

# COVID Safety Guidelines – Sport and Recreation

## Phase 2, Version 1.0 18 May 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.

The purpose of this document is to outline the conditions on 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 close under directions made under the Emergency Management Act is required to complete a COVID Safety Plan and display a certificate before reopening.

Other organisations, including sporting organisations, may choose to voluntarily complete a COVID Safety Plan.

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

## 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 4 square metres (4sqm) per person
- ensure a maximum of 20 people per venue (subject to specific guidance on multipurpose venues)
- 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
- close communal showers and change rooms. Toilets may remain open
- only non-contact training and non-contact sport (e.g. no bumping, boxing, tackling, wrestling or holding)
- manage ingress and egress to ensure social distancing
- minimise shared equipment and disinfect equipment between use
- only open if supervised/staff available to conduct regular cleaning and enforce distancing

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 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 infected people;
- 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.

---

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

---

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 food 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 and social 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 social distancing. Good practice physical distancing principles are to:

- maintain 1.5 metre separation between people who are not from the same household; and
- maintain a minimum of 4sqm per person.

In relation to sporting activity, it is a requirement that **all sport and training is non-contact only**.

### Maximum occupancy

Businesses must ensure:

- a maximum of 20 patrons (excluding staff) per venue; and
- allow a minimum of 4sqm per person.

The application of the 4sqm per person may mean that less than 20 patrons can be accommodated. *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 4 to give the maximum permissible number of patrons. Any establishment with a total area greater than 80sqm will be limited to 20 patrons.

### Gyms and class based studios, including dance studios

Gyms can open, but only for fitness classes or small group training up to a maximum of 20 participants total at the venue.

Class-based studios (eg yoga or dance) can open to allow 20 people per venue, regardless of the number of individual rooms available.

Venue layout may need to be adjusted through the day to accommodate different sized groups and to ensure physical distancing principles can be followed. If running a class, ensure stations are arranged to maintain social distancing.

Instructors should reiterate social distancing at the start of each session.

Discourage audience unless required (ie parent or carer). Members of the audience are to be included in the 20 person count.

### **Swimming pools**

Allow maximum of 20 patrons per pool which is also subject to one person per 4sqm.

Changerooms remain closed. If the changeroom is the only way to access toilets in the facility, then they are permitted but only for the use of the toilets. Permitted venues with multiple pools can only open a maximum of one indoor and one outdoor pool at a time, each with a maximum of 20 participants, including spectators and swimmers. Specific information on hygiene/cleaning of pools is [below](#).

### **Multi-functional venues**

Indoor multi-functional facilities such as large-scale recreation centres comprised of multiple functional spaces are permitted to accommodate 20 persons in each different multi-functional facility, provided there is at least 4sqm of floor space per patron.

For example: an indoor pool colocated with a 6 court indoor sports hall and café may operate with 20 persons in the pool, 20 persons in the 6 court sports hall and 20 people in the café provided all relevant social distancing measures are followed.

Similarly, where a community centre has multiple facilities, there can be up to 20 customers in each facility, provided there is at least 4sqm for each customer in the relevant facility. For example: a community centre could have up to 20 patrons in a group fitness room, 20 patrons in a youth centre, and 20 patrons in a library.

Changerooms in these facilities remain closed. Toilets may be opened.

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

Outdoor venues may have up to 20 people per training zone at any one time. Each training zone should allow for 4sqm per person. Maintain social distancing where practicable during the training session.

The spaces between gatherings and groups should ensure that there is suitable distancing to prevent one gathering encroaching on another gatherings area. For example, an AFL football field may be large enough for three separate zones, a rectangular field (eg rugby, soccer or hockey) may be large enough for two zones, whereas a netball or tennis court would only be large enough for one zone. Where there are multiple courts (eg multiple netball courts), we suggest you use every second court.

Changerooms in these facilities remain closed. Toilets may be opened.

### **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 customers 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 people do queue, such as at the entrance and service counter, provide markings on the floor 1.5m apart to show people where they should stand. Markings should be in bright colours or of 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:

- not enter the premises if they are unwell;
- encourage people 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 patrons who appear to be unwell are requested to leave the premises.

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

Consider staggering starting times for training sessions to avoid congestion.

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

Discourage spectators unless required (ie parent or carer). Spectators are to be included in the 20 person count. Clubs 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.

### **Social 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;

- social distancing during break times – maintain physical distancing when using lunch or dining room facilities or communal areas;
- maintain the social 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 shot.

### **Barriers**

In instances where social distancing may not always 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*

The use of shared equipment should be minimised.

- When training or playing non-contact sport, you can share a football, tennis ball, shuttle cock, sailing rope or netball, but they must be cleaned in between training sessions.
- During fitness classes or training sessions, you should encourage patrons to bring their own equipment. Where patrons cannot bring their own equipment, you can share skipping ropes, kettle bells, hand weights etc provided they are cleaned between use. You cannot use personal equipment like boxing gloves or mats unless you bring your own.
- You cannot share gym equipment like mats, benches, weight machines, exercise bikes, rowing machines or Pilates reformers.

### **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 are 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 Businesses.

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 patrons. 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 as a minimum must include a name and contact information for each patron
- Records are not required for patrons who visit the premises for a short period of time and have minimal face-to-face interaction. For example, someone dropping off their child to training.
- Records must not be used for purposes other than contact tracing (i.e. contact information is not to be used for marketing purposes)

Business 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 in 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 a staff member, 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 taken 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 where necessary. Any member or participant who appears unwell should be requested to leave or to isolate away from the group or class as appropriate. People under 18 should not be left alone. Return to the group should only occur following medical advice.

### **3. Transport**

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

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

Close off the affected areas and do not let others use or enter them 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 that require you to provide information including personal information.

In the meantime, for the purposes of undertaking a workplace risk assessment and to assist your state and territory public health unit, 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 social 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 venue

### 1. Physical distancing

- Physical distancing. Numbers will be limited to 1 person per 4sqm or 20 people, whichever is lowest in enclosed spaces.
  - Have you calculated the total area of the public areas and determined the maximum number of patrons permitted?
  - Is the furniture arranged to maintain 1.5 metres of physical distance between each person?
  - Are there physical distancing markers on the floor in areas where customers queue?
- Social distancing
  - Consider how you will manage staff in enclosed areas, are there any issues regarding staff numbers in staff areas?
  - Identify all situations, tasks and processes where staff and others interact closely with each other and modify where possible
  - Put in place measures to communicate and remind staff of the need to practise physical distancing
  - Review shift arrangements to reduce interaction between staff
  - Ensure social 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
  - Has the cleaning frequency in any areas accessed by the public been determined?
  - Ensure 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).
  - Ensure your business has the appropriate cleaning products and equipment to perform cleaning and disinfection (detergent, disinfectant, food grade sanitiser, PPE where appropriate)
  - All contact surfaces that encounter food must be effectively cleaned and sanitised
  - Instruct staff to clean personal property

### 3. Training and education

- Consider what guidelines and resources should be provided to staff
- Where appropriate, support staff to complete training

### 4. Compliance with existing legislation and regulations

- Continue to meet obligations under existing legislation

### 5. Response planning

- Monitor symptoms
  - Put up signs about the symptoms of COVID-19 in the workplace
  - Direct staff to stay home if they are sick
  - Instruct staff to disclose if they have been in close contact with a person who has or is being tested for COVID-19
- Contact tracing
  - Maintain booking records of patrons for the purposes of contact tracing.
  - Maintain a record of staff working on the premises.
- Incident Response
  - Have written instructions for staff responding to a COVID-19 related incident