



Pine Hills Dirt Racing: COVID Safe Plan

Prepared: 15 June 2020

Version: 0



PINE HILLS
DIRT RACING

Document Control Record

Pine Hills Dirt Racing Inc.

ABN 89 254 184 866

James Drysdale Reserve

Sports Lane (access from The Jinker Track)

Bunya QLD 4055

e treasurer@pinehillsdirtracing.com

w www.pinehillsdirtracing.com

Document Details

Document Title	COVID Safe Plan
Document Owner	Treasurer (Ty Beale) Committee Members (Andrew Carding, Peter Bernadzik and Zac Ryan)

Document Control

Version	Date	Status / Change Summary	Author	Approver
0	17/06/20	Issued for use	Andrew Carding	Ty Beale

Document Approval

Author Signature		Approver Signature	
Name	Andrew Carding	Name	Ty Beale
Title	Committee Member	Title	Treasurer

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1. Introduction

Pine Hills Dirt Racing, located in the Moreton Bay Regional Council, is an off-road sporting facility for electric and nitro powered off-road radio-controlled cars. The club is run by a dedicated group of members and volunteers. Our activities are typically conducted in an open-air environment with members and participants usually not facing each other. We are able to operate easily with social distancing compliance.

On-site, we also have a canteen and toilet facility. The canteen is shared with the local hockey club and the toilet facility is shared with both the local hockey and netball clubs. When open, the canteen provides take away food and beverages only. At this time, these shared facilities will not be open to the broader community.

1.1 Purpose

This COVID Safe Plan (Plan) has been developed:

- To formally document the processes we have implemented to prevent the transmission of COVID-19 among our members, participants, volunteers, visitors and the broader community
- To show Queensland Health, Remote Control Racing Australia and the local community that we are committed to operating safely and are meeting expected COVID-19 requirements that are applicable or closely related to our sporting facility
- To provide guidance to our members and participants on what to do in the event of a suspected or confirmed COVID-19 case.

1.2 Scope

This Plan applies to the Pine Hills Dirt Racing sporting facility located at the following address:

James Drysdale Reserve, Sports Lane (access from The Jinker Track), Bunya QLD 4055

It covers:

- Key principles of the National Principles for the Resumption of Sport and Recreation Activities (refer to **Section 3**)
- Key roles responsibilities under this Plan (refer to **Section 4**)
- Outline for re-opening in accordance with the 'Roadmap to easing Queensland's restrictions'
- How we will keep our members, participants, volunteers and visitors safe, healthy and virus-free when attending our sporting facility
- How we will manage a suspected or confirmed COVID-19 case.

As the COVID-19 pandemic is an ever-evolving situation, this Plan is considered a "live" document and will be updated as required to ensure its continued currency and appropriateness to the situation.

1.3 Legal and other requirements

Pine Hills Dirt Racing has identified the following COVID-19 legal and other requirements as being relevant to the safe operation of our sporting facility. Conformance with these legal and other requirements, even if just guidance, has formed the basis of this Plan.

Commonwealth

- Biosecurity (Human Biosecurity Emergency) (Human Coronavirus with Pandemic Potential) Determination 2020
- National COVID-19 Coordination Commission advice and guidance
- National Principles for the Resumption of Sport and Recreation Activities (used as guidance only)

Queensland Government

- Relevant Public Health Directions issued by the Queensland Chief Health Officer
- Voluntary COVID Safe Checklist for Queensland Businesses
- Industry COVID Safe Plans (used as guidance only): 'Outdoor Team Sports' and 'Food Services'.

2. What is COVID-19?

COVID-19 is a respiratory illness caused by a new form of coronavirus (SARS-CoV-2). It has infected over seven million people from many countries around the world and caused more than 400,000 deaths.

As a respiratory illness, COVID-19 affects the parts of the body that are used to breathe - the nose, throat and lungs. A fact sheet showing common COVID-19 symptoms (in comparison to a cold or flu) is shown in **Appendix B**.

As everyone's body and immune response is different, different people can have different symptoms. With COVID-19, some people are asymptomatic, some have mild or moderate symptoms from which they fully recover, and others developed severe pneumonia, which causes or contributes to their death.

COVID-19 is spread between people usually when a person with COVID-19 coughs or sneezes. Someone can also catch the virus by touching a contaminated surface (e.g. toilet door, handrail, canteen bench top) that contains droplets of the virus which the person then transfers to their mouth, nose or eyes.

Good hygiene and following social distancing practices can prevent infection.

3. Key national principles (recreation activities)

This Plan is based on, and accepts, the following key principles of the [National Principles for the Resumption of Sport and Recreation Activities](#):

- The health and safety of members, participants, officials, administrators, volunteers, visitors (e.g. families) and the broader community is paramount and will be treated as the number one priority
- A risk assessment of our sporting facility has been undertaken to accommodate upgraded hygiene protocols, social/physical distancing and other measures to mitigate the risk of transmission of COVID-19
- Members, participants, officials, administrators and volunteers are consulted and briefed on the applicable content of our COVID Safe Plan
- All decisions about the re-opening of our sporting facility will be made following close consultation with any relevant stakeholders
- We will at all times respond to the Queensland Public Health Directions. We understand that localised outbreaks may require our recreation club to once again restrict activity and we will be ready to respond accordingly
- The detection of a positive COVID-19 case at our recreation club will result in a standard public health response, which may require Pine Hills Dirt Racing members, participants, volunteers, etc., as well as close contacts, to be quarantined for the duration public health officials determine
- A spectator-free environment with minimum support staff is recommended.

4. Roles and responsibilities

Everyone who attends our sporting facility has a responsibility to do their part in managing COVID-19, preventing COVID-19 transmission, and adhering to the applicable requirements of this Plan.

Key roles and responsibilities have been defined in the table below:

Role	Responsibility
COVID-19 Safety Coordinator/s	<ul style="list-style-type: none"> • Overall responsibility for the management of COVID-19 at the Pine Hills Dirt Racing sporting facility • Oversee the implementation of this COVID Safe Plan • Revise this COVID Safe Plan as required to ensure its continued currency and appropriateness to the situation.
President / Treasurer	<ul style="list-style-type: none"> • Nominate COVID-19 Safety Coordinator/s

