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**COVIDSAFE PLAN FOR HRCAV CLUBS**

The COVIDSafe Plan for HRCAV Clubs has been developed to support Clubs to run COVIDSafe events and activities in line with current restrictions and prepare for a suspected or confirmed case of coronavirus (COVID-19) at the venue.

## In order to assist compliance with public health directions:

* All HRCAV Clubs must complete a COVIDSafe Plan.
* All Clubs must appoint a Covid Safety Officer to ensure compliance with CovidSafe requirements.
* Your CovidSafe Plan must be reviewed regularly to ensure compliance with current restrictions.
* You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by the HRCAV, an authorised Govt Officer or Worksafe inspector.

# **How to develop your COVIDSafe Plan**

**Restrictions can change from day to day.**

## Understand your responsibilities.

Information on current restrictions can be found on the relevant state government website

[Victoria](https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19)

[NSW](https://www.nsw.gov.au/covid-19/rules)

[South Australia](https://www.covid-19.sa.gov.au/restrictions-and-responsibilities/activities-and-gatherings/current-activity-restrictions)

Further advice relating to how current restrictions affect your equestrian activities can be found on the HRCAV [Covid Safe advice page](https://hrcav.com.au/covid-19-information/)

Stay up to date.

* Are you allowed to hold events or activities?

If equestrian activities are allowed some questions you will need to determine include:

* What is the current density quotient for outdoor and indoor activities?
* Are there limits on the number of participants?
* What are the current requirements for the wearing of face masks?
* Can we use indoor arenas?
* Can we cross the border?
* Are we bound by restricted areas?

Key areas to cover in your plan

* Social distancing. How will you facilitate the ongoing requirement of 1.5m distance between participants and the application of any density restrictions or participant caps? What steps will you take to avoid gatherings greater than allowed by current restrictions?
* Enclosed spaces: How will you avoid interactions in enclosed spaces such as the Club house or event office?
* Hygiene. How will you encourage participants to follow good personal hygiene practices? What cleaning programs will you implement to maintain cleanliness of common areas?
* Symptomatic participants. What steps will you take to limit the likelihood of a symptomatic participant attending your activity? What action will you take if a participant presents with symptoms?
* Records. Govt QR code must be provided for registration of participants. How will you ensure all participants register on entry to your venue?

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HRCAV CLUB SAFETY PLAN

Suggested risk mitigation strategies are included. Strategies shown in **bold type** **are compulsory**.

Draw a line through suggested processes which will not be implemented. Add further detail or additional processes in the space provided.

To be completed by HRCAV Clubs which conduct activities or events.

Copies to be provided to all members of the Organising/Club Committee.

Volunteers to be briefed on CovidSafe Plan/requirements.

Your Event Safety Plan must be provided to the HRCAV, Govt Authorised Officer or WorkSafe upon request

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| **CLUB NAME** |  | | | | | | | | |
| **EVENT TYPE** |  | | | | **DATE** | | |  | |
| **COVID RISK MANAGEMENT COORDINATOR** |  | | | | | | | | |
| **EMAIL** |  | | | **PHONE** | | |  | | |
| **DATE LAST REVIEWED** |  |  |  | | |  | | |  |

**SUMMARY OF CURRENT RESTRICTIONS**

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| **DATE** | **Are we**  **in**  **lock down?** | **Can rallies be held?** | **Can comps be held?** | **Density**  **Quotnt** | **Venue limit**  **Fully vaxd** | **Group limit**  **Fully vaxd** | **Venue limit**  **Vax status unknown** | **Venue limit**  **Vax status unknown** | **Masks** | **Club**  **rooms open?** | **Toilets open?** | **Indoor arenas open?** | **Other** |
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1. **ENSURE PHYSICAL DISTANCING**

