

# COVID Safety Guidelines – Sport and Recreation

## Phase 3, Version 1.0 6 June 2020

WA Government has implemented a staged lifting of COVID-19 restrictions based on the advice of the Australian Health Protection Principal Committee (AHPPC) and the WA Department of Health.

While there are fewer active cases of COVID-19 within Western Australia, it is important that every person and premises maintains sensible safety precautions including good hygiene practices, additional sanitisation regimes and physical distancing. This will ensure that if and when new cases do occur, COVID-19 is not transmitted to others.

The purpose of this document is to outline the safety requirements for the reopening of Sport and Recreation venues, and/or the recommencement of sporting activities.

An organisation that controls or operates a venue that was required to be closed by the directions under the Emergency Management Act 2005 must complete a COVID Safety Plan prior to reopening and display a COVID Safety Plan Certificate in a visible location on the premises. Other organisations, including sporting organisations, may choose to voluntarily complete a COVID Safety Plan.

If you completed a COVID Safety Plan in Phase 2, you should review the new guidelines and update your plan accordingly. You may be able to increase your premises' capacity which can be reflected on your COVID Safety Plan Certificate.

This document provides guidance on how to complete your COVID Safety Plan and implement necessary safety requirements.

These guidelines come into effect from 11.59pm, 5 June 2020.

## Safety requirements

All businesses are required to mitigate the risks of COVID-19. The requirements for the safe operation of Sport and Recreation premises are:

- maintain a strict limit of a minimum of two square metres (2sqm) per person
- ensure 100 patrons per undivided space with the 2sqm per person rule, up to a maximum of 300 patrons at the venue (referred to as the 100/300 rule)
- maintain hygiene and frequent cleaning
- self-complete a COVID Safety Plan prior to re-opening/recommencing activity, and display a COVID Safety Plan Certificate at relevant sporting venues
- maintain attendance records for the purposes of contact tracing
- manage ingress and egress to ensure physical distancing

- carefully manage shared spaces to ensure physical distancing
- disinfect shared equipment between use
- all venues must have staff present when open.

All businesses need to do their part to comply with these requirements and help mitigate the risks of COVID-19.

COVID Safety Plans are an important part of ensuring that re-opening businesses does not increase the risk of spreading COVID-19. Failure to complete a COVID Safety Plan may mean your business is putting the community at risk. Authorised officers under the Emergency Management Act have the power to close premises, and businesses that put the community at risk in this way.

## COVID Safety Plan

The purpose of the COVID Safety Plan is to help ensure that businesses actively mitigate the risk of COVID-19 in line with the best available health advice. In the plan, you will need to explain how your business will take steps to implement the requirements and the advice set out in these guidelines.

Prior to re-opening, you are required to self-complete a COVID Safety Plan for your business and have it available for inspection upon request by an authorised officer. If your business has multiple premises you must prepare a COVID Safety Plan for each premises.

You must also display a COVID Safety Plan Certificate in a prominent location visible to patrons. The certificate is provided at the end of the COVID Safety Plan template.

If you completed a COVID Safety Plan in Phase 2, please review and update your safety plan as appropriate to take into account updates to the safety requirements.

If required, safety plans should be developed in partnership with your governing body, land/property manager and/or local government (noting the local government may also fulfil multiple roles).

## About COVID-19

COVID-19 is spread from person to person through close contact and droplets including:

- direct contact with an infected person;
- contact with droplets from an infected person's cough or sneeze; and
- touching contaminated objects or surfaces (like doorknobs or tables), and then touching your mouth or face.

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The most effective measures to prevent the spread of coronavirus are good hygiene practices, additional sanitisation regimes and physical distancing.

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As COVID-19 is spread person-to-person through coughing, sneezing, touching contaminated surfaces, and close contact with infected individuals, there is a need for businesses to remain vigilant with cleaning and sanitising regimes and take extra care with maintaining and promoting safe food and hygiene practices throughout business operations.