Role	Responsibility
	<ul style="list-style-type: none"> Develop a COVID Safe Plan to enable Pine Hills Dirt Racing to re-commence Provide adequate resources and budget (wherever practicable) to enable the requirements of this Plan, Public Health Directions, etc. to be fulfilled / implemented Hold COVID-19 Safety Coordinator/s, members, participants, volunteers and visitors accountable for their actions when on site Demonstrate visible leadership, commitment and proactive behaviours by personal example and encourage everyone else to do the same
Members / Participants / Volunteers	<ul style="list-style-type: none"> Comply with the Queensland Public Health Directions issued from time to time Understand and act in accordance with this Plan, including any amendments made from time to time Act with honesty and integrity in relation to the state of your personal health and any potential COVID-19 symptoms Monitor your personal health, and if potential COVID-19 symptoms are present, seek advice from your GP or visit a COVID-19 clinic to be tested Immediately notify the Pine Hills Dirt Racing Treasurer and/or a COVID-19 Safety Coordinator if you are a confirmed case of COVID-19 Take a cautious approach to self-isolation if have any signs of respiratory illness Adhere to any Queensland Health mandated quarantine requirements Consider downloading the COVIDSafe App to assist with contact tracing (not mandatory, but recommended).
Visitors (e.g. supporters such as family members and friends)	<ul style="list-style-type: none"> Unless otherwise communicated via email, social media, similar, do not visit the Pine Hills Dirt Racing sporting facility if you are not an essential person (e.g. member, participant or volunteer) Where visitors are permitted to return to our sporting facility: <ul style="list-style-type: none"> Comply with any current Queensland Health Direction issued (e.g. social distancing, good hygiene practices) Comply with any reasonable instruction given, or erected signage, floor markings, etc. that are in place to prevent the transmission of COVID-19 Act with honesty and integrity by: <ul style="list-style-type: none"> Not visiting our sporting facility if you are experiencing a fever or acute respiratory systems (e.g. cough, sore throat, shortness of breath) Adhering to any advice/direction given to you by a GP or Queensland Health in relation to self-isolation or mandatory quarantine Completing the Contact Tracing Register with accurate information.

4.1 COVID-19 safety coordinators

Pine Hills Dirt Racing has nominated the following people as the COVID-19 Safety Coordinators for our sporting facility:

Name and role	Contact number	Contact email
Ty Beale (Treasurer)	0427 632 747	treasurer@pinehilldirtracing.com
Andrew Carding (Committee Member)	0422 813 034	amcarding@gmail.com
Peter Bernadzic (Committee Member)	0407 588 855	Peterjb270@gmail.com
Zac Ryan (Committee Member)	0499 887 764	zacryan86@gmail.com

5. Outline for re-opening

Pine Hills Dirt Racing will adhere to the **Roadmap to easing Queensland's restrictions** (refer to **Appendix C**) for re-opening our sporting facility.

We are planning to re-open on: **5th July 2020**.

Prior to re-opening, Pine Hills Dirt Racing will ensure:

- All measures defined within this COVID Safe Plan have been implemented
- This COVID Safe Plan has been communicated to all members, participants and volunteers who will be attending our sporting facility, with a physical copy readily accessible on site at times when the facility is open
- Key personnel have been provided with adequate information and education on changes to tasks and practices, including appropriate cleaning and disinfection practices
- Appropriate personal protective equipment (PPE), such as gloves, have been provided for personnel who will be volunteering to "work" in the canteen and undertake cleaning and disinfection tasks
- Hand soap, alcohol-based hand sanitiser and disinfectant has been sourced and is readily available.

6. COVID-19 management

Pine Hills Dirt Racing is committed to mitigating the transmission of COVID-19 within its sporting facility and within the wider community. After reviewing a range of available COVID-19 materials, completing a risk assessment (refer to **Appendix D**), and consulting with our members, participants and Remote Control Racing Australia (RCRA), we have implemented the following controls to enable our safe re-opening.

6.1 Conditions of entry and entry/exit points

Only "essential persons" will be permitted entry into our sporting facility at this time.

Essential persons are members, participants, officials and volunteers associated with our club. This also includes racing participants and volunteers associated with other clubs that are attending an event at our sporting facility.

Non-essential persons are spectators, such as family and friends, and members of the broader community. From Stage 3 immediate Family members by approval from a PHDR committee member will be permitted.

Maximum number of people

In accordance with the **Roadmap to easing Queensland's restrictions**, the maximum number of people permitted within our sporting facility at any one time is:

Stage 2 - 1 June 2020 to 02 July 2020	20 people
Stage 3 - From 03 July 2020	100 people

Throughout the following sections however, we have further defined the maximum number of people per specific area of our facility to enable compliance with social / physical distancing requirements and the one person per 4m² rule.

Tracking

Everyone entering the Pine Hill Dirt Racing sports facility must fill out the **Contact Tracing Register** (refer to **Appendix E**), which will be made available at the facility entry gate on the days/times that the facility is open for training, race days or events.

Anyone who chooses not to sign into this register is not permitted to enter the facility for any reason.

Contact Tracing Register sheets will be kept for 56 days from the date of the last entry on each sheet. Upon request, Pine Hill Dirt Racing will provide applicable sheets (along with known contact details of each member/participant) to public health officials to assist with contact tracing of suspected or confirmed COVID-19 cases.

Pine Hill Dirt Racing will not use or share the information collected within these registers for any other purpose. Contact Tracing Register sheets that are full will be securely stored off site.

Refusing entry

Everyone has an obligation to stay at home while displaying COVID-19 symptoms, such as a fever, cough, sore throat and shortness of breath (refer to **Appendix B**), or if they have in the past 14 days, returned from overseas, returned from a declared COVID-19 hotspot or been in close contact with a confirmed COVID-19 case.

Pine Hills Dirt Racing reserves the right to refuse entry or ask a person to leave the facility if they have not acted with honesty and integrity regarding the above.

If the Pine Hills Dirt Racing sports facility has reached the maximum number of people allowed (as defined on page 7), Pine Hills Dirt Racing also reserves the right to refuse entry to anyone, including paid members.

Hygiene

Pine Hills Dirt Racing will provide alcohol-based hand sanitiser at entry and exit points, within toilet facilities, on the canteen serving bench, at the driver stand, and at any other area/s determined by the COVID-19 Safety Coordinator/s.

At minimum, everyone entering our facility should practice good hygiene practices. This includes:

- Washing or sanitising hands:
 - Prior to entry and prior to filling out the Contact Tracing Register
 - Prior to eating or drinking
 - After coughing or sneezing
 - After touching their eyes, nose and mouth
 - After using the toilet facility
 - When your hands are dirty
- Sneezing or coughing into a cloth, tissue or one's elbow
- Avoiding touching of eyes, nose and mouth
- No spitting, physical greetings or sharing of personal equipment.

Social distancing

Everyone has an obligation to adhere to the Public Health Directions in relation to social distancing. This involves:

- Keeping 1.5 metres away from others as much as you can (think two big steps)
- Avoid shaking hands, high fives, kissing or hugging others who are not part of your household.

