



## About the Community Sport and Recreation COVIDSafe Plan

The Community Sport and Recreation (CSR) COVIDSafe Plan has been developed to support the community sport and recreation sector prepare to safely open and operate in accordance with the easing of restrictions, while also ensuring the public feels confident that their health and safety is being protected.

It is important to develop your CSR COVIDSafe Plan in accordance with the **Community Sport and Physical Recreation Industry Restart Guidelines** and the restriction level at the time (Closed, Heavily Restricted, Restricted, Open with a COVIDSafe Plan). The Guidelines can be found here: <https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-arts-and-recreation-services>.

Community sport and recreation workplaces, venues/facilities, associations and clubs have two options on how to reopen in line with current public health directions. They can:

- Complete a Community Sport and Recreation COVIDSafe Plan (mandatory)
- OR
- Update their existing voluntary **Return to Play Plan** to align with the mandatory COVIDSafe Plan template.

The template has been customised to assist sport and recreation facility owners and operators, State Sporting Associations (SSAs), National Sporting Organisations (NSOs) and peak sport and recreation bodies to prepare a CSR COVIDSafe Plan that incorporates the mandated COVIDSafe principles. CSR COVIDSafe Plans can be adopted and implemented by leagues, associations and clubs.

Community sport and recreation workplaces, venues/facilities, associations and clubs will be responsible for completing the CSR COVIDSafe Plan and ensuring it is implemented at open workplaces, venues and facilities.

To support communication with local government authorities as community sport facility/venue owners and their members, SSAs will be asked to upload a copy of their CSR COVIDSafe Plan on their website and make it available upon request.

### **In order to be compliant with public health directions, plans must:**

- Align with the directions issued by the Victorian Chief Health Officer
- Provide complete responses and the required supporting documentation
- Account for the current permitted level of sport or recreation activity in your plan and identify how your plan will respond to changes in permitted levels of activity.
- Ensure that activity resumption does not compromise the health of individuals or the community
- In addition to completing a CSR COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your CSR COVIDSafe Plan, if directed to do so, by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.



# How to develop your CSR COVIDSafe Plan

## 1. Understand your responsibilities

Information on public health directions applying to organisations is available at [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au).

## 2. Prepare your plan

Below is the CSR COVIDSafe Plan template which you will need to complete. The CSR COVIDSafe Plan is grouped into six COVIDSafe principles:

1. Ensure physical distancing
2. Wear a face mask
3. Practise good hygiene
4. Keep records and act quickly if participants, volunteers or organisers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce/activity bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply. If you do not believe a requirement applies to your activity, it should be marked N/A with an explanation about why it does not apply.

**Mandatory requirements under public health direction feature this symbol:**



- All other points are highly recommended for keeping your participants, volunteers, organisers and members safe and venues/facilities open, but are not mandatory.
- Some of the requirements in the CSR COVIDSafe Plan may not apply to your organisation or club. Where the requirement does not apply to your organisation or club it should be marked N/A (not applicable).

## 3. Keep your plan up-to-date

Your CSR COVIDSafe Plan must be reviewed and updated routinely and when restrictions or public health advice changes. Organisations with multiple venues/facilities must complete a CSR COVIDSafe Plan for each worksite.

You do not have to lodge your CSR COVIDSafe Plan with the Victorian Government, however, you may need to provide your CSR COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your CSR COVIDSafe plan.

## 4. Share your plan

Your participants, volunteers, organisers and members need to be familiar with this plan. Once you have completed the plan, share it with your participants, volunteers, organisers and members and occupational health and safety representatives or COVIDSafe officer, if applicable.

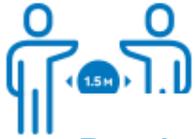
**For further guidance on how to prepare your CSR COVIDSafe Plan or any other questions, please visit [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au) or call the Business Victoria Hotline on 13 22 15.**

## Your CSR COVIDSafe Plan

Organisation name: \_\_\_\_\_ SWORDCRAFT LTD

Plan completed by: \_\_\_\_\_  
Jeff Krins, President

Date reviewed: \_\_\_\_\_  
~~25 November 2020~~ 24 June 2021



# 1. Ensure physical distancing

## Requirements

## Action



**You must ensure participants, v olunteers and organisers are 1.5 metres apart as much as possible.**

**This can be done by:**

- Modifying sporting activities to ensure participants remain 1.5 metres apart where possible except when engaging in physical activity permitted under the Chief Health Officer directions (e.g. contact sport where permitted).
- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply (where use of indoor areas are permitted under the restrictions)
- Informing organisers and volunteers to work from home wherever possible
- Note that where physical recreation facilities are permitted to open for classes for members of the public, specific additional requirements apply such as staggering class times. For more information see <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

