



COVID VENUE MANAGEMENT PLAN

CONTENTS

CONTENTS	1
WBA - COVID Stadium Management Plan Summary	2
WBA - COVID Stadium Management Plan Checklist.....	3
Biosafety Officer	3
Sign in Register	3
COVID19 Infographic	3
General Cleaning	3
Suspected or Confirmed Case.....	3
Full COVID-19 Cleaning Program	4
Day Time/Office Hours Cleaning	4
After Hours Cleaning	4
Main Entrance / Foyer / Customer Service Area / Common Areas	5
Referee's Rooms.....	5
Meeting Rooms	5
Basketball Courts	5
BASKETBALL RELATED ACTIVITIES CLEANING	6
COVID-Safe Visitor Register	6
COVID Comply (non-school groups)	6
School Groups	7
Pre -Training.....	7
During Training	7
Post Training	7
BIOSAFETY OFFICER POSITION DESCRIPTION (BSO)	8
Who	8
Purpose.....	8
Duties	8
COVID-19 BIOSAFETY OFFICER CHECKLIST	10
Suspected or confirmed case of COVID-19 at work	12

WBA - COVID Stadium Management Plan Summary

Waverley Basketball Association (WBA) works closely with its governing body Basketball Victoria (BV), to provide its members with a safe venue. The stadium management plan ensures that WBA remains compliant with all relevant BV Return to Sport Guidelines and State Government directives.

On Saturday, 1 May 2021, Restricted Activities Directions (no14) came into force, allowing for full contact training and competitions to resume. A density quotient of 1 person per 2m² will apply to each separate space within the stadium. The density quotient theoretically allows for more than 950 people within the stadium. The stadium's maximum total capacity will be capped at 950 people as determined by the occupancy permit.

This COVID Stadium Management plan consists of the following main elements:

- All WBA staff to complete COVID-19 Infection Control training before the commencement of next season
- Detailed stadium clean
- Extensive COVID-Safe signage throughout the stadium
- Hand Sanitising Stations placed throughout the stadium, including the stadium entry, canteen foyer, and entry to the upstairs toilets.
- Encourage cashless payments by introducing EFTPOS machines for game payments and single-game sheet payments to include player, coaches and spectators, eliminating the need for cash handling
- Maximum of 100 people on each court as per Basketball Victoria's COVID-Safe guidelines (previously Green-100)
- Face masks recommended when unable to maintain a 1.5m distance from other patrons.
- Recruitment Volunteer of Biosafety Officers to monitor and report on the stadium's compliance to Return to Sport Guideline. (Refer to Biosafety Officer Position Description)
- Implement a COVID Comply QR code tracing system for all stadium users (Refer to the COVID-Safe Visitor Register process).

WBA - COVID Stadium Management Plan Checklist

The following venue summary guidelines help tenants understand the planning level WBA have undertaken to ensure our facility is safe for those to return to work and for our children, parents and volunteers to return safely to basketball.

Biosafety Officer

Will be WBA staff or volunteers that are wearing a Hi-Vis vest. Biosafety officers have clearly defined roles as per BV Return to Guidelines. (Refer to Biosafety Officer Position Description).

Sign in Register

WBA have implemented the Victorian Government QR Code Service to record all patrons who enter the stadium. The QR code service will help Victorian government health officials identify the people if contact tracing is required. WBA also provides Victorian Government approved manual sign-in sheets for those who do not have a mobile phone.

COVID19 Infographic

On display around the stadium is extensive COVID-Safe signage, including signage instructing staff and patrons about what to do if there are suspected or confirmed Coronavirus cases within the facility.

General Cleaning

WBA will ensure that the stadium is professionally cleaned daily as required. WBA staff will also be onsite during the day regularly disinfecting surfaces in high traffic touchpoints such as external office door handles, door handles into the venue, surfaces etc. (Refer to cleaning plan on following pages.)

Suspected or Confirmed Case

WBA Staff will follow the steps outlined below:

- Update the management plan inline with the Restricted Activities Directions to consider the impacts of an outbreak and potential closure of the stadium
- Assist DHHS with contact tracing and providing staff and visitor records to support contact tracing undertake cleaning and disinfection at your business premises.
- Assess whether the stadium or parts of the stadium must be closed.
- Prepare for how to manage a suspected or confirmed case during normal office hours.

