

COVID SAFE PLAN for Outdoor Recreation Activity Providers

Industry Segment:	Outdoor Recreation Activity Providers
Outdoor Recreation Activities covered by this plan:	<p>Land-based activities, including:</p> <ul style="list-style-type: none"> • Archery • Birdwatching • Bushwalking • Canyoning • Caving • Camping • Cycling • Cycle touring • Fossicking • Four wheel driving • Geocaching • Laser skirmish (outdoor) • Mountain bike riding • Nature play • Orienteering • Parkour • Rogaining • Rollerblading • Skateboarding • Team building initiatives • Trailbike riding • Trail horse riding • Trail running • Walking <p>Vertical activities, including:</p> <ul style="list-style-type: none"> • Abseiling • Bouldering • Canyoning • Caving • Challenge/ropes courses • Rock-climbing • Slack-lining <p>Aquatic activities with craft, including:</p> <ul style="list-style-type: none"> • Boating • Canoeing • Fishing • Jet skiing • Kayaking • Rafting • Sailboarding • Sailing • Sea kayaking • Surfing • Waterskiing <p>Aquatic activities without craft, including:</p> <ul style="list-style-type: none"> • Canyoning • Fishing • SCUBA Diving • Snorkeling • Swimming <p>Air activities, including:</p> <ul style="list-style-type: none"> • Hang gliding • Parachuting • Paragliding

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Version:	V14 (2 October 2020)
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Purpose

As per the information released by the Queensland Government on 25 May 2020, Industry COVID Safe Plans will be developed by industry for industry.

This COVID SAFE Plan has been developed for Queensland Outdoor Recreation Activity Providers who deliver organised outdoor activities to groups of participants, including whose primary objective is to deliver outdoor recreation events. Outdoor Recreation Activity Provider must adhere to this COVID Safe plan.

Outdoor Recreation Activity Providers range from community groups like Scouts Queensland and Girl Guides Queensland, businesses like surf schools, paddling skills coaches and outdoor leaders, clubs like mountain bike clubs and bushwalking clubs, through to educational institutions that take students into the outdoors to learn.

The purpose of this COVID SAFE Plan is to help Queensland Outdoor Recreation Activity Providers show the health authorities and the community that they operate sufficiently safely and can service more participants/customers than the baseline restrictions at each stage in Queensland's Roadmap to Easing Restrictions (the Roadmap).

Once approved, this COVID SAFE Plan will be accessible for any Queensland Outdoor Recreation Activity Providers across the outdoor recreation industry to consider (regardless of membership of an industry peak body such as QORF).

This COVID SAFE Plan applies from Stages 2 and onwards of the Roadmap, while recognising that different restrictions will apply at different stages of the Roadmap.

Some elements of this COVID SAFE Plan apply to Queensland Outdoor Education Providers in relation to how organised outdoor activities are delivered. In addition, a separate COVID SAFE Plan has been prepared for Queensland Outdoor Education Providers, due to a range of different factors that need to be considered in the delivery of outdoor education programs.

Similarly, this COVID SAFE Plan does not apply to outdoor sport operators. A separate approved COVID SAFE Plan has been prepared for outdoor sport due to its different operating environment. In contrast with outdoor sport, outdoor recreation activities may not involve spectators or officials, such as umpires or referees.

Overview

Outdoor Recreation Activities may be undertaken by individuals and groups in a variety of environments, whether for self-enjoyment or competition purposes or both. This Plan applies to Providers who deliver Outdoor Recreation Activities to groups of participants.

As stated in the Purpose section above, Outdoor Recreation Activity Providers range from community groups like Scouts Queensland and Girl Guides Queensland, businesses like surf schools, paddling skills coaches and outdoor leaders, clubs like mountain bike clubs and bushwalking clubs, through to educational institutions that take students into the outdoors to learn.

Outdoor Recreation Activities are undertaken in a range of spaces, including National Parks, State Forests, beaches, seas, rivers and lakes. By operating in open spaces, the risks associated with COVID-19 are reduced, however those risks can be further reduced through the implementation of practical measures by Outdoor Recreation Activity Providers. It should be noted that at any point in time where an activity is undertaken in an indoor setting (e.g. due to bad weather) or venue occupant density capacity will be based on;

- no more than one person per 2 square metres (up to a total of 50 people) for indoor venues or spaces less than 200 square metres; or
- no more than one person per 4 square metres for indoor venues or spaces of greater than 200 square metres.

This Plan also provides guidance to land managers and land owners regarding outdoor activities.

Outdoor Recreation Activity Providers typically provide workers (volunteer and/or paid) who act as group leaders, instructors or supervisors. Providers and their workers have responsibility for the safety of the group and for management of the activity.

To operate in outdoor environments, Outdoor Recreation Activity Providers conduct thorough safety management planning to address variables that might present risks for their groups, including weather, fire, navigation, food safety, and disease.

Key focus areas for Outdoor Recreation Activity Providers in managing the risks associated with COVID-19 are:

- limit co-mingling of groups in participation,
- management and, where viable, segmentation of groups of participants through scheduling of activities, and
- implementation of strict hygiene measures at entry and exit points, communal areas and management of equipment.

Many outdoor spaces have capacity to accommodate multiple groups of people engaging in outdoor activities. Some outdoor spaces have capacity for different activities to be conducted at the same time – for example, bushwalking, mountain biking, rock climbing and camping could happen at different locations within one National Park - often without participants in one activity coming into contact with participants in another.

In some outdoor environments where Outdoor Recreation Activity Providers operate, there are very few points of interaction between groups of participants. For example, when taking a group of paddlers onto a lake, the places of concern may be the launch and retrieval points, but management of the group on the water where the paddling activity occurs is relatively simple.

Outdoor Recreation Activity Providers can implement systems to limit groups interaction with other groups in line with best available health advice.

Each Outdoor Recreation Activity Provider will complete a specific COVID Safe Operational Plan to show methods of compliance with the points outlined and approved in this Industry COVID SAFE Plan and currently available health advice.

Assumptions

By their very nature, most outdoor recreation activities are non-contact activities, in situations where contact is required between two people, for example a leader needing to physically touch a harness to ensure it is correctly fastened before the participant commences the activity, contact can be minimised and reduced.

This plan has been written for application to broadly to all groups managed by Outdoor Recreation Activity Providers. Control measures in this plan will require adaptation to ensure that they work in the specific operating environments of each provider at each site.

Interaction Between Approved Industry COVID SAFE Plans

If there are multiple activities being undertaken at a venue/facility (for example – food services, sports, approved training courses, fitness or recreational), several approved industry plans may apply. If this is the case, the following will apply:

- Where there is clear separation between the activity and it is a discreet business entity, the relevant plan applies to the relevant area.
- Display the COVID Safe [Statement of Compliance](#) for the appropriate Plan in each area and implement the Plan's requirements.
- Where the activities cross over (for example amenities, entry/exits, carpark):
 - Where possible these areas of cross over will be minimised. Such as designating a particular entry, exit, amenities and carpark for each activity.
 - Where the cross over cannot be minimised, a decision will be made as to which plan takes priority in which common area and will be followed.
 - For example, the entry, exit, carpark and amenities may be common to both activities and will be managed under the dining plan.
 - In this case the entity responsible for the dining plan will ensure these areas are appropriately managed and the separate groups from the dining and sport activity will not intermingle.
- Where an existing approved COVID Safe Industry Plan covers all facets of the operations of the organisation, including regular seasonal fixtures and competitions (including finals), organisations should operate in compliance with this Plan.
- Any other events run outside of regular activity, seasonal fixtures or competitions (such as carnivals, gala days and State Championships), with more than 500 people (indoor events) or more than 1,000 people (outdoor events) in attendance and operating in compliance with an Approved COVID Safe Plan (industry, site-specific or professional sporting code plan) other than a COVID Safe Event Plan must notify the Public Health Unit of the event a minimum of 10 business days before the event by emailing COVID-19.Industryplans@health.qld.gov.au.
Example: If scouts is planning to hold a regional jamboree which will attract over 500 people (indoor) or over 1000 people (outdoor), that activity could be conducted in accordance with this Outdoor Recreation Activity Providers COVID Safe Plan, and the local PHU needs to be notified of the event at least 10 business days in advance.
- Where an event is outside of the scope or not solely covered by the Approved COVID Safe Plan, please refer to the [Industry Framework for COVID Safe Events](#), which provides further guidance on organising COVID Safe Events. The COVID Safe Event Plan or Checklist should refer to the relevant components of Approved COVID Safe Plan, which may also be applicable

to respective parts of the event. The planned event must be hosted in accordance with the following conditions:

- **Indoor Events**

- Events up to 500 people – can proceed by following the [COVID Safe Event Checklist](#).
- Events with 500 to 10,000 people – must develop a COVID Safe Event Plan and submit COVID-19.Industryplans@health.qld.gov.au for approval by the local Public Health Unit.
- Events of more than 10,000 people - must develop a COVID Safe Event Plan and submit COVID-19.Industryplans@health.qld.gov.au for approval by the Chief Health Officer.