**You may also consider:**

- Minimising the build-up of people waiting to enter and exit the venue/facility.
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and organisers and volunteers (where relevant)

- Swordcraft is a contact sport with a standard number of players of 500 spread across an area of over 17,00m<sup>2</sup>. Each player effectively occupies 35m<sup>2</sup>  
- Indoor area use is limited to toilets and storage of club equipment. Signs regarding entrance to toilets and storage will be displayed to ensure they are only used as necessary.

- NA
- NA
- To minimise queuing, players will be required to sign in on-line prior to arrival
- NA
- NA



**You must apply the density quotient (where applicable) to configure shared activity areas and publicly accessible spaces to ensure that:**

- You are complying with any density quotient, any group size limits and other restrictions applicable to the type of facility being used. Requirements can be found in the Industry Restart guidelines

During play, the density quotient does not apply.  
Off field, players will be encouraged to maintain distances between each other and other teams

You should provide training to organisers and volunteers on physical distancing expectations while working and socialising. This should include:

- Avoiding car-pooling unless not reasonably practical for participants to travel another way.

**If your activity is restricted or heavily restricted, you must also:**



Reduce participant, volunteer and organiser levels in accordance with industry directions.



Limit number of patrons in accordance with Chief Health Officer directions.



Have no carpooling.



**Heavily Restricted Industries Only**

Organisers and volunteers must work from home, if they can.



## 2. Wear a face mask

### Requirements

### Action



You must ensure all participants, volunteers and organisers entering the venue/facility wear a face mask as per public health advice.

Updated public health advice on masks is available at: <https://www.dhhs.vic.gov.au/face-masks-vic-covid-19>

Current directives on facemasks are that they are not required outdoors. We will be encouraging players to wear facemasks anyway both off the field and during play ~~until at least 31 December 2020~~

You should install screens or barriers in the venue/facility for additional protection where relevant.

NA

You should provide training, instruction and guidance on how to correctly fit, use and dispose of masks and PPE (where relevant). Masks must be worn at all times except when out of breath or puffing from strenuous exercise or unless a lawful exception applies. These include:

- Persons who are deaf or hard of hearing, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face mask would create a risk to that person's health and safety related to their work, as determined through OH&S guidelines.
- Persons whose professions require clear enunciation or visibility of their mouth. This includes teaching or live broadcasting.
- Professional sportspeople when training or competing.
- When you are doing any exercise or physical activity where you are out of breath or puffing. Examples include jogging or running, but not walking. You must carry a face mask on you and wear it when you finish exercising.

See above regarding facemasks

You should inform participants, volunteers and organisers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be changed immediately and the dirty mask stored in an airtight bag or container until it can be washed.

**There are no additional requirements for restricted or heavily restricted activities.**



### 3. Practise good hygiene

#### Requirements

#### Action



**You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs, shared equipment and telephones.**

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Sharing of equipment should be kept to a minimum and all equipment must be cleaned and disinfected between use
- Clean between user groups or sessions

Toilets and storage areas will be cleaned and disinfected before and after use.

Wristbands where used will be handled by officials only using gloves.



**You must display a cleaning log in shared spaces.**

This will be recorded in our game notes

You should make soap and hand sanitiser available for all participants, volunteers and organisers throughout the venue/facility and encourage regular handwashing.

Soap and sanitiser are to be made available before, during and after play

**If your activity is restricted or heavily restricted, you should also:**

Conduct an audit of cleaning schedules.



