

COFFS COAST DRAGON BOAT CLUB



COVID-19 SAFETY PLAN

COFFS COAST DRAGON BOAT CLUB

Club	Coffs Coast Dragon Boat Club
Location	Mylestom/Sawtell
Club Facility Location	N/A
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Version	5
Date of this Update	12 December 2020
Joanne Corrigan – Covid-19 safety officer (CCDBC) is responsible for this document	

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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 by Coffs Coast Dragon Boat Club (**The club or CCDBC**), to support the club and its members and participants in the staged resumption of community sport and club activities.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families, shared facility users and the broader community. The Plan provides the framework to govern the general operation of the CCDBC, the playing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at Mylestom boat ramp and Bonville Creek, Dolmans Point boat ramp, Sawtell.

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

- a) staged training and competition activities (sport 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.

2. Key Principles

This Plan is based on, and accepts, 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**).

The Plan also accepts as key principles that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on CCDBC's return to sport plans;
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- Training cannot resume until the arrangements for sport operations and facility operations are finalised and approved, if necessary; and
- At every stage of the return to sport process, CCDBC must consider and apply all applicable State and Territory Government and local restrictions and regulations. CCDBC needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

3. Responsibilities under this Plan

CCDBC retains the overall responsibility for the effective management and implementation of the return to sport activities and operations outlined in this Plan.

The committee of CCDBC is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

The committee has appointed the following person as the CCDBC 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. As at August 31, 2020:

Name	Joanne Corrigan
Contact Email	joanne.corrigan@bigpond.com
Contact Number	0434 489 950

CCDBC expects all members, participants, coaches, officials, administrative staff and volunteers 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 CCDBC;
- 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.

4. Return to Sport Arrangements

As at the date of this Plan, participants are training at level C of the AIS framework.

The Plan outlines specific sport requirements that CCDBC will implement for Level A, B and Level C of the AIS Framework.

CCDBC will transition to the training activity and facility use as outlined in the AIS Framework and the training/competition activities and the facility use outlined in the various levels of the AIS Framework when permitted under local/state or federal restrictions and regulations.

4.1 AIS Framework Arrangements

The protocols for conducting sport operations and facility operations under Level B and Level C of the AIS Framework are set out in the Appendix.

4.2 Roadmap to a COVIDSafe Australia

CCDBC will also comply with the Australian government's [Roadmap to a COVIDSafe Australia](#), which places limits on the type of activity that can be conducted and the number of people who can gather at facilities, notwithstanding the activities permitted by the AIS Framework (see below).

AIS Activities	Level A: Training in no more than pairs. Physical distancing required.	Level B: Indoor/outdoor activity. Training in small groups up to 10. Physical distancing required.		Level C: Full sporting activity (training and competition) allowed. No restriction on numbers. Contact allowed.	
Roadmap Activities	N/A	Step 1: No indoor activity. Outdoor sport (up to 10 people) consistent with AIS Framework.	Step 2: Indoor/outdoor sport up to 20 people. Physical distancing (density 4m ²).	Step 3: Venues allowed to operate with up to 100 people with physical distancing. Community sport expansion to be considered consistent with AIS Framework.	Further steps TBC

5. Recovery

When public health officials determine that the outbreak has ended in the local community, CCDBC will

- consult with DBNSW and relevant authorities to identify criteria for scaling back its COVID-19 prevention actions.
- CCDBC will also consider which protocols can remain to optimise good public and participant health.

At this time the committee of CCDBC will consult with key stakeholders to review the delivery of its return to sport arrangements and use feedback to improve organisational plans and systems.