- Notify staff, senior teams, junior clubs and venue hirers of a confirmed or suspected case.
- Immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at the stadium
- Confirm that the stadium can safely re-open and staff, players and spectators can return to work.

Full COVID-19 Cleaning Program

WBA will ensure all areas of the facility are continually cleaned based on the recommendations of the Australian Government and Victorian Health Department. WBA staff will be onsite during normal business hours to maintain cleaning of common areas and to ensure any risks are minimised. Outside of normal business hours, contract cleaners will be used.

Cleaning of the facility is divided into three distinct scenarios:

1. Day Time/Office Hours Cleaning
2. After Hours Cleaning
3. Basketball Related Activities Cleaning

Day Time/Office Hours Cleaning

Listed below are the areas of cleaning that the based Staff at Waverley Basketball Stadium will maintain and perform multiple times throughout standard office hours:

- Doors
- Windows
- Counter Tops
- Toilets
- Seating Areas
- Hand Washing Basins
- Handrails
- Washing/sweeping of courts after use
- Any additional high touch points

After Hours Cleaning

Listed below are the areas of cleaning that the professional cleaners will clean after hours whilst the stadium is closed to the public:

Main Entrance / Foyer / Customer Service Area / Common Areas

- Empty bins and replace liners (Daily)
- Spot clean front glass door panels (Daily)
- Clean customer service desk (Daily)
- Vacuum carpet and entrance mats (Daily)
- Wipe stainless barriers and rails (Daily)
- Sweep & mop all common areas (Daily)
- Reception / Meeting Rooms
- Spot clean glass door panels (Daily)
- Dust ledges and window sills (Daily)
- Dust skirting boards (Daily)
- Empty bins and replace liners (Daily)
- Vacuum carpet (Daily)
- Male / Female / Disabled Toilets
- Clean toilets and urinals (Daily)
- Clean hand basins and benches (Daily) Empty and replace bin liners (Daily)
- Full clean of all mirrors (Daily)
- Sweep and mop floor with disinfectant (Daily)
- Restock paper products and soap supplies (Daily)

Referee's Rooms

- Empty bins and replace liners (Daily)
- Vacuum carpet and entrance mats (Daily)

Meeting Rooms

- Empty bins and replace liners (Daily) Vacuum carpet (Daily)

Basketball Courts

- Full sweep of all courts (Daily)
- Empty and replace bin liners (Daily)
- Fringe mop all 15 courts (Daily)
- Wash & burnishing of all courts (Weekly)
- Place bin next to all court score benches for sanitising wipe disposal
- Public Change Rooms & Showers (when opened)
- Clean hand basins and benches (Daily)
- Empty and replace bin liners (Daily)

- Full clean all mirrors (Daily)
- Clean, scrub and disinfect shower walls, clean drains, doors and floors (Daily)
- Spot clean doors and cubicle walls (Daily)
- Vacuum and mop floor with disinfectant (Daily)
- Restock paper products and soap supplies (Daily)
- Machine Scrub Floors (As Required)

BASKETBALL RELATED ACTIVITIES CLEANING

Following Basketball Victoria's Return to Sport Guidelines, an appointed Bio-Safety Officer will ensure the following points are met in conjunction with the Venue Preparation Checklist. Using portable fogging machine, the Bio safety officer will perform the following: -

- Sanitisation of Score Bench (Between Games/Trainings)
- Sanitisation of Laptops (Between Games/Trainings)
- Sanitisation of Basketballs (Between Games/Trainings) Sanitisation of Score Bench Controller (Between Games/Trainings)
- Court Cleaning (Between Games/Trainings)
- Toilet Cleaning (As required)
- Cleaning of Vending Machines (as required) Sanitisation of Score Bench (Between Games/Trainings)

COVID-Safe Visitor Register

In order to comply with the Victorian State Government's COVID-Safe requirements, we will be implementing the following COVID-Safe Visitor Registers at Waverley Basketball Stadium.

COVID Comply (non-school groups)

For non-school groups, all visitors (staff, patrons & visitors) will be asked to register their contact details in our digital visitor register, COVID Comply. COVID Comply is fully endorsed by Basketball Victoria and provides a digital, contactless solution for patrons to provide their contact details by scanning a QR code on their smart phone*.