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| **You must ensure that participants are 1.5m apart as much as possible**  **You must apply any current density quotients and/or group size limits** | | |
| Action item | Action officer | Actioned |
| * 1. Hold meetings online if possible   2. Determine and communicate current restrictions relating to gathering limits, participation limits and spectators   3. Display signs to show participant limits at the entrance of closed areas/venues/indoor spaces   4. Display signs and/or provide pre event/activity information regarding 1.5m social distancing requirement   5. Limit number of volunteers/officials to the minimum required to run the event/activity in accordance with any current restrictions   6. Schedule riders to keep numbers at venue manageable and facilitate social distancing   7. Apply ride and leave policy if required   8. Identify areas which require floor markings to provide minimum physical distancing guidelines   9. Promote social distancing in parking areas - floats minimum 2m apart   10. Covid Safe Officer/s to monitor gatherings, social distancing   11. Limit entries/participation if required to ensure sufficient room for parking/warming up/movement around venue   12. **Implement pre entry/booking and payment for events and activities**   13. Use an entry and exit system to the venue which is contactless as possible   14. Arrange furniture or seating to ensure physical distancing   EVENTS – additional strategies   * 1. **Include a link to the standard CovidSafe conditions of entry on event programs** [**https://hrcav.com.au/covidsafe-conditions-of-entry-for-competitions/**](https://hrcav.com.au/covidsafe-conditions-of-entry-for-competitions/) **Add any venue specific conditions to your program.**   2. Use marshalls at warmups, marshalling areas to avoid crowding   3. Provide training to officials and volunteers on social distancing requirements   Strategies to maintain social distancing  Reinforce need to maintain social distancing  Educate on hand and cough hygiene and hand washing  Reinforce the importance of not attending if feeling unwell  PPE/face mask requirements   * 1. Run a ‘No Cards’ Event   2. OTHER/DETAILS |  |  |

1. **FACE MASKS**

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| **You must ensure all participants entering the venue comply with current public health advice re facemasks**  [**Victoria**](https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask)  [**NSW**](https://www.nsw.gov.au/covid-19/rules/face-mask-rules)  [**SA**](https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19/about+covid-19/protecting+yourself+and+others+from+covid-19/face+masks) | | |
| Action item | Action officer | Actioned |
| * 1. Advise participants to provide their own mask   2. Maintain stock of facemasks and other PPE for participants who do not have their own   3. Monitor use of facemasks at the event/activity   4. OTHER/DETAILS |  |  |

1. **PRACTISE GOOD HYGIENE**

Advice on cleaning is available here <https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf>

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| **You must frequently and regularly clean and disinfect shared spaces, including high touch communal items such as door knobs, shared equipment and telephones.** | | |
| What infection control measures will be introduced to ensure all participants and spectators maintain personal hygiene? | | |
| Action item | Action officer | Actioned |
| * 1. Promote personal hygiene measures on event website and information to participants including rules re wearing of masks   2. Provide hand sanitizing stations at common areas - toilets, gate, outside event office, food areas   3. Display signs and posters to encourage personal hygiene   4. Avoid sharing of equipment such as phones, desks or computer equipment   5. Encourage officials/volunteers to byo equipment labelled with their name and emphasise that equipment should not be shared   6. OTHER/DETAILS |  |  |

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| What steps will be taken to maintain hygiene of communal items/areas | | |
| Action item | Action officer | Actioned |
| * 1. Identify high touch surfaces requiring regular cleaning   2. Identify high touch communal items and replace with contactless alternatives if possible   3. Minimise sharing of equipment. Clean items between use.   4. Provide cleaning schedule and information on how to use cleaning products   5. Identify which products are required for thorough cleaning and maintain stock   6. Use disposable paper towels in toilets and kitchen   7. Provide lined bins for disposal of masks, paper towels etc   8. Man main gate or require cleaning after use. Leave internal gates and doors open if possible.   9. OTHER/DETAILS |  |  |

1. **KEEP RECORDS AND ACT QUICKLY IF PARTICIPANTS BECOME UNWELL**

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| **You must keep records of all people who enter the venue/facility for contact tracing.** | | |
| Action item | Action officer | Actioned |
| * 1. **Record participant registration and arrival time via the Govt QR code**   **Govt QR Code system** [**https://www.coronavirus.vic.gov.au/register-for-qr-code**](https://www.coronavirus.vic.gov.au/register-for-qr-code)   * 1. **Have an alternative record system for participants unable to use QR code.**   2. **A CovidSafe Marshall must be appointed to ensure participants register attendance and comply with any travel restrictions.**   3. Encourage use of Covidsafe app.   4. Use gate attendants at main entrance/s at events   5. Keeps unmanned gates locked   6. OTHER/DETAILS |  |  |