The most effective measures are good hygiene practices, additional sanitisation regimes, social distancing and keeping away from others if unwell.

## 1. Physical distancing

Physical distancing (also known as social distancing) is one of the most effective methods of reducing the spread of viruses. The more space between you and others the harder it is for the virus to spread. If a person in the workplace is found to be positive for COVID-19, the risk of transmission to the rest of the workforce is minimised if the workplace has been practising physical distancing. Good practice physical distancing principles are to:

- maintain 1.5 metre separation between people who are not from the same household or groups of other people; and
- maintain a minimum of 2sqm per patron.

### Maximum occupancy

Businesses must ensure:

- indoor and/or outdoor venues with multiple divided spaces may have up to 300 people, with up to 100 people in each space;
- allow a minimum of 2sqm per patron.

The application of the 2sqm per patron may mean that less than 300 patrons can be accommodated.

A person will be a **patron** at the venue if they are a player, customer, participant, parent of a participant or child at the venue or spectators. These people are included in the 100/300 count.

Instructors, trainers, coaches and general venue staff **are not** included in the 100/300 person count.

### Calculating maximum occupancy

The maximum occupancy can be calculated by following these steps:

1. Measure the area accessible to the public.

To find the square meterage for a rectangular area, multiply the length times the width. If there are adjoining areas or alcoves, measure them and calculate the square meterage. Add the results of each measurement together to find the total area in square metres.

Note: staff only areas, toilets and areas occupied by fixed furniture such as counters and bars must not be included in this calculation.

2. Divide the total square metre area by 2 to give the maximum permissible number of patron. Any establishment with a total area greater than 200sqm will be limited to 100 patron

### **Gyms**

Commercial gyms are to ensure there is constant supervision and maintain frequent cleaning of shared equipment.

### **Swimming pools**

Venues that have swimming pools are subject to the same capacity requirements as other venues.

Swimming pools are restricted to a maximum of 100 patrons per undivided area, regardless of whether that is an indoor or outdoor area. The 2sqm rule also applies. Venues with multiple pools can open multiple indoor and outdoor pools, as long as the total number of patrons does not exceed 100 in any single undivided space, and does not exceed 300 at the venue. Change rooms and the toilets can also open.

These requirements also apply to swimming pools at hotels and caravan parks.

### **Indoor multi-functional venues**

Indoor multi-functional facilities, such as large-scale recreation centres comprised of multiple functional space, are permitted to accommodate up to 100 persons in each enclosed space, and up to 300 patrons per venue provided there is at least 2 square metres of floor space per patron.

Centres can also have other facilities operating, such as a gym, pools, fitness room, as long as the maximum capacity of 300 per venue is maintained.

For example: an indoor pool co-located with a 6 court indoor sports hall and health club may operate with 100 persons in the pool, 100 persons in the 6 court sports hall and 100 patrons in the health club in the café provided all relevant physical distancing measures are followed.

### **Outdoor venues, including multicourt venues and ovals**

Outdoor venues may have up to 100 patrons per training zone at any one time. Each training zone should allow for 2sqm per person. Notwithstanding there may be separate training zones, there can be no more than 300 patrons in total at any outdoor venue. However, large community sporting facilities that can accommodate more than 300 patrons, while allowing for two square metres per patron, may apply for an exemption. (See below.) The spaces between

gatherings and groups should ensure that there is suitable distancing to prevent one gathering encroaching on another.

Where a venue has an indoor space and an outdoor space, both spaces can operate at the same time, providing that the entire venue has a maximum of 300 patrons at any one time and provided that there is 2sqm of space per patron.

### **Exemption process for large venues, for sporting activity**

Venues that can accommodate more than 300 patrons for sport and recreation purposes, while allowing for two square metres per patron, may be able to apply for an exemption to the 300 patron-limit, through [wa.gov.au](http://wa.gov.au), for a decision by the Chief Health Officer.