(*Note: patrons without their own smart phone will be invited to sign in manually using our manual sign in book)

The simple 3 step process for using COVID Comply is as follows:

1. Upon arrival visitors scan the stadium's unique QR Code using their smart phone.
2. They then enter their first name and contact number again using their smart phone.

3. If there is more than one person in a group (e.g. parent with children) additional people can be registered in a single transaction without rescanning the code.

This process will be supported by signage explaining the steps and QR codes will be posted at multiple location within the entry foyer to help prevent bottlenecks during peak periods.

Visitor details are encrypted and stored securely in the cloud. For privacy protection, details will only be retrieved in the event of a COVID-19 outbreak and only if requested by DHHS Victoria. Records are retained for 28 days and are automatically deleted thereafter.

School Groups

As a condition of entry, school groups who hire courts will be required to provide a list of all participants in their group (staff & students) upon entering the stadium. The list will include the School's name, contact number, date, and entry and departure times. These attendance records will be digitally scanned and securely stored in a password protected location on our internal server. Records will once again only be accessed in the event of a COVID-19 outbreak and only if requested by DHHS Victoria. COVID 19 Training Protocols – COVID SAFE

Pre -Training

1. All athletes must arrive outside the Stadium 10 minutes before their training time.
2. All athletes to bring their own water bottle, towel & basketball.
3. Social distancing of 1.5m to be adhered to at all times.
4. All personal equipment to be place in area directed by the team manager.
5. Disinfectant equipment supplied to be used to clean all equipment and surfaces and any communal surface areas such as score benches.
6. Warm Up & Stretching routine for 15 minutes.

During Training

1. No more than 30 participants per court
2. All contact permitted
3. Social distancing of 1.5m to be adhered to at all times.
4. Disinfectant equipment supplied to be used to clean all equipment.

Post Training

1. Basketballs to be wiped down post training. Any equipment & surfaces used must be wiped down with sanitiser.

2. Athletes must exit the building straight after trainings finishes. No extra shooting or team meetings. Must exit As soon as practical at the end of training.
3. All Athletes are to shower at home as soon as possible, using ample soap & lathering full body.
4. Any athlete feeling unwell or experiencing respiratory problems must consult a health professional immediately.

BIOSAFETY OFFICER POSITION DESCRIPTION (BSO)

The following position description is the role of Biosafety Officer for a Return to Sport Guidelines. The BSOs at WBA are reminded that their sole function is the role of BSO and are to adequately monitor the compliance of the venue with the Return to Sport Guidelines.

WBA & BV are committed to the safe return to sport of all participants following the COVID-19 pandemic. To monitor and manage the reactivation of the sport, WBA & BV has committed to the Victorian Government that all venues will have a nominated Biosafety Officer (BSO) whenever the venue is in use. The following Position Description outlines the duties of this role.

Who

- The BSO may sole duty is the responsibilities of the BSO role when required;
- The BSO must be clearly identifiable within a venue at any time, by wearing a High Vis Vest

Purpose

- To monitor and report on a venue's compliance to *BV's Return to Sport Guidelines* (RTS Guidelines);
- To record the number of people within a venue at a time;
- To minimise the risk of person to person transmission of COVID-19 within a venue;
- To provide necessary information to the Association or Club in the event of a positive COVID-19 test from one of the participants;

Duties

The BSO;

- will monitor no more than four (4) courts at a time;
- will complete the venue checklist prior to the commencement of training or games;

- will complete the venue checklist and record the number of participants within the venue during each allocated training or game timeslot;
- will ensure that equipment is sanitised in accordance with the *RTS Guidelines*;
- when required, will ask patrons to separate, or leave the venue to comply with the *RTS Guidelines*;
- will return a signed checklist at the end of their shift;
- will report any participant refusing to follow reasonable requests to the Competitions Manager of the club or association.
- Working with the Stadium manager, referees supervisor, referees and the teams (coach / team managers) to exit the stadium immediately at the completion of their game.
- Ensure patrons do not enter the stadium until directed by the BSO.

