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# COVID SAFETY OFFICER HANDBOOK

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## Introduction

This Handbook has been created for the COVID Safety Officer (CVSO) at SMJFL affiliated clubs, and other club personnel such as presidents and secretaries. It has been compiled to serve the purpose of a central reference point for any doubt over matters of return to play protocols and hygiene, and to assist CSO's with understanding their responsibilities, obligations and duties in their role.

## Background

Returning to play in a safe, hygienic and controlled manner is paramount to the SMJFL. The safety and wellbeing of our participants is our number one priority.

Following the Victorian State Government advice around the return of community sport, the SMJFL in conjunction with AFL Victoria, endorsed a return to club sanctioned small outdoor group training at community football level from Monday, May 25, provided participants follow the relevant Victorian State Government guidelines and SMJFL's COVID-19 guidelines are implemented. In advance of training recommencing we encourage Clubs and volunteers to digest the protocols, go through an education period and formulate an education and implementation plan for their Club following which they would go through an education period and prepare their Clubs to return to train safely.

We will continue to work with the State Government to ensure alignment with their advice, and in the event of further easing of restrictions, we hope to be able to return to full training and competition later in the year, with hygiene and safety protocols firmly in place. Our primary focus is preparing to return to train in a safe environment in a well-prepared and educated manner. In order for this return to small outdoor group training to be successful, and in line with Government advice, it is essential that clubs and individuals work within the timelines and protocols and do not move ahead of the level and restrictions in place. SMJFL will continue to follow any direction from AFL Victoria and State Government and align with the AIS Framework for Rebooting Sport, so that any resumption of community football activity in Victoria does not compromise the health of individuals or the community.

## COVID Safety Officer (CVSO) – Position Description

In response to the Coronavirus (COVID-19) Pandemic, all clubs are required to have a nominated COVID Safety Officer.

### Objectives

- To coordinate, educate and evaluate the implementation of the COVID safety training and hygiene protocols.
- To lead and promote a culture of COVID-19 safety for the health and wellbeing of participants and the broader community.

### Responsibilities

#### Administration

- Ensuring a club's adherence to these protocols and taking immediate steps to correct any identified breaches of the protocols.
- Developing any processes or initiatives that will aid a club's adherence to the Training Protocols.
- Implementing and maintaining training logs/registers
- Keeping up to date with any changes to the protocols implemented by SMJFL and communicating these to all within the club.
- Contact point for any questions from club members (e.g. players, coaches, officials, spectators, etc.) relating to the Training Protocols.
- We encourage Clubs to have multiple people to take ownership of this role and share the responsibility.

#### Education and Support

- Ensure all players, coaches, officials, etc. are aware of the Return to Training Protocols.
- Ensure all players, coaches, officials, etc. are equipped with the resources to adhere to Return to Training Protocols.

#### Optional

- participate in meetings with other members of authority in order to educate and co-ordinate the COVID safety response in line with other club strategies.

### Relationships

- Reports to President
- SMJFL

### Accountability

- Accountable to the President

### Requirements:

- Must have a valid Working with Children Check (WWCC)\*
- Must complete the [Australian Government's Infection Control Training - COVID-19\\*](#)
- Must complete the [AFL's Returning to Community Football in a COVID-19 Environment online course](#)
- Must undertake training on protocols and hygiene, as directed by the SMJFL
- Must be a trustworthy member of the organisation capable of interacting appropriately with children, parents and club officials.

\*Qualifications to be provided to Club Child Safety Officer for uploading into Everproof.

