

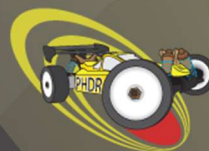


# Pine Hills Dirt Racing: COVID Safe Plan

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Date: 1 January 2021

Version: 1



**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)

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### Document Details

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### Document Control

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0	15/06/20	Issued for use	Safekon Consulting in consultation with Andrew Carding	Insert
1	01/01/21	Updated plan to align to revised Queensland Health and referenced industry COVID Safe Plan requirements / guidance, including removal of content related to our 're-opening'. Updated Committee Member table.	Safekon Consulting in consultation with Andrew Carding	Insert

### Document Approval

<b>Author Signature</b>	Insert	<b>Approver Signature</b>	Insert
<b>Name</b>	Andrew Carding	<b>Name</b>	Ty Beale
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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 James Drysdale Reserve, 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**)
- 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.

### 1.3 Legal and other requirements

Pine Hills Dirt Racing has identified the following legal and other requirements as being relevant to the safe operation of our sporting facility during the COVID-19 pandemic. 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
- Queensland Health guidance on collecting contact information for COVID-19
- 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 82 million people from many countries around the world and caused more than 1.8 million 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 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
- Limit the number of people present to the minimum required to support the participants.

## 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 Queensland Public Health Directions and the applicable requirements of this Plan.

As a summary, key roles and responsibilities for our sporting facility have been defined in the table below:

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



Role	Responsibility
President / Treasurer	<ul style="list-style-type: none"> <li>Nominate COVID-19 Safety Coordinator/s</li> <li>Develop a COVID Safe Plan and keep up-to-date</li> <li>Make a copy of this COVID Safe Plan readily accessible</li> <li>Provide adequate resources and budget (wherever practicable) to enable the requirements of this Plan, Public Health Directions, etc. to be fulfilled / implemented</li> <li>Hold COVID-19 Safety Coordinator/s, members, participants, volunteers and visitors accountable for their actions when on site</li> <li>Demonstrate visible leadership, commitment and proactive behaviours by personal example and encourage everyone else to do the same.</li> </ul>
Members / Participants / Volunteers	<ul style="list-style-type: none"> <li>Comply with Queensland Public Health Directions</li> <li>Understand and act in accordance with this Plan, including any amendments made</li> <li>Act with honesty and integrity in relation to:                             <ul style="list-style-type: none"> <li>The state of your personal health and any potential COVID-19 symptoms</li> <li>Using our QR code to accurately record your contact tracing information</li> </ul> </li> <li>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</li> <li>Immediately notify the Pine Hills Dirt Racing Treasurer and/or a COVID-19 Safety Coordinator if you are a confirmed case of COVID-19</li> <li>Take a cautious approach to self-isolation if have any signs of respiratory illness</li> <li>Adhere to any Queensland Health mandated isolation / quarantine requirements</li> <li>Consider downloading the COVIDSafe App to assist with contact tracing (not mandatory, but recommended).</li> </ul>
Visitors (e.g. supporters such as family members and friends)	<ul style="list-style-type: none"> <li>Only attend the Pine Hills Dirt Racing sporting facility if invited (e.g. as part of a competition) or your presence is required to either support the club or a participant</li> <li>When visiting our sporting facility:                             <ul style="list-style-type: none"> <li>Comply with the current Queensland Health Directions, our COVID Safe Plan, any reasonable instruction given by a Pine Hills Dirt Racing member, and any erected signage, floor markings, dividers, etc. that are in place to prevent the transmission of COVID-19</li> <li>Act with honesty and integrity by:                                     <ul style="list-style-type: none"> <li>Not visiting our sporting facility if you:   <ul style="list-style-type: none"> <li>Are experiencing a fever or acute respiratory systems (e.g. cough, sore throat, shortness of breath)</li> <li>Have been overseas or visited a COVID-19 declared hot spot in the last 14 days</li> </ul> </li> <li>Adhering to any advice/direction given to you by a GP or Queensland Health in relation to self-isolation or mandatory quarantine</li> <li>Using our QR code to accurately record your contact tracing information.</li> </ul> </li> </ul> </li> </ul>