## 4. Keep records and act quickly if participants, volunteers or organisers become unwell

### Requirements

### Action



**You must support participants, volunteers and organisers to get tested and stay home even if they only have mild symptoms.**

All participants are directed to stay at home and get tested if they are showing any cold or flu symptoms



**You must develop a plan to manage any outbreaks. This includes:**

- Having a plan to respond to a participant, volunteer or organiser being notified by health authorities that they are a positive case and attended the facility whilst infectious. People who show symptoms or have been in close contact should NOT attend the venue/facility or activity until they receive their test results or have completed their quarantine period and are cleared by DHHS.
- Having a plan to identify and notify close contacts in the event of a positive case attending the venue/facility during their infectious period. You are also required to notify DHHS of the positive case.
- Having a plan in place to clean the venue/facility (or part) in the event of a positive case.
- Having a plan to contact DHHS and notify the action taken, provide a copy of the risk assessment conducted and contact details of any close contacts.
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your venue/facility.
- Having a plan in the event that you have been instructed to close by DHHS.
- Having a plan to re-open your venue/facility once agreed by DHHS and notify participants, volunteers and organisers they can return to the venue/facility.
- More information can be found at <https://www.dhhs.vic.gov.au/workplace-obligations-covid-19>.

- See above. Our communication is via our website, facebook page and group and announcement during the sign-in process
- In the event of use becoming aware of a positive case we will communicate with attendees using our attendance records and QR Code information
- Deep cleaning to be conducted in conjunction with the local council responsible for the site.
- DHHS to be notified and provided with data of attendees.
- NA as not a business
- Notification of a plan to close to be conducted via our social media channels and website.
- Notification of re-opening conducted via our social media channels.



**You must keep records of all people who enter the venue/facility for more than 15 minutes for contact tracing. This does not include passive users of open parkland and recreational spaces.**

Records maintained on our sign-in system and QR code data.

### If your activity is restricted or heavily restricted, you must also:



#### Restricted Industries

Ask participants, volunteers and organisers to declare verbally before each session that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

#### Heavily Restricted Industries

Ask participants, volunteers and organisers to declare in writing or electronically before each session that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.



## 5. Avoid interactions in enclosed spaces

### Requirements

You should reduce the amount of time participants, volunteers, organisers, parents, carers and anyone in attendance are spending in enclosed spaces (e.g. entrances, foyers, bathrooms, changerooms and clubhouses).

This could include:

- Enabling activities in outdoor environments
- Moving as much activity outside as possible, including serving patrons, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems.

### Action

Indoor use limited to toilets by participants and access to club storage by staff.

**There are no additional requirements for restricted or heavily restricted activities.**



## 6. Create workforce/activity bubbles

### Requirements

You should limit the number of participants, volunteers and organisers engaging in activities across multiple teams/venues/facilities where practical. This includes avoiding as much as possible, having participants playing across multiple teams.

### Action

NA

### If your activity is restricted or heavily restricted, you must also:



Limit or cease the number of participants, volunteers and organisers engaging in activities across multiple teams/venues/facilities.



Maintain records of all participants, volunteers and organisers who have disclosed they are engaging in activities across multiple teams/venues/facilities.



## Community Sport and Recreation COVIDSafe Plan Guide

This guide has been designed to accompany your CSR COVIDSafe Plan and provides a number of suggestions / example actions for how to implement requirements.

Please use this guide to help you complete your CSR COVIDSafe Plan.  
For further information go to [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au).



# 1. Ensure physical distancing

## Requirements

## Action (examples)



**You must ensure participants, volunteers and organisers are 1.5 metres apart as much as possible.**

**This can be done by:**

- Modifying sporting activities to ensure participants remain 1.5 metres apart where possible except when engaging in physical activity permitted by the Chief Health Officer directions
- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing organisers and volunteers to work from home wherever possible

**You may also consider:**

- Minimising the build-up of people waiting to enter and exit the venue/facility
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and organisers and volunteers

- Identify areas that require floor marking, such as entrances, change rooms, foyers, bathrooms, clubhouses, lifts and kitchen areas
- Modify activities to optimise ability to maintain 1.5 metres physical distancing, including by separating groups as much as possible
- Allocate different doors for entry and exit and use floor markings to provide minimum physical distancing guides
- Use an entry and exit system to the venue/facility that is as contactless as possible and quick to enter and exit
- Identify designated drop off areas
- Provide signage on the maximum occupancy of areas that are open to the general public
- Establish contactless delivery and display signage for delivery drivers. This may be relevant if your club has canteen or café deliveries.

**You must apply the density quotient to configure shared activity areas and publicly accessible spaces to ensure that:**

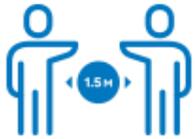
- You are complying with any density quotient, any group size limits and other restrictions applicable to the type of facility being used.

