

## **COVID-19 COMPLIANCE**

**STATE: NSW** 

Prepared for NSW-based community football leagues, clubs, NAB AFL Auskick centre and talent program activity

Updated: March 2021



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Dear Community Football Network,

I would like to take the opportunity to welcome our football community to the 2021 Community Football Season. This time of the year is filled with anticipation, hope and enthusiasm for what the season will deliver.

As we head into a new season, the health and safety of our players, coaches, umpires and volunteers continues to be of utmost importance to AFL NSW/ACT. As part of this, COVID-19 compliance remains a critical priority for our code and we are here to support and guide our clubs through their obligations and adherence to the NSW Public Health Orders.

Off the back of a 'season like no other' in 2020 our leagues, clubs and competitions are well-versed in COVID-19 compliance and recognise the importance of fulfilling their obligations under NSW Public Health Orders to minimise risk of transmission of COVID-19 at their venues. The Public Health Orders are constantly evolving so it is timely to highlight the current key requirements for clubs.

All community sporting activities that involve more than 100 participants require the organiser to have a COVID-19 Safety Plan and ensure proper record keeping of participant attendance. Where that limit might not be met, we still strongly encourage community football clubs playing in NSW competitions to have a 'COVID-19 Safety Plan' and strictly follow Public Health Orders' restrictions.

#### COVID-19 Safety Plans are:

- ▶ comprehensive checklists designed by NSW Health and approved by the Chief Health Officer completed
- online via the NSW Government portal and involve a four-step process to complete may be updated and
- adjusted online as the season progresses or circumstances change.

AFL NSW/ACT has developed a number of resources on subsequent pages of the guide to support our community football clubs to complete their COVID-19 Safety Plans ahead of the 2021 season.

AFL NSW/ACT also strongly encourages all clubs to register as a "COVIDSafe Business" via the NSW Government Portal. Doing so will provide a Club with a Service NSW QR Code for simple and compliant record keeping.

AFL NSW/ACT will continue to mandate nomination of a COVID-19 Safety Officer per club as per the 2020 season. This individual will be the primary contact for COVID-19 communications from AFL NSW/ACT, as well as ensure that COVID-19 Safety Plans have been submitted and the relevant restrictions and contact-tracing measures are adhered to.

We thank you for your continued cooperation with the NSW Public Health Order and encourage you all to take the time to plan, prepare and educate your members to ensure that we have a safe and successful 2021 community football season.

Look forward to seeing many of you at a local oval soon.

Tiffany Robertson Head of AFL NSW/ACT



#### **2021 OVERVIEW**

## ALL FOOTBALL CLUBS, NAB AFL AUSKICK CENTRES & UMPIRE GROUPS PLAY AN IMPORTANT ROLE IN:

- ▶ Protecting the community and preventing the spread of COVID-19
- ▶ Promoting good hygiene practices amongst participants
- Adhering to and promoting compliance with the NSW Government Public Health Order requirements around social distancing and gatherings
- ▶ Following their COVID-19 Safety Plan by fulfilling the obligations under Public Health Orders.

We trust the AFL community to lead and promote a strong culture of COVID-19 safety for the health and wellbeing of participants and the broader community.

Each community club and standalone NAB AFL Auskick centre in NSW is considered COVID-19 compliant if they have completed the following steps:

#### **2021 COMPLIANCE SNAPSHOT**

NEW SOUTH WALES					
CLUB REQUIREMENT	DETAILS	HOW	RESOURCES		
Participant Limits (Mandatory)	Ensure the number of people for each event does not exceed one person per two square metres of publicly accessible space, up to a maximum of 3000 people.	Utilise Google Maps satellite view and the "measure distance" tool (right click on map to select this).  In considering a venue's	Square Metres Rules		
	A participant includes players, coaches, officials, volunteers, parents and supporters.	maximum capacity, the field area and spectator areas should be measured separately.			
Hygiene Practices (Mandatory)	(Will also be covered under the club's COVID Safety Plan).	Include provision for these items in the club COVID Safety Plan.	Covid Safe Toolkit		
	Ensure key hygiene practices are in place for, and communicated to, all participants, eg:	Regular club communications (e.g. social media, email, TeamApp) to all participants.			
	Practice good hand hygiene	Place posters around the venue.			
	Sanitise equipment after use	Purchase stocks of sanitiser and paper towels for hand hygiene and equipment cleaning			
	Individual player water bottles				
	No participant attendance if sick				
	<ul><li>Spectators to maintain physical distancing</li></ul>				
	► Get in, Train / Play, Get out				