#### 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	Role	Contact number	Contact email
Zac Ryan	President	0499 887 764	<a href="mailto:president@pinehillsdirttracing.com">president@pinehillsdirttracing.com</a>
Ty Beale	Treasurer	0427 632 747	<a href="mailto:treasurer@pinehilldirtracing.com">treasurer@pinehilldirtracing.com</a>
Ryan Orley	Secretary	0405 154 051	<a href="mailto:ryan_orley@yahoo.com">ryan_orley@yahoo.com</a>
Andrew Carding	Club Development Officer	0422 813 034	<a href="mailto:amcarding@gmail.com">amcarding@gmail.com</a>



Name and role	Role	Contact number	Contact email
Matt Leslie	Facility Manager	0418 488 028	<a href="mailto:mattlr33@hotmail.com">mattlr33@hotmail.com</a>
Peter Bernadzik	Committee Member	0407 588 855	<a href="mailto:peterjb270@gmail.com">peterjb270@gmail.com</a>
Todd Black	Committee Member	0405 334 633	<a href="mailto:todd.black@gmail.com">todd.black@gmail.com</a>
Royce Dawson	Committee Member	0499 998 798	<a href="mailto:theroller76@gmail.com">theroller76@gmail.com</a>
Ben Yarnold	Committee Member	0419 251 744	<a href="mailto:benyarn84@gmail.com">benyarn84@gmail.com</a>

## 5. 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 C**), and consulting with our members, participants and Remote Control Racing Australia (RCRA), we have implemented the following control measures to enable this commitment to be achieved.

### 5.1 Conditions of entry and entry/exit points

Pine Hills Dirt Racing will limit the number of people present at our sporting facility to the minimum required for its successful operation and to support participants.

For example, the type of people permitted entry into our sporting facility at this time include:

- Members, participants, officials and volunteers associated with our club
- A parent / guardian / carer of a participant (particularly if under the age of 18)
- A member of the broader community who is interested in joining the club
- Members, participants, officials and volunteers associated with other remote control clubs who are attending our sporting facility for practice or an event (e.g. competition).

Access to other members of the broader community (e.g. general public) and non-essential spectators (e.g. extended family and friends) must only be permitted if prior approval from a Pine Hills Dirt Racing Committee Member has been given, the person has provided contact tracing information, and the maximum number of people permitted (refer below) can be maintained.

#### *Maximum number of people*

For general practice and in-house competition days, the maximum number of people permitted on site is **50**, with no more than one person per 2 square metres.

For events, the maximum number of people permitted on site per day is **1500**, with no more than one person per 2 square metres. For each "event" (i.e. between 51 & 1500 people), a [COVID Safe Event Checklist](#) must be completed.

As Pine Hills Dirt Racing will not host events that exceed 1500 people, we are not required to have a COVID Safe Plan approved by the Queensland Chief Health Officer or a Queensland Public Health Unit.

#### *Contact tracing*

Everyone entering the Pine Hills Dirt Racing sports facility must provide their contact tracing information prior to entering our premises. This can be done:

- Electronically by reading our QR Code via a smartphone camera or QR reader app, or
- By filling out a paper version of the form and placing it in the box provided.

A copy of our QR Code (refer to **Appendix D**) and paper versions of the form will be provided at the entrance gate/s. Where a person completes a paper version of the form and places it in the box provided, Pine Hills Dirt Racing will transfer the response into the electronic version of the form within 24 hours.



Anyone who chooses not to provide their contact tracing information is not permitted to enter our facility for any reason.

Contact tracing information will be kept for a minimum of 30 days and a maximum of 56 days. Upon request, Pine Hills Dirt Racing will provide applicable contact tracing information to Queensland Health.

Pine Hills Dirt Racing will comply with privacy laws with respect to contact tracing information and will not use the information collected for any other purpose (e.g. marketing).

### **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 paying / paid members.

### **Hygiene**

Pine Hills Dirt Racing will provide hand sanitiser which is at least 70% alcohol 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
  - 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
- Refraining from physical greetings between people not from your household
- Refraining from sharing personal equipment with people not from your household (unless sanitised between uses).

### **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 other people who are not part of your household 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
- Provide contact tracing information 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.

## 5.2 Toilet and handwashing facility

When the Pine Hills Dirt Racing sporting facility is open, the toilet and handwashing facility will be available for use by personnel who have provided their contact tracing information only. The public access door will remain closed/locked at all times.

### *Maximum number of people*

A maximum of four (4) 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 who is not a member of the persons' household.

### *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 (e.g. more frequent cleaning is recommended for events).

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 E**), which will be affixed to the wall/s of the toilet block.