- **Outdoor Events**

- Events up to 1000 people – can proceed by following the [COVID Safe Event Checklist](#).
 - Events with 1000 to 10,000 people – must develop a COVID Safe Event Plan and submit COVID-19.Industryplans@health.qld.gov.au for approval by the local Public Health Unit.
 - Events of more than 10,000 people - must develop a COVID Safe Event Plan and submit COVID-19.Industryplans@health.qld.gov.au for approval by the Chief Health Officer.
- Where a business is operating alongside of a not-for-profit community group, the business would normally take responsibility for managing the shared or common areas.

The approved Industry plans are located at www.COVID19.qld.gov.au.

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1. Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures to support providers of outdoor recreation activities in the staged resumption of organised physical activities.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among participants and workers (paid and volunteer), families and the broader community. The Plan provides the framework to govern the general operation of outdoor recreation activities and any venues/facilities utilised, managed or controlled by the Outdoor Recreation Activity Providers, the behaviour of all participants, and the monitoring and reporting of the health of attendees involved in outdoor recreation activities.

This Plan includes, but is not limited to, the conduct of:

- a. Delivery of organised outdoor recreation activities (Outdoor Recreation Operations); and
- b. Facility management and supporting operations (Facility Operations).

At all times, the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

An Outdoor Space includes roads, tracks, paths, courses, seas, waterways, fields, bushland, caves, canyons, mountains, cliffs, skies and parks – these spaces may be natural or constructed, and may be used primarily for outdoor activities, or outdoor activities may be a secondary use of the space.

Outdoor Spaces may contain ancillary facilities that support the delivery of the activity – for example, toilets, showers, equipment storage facilities, shelter areas, and wash down facilities. Outdoor Recreation Activity Providers must implement appropriate control measures to ensure that groups under their responsibility in Outdoor Spaces are sufficiently safe.

2. Return to Play Considerations

This Plan is based on the AIS [Framework for Rebooting Sport in a COVID-19 Environment](#) (**AIS Framework**) and the [National Principles for the Resumption of Sport and Recreation Activities](#) (**National Principles**), while also referencing the [OCA Framework for Rebooting Outdoor Activities in a COVID-19 Environment](#) (**OCA Framework**).

This Plan references the [National COVID-19 safe workplace principles](#) published by Safe Work Australia, which operate subject to measures agreed and implemented by governments through the National Cabinet process.

Reference is made to the [Australian Adventure Activity Standard and Good Practice Guides](#), which provide a voluntary good-practice framework for safe and responsible planning and delivery of led outdoor adventure activities with **dependent participants**.

The staged approach set out in this Plan is in line with directions from the Queensland Government's Chief Health Officer, specifically [Queensland's Roadmap](#) to easing restrictions and also the [Return to Play Guide](#) for the Queensland Sport, Recreation and Fitness industries.

This Plan accepts as key considerations that:

- The health and safety of participants, workers (paid and volunteer), families and the broader community is the number one priority;
- Participants, workers (paid and volunteer), families and the broader community may need to be engaged and briefed on a Provider's specific COVID Safe operational business plan;
- Outdoor Spaces will be assessed and appropriate plans developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- Outdoor Recreation Activity Providers cannot resume until arrangements for outdoor recreation operations and facility operations are finalised and approved, if necessary; and

- At every stage of the return to play process, Outdoor Recreation Activity Providers must consider and apply all applicable State Government and local restrictions and regulations. Outdoor Recreation Activity Providers must be prepared for any localised outbreak associated with outdoor recreation operations or in the local community.

3. Principles for Return to Play

The Industry COVID Safe Plans completed to date will remain largely unchanged, however any changes made from Stage 3 will be guided by the following Principles:

- **Contact** – full contact is permitted on the ‘field of play’ in line with pre-COVID contact activities. At all other times, participants, group leaders, supervisors, officials, trainers, and spectators are to observe physical distancing requirements and undertake sound hygiene practices as detailed in this Plan
- **Facility capacity** – the total number of people to attend an activity, training and competition at indoor venues is to be based on occupant density of one person per two square metres for venues and spaces of 200 square metres or less (up to a total of 50 people) and one person per four square metres for venues and spaces of 200 square metres or more. For outdoor venues and spaces, physical distancing ‘off the field of play’ is required. Risks will be managed through mandatory record keeping, through group segmentation and buffer zones as appropriate. Individual organisations and facility managers will be responsible for implementing these requirements in line with the relevant approved Industry COVID Safe Plan.
- **Facility usage** – all elements of community sport, recreation and fitness facilities are accessible in line with relevant health guidelines and directives. This means facilities such as canteens, change rooms, bathrooms, storage rooms, bars will reopen and operating hours can also be amended. Industry Plans will detail how organisations will manage the use of ancillary facilities in relation to cleaning/sanitisation and flow of people within venues. All facility components will be operated in accordance with the relevant approved Industry COVID Safe Plan.
- **Events** – such as championships, markets, carnivals and gala days can recommence. Organisations must ensure the relevant approvals are in place based on the number of people attending as seen in the [Roadmap](#).
- **Stadia** – strict physical distancing measures and hygiene practices will remain central to COVID Safe Site Specific Plans, in line with Public Health Directions. Group segmentation and buffering measures will be used to reduce co-mingling. Public messaging will ensure that patrons are aware of all requirements during sporting events and concerts. COVID Safe Site-Specific Plans for stadia, where applicable, will address transport management for patrons travelling to and from venues, including alternatives to public transport.
- **Compliance with industry and stadia COVID Safe Plans** – all activity is to be conducted in accordance with relevant Industry and Stadia COVID Safe Plans and Public Health Directives. This includes organisations detailing how all persons at the activity/facility will be tracked, and traced, including spectators.

4. Responsibilities under this Plan

Outdoor Recreation Activity Providers are responsible for the effective management and implementation of the return to play activities and operations outlined in this Plan.

QORF is responsible for:

- Submitting the Plan and assisting Providers with implementation of the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

QORF has appointed the following person as the Organisation COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

Name	Dom Courtney
Contact Email	eo@qorf.org.au

QORF expects all Providers, participants and workers (paid and volunteer) to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by the Plan;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

5. Return to Play Arrangements

The Plan outlines specific requirements that Outdoor Recreation Activity Providers will implement for Stage 2 and onwards of the Roadmap. The Roadmap can be viewed at the following website: <https://www.covid19.qld.gov.au/government-actions/roadmap-to-easing-queenslands-restrictions>

Stage 2 allows for a return to non-contact participation in outdoor recreation activities, while Stage 3 allows for the resumption of contact, where unavoidable, when undertaking outdoor recreation activities.

The Outdoor Recreation Activity Providers will transition from non-contact participation and restricted facility use to both contact participation and increased facility use outlined in Stage 3 of the Queensland Roadmap when permitted under State restrictions and regulations.

6. Recovery

When public health officials determine that the outbreak has ended in the local community, QORF will consult with relevant authorities on behalf of the outdoor recreation industry to identify criteria for scaling back its COVID-19 prevention actions. QORF will also consider which protocols should remain to optimise good public/participant health.

QORF will consult key stakeholders to review the delivery of return to play arrangements. QORF will use feedback to assist with improvements to organisational plans and systems.