Signage

Pine Hills Dirt Racing will display signage at entry gate/s of our sporting facility to inform all members, participants, officials and volunteers that they should:

- Avoid entering the facility if they are feeling unwell, have COVID-19 symptoms, or have in the past 14 days, returned from overseas, a declared COVID-19 hotspot or been in close contact with a confirmed COVID-19 case
- Complete the Contact Tracing Register prior to entry
- Maintain a minimum of 1.5 metres distance from one another
- Not shake hands or engage in any unnecessary physical contact

- Adhere to the markings to maintain social/physical distancing requirements
- Maintain good hygiene practices.

6.2 Car parking facility

Anyone associated with Pine Hills Dirt Racing is encouraged not to congregate in groups within the car parking area prior to entry or following exit of our facility. Where people engage in conversation in the car parking facility, face to face conversations should not exceed 10 minutes in duration. Social distancing practices should also be maintained at all times.

6.3 Toilet and handwashing facility

When the Pine Hills Dirt Racing sporting facility is open, the toilet and handwashing facility will be available for use for club patrons only. The public access door will remain closed/locked at all times.

Maximum number of people

A maximum of two people may be in each toilet facility (male, female) at any one time. Any additional people waiting to use the toilet or handwashing facility must wait in line, spaced at least 1.5m apart from any other person.

Cleaning and disinfection

Pine Hills Dirt Racing will clean and disinfect the toilet and handwashing facility at the following times:

- Prior to the sporting facility being opened
- Upon closure of the sporting facility for the day/night
- At any other time as deemed necessary.

When cleaning and disinfecting the toilet and handwashing facilities, the following will be done:

To clean: use of water and detergent to wipe down frequently touched surfaces such as light switches, sinks, taps, door handles/push plate, toilets and sanitary disposal containers.

To disinfect: use of an alcohol based sanitiser (with an alcohol concentration of at least 70%) or a spray/wipe labelled as a 'disinfectant' to re-wipe or spray high-touch surfaces. As an example, disinfectants may include Glen 20 spray, Isocol rubbing alcohol, or similar. (If using Isocol as a spray, mix 2 parts rubbing alcohol with 1 part water in a spray bottle. Ensure to adequately label the bottle with what the contents is).

Cleaning and disinfection of the toilet and handwashing facilities will be formally recorded on a Cleaning and Disinfection Register (refer to **Appendix F**), which will be affixed to the wall/s of the toilet block.

Hygiene

Within the toilet and handwashing facility, Pine Hills Dirt Racing will provide: anti-bacterial soap, alcohol-based hand sanitiser and disposable paper towel within each toilet (male, female). This supply will be maintained at all times.

Everyone using the toilet facility should protect themselves against infection by cleaning their hands thoroughly after each use.

A copy of the World Health Organization Handwashing Guide (refer to **Appendix G**) will be displayed near handwashing basins to inform users of good handwashing practices.

6.4 Track facility

Maximum number of people

Pine Hills Dirt Racing have determined the maximum number of people that can be within each specific track area. These numbers have been determined based on physical distancing requirement of 1.5m and the one person every 4m² rule.

Undercover areas	
Drivers stand	Maximum of 9 people
Pit area	Maximum of 12 people
Wash bay and compressed air stations	
Each station	Maximum of 2 people
Open air areas	
Personal gazebos (e.g. 3m x 3m) on grassed area	Maximum of 2 people (unless from the same household) <i>Note: Gazebos must be spaced at least 1.5m apart.</i>
Open air, including track and pit lane	Maximum of 20 people

Physical distancing

Within the track area (where multiple people may be at any one time), Pine Hills Dirt Racing has spray painted spots to indicate where people should stand/sit in order to comply with social/physical distancing requirements. In addition to this, directional flow arrows have also been spray painted on pathways to limit unnecessary interaction of people. Examples of these markings have been provided within **Appendix H**.

Anyone within the vicinity of the track and racing areas must adhere to the maximum number of people allowed within each area at any one time. Where a person fails to adhere to these requirements, Pine Hills Dirt Racing reserves the right to ask the person to leave the premises.

Wherever practicable, members and participants should not share any personal items (e.g. tools and equipment) with anyone not from their household.

Hygiene

For people whose task on the track requires them to touch other people's radio control cars (e.g. to reposition a car back onto the track or fix an overturned car), they must sanitise their hands before and after each race.

Cleaning and disinfection

Pine Hills Dirt Racing will nominate personnel on club level community racing days or during events who will be responsible for cleaning and disinfecting common areas / frequently touched areas of the track facility (e.g. handrails, benches, washdown stations). Cleaning and disinfection of the track common areas will be undertaken in accordance with Section 6.3 and the [Safe Work Australia Recommended Cleaning document](#), which will be used as guidance for our sports facility.

Cleaning and disinfection of track facilities will be formally recorded on a Cleaning and Disinfection Register (refer to **Appendix F**).

Anyone engaging in activity within the track area is responsible for regularly cleaning and disinfecting areas within their control (e.g. race control to wipe down benches, keyboard, screens, window frame, microphone).

Members and participants are responsible for using disinfectant spray or wipes to regularly spray or wipe down their own gazebos, chairs, work benches, tools and equipment, radio control cars, etc.

6.5 Canteen facility

When the Pine Hills Dirt Racing sporting facility is open, the canteen facility will be available for take away service for club patrons only. The public access door will remain closed/locked at all times.

Maximum number of people

A maximum of two people may be in the canteen at any one time.

Physical distancing

Any person “working” in the canteen, being served or waiting in line to be served will be spaced at least 1.5m apart at all times (unless from the same household).

Pine Hills Dirt Racing has spray painted spots and arrows adjacent to the canteen serving window to indicate where people should stand and also the one-way directional flow for pedestrian traffic to avoid unnecessary contact between people. Examples of these markings have been provided within **Appendix H**.

In line with the Retail Food Services Industry COVID Safe Plan, Pine Hills Dirt Racing will also implement the following measures:

- Communal water stations will not be provided
- Bring your own (BYO) keep cups, water bottles, or similar will not be accepted for re-fills
- All food and drinks will be provided in their original packaging or with disposable/recyclable crockery/cutlery/cups, as necessary
- Communal use condiments (e.g. salt, pepper, sauce) will not be made readily accessible to customers
- Where disposable condiments are available they will not be stored or disseminated from a common container. Canteen volunteers will distribute these as and when required
- Any menus will either be displayed on a large board. If paper copies are used, they will be laminated to enable easy cleaning between customers
- Electronic payment is recommended (e.g. Tap&Go, ApplePay, etc.).

Hygiene

For the volunteers “working” in the canteen, Pine Hills Dirt Racing will provide: anti-bacterial soap, alcohol-based hand sanitiser/wipes, disposable gloves (suitable for food preparation + cleaning), P2 or N95 face masks and suitable cleaning and disinfection products.