## Training Guidelines & Protocols

- Full-contact training and full-contact competitions may resume for people 18 years and under without any limit on the number of participants, although gathering rules apply to spectators.
- For people 18 years and under, groups of 20 are no longer relevant and full squads can train together.
- Use of equipment to be limited to footballs and marking cones.
- Specific group activity footballs can be used but must be wiped down after each session.
- Any necessary meetings to occur remotely using video technology.
- Communal facilities, such as showers and changing rooms, can open provided participants abide by the Victorian State Government guidelines to limit close contact between individuals and no more than 20 people per indoor space. Signage must be displayed at the entry to each indoor space outlining the maximum number of people allowed at a single time.
- Clubrooms at community football venues can have up to 20 people per indoor space, as long as the four-square metre rule is met. Signage must be displayed at the entry to each indoor space outlining the maximum number of people allowed at a single time.
- Spectators for training and competitions must abide by public gathering restrictions – spectators should be in groups of no more than 10 people in open, outdoor venues and spread out around the ground or venue. Spectators must keep 1.5 meters apart.
- Gathering limits will not apply to participants and those reasonably necessary to conduct the training or competition (e.g. umpires, coaches). Footballs can be used for small outdoor group training, however only limited additional equipment is permitted to be used during training (i.e. field marking cones are permitted, bibs should not be used).
- Each club must nominate one COVID Safety Officer and as a minimum this person must undertake the free Australian Government online COVID-19 Infection Control Training prior to recommencement of Club activity. It is also strongly recommended other club officials also undertake this training. Certificate of completion needs to be emailed to your club's Child Safety Officer prior to the recommencement of activity. Where possible, we encourage Clubs to have multiple people to take ownership of this role and share the responsibility.
- A log, or register, using the approved [SMJFL template](#) or approved online recording system, of all participants in attendance at each training session MUST be maintained and available upon request by either the League, AFL Victoria or health authorities.
- Return to training should not include NAB AFL Auskick at this stage.
- The Return to Training hygiene protocols outlined in this document are to be strictly adhered to at all times, with no exceptions.

## Hygiene Protocols for a Return to Training

- Staggered training schedule (e.g. start times, different days, potential for different locations)
- Alcohol-based hand sanitisers must be available for all team training sessions and on the interchange bench, with players encouraged to use prior, during and following training/games.
- There is strictly to be no sharing of personal items such as water bottles, food or towels.
- Personal items need to be easily distinguishable, labelled and kept separate.
- Players and coaches must not spit or clear nasal passages at small outdoor group training.
- No high fives, handshakes, or other physical contact.
- Cover your mouth to cough or sneeze (using your elbow).
- Avoid touching your eyes, nose and mouth.
- Thoroughly clean and disinfect facilities before use (prior to player arrival).
- Clubs must ensure that frequently touched surfaces and objects are cleaned regularly when in use (e.g. tables, countertops, light switches, doorknobs, and cabinet handles) using a regular household detergent and water. In some instances, change rooms may need to be cleaned more regularly and clubs should be monitoring or adjusting cleaning arrangements as required.
- Avoid removing mouthguards other than when necessary and take care when removed that no contact is made with another person.
- Disinfect mouth guards after each session and ensure they are appropriately stored.
- Minimise use of communal facilities (toilet or medical use only with strict social distancing).
- Shower at home where possible.
- Hygiene posters displayed (templates available on Toyota AFL Club Help website)
- Players are to be responsible for their own strapping if required.
- No player massages.

### 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 with your elbow 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 small outdoor group training.

For coaches and players:

- Ensure that before training all persons are washing or sanitising their hands
- During training encourage everyone not to touch their faces
- The minute training ceases get everyone to either wash their hands or sanitise their hands.
- If at any point during training you feel the need to stop and clean the ball and get everyone to sanitise then do so.

## Cleaning Equipment & Training

- Strictly no sharing of personal items such as water bottles, food or towels.
- Personal items need to be easily distinguishable, labelled and kept separate.
- Use your own equipment where possible and minimise sharing of equipment.
- Shared equipment, including Club provided footballs, must be wiped with antibacterial wipes or alcohol-based sanitiser prior to and after training and games (do not immerse footballs in water).
- All playing kit and equipment to be cleaned and disinfected between training sessions and games.
- Sports medicine staff who share medical equipment must sterilise them between uses, which includes disposable cover/sheet to be used for player massage tables.
- Treatment equipment to be wiped down and sanitised before and after each use.
- Where modified rules are played, swapping of wristbands is prohibited (players must have their own wristband).
- No sharing of officials' bibs or training bibs
- No sharing of headsets or computer screens/ipads.
- Match football will be wiped with antibacterial wipes or alcohol-based sanitiser at each break in the match.
- Entry and exit points to the playing surface (e.g. gates) should be cleaned between training sessions and matches.