Appendix 1: Outline of Return to Play Arrangements

Part 1 – Outdoor Recreation Operations

Area	STAGE TWO	STAGE THREE AND ONWARDS
Approvals	<p>Providers must obtain the following approvals to allow a return to play in Stage 2:</p> <ul style="list-style-type: none"> • This COVID SAFE Plan is industry specific and has been approved by State Government. • Land/water manager approval for Outdoor Recreation Operations at the Outdoor Space, if required. • Insurance arrangements confirmed to cover Outdoor Recreation Operations. 	<p>Providers must ensure the relevant approvals are in place to return to contact training and competition in particular with the relevant land owner/venue operator and national/state body.</p>
Education and Training	<p><u>Education and training of workers (paid and volunteer)</u></p> <p>Providers must outline the requirements for training of workers (paid and volunteer) and communicate these requirements to workers and their representatives.</p> <ul style="list-style-type: none"> • Training on COVID-19 infection control to workers (paid and volunteer) responsible for the activity, event operations or any other relevant activity. • Ensure all relevant stakeholders have reviewed delivery of return to play arrangements, review critical incident management protocols, and test organisational readiness (e.g. scenario testing and critical examination of organisation's COVID Safe Operational Plan). <p>Training for workers (paid and volunteer) may consist of the following:</p> <ul style="list-style-type: none"> • Mandatory training provided by TAFE Queensland for all staff in industries requiring a COVID Safe checklist. • Any training that has been approved or outlined by Queensland Health. • Any training as outlined by a Peak Body or State Level Organisation specifically relevant to the activity. 	<p>Requirements continue from Stage 2 in addition to the following.</p> <ul style="list-style-type: none"> • Ensure all relevant stakeholders are aware of changes to protocols between different stages of the roadmap, review critical incident management protocols to accommodate increased capacity, and test organisational readiness (e.g. scenario testing and critical examination of organisation's COVID Safe Operational Plan). • Number of participants for the delivery of recreation activities undertaken indoors will be based on occupant density of; <ul style="list-style-type: none"> – one person per two square metres for venues or spaces of 200 square metres or less (up to a total of 50 people), and – one person per four square metres for venues or spaces of 200 square metres or more.

	<p>Further information and advice is available for organisations, in the Return to Play guide provided on the Return to Play website. The guide will continue to be updated by the Department of Housing and Public Works (Sport and Recreation).</p> <p>Active Queenslanders Industry Alliance has developed a COVID Safety Officer course available online, free of charge.</p> <p><u>Education of participants</u></p> <ul style="list-style-type: none"> • Providers should make participants aware of appropriate hygiene measures and that they are not to attend if unwell • Government resources (such as signage and instructional materials) should be prominently displayed around facilities and at entry points, including handwashing and personal infection control advice. • Provide briefings and/or educational materials to outline protocols under Stage 2 in advance of return to play for participants, including the obligations on and expectations of participants. • Provider to emphasise AIS Framework principle of “Get in, train, get out” – modified to “Turn up, participate, depart” with participants arriving ready to participate and departing immediately afterwards. • Clearly outline nature of activity permitted e.g.; <p>Delivery of outdoor recreation activities in groups of maximum size of 20 can take place including</p> <ul style="list-style-type: none"> – Activities must be designed with physical distancing measures in place – There must be a minimum distance of 1.5m between participants at all times – No standing around close to other participants during or in between engagement in activities (e.g. when conducting briefings or waiting to participate) <ul style="list-style-type: none"> • Guidance for travel arrangements is provided (e.g. physical distancing on public transport, limit carpool/taxi/Uber use). 	<ul style="list-style-type: none"> • For outdoor venues/spaces, physical distancing off the field of play is required. • Physical distancing does not apply when participating in the outdoor recreation activity session, contact is permitted. • Physical distancing applies when not participating in the outdoor recreation activity session.
Outdoor Activity Processes	<p>Providers to detail specifics of outdoor activity processes.</p> <ul style="list-style-type: none"> • Activity permitted for up to 20 people in a group. 	<p>Providers to detail specifics of activity session processes.</p> <ul style="list-style-type: none"> • As per occupant • density outlined in “Education and Training” section above.

	<ul style="list-style-type: none"> • Adjust length and scheduling of activity sessions to reduce overlap between groups. • Sharing of some equipment during a session is permitted (e.g. sanitise equipment before, during, after sessions, as required) with use of shared equipment to be limited. • No sharing of personal protective equipment during activity sessions. • No sharing of clothing. • Personal hygiene is essential (e.g. washing hands prior to participation, no spitting or clearing of nasal passages). • Detailed attendance register kept for a minimum of 56 days (see Appendix 2 example). 	<ul style="list-style-type: none"> • Contact tracing information (attendance register) must be kept for all participants, and anyone else who attends, and information retained for 56 days. • Contact information must include name, email address, mobile phone number and date/time period of patronage (both entry and exit time recorded). • Pre-registration and use of commercially available attendance tracking software, for example Revolutionise Sport, Team App or What's App, is encouraged. • Consider risk mitigation measures appropriate to prevent and limit co-mingling where possible. • Requirements continue from Stage 2 regarding sanitising and hygiene. • Organisations must consider their capability to manage the expected number of people at the venue in regards to all of the above requirements
Physical distancing	<p>Providers to develop and implement physical distancing requirements during activities including:</p> <ul style="list-style-type: none"> • Maintaining base density requirement and physical distancing (>1.5 metres) during activity sessions • Activity protocols to maintain a distance of at least 1.5 metres • Avoid participant interactions including huddles, handshakes and high fives • Limit unnecessary social gatherings (particularly adults) • Guidance for travel arrangements (e.g. physical distancing on public transport, limit car pool/taxi/Uber use). • Providers to make informed decisions regarding whether physical distancing protocols can be safely observed during emergency evacuation procedures 	<p>Requirements continue from Stage 2 in addition to the following.</p> <ul style="list-style-type: none"> • Physical distancing does not apply when participating in the outdoor recreation activity session, contact is permitted. • Physical distancing applies when not participating in the outdoor recreation activity session.

	<ul style="list-style-type: none"> • If physical distancing measures introduce new health and safety risks (e.g. because they impact communication or mean that less people are doing a task), you need to manage those risks too. • Put processes in place to regularly monitor and review the implementation of physical distancing measures to ensure they are being followed and remain effective 	
Personal health	<p>Provider to detail specifics of personal health protocols.</p> <ul style="list-style-type: none"> • Graded return to play to avoid injury • Advice clearly stating that participants and workers (paid and volunteer) are not to attend they: <ul style="list-style-type: none"> • are unwell • have been in close contact with a known active case of COVID-19 • have COVID-19 symptoms • have travelled overseas in the previous 14 days • have been to a declared COVID-19 hotspot in the previous 14 days. <p>The list of declared COVID-19 hotspots may be found at https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19</p> <ul style="list-style-type: none"> • Washing of hands prior to, during and after participation and use of hand sanitiser, where applicable • Shower in private facilities, preferably at home, before and after participation – no showering in communal showers • No clearing noses • No spitting • Cough into the elbow • Launder own clothes and wash personal protective equipment. • No sharing of personal protective equipment • No physical greetings (i.e. hand shaking, high fives etc.). • Limit touching of eyes, nose or mouth 	<p>Requirements continue from Stage 2 in addition to the following.</p> <p>The opening and use of communal showers is permitted, where appropriate cleaning measures are in place consistent with Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and health.</p> <p>Field of Play</p> <ul style="list-style-type: none"> • The definition of “field of play” is the pitch, court, field, pool or other facility that the sport, recreation or fitness activity is generally conducted on. It also extends to incorporate the use of all facilities (e.g. change rooms, marshalling areas etc.) specifically required for training and competing • Physical distancing does not apply on the “field of play” where the activity is being carried out, but should be observed to the extent possible in all other areas of the “field of play”. • The extension of the “field of play”, allows the full team and required coaching / medical officials to use the facilities without occupant density requirements. This is only permitted if: <ul style="list-style-type: none"> - There are no mixing of teams - There are no other persons (e.g. spectators) allowed in with active participants.

	<ul style="list-style-type: none"> Minimise contacting and moving group equipment, or assign specific equipment to designated participants Shared equipment should be rotated, washed or wiped according to manufacturer's instructions or industry best practice guidance at appropriate times. 	
Hygiene	<p>Provider to detail specifics of hygiene protocols to support participation.</p> <ul style="list-style-type: none"> Any safe hygiene protocols distributed by national/state level organisation or local association/club that will be adopted by Provider. Guidelines for sanitisation and cleaning, including requirements for sanitisation stations, and compliance with the Safe Work Australia cleaning requirements: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19 and the Office of Industrial Relations (Queensland) COVID Guide pages 6-9, which includes Personal Protective Equipment involved in cleaning: https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf Provide hand sanitiser dispensers and ensure dispensers are regularly refilled. Promote good hygiene practices in line with Government advice including the following for operators of facilities: <ul style="list-style-type: none"> (a) Ensure that spaces at each facility are regularly cleaned with disinfectant in accordance with the manufacturer's instructions; (b) Surfaces should be frequently wiped down with appropriate disinfectant wipes or soap, particularly those frequently touched. This includes door handles, light switches, kitchen surfaces, bathroom surfaces, and any other high touch areas; and (c) Adequately clean and disinfect facilities prior to use. Strongly encourage payments online or via pay wave technology. If cash is taken ensure workers (paid/volunteer) observe good personal hygiene practices and wash their hands regularly. 	<p>Requirements continue from Stage 2 in addition to the following.</p> <ul style="list-style-type: none"> Hand and respiratory hygiene is to be encouraged. Frequent environmental cleaning and disinfection must be maintained.