COVID Safety Plan (Mandatory)	Ensure your club has a current COVID-19 Safety Plan in place and readily available.  For community sporting activities (e.g. training or matches) that involve more than 100 participants, the club must have a COVID-19 Safety Plan.  A copy of the COVID-19 Safety Plan must be kept by the club and made readily available for inspection by an authorised officer or a police officer as requested.	Utilise the NSW Govt online template to ensure all relevant legal requirements are covered.  When completed online, a copy of the Plan will be emailed to the Club in PDF form.  The Plan can be updated online as required.	Covid-19 Safety Plan
Register as a COVID Safe Business (Strongly Recommended)	Register your club as a COVID- safe business. This enables you to advertise your club as "COVID Safe" and the Club will receive:  A QR code for participant COVID-safe check-in  A digital COVID Safe badge for use on Google and social channels  Access to a range of COVID Safe posters to display on your premises	Online registration via the NSW Government website.  Make sure a COVID-19 Safety Plan has been completed <b>prior</b> to registering.	Register as Covid Safe
Record Keeping (Mandatory)	Ensure there is a readily available mechanism for recording relevant particulars of attendees.  Record keeping for attendees must take place for all community sporting activities of more than 100 people, where this is practical.	Register as a COVID Safe Business to receive a QR code (see above).  Print QR code posters and place at prominent locations in venue (eg gates, canteen).  Have paper attendance registers at prominent locations in the venue (eg gates, canteen) for those unable to use the QR code option.	Record Keeping FAQs
Club COVID Safety Officer (Mandatory under AFL NSW/ACT Rules)	Appoint a person to ensure compliance with these protocols and to act as the club's primary contact for COVID related matters. In the absence of any appointed person, the responsibility will revert to the Club President.	Clubs are to advise their Leagues of their nominated club COVID Safety Officer prior to Round 1 commencement.	Covid Safety Officer Training



# AFL NSW/ACT RECOMMENDED FOOTY HYGIENE MEASURES FOR TRAINING, COMPETITION AND NAB AFL AUSKICK

#### RECOMMENDED HYGIENE PROTOCOLS FOR TRAINING, COMPETITION & NAB AFL AUSKICK

- ▶ Alcohol based hand sanitisers must be available at the venue entry and throughout the facility for all training sessions and competition matches, with participants encouraged to use prior, during and following activity.
- ▶ Ensure bathrooms are well stocked with hand soap and paper towels.
- Provide visual aids above hand wash basins to support effective hand washing.
- ▶ Strictly no sharing of personal items such as water bottles, food or towels. Personal items need to be easily distinguishable, labelled and kept separate.
- ▶ Maintain high levels of hygiene when using a mouthguard (i.e limit touching / removing mouthguards during training, clean / sanitise regularly).
- ▶ Players and Team Officials should avoid spitting or clearing nasal passages.
- ▶ Ensure processes are in place to launder shared uniform items such as jerseys or bibs after use.
- ► Change rooms and club rooms can be used. However the number of people cannot exceed current NSW Public Health Orders capacity restrictions (such as one person per two square metres). This includes participants, officials, volunteers and spectators.
- ▶ Club provided footballs and equipment to be wiped with antibacterial wipes or alcohol-based sanitiser prior to and after each training session or competition match.
- ► Clean frequently used hard surface areas, including communal facilities, several times per day with detergent and disinfectant.
- ▶ If you or people you have been in contact with are sick please DO NOT attend training or matches.

#### **RECOMMENDED GENERAL HYGIENE PRACTICES**

- ▶ Wash your hands often with soap and water for at least 20 seconds if soap and water are not available, use an alcohol-based hand sanitiser.
- Avoid touching your eyes, nose and mouth.
- Avoid close contact with people who are sick.
- Stay home and seek medical treatment when you are sick.
- Cover your mouth to cough or sneeze.
- Any player or club member that has underlying health conditions or is considered a vulnerable person should consult with a healthcare professional prior to returning to Club & NAB AFL Auskick activities