### **Managing shared spaces**

Where there are points of congregation or potential congestion, such as walkways, bathrooms, shared facilities, points of entry and exit, and payment areas, venues should consider:

- using signage and barriers to direct and manage the flow of traffic.
- implementing a one-way traffic flow, such as a dedicated entrance and exit, to reduce congestion.
- reconfiguring the venue layout, for example by reducing the amount of seating or rearranging furniture, to allow for and encourage physical distancing.
- the placement of furniture and equipment – removing tables, chairs, bar stools, entertainment equipment and anything else that may result in patrons clustering in small spaces without maintaining the required distance.
- increased cleaning of communal amenities, such as bathrooms and changerooms
- the timing of payment and managing payment areas to ensure customers are not queuing to pay.

### **Managing patrons entering the venue**

Ingress and egress of outdoor or indoor venues should be managed to ensure physical distancing. One-way traffic flow such as one dedicated entrance and another dedicated exit (where possible) can help minimise congestion.

It is recommended that businesses display the maximum number of patrons who can be present at any one time on the entrance door to clearly advise customers and allow for physical distancing.

Queues should be avoided as much as practicable. Where patrons do queue, such as at the entrance and service counter, provide markings on the floor 1.5m apart to show patrons where they should stand. Markings should be in bright colours or a pattern that stands out. Procedures should be put in place to ensure these physical distancing measures are adhered to.

Venues should consider using easily visible signage to:

- tell patrons not to enter the premises if they are unwell;
- encourage patrons within a group to also practise physical distancing;
- direct patrons to follow the physical distancing principles; and
- avoid patrons crowding together in any one area of the business.

It is recommended that any patron who appears to be unwell is requested to leave the premises.

### **Managing interactions between sporting participants and spectators**

Sporting organisations should review their 'return to play' documentation to ensure it is compliant with the current COVID safety guidelines. Spectator management should be a consideration. Consider staggering starting times for training sessions to avoid congestion.

Adopt a 'get in, train or play, get out' philosophy.

As set out above, spectators are to be included in the 100/300 person gathering limit. Sporting organisations should regularly communicate their expectations for parent/carers attending and watching training.

### **Managing interaction between staff and patrons**

In order to serve and interact with patrons, staff may need to move within 1.5m. In these situations, staff should avoid direct contact and minimise face to face time in order to reduce the risk of transmission. If staff come into direct contact with patrons, staff should follow good hygiene practices such as hand washing and cleaning.

### **Physical distancing between staff**

Businesses should ensure that staff stay at home if they are unwell.

In addition to practising good hygiene and cleanliness, the following approaches will minimise the risk of transmission of communicable diseases in the work place and maximise continuity of business:

- review scheduled classes, rehearsals, training arrangements to reduce interaction – consider small teams working separately from one another, including staggered start and finish times;
- physical distancing during break times – maintain physical distancing when using lunch or dining room facilities or communal areas;
- maintain the physical distancing protocol of 1.5m across the sport and recreation venue as well as outside the workplace; and
- staff should consider getting an annual flu vaccination.

## Barriers

In instances where physical distancing may not be possible, physical barriers like perspex screens may potentially reduce exposure between staff and the public. However, the effectiveness of such measures against COVID-19 is still not known. There may still be the potential for transmission, depending on the type of barriers introduced and other considerations such as air currents in the vicinity. Perspex screens may stop droplets landing on staff, but surfaces may still be contaminated. Therefore, these screens will be more effective when used in combination with good hand hygiene and regular cleaning.

## 2. Hygiene

### Cleaning hands

It is recommended that alcohol-based hand sanitiser is provided for customers at the entrance to the sporting facility. Alternatively, a hands-free hand basin with liquid soap and paper towels can be supplied for customer use.

Regularly washing hands is a great way to prevent the spread of germs and virus.

If cleaning your hands with soap and water:

- Lather for at least 20 seconds. Pay attention to the backs of hands and fingers, fingernails and the webbing between fingers.
- Rinse hands under running water and dry hands with a clean towel, or fresh paper towel.