Managing psychosocial risks/stress	<p>Background - A psychosocial hazard is anything in the design or management of work that causes stress. Stress is the reaction a person has when we perceive the demands of their work exceed their ability or resources to cope. Work-related stress if prolonged and/or severe can cause both psychological and physical injury. Stress itself does not constitute an injury.</p> <p>Providers should take steps to manage stress from COVID-19:</p> <ul style="list-style-type: none"> • regularly ask workers how they are going and if there are any work-related stressors that need to be addressed • be well informed with information from official sources, regularly communicate with workers and share relevant information as it comes to hand • consult your workers on any risks to their psychological health and how these can be managed • provide workers with a point of contact to discuss their concerns and to find workplace information in a central place • inform workers about their entitlements if they become unfit for work or have caring responsibilities • proactively support workers who you identify may be more at risk of a work-related psychological injury (e.g. frontline workers or those working from home) • refer workers to appropriate channels to support mental health and wellbeing, such as employee assistance programs or counselling services. <p>Further information managing risks to psychological health during COVID-19 pandemic has been provided by Safe Work Australia:</p> <p>https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/mental-health?tab=tab-toc-small_business</p> <p>and page 10 of the Office of Industrial Relations COVID Guide:</p> <p>https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf</p>	<p>Requirements continue from Stage 2.</p>
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	<p>Providers should ensure that they put controls in place to manage possible risks to workers associated with work-related violence and aggression. Further information has been provided by Safe Work Australia:</p> <p>https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/work-related?tab=tab-toc-employer</p>	
Communications	<p>Prepare and review detailed communications plan to communicate with participants and workers (paid and volunteer).</p> <ul style="list-style-type: none"> • Provide clear and coordinated guidance to participants and stakeholders across a range of communication channels on how a return to play will be managed at each level of restriction. • Provide clear information to workers (paid and volunteer) and participants regarding education and training requirements. • Brief participants and workers (paid and volunteer) on return to play protocols including hygiene protocols (e.g. letter, email, text/WhatsApp message, Facebook post) and reinforcement of hand washing and general hygiene etiquette. • Endorsement of government COVIDSafe app and encouragement to participants and workers (paid and volunteer) to download and use app (note - use of the COVIDSafe app is not mandatory). • Promote good personal hygiene practices during activity sessions and in facilities (e.g. posters in bathrooms). • Establish relationships with key community partners and stakeholders including State public health authorities and government funding partners through COVID-19 Safety Coordinators. • Share timely and accurate information including how your organisation is responding to any localised outbreak. • Ensure safety management system for your activities is suitable for managing a COVID-19 outbreak. • Identify trigger points for cancelling, postponing or modifying an activity and identify who has responsibility for making that decision. • Identify in advance actions to be taken if your organisation needs to postpone or cancel activities. 	<p>Requirements continue from Stage 2.</p> <ul style="list-style-type: none"> • Notice to all patrons, contractors or staff to not enter the venue if they: <ul style="list-style-type: none"> • are unwell • have been in close contact with a known active case of COVID-19 • have COVID-19 symptoms • have travelled overseas in the previous 14 days • have been to a declared COVID-19 hotspot in the previous 14 days. <p>The list of declared COVID-19 hotspots may be found at https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19</p>

	<ul style="list-style-type: none"> Communicate processes of how individuals can access mental health and wellbeing counselling services, as required. 	
Events		<p>If you are planning to hold an event, an Event Organiser should identify whether there is an Approved COVID Safe Industry, Site-Specific or Professional Sporting Code Plan (Approved COVID Safe Plan) is applicable to your event in whole or in part:</p> <ul style="list-style-type: none"> COVID Safe Industry Plan for specific industries, such as community sports, live music and hotels COVID Safe Site-Specific Plan for the venue in which the event is being held, such as a stadium or convention centre COVID Safe Professional Sporting Code Plan for professional sporting events. <p>Where an existing Approved COVID Safe Industry Plan covers all facets of the event, the event may operate in compliance with the Approved COVID Safe Plan rather than in accordance with the COVID Safe Event Checklist or a COVID Safe Event Plan.</p> <p>Organisers of events with more than 500 people (indoor events) or more than 1,000 people (outdoor events) in attendance and operating in compliance with an approved Plan other than a COVID Safe Event Plan must notify the Public Health Unit of the event a minimum of 10 business days before the event by emailing COVID-19.Industryplans@health.qld.gov.au.</p> <p>The following information needs to be provided to the Public Health Unit:</p> <ul style="list-style-type: none"> Business name of the company/organisation which is holding the event Trading name of the company/organisation which is holding the event Key contact person(s) that can answer queries regarding the event (before/during/after)

- Position in organisation
- Phone number(s)
- Email
- Postal address

- Name of the event
- Date(s) the event will be held
- Duration of the event (start and finish times)
- Location of the event (if multiple locations, each location, start/finish times for each)
- Which Approved COVID Safe Plan(s) they are intending to operate under
- Estimated/known number of people attending the event (including staff)
- Overview of activities that will be occurring at the event. E.g. sport competition, food stalls, merchandising, entertainment, rides, fireworks, etc.

Where an **event** is outside of the scope or not solely covered by the Approved COVID Safe Plan, please refer to the [Industry Framework for COVID Safe Events](#), which provides further guidance on organising COVID Safe Events. The COVID Safe Event Plan or Checklist should refer to the relevant components of the Approved COVID Safe Plan, which may also be applicable to respective parts of the event. The planned event must be hosted in accordance with the following conditions:

Indoor Events:

- Events up to 500 people – can proceed by following the [COVID Safe Event Checklist](#).
- Events with 500 to 10,000 people – must develop a COVID Safe Event Plan and submit COVID-19.Industryplans@health.qld.gov.au for approval by the local Public Health Unit.

		<ul style="list-style-type: none"> Events of more than 10,000 people - must develop a COVID Safe Event Plan and submit COVID-19.Industryplans@health.qld.gov.au for approval by the Chief Health Officer. <p>Outdoor Events:</p> <ul style="list-style-type: none"> Events up to 1000 people – can proceed by following the COVID Safe Event Checklist. Events with 1000 to 10,000 people – must develop a COVID Safe Event Plan and submit COVID-19.Industryplans@health.qld.gov.au for approval by the local Public Health Unit. Events of more than 10,000 people - must develop a COVID Safe Event Plan and submit COVID-19.Industryplans@health.qld.gov.au for approval by the Chief Health Officer.
Management of unwell participants and workers	<p>Provider to detail specifics of protocols to manage unwell participants and workers at an activity.</p> <ul style="list-style-type: none"> Prevent attendance if presenting symptoms before activity commences. Any person who has symptoms related to COVID-19 must be excluded from site Anyone who is unwell or develops a fever, a cough, sore throat or shortness of breath, must contact a doctor or call 134COVID (13 42 68). Liaise with public health authorities and facilitate the sharing of information about all symptomatic participants at an activity run by Provider, subject to privacy law. Notify peak body organisation and the Department Housing and Public Works (Sport and Recreation) Follow instructions from health authorities regarding contacting of workers and participants (refer to attendance register) if an activity attendee or worker subsequently becomes unwell with COVID-19. If an outbreak does occur at your facility, the attendance register will need to be provided to relevant authorities (i.e. Queensland Health) in a timely fashion. 	Requirements continue from Stage 2.