## A QUICK GUIDE TO COMPLETING YOUR COVID-19 SAFETY PLAN FOR COMMUNITY SPORTING ACTIVITIES

#### **WELLBEING OF STAFF AND CUSTOMERS**

#### **COVID-19 safety plan requirements:**

- Exclude staff, volunteers, parents/carers and participants who are unwell.
- ▶ Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning, and how to manage a sick visitor.
- ▶ Make staff aware of their leave entitlements if they are sick or required to self-isolate.
- ▶ Display conditions of entry (website, social media, venue entry).
- ▶ If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.
- ▶ Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

- Advise club members via email, social media and website that they, or family members, must not attend any football related activity if they have been unwell or had flu-like symptoms in the past 14 days, or been potentially exposed to a person with a suspected case of COVID-19.
- Advise club members via email, social media and website of the need to get tested and self-isolate in the event they are feeling unwell or have flu-like symptoms.
- ▶ Display COVID-19 Conditions of Entry signage at venue entry points i.e. gates, canteen, toilets and changerooms.
- ▶ Distribute COVID-19 Conditions of Entry to participants, team managers, parents, coaches, umpires and volunteers prior to the season via email and social media including links to key resources for further information on these matters.
- ▶ Include your COVID-19 Conditions of Entry on your Club website.
- ▶ Conduct an online training session for all club volunteers on COVID-19 compliance.



#### **PHYSICAL DISTANCING**

#### **COVID-19 safety plan requirements**

- ▶ Ensure the number of people in a facility does not exceed one person per two square metres of publicly accessible space (excluding staff) to a maximum of 3,000 people.
- ▶ In indoor areas, spectators should not sing or chant.
- Minimise co-mingling of participants from different games and timeslots where possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible
- ► Ensure 1.5-metre physical distancing where possible, including:
  - at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points
  - between seated groups
  - between staff.
- ► Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.
- ▶ Where possible, encourage participants to avoid carpools with people from different household groups.
- ▶ Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.
- ► Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.
- ▶ Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/ change at home where possible.
- ▶ Use telephone or video platforms for essential staff meetings where practical.
- ▶ Review regular business deliveries and request contactless delivery and invoicing where practical.

- ► Ensure you have worked with your venue hirer, or local council, to determine maximum outdoor and indoor venue capacity based on current physical distancing restrictions.
- ▶ Ensure player numbers, projected spectator attendance and the staggering of matches, has determined that this number will not be exceeded.
- Explore the use of a ticketing system where practicable, especially for finals when spectator attendance increases.
- ▶ Ensure Grandstand capacity is known and adheres to current restrictions.
- ▶ Wherever there are multiple teams at the venue for training, start and finish times are staggered by 30 minutes to minimise cross-over at entry or departure.
- ▶ Where multiple teams are training at the same time, each team is provided with an allocated part of the ground.
- ► Maintain the "Get in, train/play, get out" philosophy.
- ▶ Use markers on the ground at key gathering spots such as canteen and BBQ areas to encourage physical distancing.



- ▶ Use barriers are to control entry and exit points to canteen and BBQ areas.
- ▶ Display physical distancing signage in toilets and change rooms.
- ▶ Display physical distancing signage at the entry to seating areas to advise of capacity limits.
- Advise Team Managers, participants and parents to avoid carpooling with different households.
- ► Encourage participants, especially junior teams, to shower at home after training or matches.
- ▶ Conduct Committee, Coaches and Team Manager meetings online

#### **HYGIENE & CLEANING**

#### **COVID-19 safety plan requirements**

- Adopt good hand hygiene practices.
- ▶ Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.
- ▶ Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.
- ▶ Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.
- ▶ Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.
- ► Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.
- ► Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.
- ▶ Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.
- ▶ Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.
- ▶ Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.
- ▶ Staff should wash hands thoroughly with soap and water before and after cleaning.
- ► Encourage contactless payment options.
- ▶ In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

- ► Ensure purchase of adequate hygiene supplies (hand sanitiser, hand soap, paper towels, disinfectant etc).
- Advise all players and team officials by email and social media of key hygiene requirements (e.g. bring own labelled water bottles, no spitting, no sharing of food, mouthguard management etc).
- ▶ Post signs at prominent locations (e.g. canteen, toilets, change rooms) detailing key hygiene requirements including regular washing of hands.
- Prior to each event (e.g. training or matches) distribute adequate hygiene supplies to key venue locations including toilets and change rooms



- ► Following any event, clean (or arrange for cleaning of) any indoor area that has been used during the event (e.g. canteen, change rooms, toilets)
- Nominate one person per Team who is responsible for equipment management including disinfecting equipment prior to and after an event.
- Implement system for each player to be responsible for their own playing attire.
- ▶ Have sufficient training bibs available so players don't need to share these.

