (max capacity: 8)
- Equipment Store A (max capacity: 1)
- Equipment Store B (max capacity: 1)
- Referee Room A (max capacity: 1)
- Referee Room B (max capacity: 1)

**You must ensure participants, coaches, club/association personnel, parents, permitted spectators, etc. are 1.5 metres apart as much as possible.**

Examples of how this can be done include:

- Display signs to show patron limits at the entrance of enclosed areas where limits apply (e.g. social area, changeroom or equipment room)
- Limit the number of participants to the minimum required to play
- Zone training areas to limit intermingling between training groups
- Stagger training start times, leaving 15 minutes between training sessions
- Limit use of seats and toilet or changing cubicles at facility to every second seat/cubicle
- Discourage carpooling
- Use floor markings to indicate appropriate physical distancing
- Signpost entry and exit points to limit congregation at the start and end of training
- Conduct meetings or individual fitness sessions from home, where possible

To ensure physical distancing, MUSC will:

- Communicate to members and volunteers via email, social media and our website
- Display signage at the main entry and exit points
- Strictly adhere to scheduled training times
- Zone training areas to limit intermingling between training groups
- Zone matches so they are not on adjacent pitches, where possible
- Ensure each training group has a responsible nominated coach who will oversee the training session
- Ensure members participating in training must be from a single sports team with no mixing between teams
- Ensure only those necessary to support participation are permitted to attend training or matches
- Conduct meetings from home (online), where possible
- Conduct individual fitness sessions from home
- Discourage carpooling

You should provide training to personnel and volunteers on physical distancing expectations while engaging in club activities.

MUSC will:

- Communicate to members on rules in relation to gathering limits, participation limits, and limits on activities
- Reinforce messaging to participants that physical distancing needs to be maintained during periods of non-physical activity and the “get in, train, get out” principle
- Reinforce the importance of no high fives, handshakes or other physical contact other than the physical activity permitted

## 2. WEAR A FACE MASK

You must ensure all participants, volunteers and organisers entering the venue/facility wear a mask as per public health advice.

Updated public health advice on masks is available at:

<https://www.dhhs.vic.gov.au/face-masks-vic-covid-19>

MUSC will:

- Communicate to members that they must wear a face mask as required and communicated by the State Government
- Require masks be worn as required and/or when physical distancing requirements cannot be met
- Reinforce instruction and guidance on how to correctly fit, use and dispose of face masks

## 3. PRACTISE GOOD HYGIENE

You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs, shared equipment and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Minimise the sharing of equipment. All equipment must be cleaned and disinfected between uses
- Clean between user groups or sessions

MUSC will:

- Provide each team with disinfectant to clean equipment
- Identify high touch surfaces (door and cupboard handles, touch screens, kitchen counters, taps, shared equipment)
- Provide information about venue/facility/equipment cleaning schedule and how to use cleaning products
- Ensure adequate supplies of cleaning products and regularly restock
- Educating participants on hand and cough hygiene

To ensure that MUSC and all personnel and participants practise good hygiene, MUSC will:

- Encourage participants to bring their own personal equipment, labelled with their name, and reinforce that equipment should not be shared
- Reinforce no sharing of personal items such as water bottles, food and towels

**You must display a cleaning log in shared spaces.**

MUSC will:

- Work with City of Melbourne to ensure a cleaning log is displayed in shared spaces

You should make soap and hand sanitiser available for all participants, volunteers and organisers throughout the venue/facility and encourage regular handwashing.

MUSC will:

- Locate hand sanitiser stations throughout the venue/facility
- Through its coach, provide each team with hand sanitiser
- Educate participants on hand/cough hygiene and how to wash and sanitise their hands correctly
- Promptly notify Council when soap and/or hand towel at hand washing basins runs low so they can be restocked
- Ensure rubbish bins are available to dispose of paper towels

#### **4. KEEP RECORDS AND ACT QUICKLY IF PARTICIPANTS, VOLUNTEERS OR ORGANISERS BECOME UNWELL**

**You must support participants, volunteers and organisers to get tested and stay home even if they only have mild symptoms.**

MUSC will reinforce to participants, volunteers and organisers to get tested and stay home even if they only have mild symptoms. This will be done with online communication, posters at the venue/facility, and in-person communication from coaches to players.

