



**The West Australian  
Speed Boat Club Inc.**

**COVID Safe Plan**

(Rev 2)

13th October 2020

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## 1. Introduction

This COVID-19 Safety plan by the committee of the West Australian Speed Boat Club (WASBC) will be utilised in all activities held by the club, with the intention of keeping all volunteers, members, competitors and spectators safe, and to ensure that all actions, personal interactions and activities held within the club grounds are strictly in accordance with all State and Local regulations regarding safe COVID-19 Phase 4 protocols and procedures.

In formulating this plan, the club has utilised WA State Government released information, Department of Local Government, Sport and Cultural Industries (DLGSC), Department of Health, directives and for clarification we have utilised the services of Sportwest, Motorsport Australia, and the Australian Power Boat Association (APBA).

The WASBC races at two different venues, Lake Towerrinning and Burswood. Each venue requires a WA government COVID safe plan. Each of these venues have separate caretakers of these facilities. If the WASBC races at another venue, a new COVID safe plan will be provided. These plans will be separate to this document.

We also took direction from information contained in the COVID-19 Safety Plan provided to us by the Upper Hawkesbury Powerboat Club (UHPBC) and the Adelaide Speed Boat Club (ASBC), as there were quite a number of Safety points that will be adaptable to the sport of powerboat racing and other sports and would assist with all club member interactions anywhere within our country.

The plan will seek to provide a framework for safe practice among all that seek to spend time on our grounds and within all of our areas, to provide a duty of care to all spectators and members and to be actively monitoring all new and updated COVID-19 regulations and practices that relate to our Club.

If Western Australia moves from Phase 4 to Phase 3 or Phase 5, an updated plan will be provided to the APBA.

**I note that within the terms of a global COVID-19 pandemic there is an obvious risk of possible virus spread regardless of the considerable precautions taken by WASBC.**

## 2. Priorities

The number one priority of this plan is to ensure the safety of all members, volunteers, spectators, competitors and crew.

All that participate in any task within our club need to be aware of all relevant protocols and processes that are required to ensure a safe working space within their area, and to utilise Duty of Care with anyone that they come in direct contact with.

All members, staff and competitors will need to be aware and to observe, monitor and teach safe COVID-19 procedures such as hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19.

All practises relating to safe COVID-19 practices are to be in accordance with State and WA Health Department regulations and are to be updated along with all relevant Government Department Information releases as soon as they become available.

## 3. Committee Responsibilities

The WASBC Committee shall be responsible for all aspects of correct COVID-19 procedure implementation, by way of a COVID Safety Plan, that will encompass all areas and provide for safe practises in all situations that all at the club will encounter.

Updated and revised essential monitoring will ensure that all updated information is provided and implemented, and in this way the club will ensure a safe return to club activities and racing.

The WASBC Committee will be responsible for:

- Plan Development
- Plan Implementation
- Monitoring of the Plan to determine its effectiveness
- Adjusting the plan for greater success
- Updating and revising of the plan as required by State and Federal Regulations

#### **4. WASBC at Lake Towerrinning**

The WASBC races at Lake Towerrinning and the facilities that clubs used are managed by a private entity "Lakeside Camping". Lakeside Camping has their own COVID-19 Plan in place and the WASBC COVID-19 plan will be used when the WASBC race day is in place. Lakeside camping has no public "closed in" buildings and therefore no need for a clubroom allowance.

The WASBC and Lakeside Camping will restrict the entries to the venue to 400. This is well below the 2 people per square meter allowance for the total area.

Spacing marks and arrows will be in place at the BBQ used to cater for the event.

Drivers and their teams will have a minimum of 1.5m spacing between them and required to provide their own sanitiser for each of their teams.

#### **5. WASBC at Burswood**

The WASBC Clubroom at Burswood is managed by a separate association - WA Recreational Water Sports Association (WARWSA). WARWSA has a separate arrangement with an independent caterer "Spices Catering" for the use of the venue and Spicers are responsible for the cleaning of the venue.

There are several sections to the clubrooms at Burswood, the club bar has a restriction of 59 patrons, the total venue has a restriction of 339 and the outside area of the club has a restriction of 3000.

The WASBC will restrict the patronage of the facility to the 339. Spacing indicators will be at the bar and BBQ area. There will also be one way entrance and exit indicators into and out of the clubrooms.

Drivers and their teams will have a minimum of 1.5m spacing between them and required to provide their own sanitiser for each of their teams.

#### **6. COVID Safety Marshal**

As per WA Government Phase 4 Regulations all public events must provide a COVID Marshal for all events over 500 patrons. The WASBC does not expect to exceed this number this season and will not provide one.

At Lake Towerrinning, Lakeside Camping does have a trained COVID safety marshal onsite but they will not be required.

If in the event the the WASBC holds a large event (over 500 people), the WASBC, the COVID Safety Marshal and their assistants will ensure that all who enter the club grounds shall be adequately informed of the COVID Safety requirements of attending the club, and to act with

regard to safe distancing and all health and safety measures The COVID Safety Marshal and their assistance shall monitor crowd behaviour, issue information and provide direction where required to ensure Safe Practice.