#### **RECORD KEEPING**

#### **COVID-19 safety plan requirements**

- ▶ Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.
- ► Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au
- ► Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.
- ▶ Community sport organisations are encouraged to register their business through nsw.gov.au
- ► Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

- Register as a COVID Safe business and use the QR code that comes with this.
- Advise all potential attendees (players, officials, supporters) via email and social media of record keeping requirements on attendance at the venue
- Post signs, with the QR code displayed, at key locations (e.g. entry gates where applicable, canteen).
- ► Have hard copy attendance sheets available for each event at key locations for those who are unable to sign in via a QR code.
- ► Ensure that any hard copy attendance sheets for each event are collected immediately after the event and scanned / saved to the club document directories, and that these records are readily available to NSW Health in the event of a contract tracing request
- Review the Club COVID Safety Plan at each committee meeting to ensure it remains up to date, and modify as required



## **FREQUENTLY ASKED QUESTIONS**

#### What happened to the AFL NSW/ACT Protocols?

The AFL NSW/ACT Protocols were developed at short notice in early 2020 to help support clubs to participate in competitions in that year. This included protocols and detail beyond what was available at the time in Public Health Orders. As the Public Health Orders have become more specific and detailed around individual industries, including community sport, there's no need to have separate protocols and AFL NSW/ACT can now align closely to those Public Health Orders.

#### What are the maximum Spectator Numbers Allowed?

Participant numbers, including spectators, are based on the one person per two square-metre rule, up to a maximum of 3,000. Clubs should look to assess the spectator space separately from the playing field to determine how many spectators can be safely accommodated under one person per two square metre rule.

#### How do we determine the maximum number of spectators allowed?

- ▶ Use Google Maps satellite view and the "measure distance" tool (right click on map to select this).
- ► Calculate the square metres of the logical areas where spectators would gather to watch matches taking place on the oval ie don't include carparks, areas behind trees etc. Divide this total number by 2 (for the 1 person per 2 sqm rule)
- ▶ If this number exceeds 3,000 then the maximum number of participants is 3,000.

#### Can the club run a canteen / BBQ

Clubs may still run canteens and BBQ's as long as there is adherence to relevant Public Health Orders requirements, including physical distancing for customers. Sharing food items such as sauce bottles should be avoided where possible (e.g. use sauce satchels). Electronic payment methods are strongly encouraged.

#### Can we use changerooms?

We encourage clubs to avoid use of changerooms where possible (i.e. "get in, play/train, get out"). If changerooms need to be used:

- ▶ there must be strict adherence to the one person per two square metre rule
- avoid cross-over of teams
- ▶ must be appropriate hygiene supplies provided (soap, sanitiser, paper towels etc)
- must be cleaned after use.

#### Are we required to use a QR code for record keeping?

The use of a QR code system is the simplest way of ensuring compliance with record keeping requirements. It also allows NSW Health to quickly identify and contact people for tracing requirements.

Clubs that register as a COVID Safe business via the NSW Government website, will be allocated a Service NSW QR code for their venue. This is a simple and efficient QR option to use.

In the absence of a QR code system, clubs will need to provide an alternative and effective record keeping system.



#### **Contact-tracing**

Efficient contact tracing helps slow or stop the spread of COVID-19 in the community.

Using a QR code system (particularly the Service NSW QR Code) helps NSW Health to quickly identify and alert people who may have been in contact with a person with COVID-19 while visiting your venue.

If a QR code system is not used, the club must have a means of being able to quickly produce attendance records at the request of NSW Health.

#### **Training**

Clubs should implement measures that help limit the potential spread of COVID and limit contact between different teams. For example:

- ▶ Where multiple teams train at a venue, stagger team training times by at least 30 minutes to limit crossover between participants at entry and exit times.
- ▶ Allocate teams to specific parts of the field and mark these areas with hats or cones.
- Adopt the "get in, train, get out" philosophy.
- ▶ Where possible avoid the use of changerooms and encourage participants to come dressed and ready to train.
- Ensure adherence by participants to hygiene requirements.
- Ensure training equipment is disinfected before and after training.