### *Hygiene*

Within each toilet and handwashing facility on site, Pine Hills Dirt Racing will provide anti-bacterial soap, hand sanitiser (which is at least 70% alcohol) and disposable paper towel.

Pine Hills Dirt Racing will maintain an adequate supply of these products, wherever practicable, to ensure they can be readily replenished as needed.

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

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



### 5.3 Track facility

#### Maximum number of people

Pine Hills Dirt Racing has determined the maximum number of people that can be within each specific track area, based on the one person per 2 square metres rule.

Regardless of the maximum number of people per area, the total maximum number of people as defined within Section 6.1 must be adhered to. Further, physical distancing of 1.5m between people from different household must also be adhered to, wherever possible.

Undercover areas	
Drivers stand	Maximum of 18 people
Pit area	Maximum of 24 people
Wash bay and compressed air stations	
Each station	Maximum of 4 people
Open air areas	
Personal gazebos (e.g. 3m x 3m) on grassed area	Maximum of 4 people per gazebo (unless from the same household) <i>Note: Gazebos must be spaced at least 1.5m apart, unless from the same household</i>
Open air, including track and pit lane	Maximum of 50 people. Without a <a href="#">COVID Safe Event Checklist</a>

#### 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 G**.

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 (unless it is thoroughly sanitised between users).

#### 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 and refrain from touching their face during the race, wherever possible.

#### 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](#).

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

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.



## 5.4 Canteen facility

When the Pine Hills Dirt Racing sporting facility is open, the canteen facility will be available for take away service to personnel who have provided their contact tracing information only. The public access door will remain closed/locked at all times.

### *Maximum number of people*

A maximum of two (2) 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 G**.

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. sugar, 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 required or upon request
- 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
- Encourage payment via electronic means (e.g. Tap&Go, ApplePay, etc.) rather than cash.

### *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), surgical 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](#).

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

## 5.5 Committee meetings

In instances where there is community transmission of COVID-19 within South East Queensland, Pine Hills Dirt Racing will, wherever practicable, hold committee meetings via online meeting platforms (e.g. Zoom,



Microsoft Teams) 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 four (4) square metre rule if indoors or one person per two (2) square metre rule if outdoors. Indoor face-to-face meetings will be limited to a maximum duration of one (1) hour, wherever practicable.

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 H**). The meeting minutes may also serve as a contact tracing record should public health officials request such information from our club.

## 5.6 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 5.1 to 5.3 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 40 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 users, wherever practicable.

## 5.7 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.

## 5.8 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.

## 5.9 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 use 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. We will also make a copy of the Plan available via our website.



### 5.10 Personal protective equipment (PPE)

Pine Hills Dirt Racing will provide appropriate personal protective equipment (PPE) to members, participants, volunteers, officials, and similar, as required. At minimum, this includes disposable gloves (for food preparation and handling, and cleaning and disinfection) and surgical face masks.

Surgical face masks are only mandatory when mandated by a public health directive. Otherwise, the wearing of surgical face masks is at the discretion of the worker / volunteer / participant.

## 6. 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.nhsd.healthdirect.org.au/v1/widget/search?widgetId=2bd9a3ab-54e6-4ddf-a9df-44fef0c2e81b&types=%5Bservices\\_types%5D%3Aall+services&filters=%5Bprograms%5D%3Acovid+19](https://widget.nhsd.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 President, Treasurer and/or COVID-19 Safety Coordinator/s if they were at the Pine Hills Dirt Racing sport facility within the last 14 days.

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 information 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 isolation, quarantine or close down requirements
- Review risk management controls within **Section 5** and **Appendix C** 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 7**).

## 7. 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 President, 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 information 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 isolation, 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 C** 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.