Volunteers must wear the appropriate type of glove/s at all times when preparing food or cleaning. When serving customers, volunteers must either wear gloves or sanitise their hands following each occasion where they come into contact with another person’s hand or an item they have touched (e.g. money).

Cleaning and sanitisation

Canteen volunteers are responsible for cleaning and sanitising the canteen. This includes cleaning and disinfecting of frequently touched surfaces (e.g. handrails, serving window bench, cash registers, EFTPOS machine) as well as food preparation areas and equipment (e.g. benches, sinks, taps, fridge/freezer handles, door handles).

Cleaning and disinfection of the canteen will be undertaken in accordance with Section 6.3 and the [Safe Work Australia Recommended Cleaning document](#), which will be used as guidance for our sports facility.

Cleaning and disinfection of track facilities will be formally recorded on a Cleaning and Disinfection Register (refer to **Appendix F**).

6.6 Committee meetings

Pine Hills Dirt Racing will, wherever practicable, hold committee meetings via online meeting platforms (e.g. Zoom) rather than face-to-face.

Where it is not practicable to hold the meeting via an online meeting platform, and it is critical that the meeting goes ahead, the number of people attending the meeting will be limited to essential members only.

Any face-to-face meeting will be undertaken in a room or area that allows Pine Hills Dirt Racing to comply with physical distancing requirements and the one person per 4m² rule. Face-to-face meetings will be restricted to a maximum duration of one (1) hour.

Committee meetings will include COVID-19 as a set agenda item, and minutes of the meeting will be recorded on the Meeting Minutes Template (refer to **Appendix I**). The meeting minutes will also serve as a contact tracing record should public health officials request such information from our club.

6.7 Working bees

As a club run by volunteers, Pine Hills Dirt Racing organises working bees from time to time. Activities undertaken during working bees includes, for example, lawn mowing, track preparation for club day racing and laying new rope.

During working bee days, Pine Hills Dirt Racing will ensure the measures defined within Sections 6.1 to 6.3 are adhered to (i.e. conditions of entry, contact tracing, hygiene, social distancing, cleaning and disinfection).

To minimise close interactions on working bees, the following additional measures will be implemented:

- A maximum of 20 people will be permitted to help at any one time
- Volunteers will be allocated set tasks and work areas. This is to limit the amount of people touching multiple items of tools/equipment/items and to limit the amount of people within close contact of one another
- Wherever possible, where tools/equipment is required to complete a working bee task (such as mowing of lawns), the volunteer will bring their own tools/equipment
- In situations where tools, equipment, materials or other items are required to be shared, the items will be cleaned and disinfected between uses, wherever practicable.

6.8 COVID safe app

While not a mandatory requirement of joining or participating in our club, Pine Hills Dirt Racing promotes and encourages all members, participants, officials, volunteers and visitors to sign up to the COVID Safe App.

6.9 Safety data sheets

Pine Hills Dirt Racing will obtain and keep readily accessible safety data sheets (SDSs) for all hazardous chemicals used and/or stored on site. This includes cleaning products and hand sanitiser. SDSs must be dated within the last five years and will be kept on site with a copy of this Plan.

6.10 Consultation, communication and education

Pine Hills Dirt Racing will consult with and educate all COVID Safe Coordinators and any other key stakeholders (e.g. local hockey and netball teams that used shared facilities) on the contents of this plan to ensure alignment and knowledge of key requirements. This includes providing training/instruction on the safe use of cleaning and disinfection products to ensure a consistently high standard of cleanliness from all personnel tasked with this responsibility.

Pine Hills Dirt Racing will maintain a physical copy of this Plan in a readily accessible location on site, and provide a copy to all current and new paid members of our club.

7. Managing a suspected COVID-19 case

Where any Pine Hills Dirt Racing member, participant or volunteer is feeling unwell with a fever or acute respiratory symptoms (e.g. cough, sore throat or shortness of breath), they should stay at home and:

- Call their GP, tell them there's a possibility they might have COVID-19 and what their symptoms are
- Follow the GP's advice and self-isolate immediately.

If the person's GP is unavailable or the GP is not seeing patients with COVID-19, the person should physically attend a COVID-19 clinic. The locations of COVID-19 clinics can be found via the below widget:

https://widget.nhs.uk/healthdirect.org.au/v1/widget/search?widgetId=2bd9a3ab-54e6-4ddf-a9df-44fef0c2e81b&types=%5Bservices_types%5D%3Aall+services&filters=%5Bprograms%5D%3Acovid+19

If the person is being tested for COVID-19, they must:

- Not attend the Pine Hills Dirt Racing sports facility for any reason – even if no-one else is there
- Self-isolate at home (or at a location determined by public health officials)
- Consider notifying the Pine Hills Dirt Racing Treasurer and/or COVID-19 Safety Coordinator/s if they were recently at the Pine Hills Dirt Racing sport facility.

If Pine Hills Dirt Racing has been informed of a suspected COVID-19 case, we will:

- Seek advice from public health officials by calling the National COVID-19 Hotline (1800 020 080)
- Clean and disinfect the areas where the person and close contacts have been
- Review Contact Tracing Registers and/or meeting minute records for the previous 14 days (minimum) to identify if/when the potentially affected person may have been on site and who the person may have had close contact with
- Provide close contact information with public health officials, if instructed to do so
- Follow any advice from public health officials on quarantine or close down requirements
- Review risk management controls within **Section 6** and **Appendix D** and review whether any areas need to change.

Where the person has been excluded of COVID-19 and they have been medically cleared by a doctor and/or public health official, the person may return to play at Pine Hills Dirt Racing.

Where the person is a confirmed COVID-19 case, the process for managing a confirmed COVID-19 case must be followed (refer **Section 8**).

8. Managing a confirmed COVID-19 case

As COVID-19 is a notifiable disease, any laboratory confirmed COVID-19 cases will be communicated to public health officials and the affected person.

Where the affected person has been at the Pine Hills Dirt Racing sporting facility in the 14 days prior to receiving a confirmed COVID-19 case result, the Pine Hills Dirt Racing Treasurer and/or COVID Safety Coordinator/s must be informed.

Once informed, Pine Hills Dirt Racing will then:

- Seek advice from public health officials by calling the National COVID-19 Hotline (1800 020 080)
- Clean and disinfect the areas where the person and close contacts have been
- Review Contact Tracing Registers and/or meeting minute records for the previous 14 days (minimum) to identify if/when the potentially affected person may have been on site and who the person may have had close contact with
- Provide close contact information with public health officials, if instructed to do so
- Follow any advice from public health officials on quarantine or close down requirements
- Inform other members, participants and volunteers about possible exposure to a confirmed COVID-19 case but maintain confidentiality on the person's identity. Advise these people to seek medical advice should they develop any symptoms or are concerned about their health
- Review risk management controls within **Section 6** and **Appendix D** and review whether any areas need to change.