- Rearrange, remove or cordon off furniture in common areas to ensure physical distancing.
- Stagger seating so participants, volunteers, organisers, parents and carers are not facing one another
- Comply with relevant density quotient and signage requirements in the Workplace Directions



You should provide training to organisers and volunteers on physical distancing expectations while working and socialising.

- Develop and educate volunteers and organisers on strategies and practice changes to maintain physical distancing
- Reinforce messaging to participants, volunteers and organisers that physical distancing needs to be maintained during activities/events and during social interactions
- Communicate to members on rules in relation to gathering limits, participants limits and spectators.
- Educating participants, volunteers and organisers on hand and cough hygiene, including how to wash and sanitise their hands correctly
- No high fives, handshakes, or other physical contact other than physical activity permitted by the Chief Health Officer as part of the game
- Develop strategies to communicate advice to participants, officials and volunteers to ensure travel is undertaken safely (e.g. following public health directions if carpooling - you should not carpool to and from the activity with a person you don't ordinarily live with, unless it is not otherwise reasonable and practical for either person to get to the activity)
- If travelling in a car with someone who is not part of your household, you should sit in the back seat in order to maintain physical distancing, wear a face mask in the car and increase ventilation in the vehicle by opening windows.
- Reinforcing the importance of not attending activities or events if unwell
- Ensuring appropriate information is available on the use of face coverings and PPE (if applicable)
- Identify the roles that are required to be performed from home or can be adapted to be performed from home (eg.. bookkeeping, scheduling of training)
- Regularly assess volunteers/organisers in attendance at the venue/facility to determine whether they are required to be there



## 1. Ensure physical distancing (continued)

If your activity is restricted or heavily restricted, you must also:



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Reduce participant, volunteer and organiser levels in accordance with industry directions.

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Limit number of patrons in accordance with industry directions.

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Have no carpooling.

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### **Heavily Restricted Industries Only**



Organisers and volunteers in permitted premises must work from home, if they can.

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## 2. Wear a face mask

### Requirements



**You must ensure all participants, volunteers and organisers entering the venue/facility wear a face mask as per public health advice**

<https://www.dhhs.vic.gov.au/face-masks-vic-covid-19>

This includes:

- Providing adequate face masks and Personal Protective Equipment (PPE) to participants, volunteers and organisers that do not have their own
- A mask must be of at least two plies and covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements.

### Action (examples)

- Identify face masks and PPE required for the venue/facility and describe when and how they need to be worn
- Monitor the use of face masks by all participants, volunteers, organisers and people who attend the venue/facility unless a lawful exception applies

Facemasks will continue to be encouraged both on and off the field in outdoor areas. Facemasks will be required when accessing indoor spaces (toilets and storage areas)

You should install screens or barriers in the venue/facility for additional protection where relevant.

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

Masks must be worn at all times except when out of breath or puffing from strenuous exercise unless a lawful exception applies.

You should inform participants, volunteers and organisers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be changed immediately and the dirty mask stored in an airtight bag or container until it can be washed.

See above

**There are no additional requirements for restricted or heavily restricted activities.**



### 3. Practise good hygiene

#### Requirements

#### Action (examples)



**You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs, shared equipment and telephones.**

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Minimise the sharing of equipment. All equipment must be cleaned and disinfected between uses
- Clean between user groups or sessions

- Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared equipment, taps and toilets)
- Provide information about venue/facility cleaning schedule and how to use cleaning products
- Identify which products are required for thorough cleaning
- Monitor supplies of cleaning products and regularly restock
- Swap shared coffee and condiments for single serve sachets
- Install no touch amenities such as contactless taps, rubbish bins and soap dispensers
- Avoid sharing equipment such as phones, desks or other equipment
- Encourage participants, volunteers and organisers to bring their own personal equipment, labelled with their name and reinforce that equipment should not be shared
- No sharing of personal items such as water bottles, food and towels



You should display a cleaning log in shared spaces.

You should make soap and hand sanitiser available for all participants, volunteers and organisers throughout the venue/facility and encourage regular handwashing.

- Locate hand sanitiser stations throughout the venue/facility
- Ensure rubbish bins are available to dispose of paper towels
- Ensure adequate supplies of soap and sanitiser
- Ensure participants, volunteers and organisers have information on how to wash and sanitise their hands correctly
- All attendees will sanitise their hands upon arrival and departure at the venue/facility.