If cleaning your hands with an alcohol-based hand rub (hand sanitiser):

- Apply enough product to cover both hands.
- Rub all surfaces of both hands until they are dry.

Spitting and clearing of nasal/ respiratory secretions on ovals or other sport settings is strongly discouraged. Do not share towels, water bottles or mouthguards. Mouthguards should not be handled during the session.

### Washing equipment

#### *Sport and recreation equipment*

When training or playing sport, you can share equipment provided it is cleaned between each use. Continue to encourage patrons to bring their own equipment.

You can now use shared equipment as part of a fitness class. Hygiene cleaning should take place after each class.

Patrons should be encouraged to wipe down the equipment after each use and the gym supervisor should ensure regular cleaning is carried out during the day.

### **Increased cleaning and sanitation regime**

It is important to ensure thorough and regular cleaning of common contact surfaces, 'high touch' items and shared amenities, such as handles, taps, lunch rooms, EFTPOS keypads and toilets. It is recommended that the frequency of cleaning in all areas be increased. This is especially important in high traffic areas and any areas accessed by the public. If you think a surface may be contaminated, clean it with a common household disinfectant to kill the virus.

Cleaning products should be chosen that are approved for the surface to be cleaned. In general, combined detergent/disinfectant solutions or wipes are acceptable for hard surfaces. Some products such as bleach can damage fabrics, stainless steel and other surfaces. Businesses will have to continue to comply with any requirements regarding use of chemicals, including the use of Safety Data Sheets for chemicals utilised in the work place.

For most general cleaning tasks, a neutral detergent with pH between 6 and 8 should be used. The use of combined detergent / disinfectant wipes is acceptable, or solutions can be prepared fresh each day.

If using a bleach solution look for products which give you a 1000ppm (0.1%) bleach solution either neat or when diluted with water. Always follow the manufacturer's instructions if any detergent or disinfectant products require mixing with water or dissolving prior to use. Remember to never mix different cleaning products as in some instances toxic gases can be generated.

Refer to the [Environmental cleaning in the workplace factsheet](#) for further advice.

### **Swimming pools, aquatic facilities**

Aquatic Facilities will continue to have additional obligations under existing legislation and regulations, including obligations under the Health Act as well as Worksafe legislation. Some information regarding the existing conditions for operating Aquatic Facilities is provided below, for reference.

- [Health \(Aquatic Facilities\) Regulations 2007](#)
- [Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities](#)

#### *Cleaning products*

Chlorine-based disinfectants are effective for environmental cleaning and are the most commonly used. Other disinfectant products may also be effective at killing the virus. A list of effective disinfectants for use against COVID-19 can be found on the [United States Environmental Protection Agency \(USEPA\) website](#). Contact time and dilution factors are important considerations for ensuring effective disinfection.

Bleach solutions should be made fresh daily as they become less effective over time.



The recommended concentration of available chlorine for routine disinfection of cleaned surfaces is 1000ppm as this concentration has been shown to be effective against the majority of microbial pathogens.

Cleaning chemicals should never be mixed together. The Material Safety Data Sheets (MSDS) and the manufacturers guidelines should always be followed.

Care should also be taken to ensure that the cleaning agent is appropriate for the item to be cleaned, for example, bleach may not be appropriate for some fabrics as it may damage the material.

### **Payments**

Promote cashless payments.

After handling cash, ensure that hands are washed with soap and water, or a hand sanitiser is used.

## **3. Training and education**

Organisations should regularly communicate restrictions, policies and procedures. This can be via hard copy notices around the venue, electronic communication and via a briefing.

Supporting guidelines and resources are listed at the end of these guidelines and will provide information to be shared with staff and volunteers, and to be displayed in the venue. The Australian Infection Control training can be promoted where appropriate.