	<p>Note – if there is a confirmed or probable case of COVID-19 infection at a workplace, Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory. Provider will be contacted by Queensland Health.</p> <ul style="list-style-type: none"> • Provider must notify Workplace Health and Safety Queensland if the Provider is informed by Queensland Health that there is a confirmed or probable case of COVID-19 infection at a workplace (and records must be kept of each notifiable incident for at least 5 years from the date that notice of the incident is given to the regulator). • Contact information must be kept for all persons for contact tracing purposes, including name, email address, mobile phone number and date/time period of patronage (both entry and exit time recorded). for a period of at least 56 days. • Communicate isolation and medical procedures for all participants, workers (paid and volunteer) and their families at the onset of any symptoms including facilities that can be used to manage symptomatic participants. • Identify with clear and unambiguous signage, a space that can be used to isolate workers or participants who become unwell at an activity and cannot leave immediately. The isolation area should be equipped with necessary PPE supplies to facilitate hand hygiene and respiratory etiquette. • Train workers (paid and volunteer) regarding management of workers or participants with a probable or confirmed case of COVID-19, ensuring workers understand that anyone who becomes unwell should be immediately isolated and provided with tissues, rubbish bin, hand sanitiser and a facemask, if available to cover coughs and sneezes. Establish procedures to help unwell workers or participants leave the activity as soon as possible, including: <ul style="list-style-type: none"> – Informing the supervisor of an unwell worker, – Arrangements should be made for the person to be sent home or to access medical assistance, – If the unwell person needs to access medical assistance, they should call ahead and advise of their symptoms so that medical staff can prepare for their visit. 	
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- Clean and disinfect any equipment or surfaces that the unwell person has been in contact with, implementing added protections to protect workers doing the cleaning.
- Queensland Health will contact Provider if contact tracing of the workplace is required, in which case Provider should follow the advice provided by Queensland Health.
- Train workers (paid and volunteer) regarding treatment of symptomatic people, and ensure that workers are instructed not to attend work if they develop COVID-19 symptoms or have been directed by health authorities to self-quarantine or self-isolate.
- Train workers (paid and volunteer) regarding cleaning and disinfection of facilities after suspected or confirmed COVID-19 in accordance with *Work health and safety during COVID-19 - Guide to keeping your workplace safe, clean and healthy* - https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf
- Providers must ensure that workers are trained in the appropriate use of personal protective equipment for cleaning and disinfection after suspected/confirmed COVID-19:
Put on personal protective equipment (PPE) before entering the area. This includes:
 - Disposable gloves
 - Disposable apron or other protective garment
 - Protective eyewear to protect your eyes from the cleaning chemicals

Note - If a person with suspected or confirmed COVID-19 infection remains in the area while the cleaning is done, the unwell person should wear a surgical mask, if available, to cover their coughs and sneezes. The person who is cleaning the area should also wear a surgical mask to prevent them from touching their face. Once the cleaner enters the area, they should avoid touching their face and not touch/adjust their face mask if one is worn. If wearing a mask, it should be either on or off – ensure it always covers both the nose and mouth and don't let it dangle from the neck.

For further information, see pages 6-9 of OIR COVID Guide, which includes Personal Protective Equipment involved in cleaning:

	<p>https://www.worksafe.qld.gov.au/data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf</p> <p>Confirm notification protocols for notifying public health authorities and other attendees regarding symptomatic workers or participants.</p> <p>If there is a confirmed or probable case of COVID-19 infection at a workplace, Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory.</p> <p>Upon being informed, a person in control of the business or undertaking must notify Workplace Health and Safety Queensland that the case has been confirmed.</p> <p>Providers must keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.</p> <p>Following any period of closure of the organisation, Provider should carry out checks in preparation for reopening, including the following:</p> <ul style="list-style-type: none"> • equipment is in good working order, • building/facilities in good working order (if buildings/facilities are used), and • worker training is up to date. 	
Records of Safety/Risk Management Processes	<p>At every stage of safety/risk management, Provider must ensure that their COVID Safe Operational Plan includes communication, consultation, instruction, training and supervision of workers and their representatives (e.g. health and safety representatives, union representatives).</p> <p>Providers to maintain records of safety/risk management processes, including the following:</p> <ul style="list-style-type: none"> • identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process) • how and when the control measures were implemented, monitored and reviewed • who was consulted • relevant training records 	Requirements continue from Stage 2.

	<ul style="list-style-type: none">• any plans for changes <p>When undertaking and reviewing Safety/Risk Management Processes, Provider must consider the identification and management of any new or changed hazards that may have arisen as a result of the implementation of this industry COVID SAFE Plan. (Note – this point is mentioned in the Physical Distancing section above, but applies to all protocols associated with implementation of this Plan.)</p> <p>Provider may consider using tools such as the UPLOADS App to record incident reports, participation data, and action plans to address identified problems - https://uploadsproject.org/uploads-software-tool/</p> <p>Note - levels of detail and extent of recording may vary depending upon the scope of operations of the Provider.</p> <p>See above regarding record keeping and notification processes required by Provider for unwell participants and workers.</p>	
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Part 2 – Facility Operations

Area	STAGE TWO	STAGE THREE AND ONWARDS
Approvals	<p>Provider must obtain the following approvals to allow use of organisation facilities at Stage 2:</p> <ul style="list-style-type: none"> • This COVID SAFE Plan is industry specific and has been approved by State Government. • Land/water manager approval for Outdoor Recreation Operations at the Outdoor Space, if required. • Insurance arrangements confirmed to cover Outdoor Recreation Operations. 	<p>Provider must ensure the relevant approvals are in place for facilities to allow use of organisation facilities, in particular with the relevant land owner/facility operator.</p>
Venues and Facilities	<p>If using ancillary facilities, Providers should ensure there is a facility management plan and structured safety/risk assessment in place.</p> <ul style="list-style-type: none"> • Identify the facilities that are available during Stage 2 restrictions - limit availability to toilets and minimise use of communal facilities. • Hygiene and cleaning protocols, including compliance with Safe Work Australia cleaning requirements: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19 • Provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions. 	<p>Providers who own or operate venues/facilities are responsible for ensuring that specific public health measures applicable to their venue/facility (as set out in the Public Health Directions or Industry COVID Safe Plans) are understood and implemented.</p> <p>Providers should:</p> <ul style="list-style-type: none"> • Include checks and preparation for reopening (such as equipment, building, facilities are in good, safe working order) following a period of closure such as that caused by COVID-19. • Ensure there is a facility management plan and structured safety/risk assessment in place to allow for communal facilities to be fully utilised including change rooms and canteens. <p>The opening and use of communal showers is permitted, where appropriate cleaning measures are in place consistent with Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and health.</p> <p>Field of Play</p> <ul style="list-style-type: none"> • The definition of “field of play” is the pitch, court, field, pool or other facility that the sport, recreation or fitness activity is generally conducted on. It also extends to incorporate the use of all facilities (e.g. change rooms, marshall areas etc.) specifically required for training and competing

		<ul style="list-style-type: none"> Physical distancing does not apply on the “field of play” where the activity is being carried out, but should be observed to the extent possible in all other areas of the “field of play”. The extension of the “field of play”, allows the full team and required coaching / medical officials to use the facilities without occupant density requirements. This is only permitted if: <ul style="list-style-type: none"> There are no mixing of teams There are no other persons (e.g. spectators) allowed in with active participants. <p>Requirements continue from Stage 2 for hygiene and cleaning protocols.</p>
Outdoor Spaces	<p>Outdoor Spaces can accommodate multiple groups of people engaged in outdoor recreation activities by meeting the following requirements:</p> <ul style="list-style-type: none"> Defined areas for each group must maintain physical distancing (>1.5 metres). Must not create an unnecessary risk of people congregating. Providers will assess the maximum capacity of each defined area, and will communicate the capacity to the group using appropriate methods Each Provider will have a clearly documented entry and exit plan for each group, and will communicate that to other Providers as required. Start and finish times may be staggered for various groups under the control of each Provider to avoid gathering/co-mingling of groups. Groups must remain constant, with no swapping between groups by individuals. 	<p>Requirements continue from Stage 2 in addition to the following.</p> <ul style="list-style-type: none"> For outdoor venues and spaces, physical distancing ‘off the field of play’ is required. Meaning: <ul style="list-style-type: none"> Physical distancing does not apply when participating in the outdoor recreation activity session, contact is permitted. Physical distancing applies when not participating in the outdoor recreation activity session. Organisations to consider separate defined areas/zones as appropriate to minimise risk and manage all requirements as outlined (contact tracing, hygiene, limiting co-mingling).