Any member, participant, volunteer, etc. confirmed to have COVID-19 must follow instruction / direction from public health officials in relation to self-isolation and must not attend the Pine Hills Dirt Racing sporting facility until such time that medical clearance has been obtained.

9. Record keeping

All records generated by the implementation of this Plan will be created, protected, retained, disposed of and made available as required.

Records may include but are not limited to:

- Consultation records (e.g. meeting minutes, emails, social media posts)
- Training records (for education of this COVID Safe Plan to members, participants and volunteers)
- This COVID Safe Plan, including the COVID Risk Assessment, and any amendments made
- Contact tracing registers (to be kept for 56 days only)
- Cleaning and disinfection registers
- Correspondence with public health officials and local council / state government representatives.











Appendix A: Abbreviations and definitions

Term	Definition
Asymptomatic	A person who is not producing or showing any symptoms of an illness
Close contact	Any person who has spent greater than 15 minutes in face-to-face contact with the confirmed case (while they were symptomatic) in any setting, or any person who shared a close space such as an office area, meeting room, etc. where that person remained within five (5) metres of the confirmed case for a prolonged period (e.g. more than two (2) hours).
Confirmed COVID-19 case	A confirmed case is a person who tests positive for the virus that causes COVID-19. This requires special testing in public health laboratories.
COVID-19	<p>COVID-19 is a disease caused by a new form of coronavirus, which originated in Hubei Province, China in December 2019. It is a respiratory infection, with symptoms ranging from mild illness to pneumonia. The virus can be spread from person to person, but good hygiene and social distancing can prevent infection.</p> <p>More information can be found here: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19</p>
Plan	This COVID Safe Plan
PPE	Personal protective equipment
Public Health Directions	<p>Enforceable government directions, which businesses and the community must do to prevent the spread of COVID-19. These directions specify directions, such as, which businesses must close; how and when social distancing requirements apply; boarder restrictions.</p> <p>Current Queensland Public Health Directions can be found here: https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers</p>
Reasonably practicable	<p>That which is (or was at the time) reasonably known and able to be done, taking into consideration:</p> <ul style="list-style-type: none"> • The likelihood of the hazard or risk occurring • The degree of harm that might result • What the person knows (or ought to have known) • The availability and suitability of ways to eliminate or minimise the risk • The cost associated with the elimination or minimisation of the risk. <p>Generally, a duty holder must meet the standard expected of a person in the duty holder's position.</p>
SDS	Means 'Safety Data Sheet'
Volunteers	A person who works for an organisation or similar without being paid
WHS	Means 'work health and safety'


Appendix B: COVID-19: identifying the symptoms fact sheet

Coronavirus
(COVID-19)

COVID-19: IDENTIFYING THE SYMPTOMS

SYMPTOMS	COVID-19	COLD	FLU
	Symptoms range from mild to severe	Gradual onset of symptoms	Abrupt onset of symptoms
Fever 	Common	Rare	Common
Cough 	Common (usually dry)	Mild	Common (usually dry)
Sore Throat 	Sometimes	Common	Sometimes
Shortness of Breath 	Sometimes	No	No
Fatigue 	Sometimes	Sometimes	Common
Aches & Pains 	Sometimes	Common	Common
Headaches 	Sometimes	Rare	Common
Runny or Stuffy Nose 	Rare	Common	Sometimes
Diarrhea 	Rare	No	Sometimes for children
Sneezing 	No	Common	No


Adapted from material produced by WHO, Centres for Disease Control and Prevention.



HELP STOP THE SPREAD AND STAY HEALTHY

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

For more information about
Coronavirus (COVID-19) visit [health.gov.au](https://www.health.gov.au)



Australian Government

Appendix C: Roadmap to easing Queensland's restrictions

Roadmap to easing Queensland's restrictions

A step-down approach to COVID-19

CONTINUING CONDITIONS • Social distancing, 1.5 metres and hygiene • Stay at home if you're sick • Tracking, tracing, rapid response • Frequent cleaning and disinfection
Unite against COVID-19