## **4. Compliance with existing legislation and regulations**

In addition to the legal obligations arising from the Emergency Management Act and the Directions made under the Act, businesses will continue to have obligations under legislation and regulations, including Worksafe legislation.

If the venue has a food business, please refer to the requirements in the COVID Safety Plan for Food and Licensed venues.

Refer to the above regarding [Aquatic Facilities](#).

## **5. Response planning**

The following measures are important to minimise further risk and assist in managing the public health response if someone with possible COVID-19 infection enters your premises. All public health advice and instructions must be followed in the event of a confirmed case.

### **Maintain attendance records**

It is a requirement for businesses to maintain attendance records of people. This will assist Public Health with contact tracing in the event of a positive COVID-19 case in your premises:

- Records can be physical (i.e. secure sign-in book managed by staff) or electronic but at a minimum must include a name and contact information for each patron (e.g. phone number or email)
- Records are not required for people who visit the premises for a short period time and have minimal face-to-face interaction. For example, someone returning a book to a library, or someone ordering take-away.
- Records must not be used for purposes other than contact tracing (i.e. contact information is not to be used for marketing purposes)

Businesses should implement a process consistent with any privacy obligations they have for obtaining and safely maintaining these records of patronage for the purposes of assisting with contact tracing if needed.

### **Responding to a COVID-19 incident**

If you are aware that someone with a case of COVID-19 has been in your workplace, ring the COVID-19 Public Hotline 24/7 on 1800 020 080 and follow the advice of health officials.

If someone is confirmed as having COVID-19 or is getting tested for COVID-19, they should already be at home. However, there may be circumstances where a person in your workplace is displaying COVID-like symptoms or shares information (e.g. they have been in close contact with someone that has the virus) that causes you to have reasonable concerns about their health and the health of others in your workplace.

The person could be staff, a client, customer or other visitor to your premises. Where this occurs:

#### **1. Keep others away from the person**

If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help. Otherwise, you must take steps to prevent the person from potentially spreading the virus by keeping others away from the person. The measures must be reasonable.

#### **2. Seek advice and assess the risks**

To determine if it is reasonable to suspect the person may have COVID-19, talk to the person about your concerns and seek government health advice.

#### **3. Transport**

Ensure the person has safe transport home to a location where they can isolate, or to a medical facility if necessary.

#### **4. Clean and disinfect**

Follow all public health advice about closing off affected areas and prevent access until they have been cleaned and disinfected. Open outside doors and windows if possible to increase air flow.

## 5. Assisting public health to identify close contacts

Notify the state public health unit by contacting the COVID-19 Public Hotline 24/7 on 1800 020 080. The state public health unit may ask for your attendance records to identify close contacts of a confirmed COVID-19 case so that they can contact them and provide them with instructions, for example, in relation to quarantine requirements. Public health officers have a range of powers to require you to provide information including personal information. In the meantime, for the purposes of undertaking a workplace risk assessment and to assist public health officers, consider who the affected person may have had recent close contact with.

### Review risk assessment

If there is concern about the risk of staff being exposed to the virus at work, a risk assessment should be carried out with reference to the latest information available. Employers should develop prevention and control strategies appropriate to the workplace, in consultation with their staff, and ensure that all staff are aware of and follow these strategies.

Regularly review your COVID-19 risk management controls, in consultation with your staff and their representatives, and assess and decide whether any changes or additional control measures are required. Consider having regular discussions about safety and health issues, for example during staff meetings, or by setting up a safety committee.