	<ul style="list-style-type: none"> • Equipment cannot be shared between groups, unless cleaned/sanitised between sessions. • High contact points within an Outdoor Space must be cleaned before another group can access that area – this includes tables, benches, and other facilities that have been used by the group. 	
Facility access (where required)	<p>Provider to detail specifics of facility access protocols.</p> <ul style="list-style-type: none"> • Confirm health status prior to entry to any facilities (e.g. Completion of an online declaration and/or waiver/terms and conditions) and the privacy measures Provider will take to protect sensitive health information. • Restrictions on facility access to exclude anyone who has: <ul style="list-style-type: none"> – COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days. – COVID-19 symptoms or who is a high health risk (e.g. due to age or pre-existing health conditions). – Travelled internationally • Restrictions to essential participants to attend facilities/venues to minimise numbers; <ul style="list-style-type: none"> – not more than one non-participating parent/carer to attend with a child; – encourage non-participating parent/carer to drop off/pick up outside facility/venue during the activity; – gathering numbers must not exceed 20 per group – no other spectators should be present • Any non-participants (such as carers/parents of participants) should observe physical distancing requirements (>1.5 metres). • Develop new terms and conditions of entry and have users agree to new protocols. • Detailed attendance register to be kept for a minimum of 56 days (see Appendix 2 example). 	<p>Providers may choose for facilities to be full accessible including canteens and bars, change rooms, bathrooms, storage rooms however must put in place systems to manage:</p> <ul style="list-style-type: none"> • facility entry and exits (and separate where possible) • seamless flow of participants and attendees through the facility • over-lap and congestion • physical distancing including line markings, bollards and indicators <p>Restrictions on facility access to limit anyone as per Stage 2. In addition to, Those who have travelled to a COVID declared hotspot (https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19) in the previous 14 days.</p> <p>The opening and use of communal showers is permitted, where appropriate cleaning measures are in place consistent with Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and health.</p> <p>Field of Play</p> <ul style="list-style-type: none"> • The definition of “field of play” is the pitch, court, field, pool or other facility that the sport, recreation or fitness activity is generally conducted on. It also extends to incorporate the use of all facilities (e.g. change rooms, marshall areas etc.) specifically required for training and competing • Physical distancing does not apply on the “field of play” where the activity is being carried out, but should be observed to the extent possible in all other areas of the “field of play”. • The extension of the “field of play”, allows the full team and required coaching / medical officials to use the facilities without occupant density requirements. This is only permitted if:

	<ul style="list-style-type: none"> • Amend activity schedules to reduce in-person contact for participants and workers (paid and volunteer) by: <ul style="list-style-type: none"> – Scheduling time between activity sessions for all attendees to safely arrive and exit the venue; and – Considering staggered arrival and/or departure times for different groups. – Consider alternative start/finish points for different groups (where appropriate) • Manage venue entries and exits (and separate where possible) to ensure a seamless flow of participants and attendees through the venue and limit the risk of overlap and congestion. • Restrict the use of communal facilities to toilets only during Stage 2. • General advice on physical distancing in organisation facilities including discouraging face to face meetings where possible, restricting site visitors, deferring or splitting up large meetings. 	<ul style="list-style-type: none"> - There are no mixing of teams - There are no other persons (e.g. spectators) allowed in with active participants. <p>Providers that provide food and beverage services must complete a COVID Safe Checklist for dining and drinking or adopt the Retail Food Services Industry COVID Safe Plan or Hotel, Clubs, Nightclubs Industry COVID Safe Plan.</p>
Hygiene	<p>Provider to detail specifics of hygiene protocols to ensure regular sanitisation and cleaning of facilities.</p> <ul style="list-style-type: none"> • Any safe hygiene protocols distributed by national/state level organisation or local association/club that will be adopted by Provider, including: <ul style="list-style-type: none"> – Availability of hand sanitiser (may be provided by facility/venue manager) – Protocols for sanitising stations, sanitising shared equipment – Cleaning standards – increase regular cleans and frequent wiping of high touch surfaces. – Displaying posters outlining relevant personal hygiene guidance. – Limited shared use of equipment. – Provide suitable rubbish bins with regular waste disposal. – Guidelines for sanitising and cleaning of facilities, including compliance with Safe Work Australia cleaning requirements: 	<p>Requirements continue from Stage 2 in addition to the following.</p> <ul style="list-style-type: none"> • Hand and respiratory hygiene is to be encouraged. • Frequent environmental cleaning and disinfection must be maintained.

	<p>https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19</p> <ul style="list-style-type: none"> • Recommend that a worker is allocated to each session to take responsibility for completing the cleaning requirements before the next group arrives. 	
Management of deliveries, visitors and contractors (where applicable)	<p>Provider to detail specifics regarding management of deliveries, visitors and contractors to venues under their control.</p> <ul style="list-style-type: none"> • Review relevant Safe Work Australia advice: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/physical?tab=tab-toc-employer • Non-essential visits to the workplace should be cancelled or postponed. • Minimise the number of workers attending to deliveries and contractors as much as possible. • Delivery drivers and other contractors who need to attend the workplace, to provide maintenance or repair services or perform other essential activities, should be given clear instructions of your requirements while they are on site. • Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries. • Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible. • Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered. • Use, and ask delivery drivers and contractors to use, electronic paper work where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures. For instance, see whether a confirmation email or a photo of the loaded or unloaded goods can be accepted as proof of delivery or collection (as applicable). If a pen or other utensil is required for signature you can ask that the pen or utensil is cleaned or sanitised before use. For pens, you may wish to use your own. 	Requirements continue from Stage 2

Management of unwell participants and workers	<p>Provider to detail specifics of protocols to manage unwell participants and workers at an activity.</p> <ul style="list-style-type: none"> • Prevent attendance if presenting symptoms before activity commences. Any person who has symptoms related to COVID-19 must be excluded from the site. • Anyone who is unwell or develops a fever, a cough, sore throat or shortness of breath, must contact a doctor or call 134COVID (13 42 68). • Train workers (paid and volunteer) regarding management of workers or participants with a probable or confirmed case of COVID-19, ensuring workers understand that anyone who becomes unwell should be immediately isolated and provided with tissues, rubbish bin, hand sanitiser and a facemask, if available to cover coughs and sneezes. Establish procedures to help unwell workers or participants leave the activity as soon as possible, including: <ul style="list-style-type: none"> – Informing the supervisor of an unwell worker, – Arrangements should be made for the person to be sent home or to access medical assistance, – If the unwell person needs to access medical assistance, they should call ahead and advise of their symptoms so that medical staff can prepare for their visit. – Clean and disinfect any equipment or surfaces that the unwell person has been in contact with, implementing added protections to protect workers doing the cleaning. – Queensland Health will contact Provider if contact tracing of the workplace is required, in which case Provider should follow the advice provided by Queensland Health. Liaise with public health authorities and facilitate the sharing of information about all symptomatic participants at an activity run by Provider, subject to privacy law. <p>Note – if there is a confirmed or probable case of COVID-19 infection at a workplace, Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory. Provider will be contacted by Queensland Health.</p>	<p>Requirements continue from Stage 2</p>
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- Provider must notify Workplace Health and Safety Queensland if the Provider is informed by Queensland Health that there is a confirmed or probable case of COVID-19 infection at a workplace (and records must be kept of each notifiable incident for at least 5 years from the date that notice of the incident is given to the regulator).
- Notify peak body organisation and the Department Housing and Public Works (Sport and Recreation)
- Follow instructions from health authorities regarding contacting of workers and participants (refer to attendance register) if an activity attendee subsequently becomes. If an outbreak does occur at your facility, the attendance register will need to be provided to relevant authorities (i.e. Department of Health) in a timely fashion.
- Minimum details to be collected include:
 - Full name
 - Phone number
 - Email address (or residential address where the person does not have an email address)
 - Date and time of entry
 - Exit time or estimated period, where feasible
- Communicate isolation and medical procedures for all participants, workers (paid and volunteer) and their families at the onset of any symptoms including facilities that can be used to manage symptomatic participants.
- Identify with clear and unambiguous signage, a space that can be used to isolate workers or participants who become unwell at an activity and cannot leave immediately. The isolation area should be equipped with necessary PPE supplies to facilitate hand hygiene and respiratory etiquette.
- Ensure workers understand that anyone who becomes unwell should be immediately isolated and given a clean disposable facemask to wear. Establish procedures to help unwell workers or participants leave the activity as soon as possible, with added protections for staff in such circumstances.