from 11:59pm STAGE 1: 15 MAY 2020 (2 weeks)	commencing from 12 noon STAGE 2: 1 JUNE 2020 (5 weeks)	commencing from 12 noon STAGE 3: 3 JULY 2020	BORDERS
<p>Family, friends and community</p> <ul style="list-style-type: none"> Gatherings in homes (household plus max 5 visitors, allowed from separate households) Gatherings of up to 10 people: <ul style="list-style-type: none"> outdoor, non-contact activity personal training and pools (indoor and outdoor) public spaces and lagoons (e.g. South Bank Parklands, Cairns, Airlie Beach etc.) libraries, parks, playground equipment, skate parks and outdoor gyms weddings and places of worship hiking and other recreational activities in national and state parks Funerals (max 20 indoors or 30 outdoors) Recreational travel (max 150 kms within your region for day trips). <p>Businesses and economy</p> <ul style="list-style-type: none"> Retail shopping 10 people permitted at any one time for: <ul style="list-style-type: none"> dining in (with COVID Safe Checklist): restaurants, cafés, pubs, registered and licensed clubs, RSL clubs and hotels – no bars or gaming open homes and auctions beauty therapy and nail salons (with COVID Safe Checklist) All students back at school from 25 May 2020. <p>Outback*</p> <ul style="list-style-type: none"> Dining in (with COVID Safe Checklist): restaurants, cafés, pubs, registered and licensed clubs, RSL clubs and hotels (max 20 at any one time) for locals only (must show proof of residence) – no bars or gaming Recreational travel including overnight accommodation max 500 kms within the outback only if you live in the outback. 	<p>Family, friends and community</p> <ul style="list-style-type: none"> Gatherings of up to 20 people: <ul style="list-style-type: none"> homes public spaces and lagoons* (e.g. South Bank Parklands, Cairns, Airlie Beach etc.) non-contact indoor and outdoor community sport* personal training, gyms*, health clubs*, yoga studios*, pools* (indoor and outdoor) and community sports clubs* museums*, art galleries* and historic sites* weddings and places of worship* libraries*, parks, playground equipment, skate parks and outdoor gyms hiking, camping and other recreational activities in national and state parks Funerals† (max 100 people) Recreational travel, camping and accommodation, including caravan parks (anywhere in Queensland*). <p>Businesses and economy</p> <ul style="list-style-type: none"> Unlimited travel and overnight stays for all of Queensland* (including for school holidays) Dining in or seated drinks in restaurants, cafés, pubs, registered or licensed clubs, RSL Clubs, hotels and casinos (no gaming) – up to 20 patrons per room or defined area (indoors or outdoors) for a venue (when following a COVID Safe Industry Plan) 20 people permitted at any one time for: <ul style="list-style-type: none"> indoor cinemas* open homes* and auctions* outdoor amusement parks*, tourism experiences*, zoos* and arcades* concert venues*, theatres*, arenas*, auditoriums* and stadiums* beauty therapy, nail salons, tanning, tattoo parlours and spas (with COVID Safe Checklist). 	<p>Family, friends and community</p> <ul style="list-style-type: none"> Private, non-commercial (e.g. home) gatherings of up to 100 with friends and family Weddings and funerals (max 100 people)‡ Maximum number of persons at museums, art galleries, libraries and historic sites determined by the one person per 4 square metre rule Sport, recreation and fitness organisations when following a COVID Safe Industry Plan: <ul style="list-style-type: none"> resumption of activity including competition and physical contact is permitted on the field of play indoor sports facilities can open with one person per 4 square metres (off the field of play)§ outdoor sports facilities can open with physical distancing (off the field of play). <p>Businesses and economy</p> <ul style="list-style-type: none"> Maximum number of customers for a business at any one time is determined by the 4 square metre rule*⁴ For smaller venues below 200 square metres, businesses can have one person per 2 square metres up to 50 persons at a time*⁵ The following businesses and areas may re-open with a COVID Safe Plan: <ul style="list-style-type: none"> casinos, gaming and gambling venues (including electronic gaming machines) non-therapeutic massage* saunas and bathhouses* nightclubs food courts Office-based workers can return to their place of work Up to 25,000 spectators or 50% of capacity (whichever is the lesser) at Queensland's Major Sports Facilities, with a COVID Safe Plan Concert venues, theatres and auditoriums can open and have up to 50% capacity or one person per 4 square metres (whichever is the greater), with a COVID Safe Plan More events allowed: <ul style="list-style-type: none"> fewer than 500 people – no approval needed when following a COVID Safe Event Checklist 500 to 10,000 people – need a COVID Safe Event Plan approved by local public health units over 10,000 people – need a COVID Safe Event Plan approved by the Queensland Chief Health Officer COVID Safe Industry Plans continue to apply with revisions to reflect changes in Stage 3. COVID Safe Checklists continue to apply. 	<p>From 12 noon 3 July 2020</p> <ul style="list-style-type: none"> Due to the current community transmission levels, the border with Victoria will remain closed and be strengthened. Any person (whether a Queensland resident or non-Queensland resident) who has been in any local government area within the State of Victoria within the last 14 days should not come to Queensland. If they do, they must undergo mandatory quarantine in a hotel at their own expense for a minimum of 14 days. Queensland residents must not travel to any local government area in Victoria. The Queensland Government will implement enhanced border control measures, including border passes and identification screening. <p>From 12 noon 10 July 2020</p> <ul style="list-style-type: none"> From 10 July 2020, any person from New South Wales, Western Australia, South Australia, Tasmania, the Australian Capital Territory and the Northern Territory may enter Queensland subject to completing and signing a border declaration. If any person entering Queensland from whatever place has spent time in any local government area in Victoria during the past 14 days, they will be subject to mandatory hotel quarantine. <p>Offences and quarantine measures</p> <ul style="list-style-type: none"> All persons entering Queensland must complete and sign a border declaration stating they have not been to any local government area in Victoria in the past 14 days. Penalties apply for false statements. All flights will be checked and road vehicle borders will be enforced. Police will enforce quarantine. A person who refuses testing in quarantine will be subject to a further 10-day period at cost. <p>Review</p> <ul style="list-style-type: none"> The Queensland Chief Health Officer will review levels of community transmission and may impose additional restrictions should new hot spots occur.

* More with COVID Safe Plan or Site Specific Plan approved by health authorities

⁴ Max 50 with a COVID Safe Checklist when not complying with the COVID Safe Industry Plan

⁵ Outback areas as defined by Local Government Area

⁶ Except Biosecurity Areas or Restricted Areas

⁷ Provided contact details are kept for at least 14 days

⁸ Defined areas no longer required.


Remote community restricted areas:

- The restrictions on access to Declared Travel Zones will continue under the CHO Direction: Restricted Access to Remote Communities
- Under the Remote Communities Roadmap, any easing of restrictions in those areas will occur following an assessment of public health advice, response capability and community consultation.

Ongoing review

Ongoing review of state-based restrictions will be undertaken based on levels of community transmission. This includes:

- Density requirements, including consideration of moving from 4 to 2 square metres per person for all venues
- Remaining restrictions on high-risk businesses and activities.



Appendix D: COVID-19 risk assessment

HAZARD DESCRIPTION	INHERENT RISK			CONTROLS	RESIDUAL RISK			MAINTENANCE AND REVIEW
	Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating	
Re-opening club when there is evidence of local COVID-19 community transmission or outbreaks	Major	Almost Certain	Catastrophic	<ul style="list-style-type: none"> Follow Queensland Government 'Roadmap to easing Queensland's restrictions', refer Appendix C with respect to when we're permitted to re-open and the maximum number of people on site at any one time Follow advice/direction from public health officials in relation to re-opening following closure due to a suspected or confirmed COVID-19 case associated with our club or a key member/participant of our club 	Moderate	Unlikely	Moderate	Regularly monitor Queensland Government COVID-19 website for updates to the Roadmap
Failure to understand and comply with applicable COVID-19 legal and other requirements applicable to our operations (inclusive of public health directions)	Major	Likely	Catastrophic	<ul style="list-style-type: none"> Engage WHS Consultant to develop a COVID Safe Plan specific to our operations Include a legal and other requirements section within our COVID Safe Plan (Section 1.3) Regularly liaise with Moreton Bay Regional Council with respect to COVID-19 compliance at our sporting facility 	Moderate	Unlikely	Moderate	Regularly monitor Queensland Government COVID-19 website for updates Regularly liaise with WHS Consultant and local council
Failure to understand the severity of COVID-19 and what the symptoms are	Major	Likely	Catastrophic	<ul style="list-style-type: none"> Read reputable websites (e.g. Queensland Health, Healthdirect) to gain a good understanding of COVID-19 Include a 'what is COVID-19' section within our COVID-19 Safe Plan (Section 2) Communicate the Australian Government fact sheet on what the COVID-19 symptoms are (Appendix B) 	Minor	Unlikely	Moderate	Stay abreast of news in relation to COVID-19 Monitor reputable websites for any changes to information
Failure to adequately manage COVID-19 related risks at our sports facility	Major	Likely	Catastrophic	<ul style="list-style-type: none"> Consult with a variety of stakeholders (e.g. Pine Hills Dirt Racing Committee Members, WHS Consultant, local council, hockey/netball representatives) to determine control measures that are to be implemented to ensure a healthy, safe and virus-free operation, and compliance with applicable legal and other requirements Review Approved Industry COVID Safe Plans that are somewhat relevant to our operations (e.g. Outdoor Team Sports and Food Services) and, where relevant, align our control measures to the ones specified within these plans (for industry best practices purposes) WHS Consultant to consolidate these controls into a COVID Safe Plan specific to our operations Nominate COVID Safe Coordinators, who have overall responsibility for the management of COVID-19 at our sporting facility, inclusive of ensuring key control measures have been implemented and 	Minor	Unlikely	Moderate	COVID Safe Coordinators to regularly monitor compliance by observing practices during operational activity Review Approved Industry COVID Safe Plans to determine whether any changes to best practice initiatives have been made