Appendix: Outline of Return to Sport Arrangements

Part 1 – Sport Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
Approvals	<p>The club must obtain the following approvals to allow a return to training at Level B:</p> <ul style="list-style-type: none"> • State Government approval of the resumption of community sport. • Relaxation of public gathering restrictions to enable training to occur. • Local government/venue owner approval to training at venue, if required. • National/state sporting body/local association approval of return to training for community sport. • Club committee has approved return to training for club. • Insurance arrangements confirmed to cover training. 	<p>The club must obtain the following approvals to allow a return to training competition at Level C:</p> <ul style="list-style-type: none"> • Relaxation of public gathering restrictions to enable training to occur. • State Government approval for the resumption of community sport. • Local Government approval to training/competition at venue, if required. • DBNSW approval to return to training/competition for community sport. • CCDBC committee approval for return to training. • Insurance arrangements confirmed to cover competition.
Training Processes	<p>CCDBC Level B training procedures are as follows:</p> <ul style="list-style-type: none"> • CCDBC coaches will decide who will be in which boat and which time slot prior to paddling and email those members and only those who have been selected may attend. 	<p>CCDBC Level C training procedures are as follows:</p> <ul style="list-style-type: none"> • CCDBC coaches will decide who will be in which boat (if more than 1 boat) prior to paddling.