## Key Contacts

- 13COVID: For information about coronavirus measures and restrictions, and what they mean for you.
- COVID-19 Public Hotline 24/7: 1800 020 080: If you suspect you, a staff member, or a customer may have COVID-19 coronavirus symptoms or may have had close contact with a person who has COVID-19 coronavirus.
- Dedicated Police Number: 131 444

## Further information

- Coronavirus - public information: [www.healthywa.wa.gov.au/Articles/A\\_E/Coronavirus](http://www.healthywa.wa.gov.au/Articles/A_E/Coronavirus)
- COVID-19 industry information: [www.health.wa.gov.au](http://www.health.wa.gov.au)
- Resources on physical distancing:  
<https://www.health.gov.au/resources/publications/coronavirus-covid-19-keeping-your-distance>  
<https://www.health.gov.au/resources/videos/coronavirus-video-social-distancing>
- Occupational safety and health information is available on the WorkSafe website [www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au)
- [National Principles for the resumption of Sport and Recreation activities](#)
- [Australian Institute of Sport \(AIS\) - Framework for Rebooting Sport in a COVID-19 Environment](#)

## Additional resources

- [How to Handwash poster](#) – World Health Organization
- [How to Handrub poster](#) – World Health Organization
- [Keeping Your Distance poster](#) – Australian Government
- [Change of Business Hours poster](#) – Australian Government
- [COVID-19 information for business, industry and local government](#) – WA Department of Health

## APPENDIX A – Checklist: Items to consider prior to reopening a business or premises

### 1. Physical distancing

- Physical distancing. Numbers will be limited to 1 patron per 2 square metres or 100 patrons per single undivided space up to a maximum of 300 people per premises, whichever is lowest.
  - Have you calculated the total area of your public spaces and determined the maximum number of patrons permitted?
  - Is the furniture arranged to maintain 1.5 metre physical distance?
  - Are there physical distancing markers on the floor in areas where customers queue?
  - Consider how you will manage staff in enclosed areas, are there any issues regarding staff numbers in staff areas?
  - Have you identified all situations, tasks and processes where staff and others interact closely with each other and made any modifications if required?
  - Have you put in place measures to communicate and remind staff of the need to practise physical distancing?
  - Have you reviewed shift arrangements to reduce interaction between staff?
  - Have you reminded staff to ensure physical distancing is maintained during break times?

### 2. Hygiene

- Good hygiene
  - Are adequate hand washing and hand sanitising stations provided? Check hand washing facilities are in good working order and adequately stocked (soap, hot water, paper towel, hand sanitiser)
  - Has signage about hand hygiene been provided?
  - Are processes in place to regularly monitor and review hygiene stations/measures?
- Cleaning and sanitisation
  - Have you considered the frequency of cleaning for public areas?
  - Are procedures in place for thorough and regular cleaning of common surfaces, 'high touch' items and shared amenities e.g. handles, tables, chairs and toilets?
  - Have communal items been removed where possible e.g. self-serve stations (cutlery, water, condiments)?
  - Does your business have appropriate cleaning products and equipment to perform cleaning and disinfection e.g. detergent, disinfectant, food grade sanitiser, PPE where appropriate?
  - Are all food contact surfaces effectively cleaned and sanitised?
  - Have you instructed staff to clean personal property e.g. phones and keys?
- Personal Protective Equipment (PPE)
  - Where you have identified the need for PPE, do you have adequate stock?

- Have staff been adequately trained in how and when to wear PPE?

### 3. Training and education

- Have you provided information to staff on your COVID safety procedures and what is expected of them?
- Where appropriate, have staff completed training?
- Have you provided clients with information on your COVID safety procedures, including not attending the premises if unwell?

### 4. Compliance with existing legislation and regulations

- Is your business continuing to meet obligations under existing legislation?
- Have you contacted your local government authority, the Department of Health, or WorkSafe if you are unsure of public health or occupational health and safety requirements?

### 5. Response planning

- Monitor symptoms
  - Have you put up signs about the symptoms of COVID-19 in the workplace?
  - Have you advised staff stay home if they are unwell?
  - Have you advised staff to disclose if they have been in close contact with a person who has or is being tested for COVID-19?
- Contact tracing
  - Are you maintaining booking records of clients for the purposes of contact tracing?
  - Are you maintaining a record of staff working on the premises?
- Incident response
  - Does your business have written instructions for staff about how to respond to a COVID-19 related incident?