Although there are no specific recommendations for the cleaning of sports equipment the rule of thumb is that if something is visibly dirty it needs to be washed prior to sanitising. Sanitiser won't work on dirty surfaces. If you can't see any dirt then a sanitiser will work.

Some general guidelines for cleaning from the Department of Health (Aus) and Department of Health and Human Services (VIC) can be found in the [resources](#) section of this handbook.

It is recommended that equipment such as cones should only be touched by one person, i.e. don't let the kids help. This will reduce a point of contact.


## Spectator Requirements

- Spectators for training and competitions must abide by public gathering restrictions.
- Spectators should be in groups of no more than 10 people in open, outdoor venues and spread out around the ground or venue. Spectators must keep 1.5 meters apart.
- Gathering limits will not apply to participants and those reasonably necessary to conduct the training or competition (e.g. umpires, coaches).
- Where venues allow for vehicle access surrounding the oval, spectators are encouraged to remain in their vehicle (subject to Government advice regarding risk for spectators viewing from vehicles, e.g. cohabiting family/household members only).
- Reinforcement of social distancing requirements should be displayed prominently by posters or newsletters at all venues and policed by Club officials and Police as required.
- Reinforcement of 'good health' requirements would be conveyed by posters at all participating sports venues and through a social media campaign.

**Trainer Requirements**

- Trainers should only be attending first aid incidents, that is emergency care or treatment for an ill or injured player prior to referral to a medical professional
  - Players with pre-existing injuries should not receive treatment from a trainer for strapping or taping prior to games
  - Trainers should not be massaging players
- Trainers must:
  - Medical officials must follow protocols as outlined in infection control training (i.e. disposal of gloves in between treatments, wearing of face masks).
  - Medical equipment must be sterilised between uses, which includes disposable cover/sheet to be used for player massage tables.
  - Treatment equipment to be wiped down and sanitised before and after each use.
- As per DHHS guidelines further personal protective equipment may be used but is not compulsory

Table 1: Conventional use

TIER	For use in	 Hand hygiene	 Disposable gloves	 Level 1 disposable gown and single use plastic apron	 Disposable gown (level 1,2,3,4)	 Surgical mask (level 1,2,3)	 Surgical P2 / N95 respirator <sup>1</sup>	 Eye protection (Glasses/ Goggles/ Face Shield)
Tier 0 – Standard precautions <sup>2</sup>	For people assessed as low risk or no risk for COVID-19, that is, they do not meet the clinical criteria for COVID-19.	✓	As per standard precautions	As per standard precautions	As per standard precautions	As per standard precautions	✗	As per standard precautions
Tier 1 – Area of higher clinical risk	In areas of higher clinical risk <sup>3</sup> and where the person is NOT suspected or confirmed to have COVID-19 and is not in quarantine <sup>4</sup> .	✓	As per standard precautions	As per standard precautions	As per standard precautions	✓ Level 1	✗	As per standard precautions
Tier 2 – Droplet and contact precautions	Direct care or contact with a person who is suspected or confirmed to have COVID-19 or is in quarantine <sup>4</sup> or where a history cannot be obtained.	✓	✓	✓	or ✓ Level 2, 3 or 4	✓ Level 2 or 3	✗	✓
Tier 3 – Airborne and contact precautions	Undertaking AGP <sup>5</sup> on a person with suspected or confirmed COVID-19, is in quarantine, or where a history cannot be obtained.	✓	✓	✗	✓ Level 2, 3 or 4	✗	✓	✓

<sup>1</sup> Fit-check P2/N95 mask with each use. For information on P2/N95 respirators/masks go to <https://www.dhhs.vic.gov.au/health-services-and-general-practitioners-coronavirus-disease-covid-19>

<sup>2</sup> For information on standard precautions and hand hygiene, see <https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines/standard-antiseptical-procedures>

<sup>3</sup> Areas of higher clinical risk include: intensive care units, urgent care centres, and emergency departments.