	<ul style="list-style-type: none"> • CCDBC will fully endorse the AIS framework principle of shower before and after training, arrive on time ready to train and “Get in, Train, Get out” and leave the training site immediately. • The club will utilise the DBNSW COVID-19 safety checklist to guide decision making and procedures. • Prior to the start of training for each session, coaches are to complete and sign the Level B Pre Start Training Checklist/Attendance Sheet to enable it to be uploaded to the Safe365 app. • Prior to the start of training for each session, sweeps are to complete and sign the Training Safety Checklist to enable it to be uploaded to the Safe365 app. • The COVID-19 safety officer (or their delegate) will be responsible for ensuring the attendance register is completed and document anyone registering symptoms (who will be asked to leave training). • Coaches and sweeps are responsible for paddlers’ seating to allow for physical distancing. Couples or those in the same household should preferably be seated close together. • In a standard 20’s boat, there is a maximum of 10 people (incl sweep and coach). Participants to sit a minimum of 1.5m apart. If all parties are unrelated, this will mean that a maximum of 5 paddlers plus a sweep and drummer/coach are allowed to be in the boat at any one time. • Other paddlers to maintain their social distancing of 1.5 m until training in the boat commences. • Upon arrival paddlers must sanitise their hands at the table labelled SANITISE STATION located at the training venue. Paddlers are also to sanitise their hands at the completion of training. • Each paddler will be temperature tested and their temperature must be below 37.5 degrees. • To ensure the safety of all members, each paddler must answer the COVID-19 questions asked by the coaches and the COVID-19 safety officer (or their delegate) honestly. • All written information (signage) will be displayed at the training venue such as: “Keeping your distance”, “Simple steps to stop the spread”, “Boat loading and unloading”, “Hand washing”, and “Stop, did you sanitise?” • The warm up will be done maintaining social distancing of 1.5m between paddlers. • Drink bottles must be labelled with name and not be touched by anyone else. • Paddlers are to bring a single (car) key and the correct money for paddling fees. 	<ul style="list-style-type: none"> • CCDBC will fully endorse the AIS framework principle of shower before and after training, arrive on time ready to train and “Get in, Train, Get out” and leave the training site immediately. • The club will utilise the DBNSW COVID-19 safety checklist to guide decision making and procedures. • Prior to the start of training for each session, coaches are to complete and sign the Level C Pre Start Training Checklist/Attendance Sheet to enable it to be uploaded to the Safe365 app. • Prior to the start of training for each session, sweeps are to complete and sign the Training Safety Checklist to enable it to be uploaded to the Safe365 app. • The COVID-19 safety officer (or their delegate) will be responsible for ensuring the attendance register is completed and document anyone registering symptoms (who will be asked to leave training). • Coaches and sweeps are responsible for paddlers’ seating to allow for physical distancing. Couples or those in the same household should preferably be seated close together. • In a standard 20’s boat, there is now full paddler capacity ie 20 paddlers plus sweep and drummer/coach. • In a standard 10’s boat, there is full paddler capacity ie 10 paddlers plus sweep and drummer/coach. • Other paddlers to maintain their social distancing of 1.5 m until training in the boat commences. • Upon arrival paddlers must sanitise their hands at the table labelled SANITISE STATION located at the training venue. Paddlers are also to sanitise their hands at the completion of training. • Each paddler will be temperature tested and their temperature must be below 37.5 degrees. • To ensure the safety of all members, each paddler must answer the COVID-19 questions asked by the coaches and the COVID-19 safety officer (or their delegate) honestly. • All written information (signage) will be displayed at the training venue such as: “Keeping your distance”, “Simple steps to stop the spread”, “Boat loading and unloading”, “Hand washing”, and “Stop, did you sanitise?” • The warm up will be done maintaining social distancing of 1.5m between paddlers. • Drink bottles must be labelled with name and not be touched by anyone else. • Paddlers are to bring a single (car) key and the correct money for paddling fees.
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	<ul style="list-style-type: none"> • Paddlers who use shared equipment eg club paddles are responsible for the sanitising the equipment before and after use. • Paddlers are not to share their equipment. <p>AFTER TRAINING</p> <ul style="list-style-type: none"> • Paddlers who are not directly involved in reloading and cleaning of the boat must immediately leave the training venue. • Cleaning of the boat must be sanitised with a solution no less than 60% alcohol base and wiped down with disposable cloths. • The sanitising of the boat will include all equipment used during that session eg. seats, sweep oar and all of the boat's body (inside and out) and the bailers. • The boat is to be sanitised between each training session. • The COVID -19 Officer (or their delegate) is to ensure the Level B Pre Start Training Checklist/attendance register, the Training Safety checklist and the group photo of members who attended the training sessions is uploaded and sent to DBNSW via the Safe365 app. 	<ul style="list-style-type: none"> • Paddlers who use shared equipment eg club paddles are responsible for the sanitising the equipment before and after use. • Paddlers are not to share their equipment. <p>AFTER TRAINING</p> <ul style="list-style-type: none"> • Paddlers who are not directly involved in reloading and cleaning of the boat must immediately leave the training venue. • Cleaning of the boat must be sanitised with a solution no less than 60% alcohol base and wiped down with disposable cloths. • The sanitising of the boat will include all equipment used during that session eg. seats, sweep oar and all of the boat's body (inside and out) and the bailers. • The boat is to be sanitised between each training session. • The COVID -19 Officer (or their delegate) is to ensure the Level C Pre Start Training Checklist/attendance register, the Training Safety checklist and the group photo of members who attended the training sessions is uploaded and sent to DBNSW via the Safe365 app.
<p>Personal health</p>	<p>CCDBC will prioritise personal health through the following protocols at Level B:</p> <ul style="list-style-type: none"> • Paddlers will be advised and reminded through emails and/or text not to attend any training sessions if unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness). • If you have any of the above symptoms, it is recommended you have a COVID-19 test immediately. • If you have travelled to any COVID-19 Hotspots or areas highlighted on the NSW Government website heatmap (or similar for interstate) https://www.nsw.gov.au/covid-19/find-facts-about-covid-19 you will need to exclude yourself from training for 14 days after your return. Alternatively, a negative COVID test may be used to determine that a paddler is COVID-free, providing the test is performed at least 72 hours after returning to Coffs Harbour (and surrounds). • Paddlers will assume responsibility for and prioritise their own individual health needs. • Paddlers should contact their coach about their graded return to paddling following an injury or illness. • No member has to participate should they feel it exceeds their tolerance level. • PPE can also be worn by paddlers should they feel it necessary. • Paddlers must wash/sanitise hands before and after training. 	<p>CCDBC will prioritise personal health through the following protocols at Level C:</p> <ul style="list-style-type: none"> • Paddlers will be advised and reminded through emails and/or text not to attend any training sessions if unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness). • If you have any of the above symptoms, it is recommended you have a COVID-19 test immediately. • If you have travelled to any COVID-19 Hotspots or areas highlighted on the NSW Government website heatmap (or similar for interstate) https://www.nsw.gov.au/covid-19/find-facts-about-covid-19 you will need to exclude yourself from training for 14 days after your return. Alternatively, a negative COVID test may be used to determine that a paddler is COVID-free, providing the test is performed at least 72 hours after returning to Coffs Harbour (and surrounds). • Paddlers will assume responsibility for and prioritise their own individual health needs. • Paddlers should contact their coach about their graded return to paddling following an injury or illness. • No member has to participate should they feel it exceeds their tolerance level. • PPE can also be worn by paddlers should they feel it necessary. • Paddlers must wash/sanitise hands before and after training.