## 8. 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 information (to be kept for a minimum of 30 days and a maximum of 56 days)
- 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 <b>confirmed case</b> 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:  <a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19</a></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:  <a href="https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers">https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers</a></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"> <li>• The likelihood of the hazard or risk occurring</li> <li>• The degree of harm that might result</li> <li>• What the person knows (or ought to have known)</li> <li>• The availability and suitability of ways to eliminate or minimise the risk</li> <li>• The cost associated with the elimination or minimisation of the risk.</li> </ul> <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
<b>Fever</b> 	Common	Rare	Common
<b>Cough</b> 	Common (usually dry)	Mild	Common (usually dry)
<b>Sore Throat</b> 	Sometimes	Common	Sometimes
<b>Shortness of Breath</b> 	Sometimes	No	No
<b>Fatigue</b> 	Sometimes	Sometimes	Common
<b>Aches &amp; Pains</b> 	Sometimes	Common	Common
<b>Headaches</b> 	Sometimes	Rare	Common
<b>Runny or Stuffy Nose</b> 	Rare	Common	Sometimes
<b>Diarrhea</b> 	Rare	No	Sometimes for children
<b>Sneezing</b> 	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: 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"> <li>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</li> </ul>	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"> <li>Engage WHS Consultant to develop a COVID Safe Plan specific to our operations</li> <li>Include a legal and other requirements section within our COVID Safe Plan (Section 1.3)</li> <li>Where necessary, liaise with Moreton Bay Regional Council with respect to COVID-19 compliance at our sporting facility</li> </ul>	Moderate	Unlikely	Moderate	Regularly monitor Queensland Government COVID-19 website for updates 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"> <li>Read reputable websites (e.g. Queensland Health, Healthdirect) to gain a good understanding of COVID-19</li> <li>Include a 'what is COVID-19' section within our COVID-19 Safe Plan (Section 2)</li> <li>Communicate the Australian Government fact sheet on what the COVID-19 symptoms are (Appendix B)</li> </ul>	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"> <li>Consult with a variety of stakeholders (e.g. Pine Hills Dirt Racing Committee Members, WHS Consultant, local council, hockey/netball representatives, Remote Control Racing Australia, other remote control racing clubs, similar) 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</li> <li>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)</li> <li>WHS Consultant to consolidate these controls into a COVID Safe Plan specific to our operations</li> </ul>	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 Complete COVID Safe Event Checklist for each event



HAZARD DESCRIPTION	INHERENT RISK			CONTROLS	RESIDUAL RISK			MAINTENANCE AND REVIEW
	Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating	
				<ul style="list-style-type: none"> <li>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 procedures/processes are being followed by people who enter our sporting facility</li> <li>For each event over 50 people (and up to 1500 people), complete a COVID Safe Event Checklist, ensuring to implement any additional controls required prior to event going ahead</li> </ul>				
Failure to communicate responsibilities to key roles and stakeholders	Major	Likely	Catastrophic	<ul style="list-style-type: none"> <li>Document clear and achievable COVID-19 responsibilities within COVID Safe Plan (Section 4)</li> <li>Communicate COVID responsibilities to all relevant people</li> <li>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</li> </ul>	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"> <li>Determine the maximum number of people permitted within our sporting facility at any one time / each day, inclusive of the maximum number of people within specific areas of our facility (e.g. toilets, canteen, under cover driver stand)</li> <li>Document these within the COVID Safe Plan</li> </ul>	Minor	Unlikely	Moderate	If social / physical distancing rules change, review and update these numbers
Failure to adequately plan a large event	Major	Likely	Catastrophic	<ul style="list-style-type: none"> <li>For each event over 50 people (and up to 1500 people), complete a COVID Safe Event Checklist, ensuring to implement any additional controls required prior to event going ahead</li> </ul>	Moderate	Unlikely	Moderate	Complete COVID Safe Event Checklist for each event
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"> <li>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</li> </ul>	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"> <li>Handwashing facilities, inclusive of soap, provided within toilet facilities</li> <li>Hand sanitiser readily accessible at multiple locations throughout our sports facility, inclusive at the entry/exit gate, toilets, canteen and driver's stand</li> <li>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)</li> </ul>	Moderate	Unlikely	Moderate	COVID Safe Coordinators to refuse entry to anyone who is unwell (or ask them to leave immediately); and prompt people to wash/sanitise their hands as required
People not actively social distancing (at	Major	Likely	Catastrophic	<ul style="list-style-type: none"> <li>Signage prominently displayed throughout site to communicate requirement to social distance</li> </ul>	Moderate	Unlikely	Moderate	COVID Safe Coordinators to observe compliance with