	<ul style="list-style-type: none"> • Train workers (paid and volunteer) regarding treatment of symptomatic people • Train workers (paid and volunteer) regarding cleaning and disinfection of facilities after suspected or confirmed COVID-19 in accordance with <i>Work health and safety during COVID-19 - Guide to keeping your workplace safe, clean and healthy</i> - https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf • Providers must ensure that workers are trained in the appropriate use of personal protective equipment for cleaning and disinfection after suspected/confirmed COVID-19: Put on personal protective equipment (PPE) before entering the area. This includes: <ul style="list-style-type: none"> – Disposable gloves – Disposable apron or other protective garment – Protective eyewear to protect your eyes from the cleaning chemicals • If a person with suspected or confirmed COVID-19 infection remains in the area while the cleaning is done, the unwell person should wear a surgical mask, if available, to cover their coughs and sneezes. The person who is cleaning the area should also wear a surgical mask to prevent them from touching their face. Once the cleaner enters the area, they should avoid touching their face and not touch/adjust their face mask if one is worn. If wearing a mask, it should be either on or off – ensure it always covers both the nose and mouth and don't let it dangle from the neck. • Confirm notification protocols for notifying public health authorities and other attendees regarding symptomatic workers or participants. 	
Follow-up after COVID-19 outbreak has ended	<p>Providers will manage the follow up after a COVID-19 outbreak has ended:</p> <ul style="list-style-type: none"> • Public health officials will determine when an outbreak has ended in a community - Providers will consult with public health officials to identify criteria for scaling back COVID-19 prevention 	<p>Providers will manage the follow up after a COVID-19 outbreak has ended:</p> <ul style="list-style-type: none"> • As per Stage 2.

	<p>actions with activities. Providers to consider which protocols can remain to optimise good public and participant health.</p> <ul style="list-style-type: none"> • Plan the rescheduling of cancelled activities. • Evaluate the effectiveness of the COVID-19 Safety Plan and communications plan, adjust and recirculate to stakeholders as required. • Meet with key stakeholders to review delivery of any return to play arrangements. Gather feedback to note lessons learned and to improve organisational plans and systems. • Following any period of closure of the organisation, Provider should carry out checks in preparation for reopening, including the following: <ul style="list-style-type: none"> – Equipment is in good working order, – Building/facilities in good working order (if buildings/facilities are used), and – Worker training is up to date. • Review critical incident management arrangements and test organisational readiness to respond to a localised outbreak of COVID-19. • Update your business continuity plan based on learnings from the COVID-19 pandemic. 	
Provider responsibilities	<p>The Provider will be responsible for:</p> <ul style="list-style-type: none"> • Provision and conduct of hygiene protocols as per this Industry Plan. • Keeping attendance register for activities for a minimum of 56 days, and maintaining up-to-date attendance register. • Coordination of Outdoor Operations. • Operation of the Provider's facilities in support of all activities in accordance with this Industry Plan. • Compliance issues and the sanction of individuals for non-compliance with any law, direction or protocol. • Determine the basis of enforcing any sanctions and seek advice as required. 	<p>The Provider will oversee:</p> <p>Requirements continue from Stage 2.</p> <p>Organisations must consider their capability to manage the expected number of people at the venue in regards to all of the above requirements.</p>

	<ul style="list-style-type: none"> Determine circumstances where issues may be elevated to local or State law enforcement agencies. 	
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Part 3 – Activity Specific Protocols

Activity	Protocol
Land based activities	<p>Stay in groups on trails, roads, paths, etc. where physical distancing and hygiene norms can be maintained.</p> <p>Each participant should use dedicated gear including dedicated personal protective equipment (e.g. helmets, gloves) for the session, which should be disinfected or washed before being used by anyone else.</p> <p>No sharing of personal items (e.g. hiking poles, binoculars, clothing).</p> <p>Providers to manage group interaction to ensure co-mingling is limited, using stand back - give way method where one group allows the other group to pass at the appropriate distance, where applicable.</p>
Aquatic (non-craft) activities	<p>Groups can operate at designated sites while following physical distancing and hygiene norms.</p> <p>Each participant should be allocated dedicated equipment (including personal protective equipment) for the duration of the activity.</p> <p>All equipment should be cleaned/sanitised according to manufacturer's instructions or industry best practice guidance before next use.</p>
Aquatic (craft) activities	<p>Operating in groups on waters where it would be possible to easily maintain physical distancing and hygiene norms.</p> <p>Dedicated craft and associated equipment for the duration of the activity.</p> <p>Dedicated personal protective equipment (e.g. Personal Flotation Devices and helmets where necessary) for each participant.</p> <p>Active cleaning/sanitisation of all contact surfaces on all craft and other equipment before, after and at pre-decided intervals during each session, where appropriate.</p>
Vertical activities	<p>Allowed in groups of 3-4 per rope, while maintaining physical distancing and hygiene norms.</p> <p>Minimise sharing of harnesses or helmets during sessions.</p> <p>All equipment should be cleaned/sanitised according to manufacturer's instructions or industry best practice guidance before next use.</p>
Air activities	<p>Maintain physical distancing and hygiene norms.</p> <p>No sharing of harnesses or helmets during sessions.</p>

	All equipment should be cleaned/sanitised according to manufacturer's instructions or industry best practice guidance before next use.
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Appendix 2: Contact Tracing Requirements and Examples

Contact tracing is critical.

It is strongly recommended every venue encourages its patrons to download the **COVIDSafe app** link:
<https://www.health.gov.au/resources/apps-andtools/COVIDsafe-app>

The COVIDSafe app is not mandatory.

The COVIDSafe app is not an alternative to collecting and retaining contact information.

Contact information must be kept for patrons, contractors, and staff. This information must include:

- full name
- phone number
- Email (or residential address where the person does not have an email account)
- date and time of entry
- exit time or estimated period, where feasible.

If requested, this information must be provided to public health officers within the stated time. The information should be readily available to ensure your business can fulfil this request.

Venues can utilise electronic systems, POS (Point of Sale Systems), written registers or written personnel records of attendance as a means of collection however **must** ensure collection and storage is privacy compliant. For further information please see: <https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses/information-privacy>.

Examples include:

- Coaches or a COVID Safety Coordinator can use an attendance record for sessions. Take a photo of the form and send to the venue after the session and leave the form in a designated place for the venue.
- If bookings can be taken online have the booker put in all the details of the group attending. This list gets emailed back to the user group as an online form to tick off attendance and then email back after the session.
- Use TeamApp to register the names of the group and then mark them off as having had attended.
- [Evacheckin.com](https://www.evacheckin.com) contactless QR Code Check in Technology for all attendees. [Visitor EVA demo site login poster.](#)
- Have parents and any non-participant to buy a free ticket with no more registrations allowed once the maximum number of tickets have been allocated.
- Use free ticketing sites like Event Brite or use the event portal in data bases such as Revolutionise, Sports TG, Team App, What's App etc where membership data has already been collected.
- Where a mobile application is used to manage collection of contact information:
 - o the organisation validates for itself that the application is able to provide contact information immediately (or within the stated time), and;
 - o the organisation ensures that patrons/players use the application when entering the venue or activity space.

The information should be securely stored, not used for any other purpose, and destroyed after 56 days.

Period of patronage

Any person visiting the venue, patrons, contractors and staff must sign in with their time of arrival, they should also be strongly encouraged to provide a time of departure or estimated duration, with signage displaying signing out allows for more effective contact tracing.

Venues should display signage encouraging patrons to sign out.

Collection of contact tracing information involving schools

- Where schools are attending the program and/or venue, the Provider will not need to collect the contact information of the children attending as part of a school attendance. The Provider will be required to confirm that the school is maintaining records of which children have attended.
- The Provider will need to collect the contact details for all the adults attending with the school children including teachers, teacher aides, and parents, etc.
- The Provider will also need to collect the information for a point of contact at the school who can provide the details of the school children attending if required.