	<ul style="list-style-type: none"> • Paddlers are requested to maintain good personal hygiene on and off the water. • Avoid coughing, clearing your nose or spitting. If you have to sneeze/cough, do so into your elbow or a tissue and dispose of the tissue immediately. Wash or sanitise your hands immediately. • Avoid unnecessary contact (no handshakes, high fives, hugs). • Avoid carpools with people from different household groups where possible. • Members who have received a positive test for COVID-19 are to contact the COVID-19 safety officer immediately and refrain from attending training for at least 21 days following their subsequent negative result. 	<ul style="list-style-type: none"> • Paddlers are requested to maintain good personal hygiene on and off the water. • Avoid coughing, clearing your nose or spitting. If you have to sneeze/cough, do so into your elbow or a tissue and dispose of the tissue immediately. Wash or sanitise your hands immediately. • Avoid unnecessary contact (no handshakes, high fives, hugs). • Avoid carpools with people from different household groups where possible. • Members who have received a positive test for COVID-19 are to contact the COVID-19 safety officer immediately and refrain from attending training for at least 21 days following their subsequent negative result.
Hygiene	<p>CCDBC Level B hygiene training procedures are as follows:</p> <ul style="list-style-type: none"> • CCDBC fully endorses the AIS framework principle of arrive ready to train, “Get in, Train, Get out” and leave the training site immediately. • CCDBC will have a sanitising station ready and visible for all to use before and after training with the relevant guidelines for hand washing/sanitising, social distancing etc. • CCDBC will only have the required number of paddlers there for each session and they will be briefed before starting by COVID-19 safety officer on hygiene etiquette. • The COVID-19 safety officer (or their delegate) will ask the questions of paddlers if any symptoms of COVID-19 exist, if they have travelled and don’t meet any of the exclusion criteria. Travel is defined as outside the Local Government Areas (LGA) areas of Coffs Harbour, Bellingen and Nambucca. • The CCDBC COVID-19 safety officer (or their delegate) will sign members onto the attendance sheet and take their temperature for each session. 	<p>CCDBC Level C hygiene training procedures are as follows:</p> <ul style="list-style-type: none"> • CCDBC fully endorses the AIS framework principle of arrive ready to train, “Get in, Train, Get out” and leave the training site immediately. • CCDBC will have a sanitising station ready and visible for all to use before and after training with the relevant guidelines for hand washing/sanitising, social distancing etc. • CCDBC will only have the required number of paddlers there for each session and they will be briefed before starting by COVID-19 safety officer on hygiene etiquette. • The COVID-19 safety officer (or their delegate) will ask the questions of paddlers if any symptoms of COVID-19 exist, if they have travelled and don’t meet any of the exclusion criteria. Travel is defined as outside the Local Government Areas (LGA) areas of Coffs Harbour, Bellingen and Nambucca. • The CCDBC COVID-19 safety officer (or their delegate) will sign members onto the attendance sheet and take their temperature for each session.