<sup>4</sup> The current clinical criteria for testing is found at <https://www.dhhs.vic.gov.au/health-services-and-general-practitioners-coronavirus-disease-covid-19>

<sup>5</sup> All people confirmed or suspected of having COVID-19 or are in quarantine should wear a surgical mask, where tolerated, during the period of care or quarantine when in contact with other people.

<sup>6</sup> AGPs = aerosol-generating procedures. Examples include: bronchoscopy, tracheal intubation, non-invasive ventilation (e.g. BiPAP, CPAP), high flow nasal oxygen therapy, manual ventilation before intubation, intubation, cardiopulmonary resuscitation, suctioning, apnoea induction, nebuliser use (nebulisers should be discouraged and alternatives considered such as a spacer). See the COVID-19 infection prevention and control guideline at <https://www.dhhs.vic.gov.au/health-services-and-general-practitioners-coronavirus-disease-covid-19>

**CLUBS MUST ENSURE THAT THESE HYGIENE PROTOCOLS ARE IN PLACE FOR ALL TEAMS THAT ARE CONDUCTING TRAINING. IF THESE PROTOCOLS CANNOT BE ACHIEVED THEN TRAINING SHOULD NOT PROCEED.**



## Education Protocols

- The SMJFL strongly recommends community clubs implement a minimum one-week preparation and education phase to ensure clubs undertake the necessary preparations prior to training.
- All players and club officials are strongly encouraged to download the Government’s COVID-19 tracing app. The app is available for free download on the [AppStore](#) and [Google Play Store](#).
- Protocol briefings (as outlined below) must be held in advance of return to training for players, coaches and officials.
- The Australian Football community must lead and promote a strong culture of COVID-19 safety for the health and wellbeing of participants and the broader community.

Participant Briefing	Coaches Briefing
<p>Prior to the recommencement of small outdoor group training, clubs to provide a briefing to all participants, coaches, volunteers, parents that includes:</p> <ul style="list-style-type: none"> <li>• Intended training dates, times and procedures established to limit team cross-over on ovals.</li> <li>• Hygiene practices that have been implemented by the club, including hygiene procedures around the venue and equipment.</li> <li>• Hygiene requirements must be complied with by all participants.</li> <li>• What to do if you are feeling unwell or have been into contact with people who are sick.</li> <li>• Opt-out options for individuals who may not yet feel comfortable returning to small group training, and alternative training options available.</li> <li>• Measures that the coaches are taking to limit physical contact of players (e.g. social distancing guidelines, no physical contact drills at training, etc.).</li> <li>• Restrictions on the number of support staff (i.e. assistant coaches, trainers, etc.).</li> <li>• Restrictions in place on club rooms, changerooms, club gyms, etc.</li> <li>• Restrictions on people attending the training venue (e.g. parents, spectators, etc).</li> <li>• Highlight it is the choice of participants to train, noting that even with adherence to protocols there is some increased risk of exposure to COVID-19 (compared to staying at home), which for some people if contracted, has serious health consequences.</li> </ul>	<p>Clubs should also brief all coaches on the required expectations as leaders within the club environment, including:</p> <ul style="list-style-type: none"> <li>• Importance of the required hygiene protocols and practices.</li> <li>• Limit crossover of teams.</li> <li>• Limited use of communal changeroom facilities, apart from toilets.</li> <li>• Limiting training drills to be non-contact where applicable</li> <li>• Acceptable skills and drills.</li> <li>• Requirement for players to ‘get in, train, get out’</li> <li>• Responsibility as leaders to influence behaviour change.</li> </ul>

*All Football Clubs play an important role in:*

- Reducing the spread of COVID-19;
- Promoting good hygiene practices amongst participants;
- Adhering to and promoting the State Government requirements around social distancing and gatherings;
- Following the clear protocols and requirements around returning to training.