Appendix 3: COVID SAFE Plan Checklist (Outdoor Recreation Activity Providers)

Checklist for organisations to follow in operating under the Industry Plan

- ☐ Keep up to date with any Queensland Government information regarding sport, fitness and recreation via the [Return to Play website](#).
 - ☐ Read/complete the Safe Work Australia COVID [resource kit](#) to the industry
 - ☐ Check the Queensland Government's [COVID-19 website](#) to confirm your industry has a COVID Safe Plan in place. Otherwise abide by the specific restrictions outlined in the roadmap regarding the number of people, the type of activity and travel allowed.
 - ☐ Check with your State Level Organisation or Peak Body if there is further information or guidance material applicable to your activity.
 - ☐ Check with venues or facilities on any procedures and requirements applicable for the return of activity.
 - ☐ Check with your insurer(s) or insurance broker and confirm coverage inclusions and exclusions. Clarify if there are any specific exclusions caused by COVID-19, if any conditions apply to your policies, if any specific approvals/consents are required and whether return to sport plans can be noted against relevant policies.
 - ☐ Update Safety/Risk Management processes in line with the approved Industry Plan and ensure records are kept up to date.
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Workforce and training

- ☐ Review the Roadmap for easing Restrictions [Framework for COVID Safe Businesses](#) to ensure that Workplace Health and Safety requirements are been met.
 - ☐ Consult with workers (paid and volunteer) and their representatives on COVID-19 measures and provide adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.
 - ☐ Provide personal protective equipment (PPE) where necessary and in accordance with the relevant State and National guidelines. For more information view the [Workplace Health and Safety Queensland guide](#).
 - ☐ Ensure completion of any required training – including any that is mandated by the Queensland Government such as staff in industries requiring a COVID Safe Checklist. Training programs will be free to access online through [TAFE Queensland](#).
 - ☐ Postpone or cancel non-essential face-to-face gatherings, meetings and training. Consider teleconferencing/online meeting capabilities.
 - ☐ Implement measures to maximise the distancing between workers (paid and volunteer) and participants to the extent it is safe and practical. Review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing.
 - ☐ Modify processes to limit workers (paid and volunteer) having to be in close contact, as much as possible. For example: assign workers to specific areas to minimise the need to go into other spaces.
 - ☐ Establish medical/first aid protocols that limit exposure (refer to Sports Medicine Australia SMA Support during COVID-19).
 - ☐ Ensure any psychosocial risks are managed with processes implemented to manage stress from COVID-19 as outlined in the [Workplace Health and Safety Queensland guide](#).
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Communication

- ☐ Update or develop communications plan with existing channels such as email, text message, and social media to share timely and accurate information with internal and external stakeholder groups.
- ☐ Ensure workers (paid and volunteer), including leaders, officials, medical, first aid, equipment/ground and administrative personnel) have been informed and trained about the conditions/restrictions of conducting the activity.
- ☐ Ensure participants, parents and carers have been informed about the conditions/restrictions of re-starting the recreation activities, for example:
 - changes to activities (non-contact, group sizes, etc.)
 - changes to venue/facility protocols (handwashing, equipment access, allocated areas).
- ☐ Ensure decision making and implementation of decisions is clear within your organisation in the lead up to and during the return to activity.
- ☐ Ensure everyone within your organisation understands their role.
- ☐ A nominated COVID Safety Coordinator is in place to oversee delivery of your return to activity plan.

Financial

- ☐ The financial costs of COVID measures and the return to activity have been researched and communicated to your organisation.
- ☐ Adjust budgets as necessary for COVID-19 measures and costs.
- ☐ Check any applicable Federal or Queensland Government supports such as grants and subsidies have been implemented or applied for.
- ☐ Ensure communication of any financial changes (registration/usage/membership fees etc.) to your participants.

Legal and compliance

- ☐ Ensure your organisation is across all relevant legislation and requirements applicable to return to activity.
- ☐ Ensure any necessary consents and approvals to resume recreation activity have been received.
- ☐ Ensure completion of your organisation's COVID Safe Operational Plan.

Physical distancing

- ☐ Use signage at entry points to instruct participants and visitors not to enter the venue/facility if they are unwell or have COVID-19 symptoms. The sign should state that your organisation has the right to refuse service and must insist that anyone with these symptoms leaves the premises.
 - ☐ Use signage and communicate separate entry and exit points (drop off/pick up points) and separate participation space areas to minimise contact and maintain required physical distancing.
 - ☐ Where premises are under the organisation's control, implement measures to restrict numbers on the premises, ensuring these comply with the Industry COVID Safe Plan or the current stage of roadmap.
 - ☐ Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas, as appropriate.
 - ☐ Consider using physical barriers (where practical) in high volume interaction areas to promote physical distancing.
 - ☐ Where premises are under the organisation's control, remove seating or space seating at least 1.5 metres apart. Mark railings or ground to encourage appropriate distancing and BYO seat measure.
 - ☐ Provide contactless payments or ordering and payment online.
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Keeping people healthy

- ☐ Promote and encourage all participants, workers (paid and volunteer) and visitors to sign up to the COVIDSafe App (Note – use of COVIDSafe app is not mandatory).
- ☐ Contact information must be kept for patrons, contractors and staff and must include full name, phone number, email (or residential address where the person does not have an email account), date and time of entry and exit time or estimated period, where feasible. The information should be securely stored, not used for any other purpose and destroyed after 56 days.
- ☐ A system is in place to record, store and if required share data (subject to privacy law).
- ☐ Avoid changing participants between groups to ensure no co-mingling.
- ☐ Promote BYO water to limit water bubbler/tap use.
- ☐ Set up hand washing/sanitising stations and practices for participants to easily wash hands before and after (and during if required) their activity.
- ☐ Direct participants, workers (paid and volunteer) and visitors to stay at home if they are sick, and to go home if they become unwell.
- ☐ Put signs and posters up to remind people of the risk of COVID-19.
- ☐ Consider the requirements of vulnerable groups (i.e. people with disabilities, Indigenous people, and elderly).
- ☐ Know the protocols for notifying health authorities of issues or suspected COVID-19 cases.

Hygiene and cleaning

- ☐ Assess supply needs (including sanitisation, cleaning and PPE) and explore options for sourcing additional supplies required.
 - ☐ Instruct everyone to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water.
 - ☐ Instruct participants to practise good hygiene including no touching of eyes, nose or mouth and no spitting or clearing nasal/respiratory secretions in activity settings.
 - ☐ Implement measures to limit contact between participants including eliminating handshakes, high fives, huddles and celebrations.
 - ☐ Provide hand washing facilities including clean running water, liquid soap, paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.
 - ☐ Reduce the sharing of equipment and tools, and establish cleaning protocols (clean/sanitise equipment before, during and after sessions, as required).
 - ☐ Establish a protocol to ensure that personal protective equipment is not shared during activity sessions.
 - ☐ Establish a protocol to ensure that clothing items are not shared, with participants and workers to arrange laundry of their own clothing.
 - ☐ Limit use of communal facilities (such as change-rooms, showers and gyms), ensuring there is no more than the appropriate number of people according to the restriction stages and appropriate cleaning protocols are in place as per [Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy](#).
 - ☐ Implement cleaning protocols for communal facilities as per [Work health and safety during COVID-19 guidelines](#)
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☐ Clean frequently touched areas and surfaces regularly with detergent or disinfectant (including shared equipment and tools, light switches, door handles, EFTPOS equipment, tables, counter tops and sinks). Surfaces used by clients, such as tables, must be cleaned between clients.

☐ Consider any necessary changes to the administration of first aid and communicate to necessary personnel.

Review and monitor

☐ Regularly review systems of operation to ensure they are consistent with current directions and advice provided by health authorities.

Additional checklist for Facility Managers / Venue Operators

☐ Ensure completion of a COVID Safe Operational Plan for the venue.

Communication and training

☐ Ensure communication of the completed COVID Safe Operational Plan for the venue.

☐ Ensure communication of any procedures and requirements applicable to user groups for the return of activity.

☐ Ensure user groups have undergone any required training or venue induction.

Manage access

☐ Develop an activity space usage plan (where applicable) including zones, entry and exists to ensure different groups of participants do not co-mingle.

☐ Ensure and clearly mark separate entry and exit points (where possible).

☐ Develop a plan to manage the bookings and schedule of users.

☐ Determine the process to record all visitors to the venue, and liaise with organisations utilising the venue to ensure record keeping processes are complementary.

☐ Update the terms and conditions of venue use and entry as applicable.

☐ Implement a process for other restrictions such as cancelling due to inclement/wet weather to reduce the risk of people congregating such as under shelter.

Hygiene and cleaning

☐ Undertake all hygiene and cleaning measures as outlined above.

☐ Undertake a thorough clean of the venue including entry, activity spaces, on-site equipment, clubrooms, toilets prior to use by user groups.

☐ Consider where doors and gates can remain open to minimise contact with handles/latches.

Checking Outdoor Spaces for use

☐ Implement a process for auditing Outdoor Spaces to ensure they are in an acceptable condition, including trail audits/inspections.

☐ Check feedback from users regarding Outdoor Spaces/facility condition

☐ Ensure public areas both in and surrounding the facility (e.g., car park, entry paths, walkways) been checked for possible issues (e.g. broken glass, trip hazards).

Deliveries, contractors and visitors attending the premises

☐ Implement a process for COVID Safe deliveries as outlined by [Safe Work Australia](#).

☐ Use, and ask delivery drivers and contractors to use, electronic paper work where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures, such as taking a photo of the goods onsite as proof of delivery.

☐ Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible.

☐ Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries.

Review and monitor

- ☐ Regularly review systems of operation to ensure they are consistent with current directions and advice provided by health authorities.
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