Communications	<p>CCDBC will adopt the following plan in communicating to all members:</p> <ul style="list-style-type: none"> • CCDBC will continue to communicate to its members through email and/or text for all matters regarding scheduled training sessions, COVID-19 updates, CCDBC COVID-19 Safety Plan and safety updates. • CCDBC members have been advised to download the Government COVID-Safe app. • Access to mental health and other support services is available through your own GP or NSW Health. • CCDBC will promote good hygiene practices by way or reminders and signage. 	<p>CCDBC will adopt the following plan in communicating to all members:</p> <ul style="list-style-type: none"> • CCDBC will continue to communicate to its members through email and/or text for all matters regarding scheduled training sessions, COVID-19 updates, CCDBC COVID-19 Safety Plan and safety updates. • CCDBC members have been advised to download the Government COVID-Safe app. • Access to mental health and other support services is available through your own GP or NSW Health. • CCDBC will promote good hygiene practices by way or reminders and signage.
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Part 2 – Facility Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
Approvals	<p>The club must obtain the following approvals to allow use of club facilities at Level B:</p> <ul style="list-style-type: none"> • State Government approval of the resumption of facility operations. • Local Government/venue owner approval to use of facility, if required. • Insurance arrangements confirmed to cover facility usage. 	<p>The club must obtain the following approvals to allow use of club facilities at Level C:</p> <ul style="list-style-type: none"> • State Government approval of the resumption of facility operations. • Local Government/venue owner approval to use of facility, if required. • Insurance arrangements confirmed to cover facility usage.
Facilities	CCDBC does not have any facilities.	CCDBC does not have any facilities.
Facility access		.
Hygiene		
Management of unwell participants	<p>CCDBC will implement the following protocols at training:</p> <ul style="list-style-type: none"> • A paddler displaying any symptoms of COVID-19 including a high temperature, dry cough, runny nose, headache or any flu-like symptoms will be asked to leave training immediately and contact their GP. It is recommended the paddler have a COVID-19 test and isolate whilst waiting on the result. • The COVID-19 safety officer will make contact with that paddler to see if they need assistance and support them until testing is completed. • Should any participant be exposed to or diagnosed with COVID-19, the Club should immediately cease training activities and the COVID-19 safety officer will contact the NSW 	<p>CCDBC will implement the following protocols at training:</p> <ul style="list-style-type: none"> • A paddler displaying any symptoms of COVID-19, including a high temperature, dry cough, runny nose, headache or any flu-like symptoms will be asked to leave training immediately and contact their GP. It is recommended the paddler have a COVID-19 test and isolate whilst waiting on the result. • The COVID-19 safety officer will make contact with that paddler to see if they need assistance and support them until testing is completed. • Should any participant be exposed to or diagnosed with COVID-19, the Club should immediately cease training activities and the COVID-19 safety officer will contact the NSW

	<p>Health COVID-19 Helpline on 1800 020 080 for guidance. NSW Health should be informed that full records of all attendees at each session are available.</p> <p>The Club COVID-19 safety officer must also contact DBNSW to ensure access to the Safe365 data can be provided to NSW Health for contact tracing purposes.</p> <ul style="list-style-type: none"> • The COVID-19 safety officer will then advise all members and review the current procedures for preventing the spread of COVID-19. 	<p>Health COVID-19 Helpline on 1800 020 080 for guidance. NSW Health should be informed that full records of all attendees at each session are available.</p> <ul style="list-style-type: none"> • The Club COVID-19 safety officer must also contact DBNSW to ensure access to the Safe365 data can be provided to NSW Health for contact tracing purposes. • The COVID-19 safety officer will then advise all members and review the current procedures for preventing the spread of COVID-19.
<p>Club responsibilities</p>	<p>CCDBC will oversee:</p> <ul style="list-style-type: none"> • Provision and conduct of hygiene protocols as per the Plan. • The capture of a record of attendance at all training and club activities and maintaining an up-to-date log of attendance. • Coordination of Level B field and training operations. • Operation of the club in support of all Level B training activities in accordance with this Plan. 	<p>CCDBC will oversee:</p> <ul style="list-style-type: none"> • Provision and conduct of hygiene protocols as per the Plan. • The capture of a record of attendance at all training and club activities and maintaining an up-to-date log of attendance. • Coordination of Level C field and training operations. • Operation of the club in support of all Level C training activities in accordance with this Plan.