It is important that clubs are respectful in adhering to the protocols outlined as part of Return to Training, as they form part of the current Government directions, and sanctions can be applied to individuals and to clubs if they are in breach. By every club and individual playing their part in adhering to the protocols it will mean that football would have played its part in the community through a commitment to community health outcomes, but will also improve the opportunity for football to return to play sooner.

## Should You Be Attending Training?

*My team has started training again, but I'm not feeling 100% or a family member has had/recovered from coronavirus.*

It is essential that no one ever attends training or spectates if they are feeling unwell or they have been around someone who has been unwell. You must ensure you notify your Club official (E.G. COVID-SAFE Officer) if you have attended training and been unwell or have concerns about a family member or close contact.

### *What do I do if I'm feeling unwell?*

- If you, or people you have been in contact with are sick, do not attend training or games and advise your football coach who is responsible for informing the COVID Safety Officer.
- Generally, you should be tested for COVID-19 if you develop fever or respiratory symptoms.
- Stay home and seek medical treatment when you are sick. Do not attend if unwell.
- People who present to training with symptoms to be sent home immediately.
- Any person wishing to attend training or games that has underlying health conditions or is considered a vulnerable person should consult with a healthcare professional prior to attending.
- Avoid close contact with people who are sick.

### *What do I do if I receive a positive result?*

If you receive a positive test result, whether you have symptoms or not, you must strictly follow all instructions to self-quarantine.

Localised outbreaks may require clubs to restrict activity and clubs must be ready to respond accordingly. The detection of a positive COVID-19 case in a club will result in a standard public health response, which could include quarantine of a whole team or large group, and close contacts, for the required period.

Facilities may be closed on the instruction of the local Public Health Authority or the Chief Health Officer. Re-opening of the training facility should only occur after close consultation with the local Public Health Authority.

It is not possible to provide certainty around the impact on competitions of a positive COVID-19 case as the Public Health Authority will review each case.

Where there is a positive COVID-19 case, the player or official must notify their Club immediately.

The club is required to notify the league by completing the [Club Novel Coronavirus \(COVID-19\) Notification Form](#). The league will notify AFL Victoria and the Public Health Authority. The Club and League must then follow the advice of the Public Health Authority or Chief Health Officer who will determine requirement for quarantining individuals, groups or teams (and their close contacts) and whether the training facility can be used.

## Protocols for Returning to Games

- Only players and officials are allowed on the ground during matches, including breaks, and at training.
- No spectators on grounds during breaks or after the match.
- Use adequately spaced markers on the floor in toilets to promote physical distancing.
- Ensure toilets are in working condition with soap provided and increase cleaning as appropriate.
- Parents and/or care givers should limit their person-to-person contact on site when taking their child/children to training or games.
- Parents/guardians are encouraged to limit drop-off/pick-up to only one parent/guardian and other dependents as required and necessary. For those staying at venues, social distancing and gathering regulations must be adhered to.
- Only key roles access rooms and bench (e.g. coach, team manager, trainer, umpire escort).
- Minimise use of change rooms, bathrooms and communal areas (i.e. toilet, medical only)
- Limit access to change rooms only for players and essential staff only as required (i.e. coach, team manager, trainers – no parents or spectators) with up to 20 people only are allowed in an indoor space.
- Where possible, shower at home instead of at training venues.
- Between training efforts, maintain at least 1.5m apart.
- Any tasks that can be done at home should be done at home (e.g. recovery sessions, online meetings).
- Limit the coming together in tight huddles during training and quarter breaks.
- Any necessary meetings to occur remotely using video technology, or in venues where social distancing can be practiced. No more than 20 people are allowed in an indoor space.
- Meetings are preferably conducted outdoors subject to weather.
- Match fixtures and schedules will need to reflect any time between matches to meet any necessary cleaning requirements, as well as limiting the crossover of large groups.
- Avoid social gatherings and mingling after training and games

### *Spectator Requirements*

- Any attendance at community football matches by spectators will always be strictly compliant with government directions and restrictions.
- Spectators should be in groups of no more than 10 people in open, outdoor venues and spread out around the ground or venue. Spectators must keep 1.5 meters apart.
- Gathering limits will not apply to participants and those reasonably necessary to conduct the training or competition (e.g. umpires, coaches).
- Where venues allow for vehicle access surrounding the oval, spectators are encouraged to remain in their vehicle (subject to Government advice regarding risk for spectators viewing from vehicles, e.g. cohabiting family/household members only).
- It is the participating Clubs' responsibility to monitor crowd social distancing and if required they can liaise with Police to enforce social distancing protocols.