#### What are my club's matchday COVID requirements

Key matchday requirements would include, but not be limited to:

- ▶ Setting up signage in prominent locations around the venue (e.g. gates, canteen, changerooms, toilets)
- Ensuring an attendance record keeping system (preferably QR Code) is in place.
- ► Set up marking and barriers to enable safe physical distancing (e.g. in grandstands, canteen / BBQ queues, entry gates etc)
- ► Ensure sufficient hygiene supplies are in place (e.g. at gates, toilets, canteen)
- Make regular announcements over the PA system reminding attendees of key requirements
- Promote "Get in, Play, Get Out" philosophy
- ▶ Refrain from singing the team song in changerooms
- ► Ensure spectator adherence to physical distancing requirements
- ▶ Know what your venue's attendee limits are and ensure compliance with this
- ► Ensure cleaning of equipment after use
- Ensure cleaning of indoor areas used (e.g. canteen, toilets, changerooms, social rooms etc.).

#### What are the main hygiene requirements?

- ▶ Alcohol based hand sanitisers must be available at the venue entry and throughout the facility for all training sessions and competition matches, with participants encouraged to use prior, during and following activity.
- ► Ensure bathrooms are well stocked with hand soap and paper towels.
- Provide visual aids above hand wash basins to support effective hand washing.
- ▶ Strictly no sharing of personal items such as water bottles, food or towels. Personal items need to be easily distinguishable, labelled and kept separate.



- ▶ Maintain high levels of hygiene when using a mouthguard (i.e. limit touching / removing mouthguards during training, clean / sanitise regularly).
- ▶ Players and Team Officials should avoid spitting or clearing nasal passages.
- ▶ Ensure processes are in place to launder shared uniform items such as guernseys or bibs after use
- ► Change rooms and club rooms can be utilised however the number of people cannot exceed current NSW Public Health Order capacity restrictions such as one person per two square metres. This includes participants, officials, volunteers and spectators.
- ► Club provided footballs and equipment to be wiped with antibacterial wipes or alcohol-based sanitiser prior to and after each training session or competition match.
- ► Clean frequently used hard surface areas, including communal facilities, several times per day with detergent and disinfectant.
- ▶ If you, or people you have been in contact with are sick, please DO NOT attend train

#### Do I need a sperate plan for juniors and senior football clubs?

Where a junior and senior clubs share the same venue, a single COVID Safety Plan may be used as long as the plan covers any specific requirements that may be unique to one or the other. For example, if juniors have considerably more teams than seniors, they may need to build additional requirements in around scheduling of training times.

#### How many people can train or play together at one time?

The current limitation on participant numbers, including players, is the application of the one person per two square metre rule, up to a maximum of 3,000. However, it is still strongly recommended that clubs endeavour to limit numbers at training to individual teams.

#### Do COVID Safe Officers need to be at every game / training?

The club's COVID Safe Officer should attend training and matches when available to ensure that the club is meeting its Public Health Order requirements. All club and team officials present at training or matches should be familiar with key COVID requirements and ensure strict compliance with these.

#### What happens first - do we need to register as a COVID Safe business?

It is strongly advised that all community football clubs register as a COVID Safe business. This ensures that your club has a COVID-19 Safety Plan in place, provides you with a Service NSW QR Code and provides additional benefits such as posters and an electronic sticker allowing you to advertise your club as a COVID Safe business.

#### What signage is required?

Clubs should determine their signage requirements as part of their COVID Safety Plan. At minimum, clubs should have signs placed in prominent locations (e.g. entry gates, canteen, changerooms and toilets) that detail fundamental COVID compliance requirements, including:

- Conditions of entry, including signing in
- Physical Distancing
- Maximum numbers allowed (e.g. in change rooms, toilets)
- Hygiene requirements



#### Can we share team water bottles?

No. Each player and team official is to have their own individual water bottle clearly identifiable.

#### Can players still get strapping and use trainers?

Players may still use trainers which includes the application of strapping.

Trainers need to ensure strict compliance to relevant hygiene protocols, including the disinfecting of equipment prior to and after each individual use, wearing of disposable surgical gloves etc.

#### How often should equipment be cleaned?

Equipment should be cleaned / disinfected before and after each use. In a training / match context, "each use" would be before and after each training session or match.

#### Are there restrictions on crossing borders to play or train?

Border crossing restrictions are determined by individual state and territory governments and can change rapidly and significantly. There is generally significant media around any changes to border restrictions. Any clubs that rely on players who have to cross a border and who are unsure of any current restrictions should, in the first instance, check the relevant state or territory government website.