HAZARD DESCRIPTION	INHERENT RISK			CONTROLS	RESIDUAL RISK			MAINTENANCE AND REVIEW
	Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating	
				procedures/processes are being followed by people who enter our sporting facility				
Failure to communicate responsibilities to key roles and stakeholders	Major	Likely	Catastrophic	<ul style="list-style-type: none"> Document clear and achievable COVID-19 responsibilities within COVID Safe Plan (Section 4) Communicate COVID responsibilities to all relevant people Regularly communicate and consult with other sporting clubs that utilise shared facilities (e.g. toilet and canteen) to ensure everyone is on the same page in relation to COVID management and cleaning and disinfection 	Minor	Unlikely	Moderate	COVID Safe Coordinators to observe operational activity and ensure key roles are fulfilling their COVID responsibilities
Failure to determine the maximum number of people for overall facility and specific areas within facility	Major	Likely	Catastrophic	<ul style="list-style-type: none"> Determined the maximum number of people permitted within our sporting facility at any one time, inclusive of the maximum number of people within specific areas of our facility (e.g. toilets, canteen, under cover driver stand) Documented these within the COVID Safe Plan 	Minor	Unlikely	Moderate	If social / physical distancing rules change, review and update these numbers
Failure to restrict access to people who are unwell or who may have been exposed to a COVID-19 case	Major	Likely	Catastrophic	<ul style="list-style-type: none"> Contact Tracing Register and signage which communicates requirement for people not to enter our facility if they have a fever, acute respiratory symptoms, or have in the past 14 days, arrived in Australia from overseas, been to a declared COVID-19 hotspot or been in contact with a known or suspected COVID-19 case 	Moderate	Unlikely	Moderate	COVID Safe Coordinators to observe people within the facility and refuse their entry or ask anyone presenting with obvious acute respiratory symptoms to leave
Lack of personal hygiene of people attending sports facility	Major	Likely	Catastrophic	<ul style="list-style-type: none"> Handwashing facilities, inclusive of soap, provided within toilet facilities Hand sanitiser readily accessible at multiple locations throughout our sports facility, inclusive at the entry/exit gate, toilets, canteen and driver's stand Signage prominently displayed throughout site to communicate good hygiene practices (e.g. how to wash hands correctly, to sneeze or cough into tissue/cloth/elbow, to not enter if unwell) 	Moderate	Unlikely	Moderate	COVID Safe Coordinators to refuse entry to anyone who is unwell (or ask them to leave); and prompt people to wash/sanitise their hands as required
People not actively social distancing (at least 1.5m from others)	Major	Likely	Catastrophic	<ul style="list-style-type: none"> Signage prominently displayed throughout site to communicate requirement to social distance Visual markings provided on ground/tables/benches, etc. to indicate where people should stand in order to comply with social distancing requirements, and the directional flow of pedestrian traffic for pathways/canteen line, etc. (refer to Appendix H) 	Moderate	Unlikely	Moderate	COVID Safe Coordinators to observe compliance with social distancing requirements and markings (& enforce these requirements as required)

HAZARD DESCRIPTION	INHERENT RISK			CONTROLS	RESIDUAL RISK			MAINTENANCE AND REVIEW
	Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating	
Failure to adequately clean and disinfect sporting facility	Major	Likely	Catastrophic	<ul style="list-style-type: none"> Implement a good and consistent cleaning and disinfection schedule, which is in line with the Safe Work Australia Cleaning document Provide suitable cleaning and disinfection products Educate volunteers with how to undertake cleaning and disinfection tasks effectively Cleaning and disinfection register (refer to Appendix F) 	Moderate	Unlikely	Moderate	COVID Safe Coordinators to regularly monitor Cleaning and Disinfection Registers to ensure tasks are being undertaken, as required
Exposure to hazardous chemicals (including cleaning products and hand sanitiser)	Minor	Likely	Moderate	<ul style="list-style-type: none"> Suitable PPE (gloves, masks) provided to volunteers tasked with cleaning duties Educate volunteers on how to use each hazardous chemical (e.g. cleaning product) correctly (as per the manufacturer's recommendations) Source and make readily available on site, the safety data sheet (SDS) for each hazardous chemical stored or used on site 	Minor	Unlikely	Low	<p>COVID Safe Coordinators to regularly review hazardous chemicals on site and ensure SDSs are readily accessible on site</p> <p>Observe volunteer cleaners from time to time to ensure they are correctly using each hazardous chemical (and wearing PPE, as required)</p>
Failure to adequately manage suspected or confirmed COVID-19 cases	Major	Likely	Catastrophic	<ul style="list-style-type: none"> Prohibit personnel who are being tested for COVID-19 from entering site (e.g. via declaration on Contact Tracing Register, signage and observation of COVID Safe Coordinators) Liaise with affected people and public health officials, as necessary, where notified of a suspected/confirmed case Follow process described within COVID Safe Plan and advice provided by public health officials in relation to cleaning and disinfection, contact tracing, quarantine or close down, informing other potentially affected people (if advised to do so) 	Moderate	Unlikely	Moderate	COVID Safe Coordinators to review COVID-19 risk management controls and determine whether any areas/control measures need to change

Note: the risk scores have been determined using a standard 5x5 risk matrix tool.

Appendix E: Contact tracing register

Sheet Number:		Date Range:	
---------------	--	-------------	--

Please read the following conditions of entry before signing in.

- ☐ This Contact Tracing Register will be kept for 56 days. Upon request, this Register will be provided to public health officials to assist with contact tracing for suspected or confirmed COVID-19 cases. We will not use or share the information collected within this Register for any other purpose.
- ☐ You must accurately fill out this Register prior to entering our sporting facility. If you choose not to provide your details, you must not enter this facility at this time.
- ☐ By entering our facility, you must act with honesty and integrity by:
 - Entering only if you are an “essential person” (note: spectators, general public, etc. are currently not permitted on site at this time)
 - Adhering to our COVID Safe Plan, erected signage and floor/ground markings, Public Health Directions issued in relation to hygiene and social distancing
 - Accepting and confirming the declaration statement shown in the table below.

