

# COVID Return to Play Information for COVID Safety Officers, Chief CSOs and Coaches



## Chief COVID-Safety Officers

- The Chief CSO may be different for each training session.
- Is responsible to the activity coordinator (i.e. Rachael, Marcus, Angel, and/or Michael).
- Oversees and organises all CSOs for their session
- Can ask person to leave if they refuse to comply with safety directions.
- Has the power to shut down a training partially or as a whole for safety reasons, in consultation with the activity coordinator.

To avoid confusion and unless otherwise advised, activity coordinators will appoint the Chief CSOs for the activities they are responsible for.

## COVID-Safety Officers (CSOs)

All CSOs must complete the online & free [COVID Safety Officer training](#) asap. Upon completion, download the completion certificate and email to Michael or Angel.

The summarised **duties** of the Dragons COVID-Safety Officers (CSOs) are as follows. See the *COVID-Safety Officer Venue Checklist* and the *COVID-Safety Officer Guide* later in this document for more information:

- Complete the supplied venue checklist, which provides details of what to do before, during and after a training session or game.
- Record the number of participants and spectators using the supplied attendance register.
- Monitor courts to check that COVID-safe rules are being followed. Ensure that equipment is sanitised before and after each training session. Coaches are expected to get their squads to help with this, but CSOs must make sure it is done.

## Coaches

Additional COVID-Safety expectations:

- Comply with COVID-Safety instructions and encourage your squads to do the same.
- Conduct trainings safely.
- Support the CSOs to perform their role where needed.
- Complete the [COVID-Safety Officer training](#), and upon completion, email the completion certificate to Michael or Angel.

## Balls

COVID-Safety requirements mean that we have had to institute a new system for organising the Club's balls.

- Each ball has a symbol and a number (eg Red Square #1, Red Triangle #3).
- All Red Square #1's must be stored in the Red Square #1 bag, and so on for other symbol and number pairings.

This system allows the head coach (at their discretion) to give responsibility for a particular bag of balls to a team.

*NB: The intention is to provide a fixed number of balls to each squad at the end of the year to top up or replace balls. Looking after each set of balls will directly result in your squad having a better set of balls the following year.*

## Number of people allowable per court

Each (full-sized) court may have 17 people during training, with up to 14 people actively playing and up to 3 socially distancing on sidelines.

During games or scrimmage, we may have up to 31 people per court (12 actively playing, and 19 on sidelines socially distancing).

## Attendance Register

It is a COVID-Safety requirement that all people attending training sign in on an attendance register.

Each venue will have its own rules about spectators. For example, no spectators are allowed at The Gap SHS whereas Nissan Arena allows spectators with appropriate social distancing.

All players, coaches, CSO's must have their contact details recorded in the attendance register. Pre-printed sheets may be made available for players and coaches. CSO's will be responsible for checking players off at the entrance, before players enter the sports hall.

At the end of each training session the CSOs will need to hand the attendance registers to the Chief CSO for record keeping by the club.



## COVID-19 Safety Officer Venue Checklist



Venue Details:	
CSO Name(s):	
Date:	
Session Start Time:	
Session End Time:	

### Before Sessions

Requirement	Completed
Signs placed at entrances, exits, etc.*	
Sanitisers placed at each entry and each court	
Attendance Registers at entrances	
General seating/tables removed and/or spaced	
Equipment sanitised*	

### During Sessions

Requirement	Court 1	Court 2	Court 3	Court 4
Register attendance of members and spectators (if applicable)*				
Monitor COVID safety at all times*				
Monitor numbers per court - Max 17 for training, and 31 for matches/scrimmage				
Cross check total people against attendance register counts				

### Between/After Sessions

Requirement	Completed
Equipment (e.g. nets, posts, post pads, balls and referee stand) sanitised*	
All signs, equipment and balls stored securely	
Ensure participants departed within 10 minutes	
All signs and equipment retrieved and stored securely	
Restock cleaning equipment and attendance registers etc. if needed	
Attendance register and this checklist given to Chief CSO or Activity Coordinator	

\* Refer to COVID-Safety Officer Guide for more details

Updated 1<sup>st</sup> August 2020



# COVID Safety Officer Guide

## Setup and Pack-up

The CSO equipment box will include cleaning gear, signage, attendance registers, etc. It may be stored at the venue or carried by the Activity Coordinator or Chief CSO.

Equipment to setup and pack-up:

Entry signs	At each entrance
Exit signs	At each exit
No entry signs	Spectator areas if applicable
Venue maps	The Gap SHS only
Requirements and Statement of Compliance signs	At each entrance
Attendance Register(s)	At each entrance
Sanitiser Station	At each entrance and at each court

There will be a venue-specific guide detailing where things go for The Gap, which is a bit more complex than the other venues.

## Attendance Register

It is a COVID-Safety requirement that all people attending training sign in on an attendance register.

Please note that each venue will have its own rules about spectators. For example, no spectators are allowed at The Gap SHS whereas Nissan Arena allows spectators with appropriate social distancing.

All players, coaches, CSO's must have their contact details recorded in the attendance register. Pre-printed sheets may be made available for players and coaches. CSO's will be responsible for checking players off as they enter the venue.

At the end of each training session the CSO's will need to hand the attendance registers to the Chief CSO for record keeping by the club.

## Monitoring COVID-Safety

Look for:

- Numbers on court. No more than 17 during training, and 31 during game/scrimmage
- Social distancing. Players must be 1.5m apart when queuing to sign-in at entrances and when not playing on court. No hugging, handshakes, close team huddles, etc.

- Players to arrive at entrance no more than 5 minutes before the start of their session.
- Players should leave within 10 minutes of the end of their session.
- Anyone with obvious symptoms (e.g. persistent cough, sneezing, fever) should be isolated/told to leave.

## Sanitising

### Hands

Sanitisers must be available at each entry and on each court. Participants should be encouraged to sanitise their hands upon entry, during training/games, and when exiting the venue.

### Equipment to Sanitise

- Volleyball net (top and bottom tape)
- Post pads
- Referee stand (if applicable)
- Scorer's desk and equipment (if applicable)
- Any seating used (eg by coach)
- Any other equipment used during the session
- Sanitiser dispensers
- Sanitising/cleaning of the venue itself will be performed by the school

### When to Sanitise Equipment

Equipment must be sanitised before and after each training session. If you know for sure balls are already sanitised, they don't need to be done again. This doesn't apply to the volleyball net, post pads etc when you arrive!

### How to Sanitise Equipment

- Wear gloves if possible and use wipes or spray containing Benzalkonium Chloride as an active ingredient.
- Wipe on or spray over the whole surface and leave it there to dry. The spray needs to be on the surface for 10 minutes to be effective.

## Concerns

Raise any concerns with the Chief CSO or the Activity Coordinator, who will escalate to committee if needed.