**You must develop a plan to manage any outbreaks. This includes:**

- Having a plan to respond to a participant, volunteer or organiser being notified by health authorities that they are a positive case and attended the facility whilst infectious, noting people who show symptoms or have been in close contact should NOT attend the venue facility or activity until they receive their test results or have completed their quarantine period and are cleared by DHHS.
- Having a plan to identify and notify close contacts in the event of a positive case attending the venue/facility during their infectious period. You are also required to notify DHHS of the positive case.
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your venue/facility
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your venue/facility once agreed by DHHS and notify participants, volunteers and organisers they can return to the venue/facility
- More information can be found at [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au)

MUSC's response plan to manage any outbreaks is:

- Undertake a risk assessment to determine people/groups exposed and possible close contacts, and utilise the club's database to collate contact details for identified potential close contacts
- Notify close contacts, providing them with the latest advice/instructions from DHHS as to what actions they should take
- Contact DHHS and WorkSafe Victoria
- Contact City of Melbourne and Melbourne University Sport
- Determine which, if any, club activities should be suspended
- If necessary, contact Football Victoria, VicSoccer, Melbourne Over 45s Soccer, FC Birrarung, opposition teams
- Arrange cleaning of club equipment
- Work with City of Melbourne to arrange deep cleaning of Northern Pavilion, if necessary
- Communicate (electronically) as necessary with the committee, members, coaches and volunteers (and external stakeholders)

- In the case the venue/facility is closed, obtain any necessary approvals from DHHS, City of Melbourne, Melbourne University Sport and other relevant bodies before re-opening

**You must keep records of all people who enter the venue/facility for more than 15 minutes for contact tracing. This does not include passive users of open parkland and recreational spaces.**

MUSC will keep records of all attendees in the following way:

- Using the Victorian Government QR Code Service checkin posters to be:
  - located throughout the Northern Pavilion by City of Melbourne, including at the entry/exit points, to track attendees entering the clubrooms
  - provided to coaches to track attendance of participants in outdoor football activities
- Manual/written attendance log
  - Paper attendance sheets provided to coaches for attendees who cannot access QR codes
  - Process for coaches to regularly photograph and email attendance sheets to a nominated committee member

MUSC will not permit any people to participate in the club's activities unless they have registered their contact details with the club.

## 5. AVOID INTERACTIONS IN ENCLOSED SPACES

**You should reduce the amount of time participants, volunteers, organisers, parents, carers, and anyone in attendance are spending in enclosed spaces (e.g. entrances, foyers, bathrooms, changerooms and clubhouses).**

This could include:

- Enabling activities in outdoor environments
- Moving as much activity outside as possible, including serving patrons, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

MUSC will enforce maximum venue capacity and density quotient conditions.

To minimise interactions in enclosed spaces, MUSC will:

- Limit interactions indoors
- Maximise ventilation where possible when indoor spaces are in use (opening doors/windows)
- Limit access to store rooms by asking coaches and team managers to store training equipment off site where possible
- Encourage players to attend training and matches fully dressed and ready to play
- Provide a table outside for referees to sign match books and brief assistants
- Operate a limited canteen outdoors instead of indoors, where possible

## 6. CREATE WORKFORCE/ACTIVITY BUBBLES

**Limit the number of participants, volunteers and organisers engaging in activities across multiple teams/venues/facilities where practical. This includes avoiding having participants playing across multiple teams.**

MUSC will create activity bubbles by:

- Avoiding players, coaches and volunteers participating across multiple teams
- Limiting the number of participants to the minimum required to conduct the permitted footballing activity
- Teams training separately, not mixing with others
- Communicating training pitch allocations to teams before training so participants can go straight to their training location instead of mixing with participants from other teams
- Providing each team with their own allocation of equipment that will be used only by that team, and a designated area within the venue for each group to store their equipment
- Staggering start and finish times to reduce the use of common areas at the same time
- Encouraging participants, volunteers and organisers to minimise time in shared facilities

## RESOURCES

- **Sport, exercise and physical recreation services sector guidance**  
<https://www.coronavirus.vic.gov.au/sport-exercise-and-physical-recreation-services-sector-guidance>
- **Football Victoria Return to Play/Training Conditions**  
<https://www.footballvictoria.com.au/return-conditions>
- **University of Melbourne testing and notification guidelines**  
<https://www.unimelb.edu.au/coronavirus/testing-and-notification>