**If your activity is restricted or heavily restricted, you should also:**

Conduct an audit of cleaning schedules.



## 4. Keep records and act quickly if participants, volunteers or organisers become unwell

### Requirements

### Action (examples)



**You must support participants, volunteers and organisers to get tested and stay home even if they only have mild symptoms.**



**You must develop a plan to manage any outbreaks. This includes:**

- Having a plan to respond to a participant, volunteer or organiser being notified by health authorities that they are a positive case and attended the facility whilst infectious, noting people who show symptoms or have been in close contact should NOT attend the venue/facility or activity until they receive their test results or have completed their quarantine period and are cleared by DHHS.
- Having a plan to identify and notify close contacts in the event of a positive case attending the venue/facility during their infectious period. You are also required to notify DHHS of the positive case
- Having a plan in place to clean the venue/facility (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the action taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your venue/facility
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your venue/facility once agreed by DHHS and notify participants, volunteers and organisers they can return to the venue/facility
- More information can be found at [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au)

- Establish a process for notifying participants, volunteers and organisers and close contacts about a positive case in the venue/facility.
- Establish a cleaning process in the event of a positive case.
- Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative/authorised officer, if applicable.
- Establish a process for confirming a participant, volunteer or organiser (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical venue/facility
- Establish a process for notifying WorkSafe that the venue/facility is reopening

See above



**You must keep records of all people who enter the venue/facility for contact tracing.**

- Ask volunteers/organisers to complete a health questionnaire before starting their shift
- Establish a process to collect records from participants, volunteers, parents/carers or organisers in attendance for activities/events (including cleaners, delivery drivers), including areas of the venue/facility accessed during each visit. Where possible, consider implementing a contactless system
- Review processes to maintain up-to-date contact details for all participants, volunteers or organisers
- Provide information on protocols for collecting and storing information, e.g. contactless registration systems, 'sign on' and 'sign off' via mobile phone.



## 4. Keep records and act quickly if participants, volunteers or organisers become unwell (continued)

If your activity is restricted or heavily restricted, you must also:

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### **Restricted Industries**

Ask participants, volunteers and organisers to declare verbally before each session that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

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### **Heavily Restricted Industries**

Ask participants, volunteers and organisers to declare in writing or electronically before each session that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

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## 5. Avoid interactions in enclosed spaces

### Requirements

You should reduce the amount of time participants, organisers, parents, carers and anyone in attendance for activity are spending in enclosed spaces (e.g. entrances, bathrooms, changerooms and clubhouses) (where use of indoor areas are permitted under the restrictions).

This could include:

- Enabling working activities in outdoor environments
- Moving as much activity outside as possible, including serving customers/patrons, meetings, tearooms and lunch breaks and locker rooms.
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

### Action (examples)

Making sure that windows and air conditioning are set for optimum air flow at the start of each session or activity

Where applicable, minimise the activity conducted in foyers, entrances, clubrooms, bathrooms and changerooms

Develop strategies to communicate advice to participants, volunteers, organisers and parents/carers to ensure travel and other activities are undertaken safely (e.g. only carpooling when necessary and develop guidance on car-pooling safely with masks, windows open, fresh air circulation)

**There are no additional requirements for restricted or heavily restricted activities**



## 6. Create workforce/activity bubbles

### Requirements

Limit the number of participants, volunteers and organisers engaging in activities across multiple teams/venues/facilities where practical. This includes avoiding having participants playing across multiple teams

### Action (examples)

- Communicate to volunteers and organisers so they understand they cannot work across multiple sites
- Stagger start and finish times, to reduce the use of common areas at the same time. Note that where physical recreation facilities are permitted to open for classes for members of the public, specific additional requirements apply such as staggering class times. For more information see <https://www.dhhs.vic.gov.au/victoria-restriction-levels-covid-19>
- Communicate training groups to participants prior to attending the venue/facility
- Designate areas within the venue/facility for each group to store equipment and belongings (bags, bats, etc.)
- Encourage participants, volunteers and organisers to minimise time in shared facilities when taking breaks/between games/sessions



### If your activity is restricted or heavily restricted, you must also:



Limit the number of participants, volunteers and organisers engaging in activities across multiple venues/facilities.

Maintain records of all participants, volunteers and organisers who have disclosed that they are training/playing across different teams