Date	Sign in time	First name	Last name	Declaration	Signature	Sign out time
				I accept the conditions of entry and confirm that I do not have a fever or acute respiratory symptoms, and have not in the past 14 days, travelled overseas, been to a declared COVID-19 hotspot or been in close contact with a confirmed COVID-19 case.		
				I accept the conditions of entry and confirm that I do not have a fever or acute respiratory symptoms, and have not in the past 14 days, travelled overseas, been to a declared COVID-19 hotspot or been in close contact with a confirmed COVID-19 case.		
				I accept the conditions of entry and confirm that I do not have a fever or acute respiratory symptoms, and have not in the past 14 days, travelled overseas, been to a declared COVID-19 hotspot or been in close contact with a confirmed COVID-19 case.		
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				I accept the conditions of entry and confirm that I do not have a fever or acute respiratory symptoms, and have not in the past 14 days, travelled overseas, been to a declared COVID-19 hotspot or been in close contact with a confirmed COVID-19 case.		
				I accept the conditions of entry and confirm that I do not have a fever or acute respiratory symptoms, and have not in the past 14 days, travelled overseas, been to a declared COVID-19 hotspot or been in close contact with a confirmed COVID-19 case.		

Appendix F: Cleaning and disinfection register

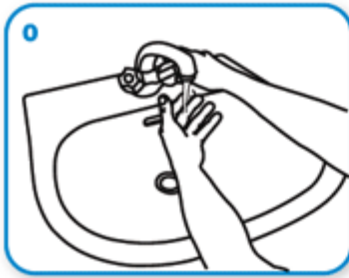
[illegible]

Cleaned = wipe down with detergent and water

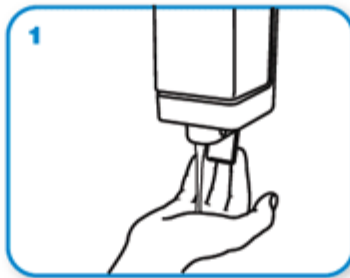
Disinfected = wipe down / sprayed with disinfectant or sanitiser

Frequently touched areas –at least daily

Infrequently touched areas – at least weekly

Appendix G: World Health Organization handwashing guide

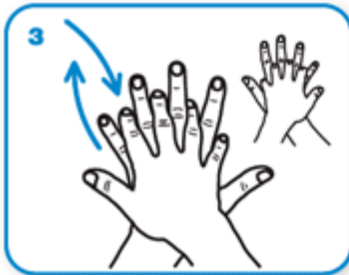
Wet hands with water



apply enough soap to cover all hand surfaces.



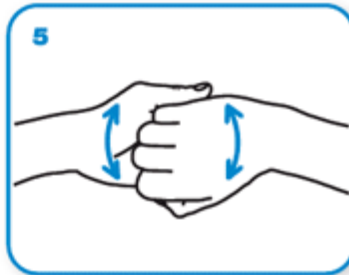
Rub hands palm to palm



right palm over left dorsum
with interlaced fingers
and vice versa



palm to palm with fingers
interlaced



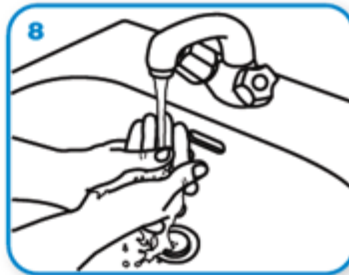
backs of fingers to opposing
palms with fingers interlocked



rotational rubbing of left thumb
clasped in right palm
and vice versa



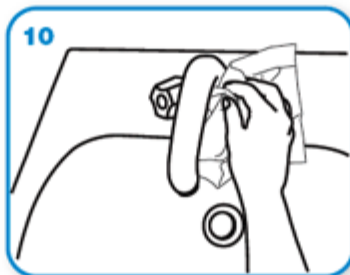
rotational rubbing, backwards
and forwards with clasped
fingers of right hand in left
palm and vice versa.



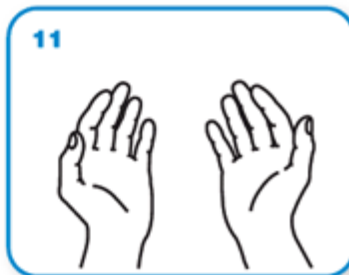
Rinse hands with water



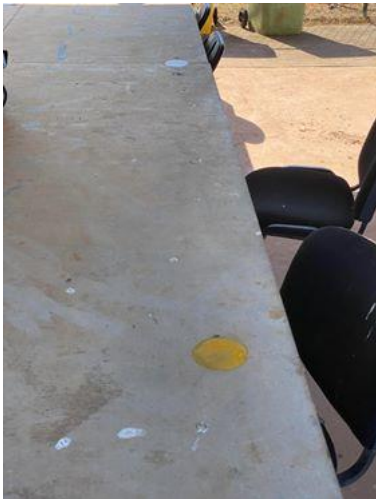
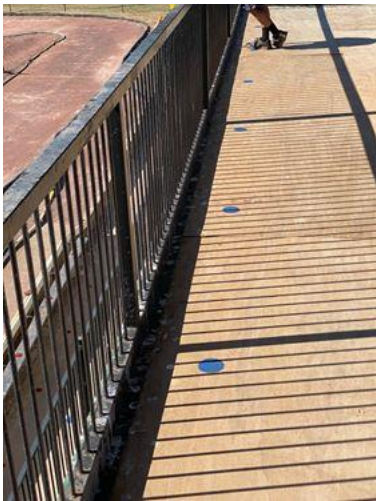
dry thoroughly with a single
use towel



use towel to turn off faucet



...and your hands are safe.

Appendix H: Spray paint spots and directional arrows for physical distancing

Appendix I: Meeting minutes template

Meeting Details		
Meeting Name:		Date:
Facilitator(s):		Time:
#	Agenda Item	Speaker/s
1	<input type="checkbox"/> Welcome, apologies, confirmation of attendance [Summarise discussion points]	
2	<input type="checkbox"/> COVID-19 [Summarise discussion points]	
3	<input type="checkbox"/> Item [Summarise discussion points]	
4	<input type="checkbox"/> Item [Summarise discussion points]	
5	<input type="checkbox"/> Item [Summarise discussion points]	
6	<input type="checkbox"/> Item [Summarise discussion points]	
7	<input type="checkbox"/> Item [Summarise discussion points]	
8	<input type="checkbox"/> Close, and if relevant, confirm next meeting date and time [Summarise discussion points]	

Attendees		
<i>These meeting minutes must be issued to all attendees and any other interested party, as relevant.</i>		
Name	Role	Signature