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| **You must support participants to get tested and stay home event if they only have mild symptoms** | | |
| Action item | Action officer | Actioned |
| * 1. Publicise requirement to stay at home if you have any symptoms, have been in a restricted area or if you may have had contact with an infected person.   2. Have a list of persons who can step into a role to fill a vacancy in the event that someone is unable to attend.   3. OTHER/DETAILS |  |  |

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| **If a participant presents with symptoms consistent with COVID-19 (fever or respiratory symptoms such as cough, sore throat and shortness of breath)** | | |
| Action item | Action officer | Actioned |
| * 1. Apply the following procedures. Ensure ready access to this information.   Notify the Covid Safety Officer   1. **Isolate:** Remove the person from others. If person has serious symptoms such as difficulty breathing call 000. 2. **Remove:** Mild symptoms (including elevated temperature of 37.5C or higher) person required to leave venue. Advise to seek medical advice. 3. **Inform:**If it is reasonable to believe that a participant has Covid 19 - tell health authorities by calling your State Health Dept. <https://www.health.gov.au/about-us/contact-us/local-state-and-territory-health-departments> or the national COVID-19 hotline on 1800 020 080, and follow the advice of health officials. Depending on your situation, authorities could give you specific advice. 4. **Transport:** Make sure the person has transport, either to their home or to a medical facility. 5. **Clean:** Any indoor or common use area where the person has been. Personal Protective Equipment (PPE) should be used when cleaning. 6. **Identify:** Determine if anyone had close contact with the infected person. Close contact means anyone who has been face-to-face for at least 15 minutes with the infected person or has been in the same space as them for two hours. If instructed by health officials, tell close contacts that they may have been exposed to COVID-19 and the requirements for quarantine. You must maintain the privacy of all individuals involved. |  |  |

1. **AVOID INTERACTIONS IN ENCLOSED SPACES**

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| **You should reduce the amount of time participants spend in enclosed spaces (where use of indoor areas are permitted)** | | |
| Action item | Action officer | Actioned |
| * 1. Move activities outside where possible.   2. RALLIES AND ACTIVITIES   3. Limit access to club house   4. Where indoor arena use is allowed determine and observe any current group limits or density quotients.   5. EVENTS – further actions   6. Event office:  1. Have minimal personnel in office 2. Have hand hygiene station at door 3. Minimise contact with participants 4. Limit double handling of paperwork 5. Use of electronic systems where possible 6. Run a ‘No Cards’ event – no need for riders to report to office    1. Scoring: 7. Limit handling of score sheets and dressage tests 8. Post scores live on-line or 9. Situation scoreboards outdoors – spread them out 10. Use electronic scoring systems if possible     1. Dressage Judging: 11. Encourage Dressage Judges to bring own penciller from their social bubble. 12. If a penciller is required.  * Masks to be worn. * Limit double handling of paperwork. * Encourage air circulation in vehicle or box   1. OTHER/DETAILS: |  |  |

1. **ADDITIONAL CONSIDERATIONS**

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| What precautions are in place where food is provided? | | |
| Action items | Action Officer | Actioned |
| * 1. Avoid situations where food is shared.   2. Encourage members/participants to byo food and drink   3. Seated dining   4. Review [industry guidelines for food services](https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services)   5. Canteen   6. Post signs re social distancing   7. Allow take-away only – no seating   8. Servers to wear masks and gloves   9. Provide a hand sanitising station   10. Include Canteen vouchers in entry to limit cash payments   11. Food van   12. Post signs re social distancing   13. Provide a hand sanitizing station   14. OTHER/DETAILS |  |  |

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| What are your strategies to address non-compliance? | | |
| Action item | Action Officer | Actioned |
| * 1. Give warning/reminder by Club official/marshall/CSO   2. Eliminate from competition and request departure from venue   3. Refusal to leave venue following identification of symptoms – contact local police.   4. Report deliberate non-compliance to HRCAV for handling under Complaint Process   5. OTHER/DETAILS |  |  |