COVID-19 BIOSAFETY OFFICER CHECKLIST

Association: _____

Venue Details: _____

BO Name: _____

Date: ____ / ____ / ____

Start Time: _____

End Time: _____

Venue Preparation Checklist

	Requirement	General	Court ____	Court ____	Court ____	Court ____
Court Surface Sanitised	Daily					
Hand Sanitiser at Entry	Mandatory					
Hand Sanitiser on Score benches	Mandatory					
General Seating closed or removed	Limited to 20 per court					
Bench seating	Player benches					
Score bench seats	Maximum of 2					
Water Fountains	Closed					
Social distancing markers for lines	Mandatory					
Changerooms closed	Closed					
Designated Entry & Exits marked	Mandatory					
COVID-19 Signage Visible at Entry	Mandatory					
Referee Room	Closed					
Vending Machines	Closed					

Notes, reports or observations during shift

Biosafety Officer acknowledgement

Signed: _____ Date: ____ / ____ / ____

NOTE: Members should retain signed checklists for a minimum of 21 days post event.

COVID-19 BIOSAFETY OFFICER CHECKLIST

GAME 1	Requirements	Court _____	Court _____	Court _____	Court _____
Total number of players	<20 per court				
Total number of spectators	<20 per court				
Balls sanitised	Prior to use				
Laptop & Scoreboard controller sanitised	Before and after game				
Score bench and Team benches sanitised	Before and after game				
Team departed within 10 minutes	Max 10 minutes				
GAME 2		Court _____	Court _____	Court _____	Court _____
Total number of players	<20 per court				
Total number of spectators	<20 per court				
Teams entered after previous teams departed	When court is clear				
Balls sanitised	Prior to use				
Laptop & Scoreboard controller sanitised	Before and after game				
Score bench and Team benches sanitised	Before and after game				
Team departed within 10 minutes	Max 10 minutes				
GAME 3		Court _____	Court _____	Court _____	Court _____
Total number of players	<20 per court				
Total number of spectators	<20 per court				
Teams entered after previous teams departed	When court is clear				
Balls sanitised	Prior to use				
Laptop & Scoreboard controller sanitised	Before and after game				
Score bench and Team benches sanitised	Before and after game				
Team departed within 10 minutes	Max 10 minutes				
GAME 4		Court _____	Court _____	Court _____	Court _____
Total number of players	<20 per court				
Total number of spectators	<20 per court				
Teams entered after previous teams departed	When court is clear				
Balls sanitised	Prior to use				
Laptop & Scoreboard controller sanitised	Before and after game				
Score bench and Team benches sanitised	Before and after game				
Team departed within 10 minutes	Max 10 minutes				
GAME 5		Court _____	Court _____	Court _____	Court _____
Total number of players	<20 per court				
Total number of spectators	<20 per court				
Teams entered after previous teams departed	When court is clear				
Balls sanitised	Prior to use				
Laptop & Scoreboard controller sanitised	Before and after game				
Score bench and Team benches sanitised	Before and after game				
Team departed within 10 minutes	Max 10 minutes				
GAME 6		Court _____	Court _____	Court _____	Court _____
Total number of players	<20 per court				
Total number of spectators	<20 per court				
Teams entered after previous teams departed	When court is clear				
Balls sanitised	Prior to use				
Laptop & Scoreboard controller sanitised	Before and after game				
Score bench and Team benches sanitised	Before and after game				
Team departed within 10 minutes	Max 10 minutes				

Suspected or confirmed case of COVID-19 at work

If the suspected or confirmed case of COVID-19 is at work



1. ISOLATE

Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. INFORM

Ring the national COVID-19 hotline (1800 020 080). Follow the advice of health officials.



3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



4. CLEAN

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



5. IDENTIFY

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



6. CLEAN

Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



7. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

If the suspected or confirmed case of COVID-19 is not at work when diagnosed



1. INFORM

Ring the national COVID-19 hotline (1800 020 080). Follow advice of health officials.



2. IDENTIFY

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



3. CLEAN

Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

Remember:

- >> From a WHS perspective, there is not an automatic requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- >> Workers assisting the person who has suspected or confirmed with COVID-19 should be provided with appropriate PPE, if available, such as gloves and a mask. They should also follow hand hygiene procedures.
- >> Consider whether you have to notify your [WHS regulator](#) – see our [Incident Notification fact sheet](#).
- >> Be aware of privacy obligations.
- >> Follow the advice of health officials at all time