## 7. Return to Racing

The WASBC will take into account all areas of the club grounds, inside areas and will impose the **State Government imposed 2 Square Metre Rule** in all areas as required.

Our COVID Safe Clubroom plan that states numbers of 59 persons within the club bar and 339 within the clubrooms. These areas are to be closely monitored. Phase 4 does not require a register of attendees to be kept as there have been zero cases of community COVID-19 transmission in WA for 6 months. The APBA requires this on their "Return to Racing" and the WASBC will keep a register for their purposes.

The WASBC will also adhere to the Australian Governments Roadmap to COVID Safe Australia, which places limits on types of activities and people numbers.

**The WASBC committee will suggest to all members to Download and follow the COVID Safe App. for any up to date information. This is NOT mandatory but highly recommended to further reduce the risk to drivers, officials and volunteers.**

## 8. Recovery

When public health officials determine that the outbreak has ended in the local community, the WASBC will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions.

The WASBC will also consider which protocols can remain to optimise good public and participant health. At this time the Committee of the WASBC will consult with key stakeholders to review the delivery of its return to sport arrangements and use feedback to improve organisational plans and systems.

## 9. WASBC COVID Safe Plan Regulations

THIS WASBC COVID SAFE PLAN INCORPORATES ALL WA GOVERNMENT DIRECTIVES PLUS PROTOCOLS DIRECTLY RELATED TO THE IMPROVEMENT OF HEALTH AND SAFETY PRINCIPLES WITHIN OUR CLUB.

## 10. WASBC Requirements & Approvals

The club must obtain the following approvals to allow use of club facilities:

- State/Territory Government approval of the resumption of facility operations
- Local government/venue owner approval to use of facility (if required)
- APBA approval of the resumption of Competition
- Club committee has approved a plan for use of club facilities
- Insurance arrangements confirmed to cover facility usage

## 12. WA Government General Obligations

### Safety requirements

All people and premises are required to mitigate the risks of COVID-19. In addition to having a COVID Safety Plan and displaying a COVID Safety Plan Certificate, Sport and Recreation premises must:

- maintain a strict limit of a minimum of two square metres (2sqm) per patron
- maintain hygiene and frequent cleaning
- carefully manage shared spaces to ensure physical distancing

We all need to do our part to comply with these requirements and help mitigate the risks of COVID-19.

### 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).

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.

#### A. Physical distancing

Physical 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.

Physical distancing can be used in the workplace to minimise the risk of transmission. If a person is found to be positive for COVID-19, the risk of transmission to others is minimised if physical distancing has been practiced.

Good practice physical distancing principles are to:

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

#### Maximum occupancy

All venues must:

- Maintain a strict limit of a minimum of two square metres (2sqm) per patron (excluding staff);

A person will be a **patron** at the venue if they are a player, customer, participant, parent of a participant or child at the venue or spectators.

Instructors, trainers, coaches and general venue staff are not included in the occupancy count.

#### Calculating maximum occupancy

The maximum occupancy can be calculated by following these steps:

1. Measure the area accessible to the public.

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

Note: kitchen areas, staff only areas, toilets and areas occupied by fixed furniture such as counters and bars must not be included in the calculation of 'area accessible to the public'

2. Divide the total square metre area by 2 to give the maximum permissible number of patrons.

### **Managing shared spaces**

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

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

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

Ingress and egress of outdoor or indoor venues should be managed to ensure physical distancing.

One-way traffic flow such as one dedicated entrance and another dedicated exit (where possible) can help minimise congestion.

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

Where patrons queue, such as at the entrance and service counter, consider providing markings on the floor 1.5m apart to show patrons where they should stand. Markings can be in bright colours or a pattern that stands out. Procedures can help ensure these physical distancing measures are adhered to.

Venues can consider using easily visible signage to:

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

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

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

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

Consider adopting a 'get in, train or play, get out' philosophy to avoid unnecessary crowding.

### **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 can consider avoiding direct contact and minimising face to face time in order to reduce the risk of transmission. If staff come into direct contact with patrons, staff should follow good hygiene practices such as hand washing and cleaning.

### **Physical distancing between staff**

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

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

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

### **Barriers**

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

## **B. Hygiene**

### **Cleaning hands**

Regularly washing hands is an effective way to prevent the spread of germs and viruses.

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.

Consider providing an alcohol-based hand sanitiser for customers at the entrance to the sporting facility. Alternatively, a hands-free hand basin with liquid soap and paper towels could be supplied for customer use.

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**

There are no restrictions on the use of shared equipment.

The following hygiene measures are recommended to continue to manage the risk of transmission:

- clean shared equipment between each use;
- continue to encourage patrons to bring their own equipment;
- implement hygiene measures following each classes;
- encourage patrons to wipe down equipment after each use; and
- gym supervisors should ensure regular cleaning is carried out during the day.

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

It is important to ensure appropriate 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 frequent cleaning in all areas is maintained. 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.

### **Payments**

Promote cashless payments.

After handling money, consider washing hands with soap and water, or an alcohol-based hand sanitiser.