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| What Covid Safe conditions of entry will be included on your event program? | | |
| Action item | Action officer | Actioned |
| * 1. **Include a link to** [**HRCAV standard conditions of entry**](https://hrcav.com.au/wp-content/uploads/2020/09/COVID-SAFE-EVENT-CONDITIONS-OF-ENTRY-FOR-REGIONAL-VICTORIA-v2-28-09-2020.pdf) **of entry on program**   2. Publicise other Event specific conditions (example)      1. no cards event      2. no camping / restrictions      3. electronic live scoreboard      4. arrive ready to ride / leave after riding   3. OTHER / DETAILS |  |  |

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| Additional requirements for HRCAV events | | |
| Action item | Action officer | Actioned |
| 6.15 Dressage Judges & pencillers   * Advise to BYO penciller from place of residence/partner/bubble household or self-score with minimal comments * If penciller required – advise alternative risk management protocols. * Wear mask * Don’t share pens or clipboards * Limit double handling of tests * Maintain 1.5m * Car windows down or sit outside if feasible * Place tests directly in runner’s satchel   6.16 Gear check   * Maintain social distancing * Monitor social distancing of riders reporting for gear check * Wear mask   6.17 Marshalls   * Warm up or marshalling areas. Avoid overcrowding. * Jump steward to man practice jumps * Wear mask   6.18 Main Gate   * Mask and gloves to be worn * Maintain 1.5m distance * Discourage handling of QR Code document or sign in register by participants   6.19 OTHER/DETAILS |  |  |

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| Have you checked with the venue owner/manager to determine specific venue requirements? Details | | |
| Action item | Action officer | Actioned | |
| * 1. Check with venue owner   6.21 VENUE SPECIFIC REQUIREMENTS LISTED BELOW |  |  | |

POSITION DESCRIPTION - COVID SAFETY OFFICER

**OVERVIEW**

To keep HRCAV safe for participants, members, parents, volunteers, coaches, officials and spectators, and to ensure the safety of the wider community HRCAV strongly supports the appointment of a Club COVID Safe Officer.

The COVID Safe Officer will be of assistance in implementing a safe return to HRCAV activities.

It is recommended that this role is a ‘stand-alone’ role, however, can be combined with other duties that do not restrict the duties of the COVID Safe Officer.

**SCOPE OF POSITION**

*Aim*: To ensure HRCAV remains safe for all members.

*Role*: The COVID Safe Officer is responsible for implementing the club Covid Safety Plans (rallies and events) and to ensure that all the actions outlined are in place prior to an activity commencing.

NOTE: It is not the role of the COVID Safe Officer to write or develop a COVID Return to Riding plan. That is the role of the club committee, however it would be reasonable to expect the COVID Safe Officer will have input into the development of the plan.

*Extent*: This role extends to all activity undertaken by the club: Rallies, Events, all other riding activity, and all non-riding activities including working bees. The club committee may appoint one or more COVID Safe Officers to ensure a presence at all activity. The COVID Safe Officer can delegate duties as required.

*Reports to:* Club Committee.

**EXPERIENCE REQUIRED**

Must be able to maintain an understanding of the club Covid Safety Plan as amended from time to time to reflect HRCAV template plans and state government requirements.

**DUTIES:**

* To ensure the club COVID Safety plan is in place and kept up to date.
* To appoint a Covid Marshall who is responsible for ensuring that all participants register their attendance and have complied with current travel restrictions.
* To attend event to monitor the implementation of the COVID Safety plan.
* Ensure volunteers are in place where required ie gate attendants, toilet cleaners etc
* Ensure social distancing is maintained including compliance with density. The COVID Safe Officer has the authority to request compliance from members and visitors.
* Ensure registration of participants
* Ensure toilets and public places are cleaned as required and supplies of sanitiser and paper towels are maintained.
* Report instances of non-compliance to the committee. Committee is to deal with evictions of people who refuse to comply.
* Implement mandatory exclusion, that is, people who are displaying symptoms of being sick must be directed to leave the premises immediately.

 

  

 