## Canteens and Club Houses

### *When club houses reopen?*

Clubrooms at community football venues can have up to 20 people per indoor space, as long as the four square metre rule is met. Signage must be displayed at the entry to each indoor space outlining the maximum number of people allowed at a single time.

### *When can canteens reopen?*

Sporting clubs that operate a restaurant, café or canteen within its facility were able to reopen with limited dine-in arrangements from June 1, provided the club strictly adhered to the restrictions on hospitality venues.

Detailed guidelines of the requirements for cafes, restaurants and food and drink facilities to reopen are now available on the [Business Victoria website](#). In preparation for a potential reopening, clubs should ensure that they have read the [Hospitality Industry Guidelines for Coronavirus \(COVID-19\)](#). A free online module to support the guidelines is available [here](#).

As part of these guidelines it is recommended that all canteens:

- create a plan that takes into account these guidelines as well as guidance from WorkSafe Victoria;
- deep clean the premises before reopening;
- set up the venue to ensure physical distancing requirements of one person per four square metres are met and place tables so that any diners on a neighbouring table remain 1.5 metres apart when seated;
- display hygiene, physical distancing and wayfinding signage to emphasise to staff and patrons the expectation on all of us to stay safe;
- encourage all staff and managers to complete the Victorian Government online coronavirus (COVID-19) training, including ensuring at least one staff member at the venue has completed the training; and
- maintain a contact register of all visitors to the venue (first name, telephone number, date and time of visit) including patrons, suppliers, maintenance workers to support contact tracing and store it securely on-site for at least 28 days after the visit.

## Resources and Templates

### *Useful Contacts*

#### **SMJFL**

(03) 8594 0293

Dominique Bebbington – [business@smjfl.com.au](mailto:business@smjfl.com.au)

Sarah Loh – [ceo@smjfl.com.au](mailto:ceo@smjfl.com.au)

Emily Beventyre – [generalmanager@smjfl.com.au](mailto:generalmanager@smjfl.com.au)

#### **The Department of Health & Human Services**

(03) 9096 0000

Email: [childsafestandards@dhhs.vic.gov.au](mailto:childsafestandards@dhhs.vic.gov.au)

Website: [www.dhs.vic.gov.au](http://www.dhs.vic.gov.au)

### *COVID-19 Testing Sites*

The following testing sites are now available daily from 9am to 5pm in/surrounding the South Metro area:

- Southland (P2 Blue Car Park)
- Chadstone (Carpark C (Coles) on level P2)
- Victoria Gardens Shopping Centre (Purple Car Park, located off Victoria Street)
- The Glen (Yellow Car Park located just off Snedden Drive)
- Box Hill Central (Lower ground floor Level I Car Park entry via Whitehorse Road)

For a full list of mobile testing locations, or for more information, please visit the Victorian Health and Human Services [website](#).

## Resources

- [Australian Government's Infection Control Training - COVID-19\\*](#)
- [Cleaning of Equipment](#)
- [DHHS – Cleaning and Disinfecting](#)
- [DoH – Routine Environmental Cleaning](#)
- [Hospitality Industry Guidelines for Coronavirus \(COVID-19\)](#)
- [How to hand rub - sanitiser](#)
- [How to hand wash](#)
- [Hygiene](#)
- [Limited Use of Equipment](#)
- [Template Club Training Attendance Register](#)
- [Template Register of Trained Officials](#)

### **Department of Health – Coronavirus Health Alert**

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

### **Department of Health – Coronavirus Disease 2019 (COVID-19)**

<https://www.health.gov.au/internet/main/publishing.nsf/Content/cdna-song-novel-coronavirus.htm>