### **C. 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.

The location of additional resources is listed at the end of these guidelines. These provide information that can be shared with staff and volunteers, and could be displayed in your premises.

The Australian Infection Control training can be promoted where appropriate.

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

### **D. 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 Guidelines for Food and Licensed venues.

### **E. Response planning**

Public health officials are responsible for responding in the event that a person with possible COVID-19 infection enters your premises, and will do so once notified. Please consider the following measures that can be undertaken to minimise further risk and assist public health officials to respond.

#### **Maintain attendance records**

Accurate and relevant records of people attending your premises will assist Public Health officials with contact tracing in the event of a positive COVID-19 case in your premises. If you decide to maintain attendance records, consider the following:

- Records could be physical (i.e. secure sign-in book managed by staff) or electronic, and to be relevant would need to include a name and contact information for each patron (e.g. phone number or email)
- It is not suggested that you record details of people who visit the premises for a short period time and have minimal face-to-face interaction. For example, someone returning a book to a library, or someone ordering take-away.
- Consider keeping a record of other visitors to the facility such as delivery drivers and maintenance contractors.
- In order to be relevant, consider how you would produce a list in a timely manner of all patrons, staff, and other contacts for a given time period.

- If records are taken, then they must not be used for purposes other than contact tracing (i.e. contact information is not to be used for marketing purposes)

If you decide to maintain attendance records, then you must implement a process consistent with any privacy obligations you have for obtaining and safely maintaining records.

### **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 on 13COVID (13 26843) and follow the advice of public health officials. If there is concern that a person is not adhering to quarantine requirements, contact 13 COVID.

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, such as a fever, cough, sore throat, shortness of breath and/or loss of smell/taste, or shares information (e.g. they have been in close contact with someone that has the virus) that causes you to have reasonable concerns about their health and the health of others in your workplace.

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

#### **1. Inform your manager immediately, who should call public health and follow their advice.**

If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help.

Otherwise, the manager is to call the state public health unit by contacting the COVID-19 Public Hotline on 13 COVID and follow their advice. People who are unwell may be asked to seek the advice of a healthcare practitioner and, if appropriate, attend a COVID-19 clinic.

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

Take steps to prevent the person from potentially spreading the virus by keeping others away from the person. The measures must be reasonable.

#### **3. Transport**

If transportation is required, follow the advice of public health staff. When transportation is required for known or suspected cases of COVID-19, private vehicles are the preferred method of transportation. Further information related to the management and cleaning of vehicles used for transportation can be found in the Department of Health's Infection Control information for public & private transport guideline

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

Follow all public health advice about closing off affected areas and prevent access until they have been cleaned and disinfected. Information on cleaning for non-healthcare settings during the coronavirus (COVID-19) pandemic can be found in the Department of Health's COVID-19 environmental cleaning in non-healthcare settings factsheet.

#### **5. Assisting public health to identify close contacts**

Public health may ask for your attendance records. The manager is to provide these records to public health upon request. In the event a positive case is identified, public health officers will conduct interviews with the confirmed case to determine their contacts.

### **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: 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.

## EXAMPLES OF COVID SAFETY SIGNAGE AT THE WASBC

**Sport and Recreation**

COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name: \_\_\_\_\_

has a maximum capacity of \_\_\_\_\_ Number \_\_\_\_\_ patrons and agrees to the following Phase 4 safety requirements:

A strict limit of a minimum of 2sqm per person

Maintain physical distancing

Maintain hygiene standards and conduct frequent cleaning

Carefully manage shared spaces to ensure physical distancing

- 1 Refer to the COVID Safety Guidelines: Sport and Recreation for information on the expectations for COVID Safety Plans, including the application of the patron limit, and to assist you in completing this plan. These are available at [wa.gov.au](http://wa.gov.au).
- 2 Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
- 3 The COVID-19 pandemic is an evolving situation - review your plan regularly and make changes as required.
- 4 Print and display the COVID Safety Plan Certificate available at the end of this form.

**WA.gov.au**

**We're all in this together**

**Sport and Recreation**

Premises name: \_\_\_\_\_

**COVID Safety Plan Certificate:**  
Sport and Recreation

Welcome. We can accommodate \_\_\_\_\_ Number \_\_\_\_\_ patrons and agree to maintain the WA Government's safety measures

2sqm per person

Frequent cleaning and disinfection

**We're doing our part to help keep you safe. Please respect the rules and our staff.**

*We're all in this together.*

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**WA.gov.au**



### COVIDSafe app help

**COVIDSafe app help**

For troubleshooting and answers to your questions about the COVIDSafe app, you can use our online help any time, email us, or call our helpline.

[support@covidsafe.gov.au](mailto:support@covidsafe.gov.au)

[1800 020 080](tel:1800020080)

[COVIDSafe online help](#)

## REFERENCES

UHPBC COVID-19 Safety Plan

ASBC COVID-19 Safe Plan

Sportswest

Department of Local Government, Sport and Cultural Industries

Motorsport Australia

Australian Institute of Sport

WA Government

COVID Safe App.