HAZARD DESCRIPTION	INHERENT RISK			CONTROLS	RESIDUAL RISK			MAINTENANCE AND REVIEW
	Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating	
least 1.5m from others not in their household)				<ul style="list-style-type: none"> <li>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 G)</li> <li>Ask anyone repeatedly not complying to leave the premises</li> </ul>				social distancing requirements and markings (& enforce these requirements as required)
Failure to adequately clean and disinfect sporting facility	Major	Likely	Catastrophic	<ul style="list-style-type: none"> <li>Implement a good and consistent cleaning and disinfection schedule, which is in line with the Safe Work Australia Cleaning document</li> <li>Provide suitable cleaning and disinfection products</li> <li>Educate volunteers with how to undertake cleaning and disinfection tasks effectively</li> <li>Cleaning and disinfection register (refer to Appendix E)</li> </ul>	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"> <li>Suitable PPE (gloves, masks) provided to volunteers tasked with cleaning duties, inclusive of training on how to use each item of PPE correctly</li> <li>Educate volunteers on how to use each hazardous chemical (e.g. cleaning product) correctly (as per the manufacturer's recommendations)</li> <li>Source and make readily available on site, the safety data sheet (SDS) for each hazardous chemical stored or used on site</li> </ul>	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"> <li>Prohibit personnel who are being tested for COVID-19 from entering site (e.g. via declaration on COVID form, signage and observation of COVID Safe Coordinators)</li> <li>Liaise with affected people and public health officials, as necessary, where notified of a suspected/confirmed case</li> <li>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)</li> </ul>	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 D: QR Code for contact tracing information

The following QR Code is to be read by either a smartphone camera or QR reader app.

Once opened, the QR Code will take you to a Google forms webpage to complete the Pine Hills Dirt Racing COVID Form.

This form will ask for the following contact tracing information:

- Name
- Email address
- Phone number
- Arrival time
- Number of dependents.

It will also ask for a COVID-19 declaration to be completed.





## Appendix E: Cleaning and disinfection register

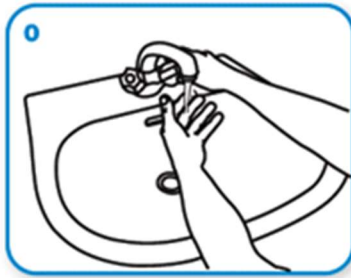
[illegible]

Cleaned = wipe down with detergent and water  
Disinfected = wipe down / sprayed with disinfectant or sanitiser

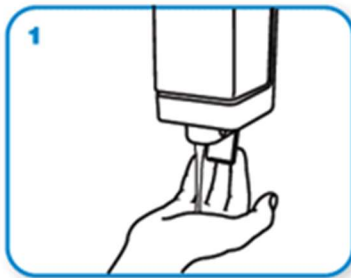
Frequently touched areas –at least daily

Infrequently touched areas – at least weekly

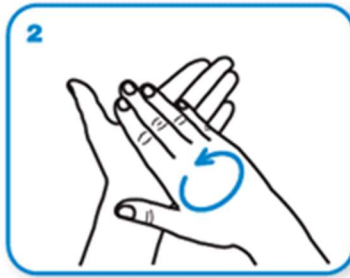


**Appendix F: World Health Organization handwashing guide**

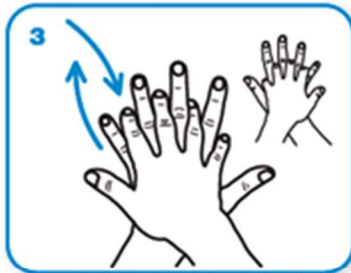
Wet hands with water



apply enough soap to cover all hand surfaces.



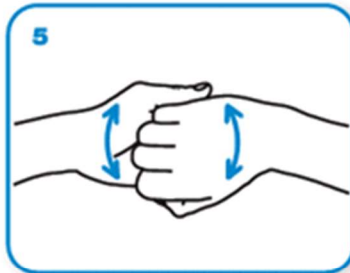
Rub hands palm to palm



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



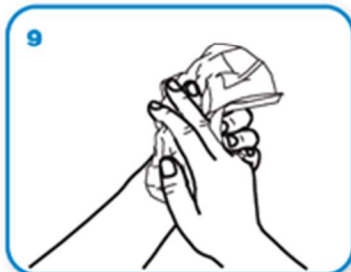
rotational rubbing of left thumb  
clasped in right palm  
and vice versa



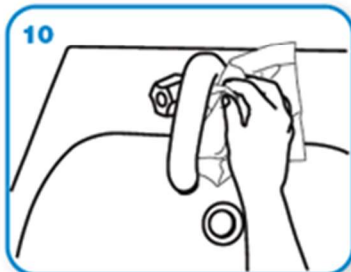
rotational rubbing, backwards  
and forwards with clasped  
fingers of right hand in left  
palm and vice versa.



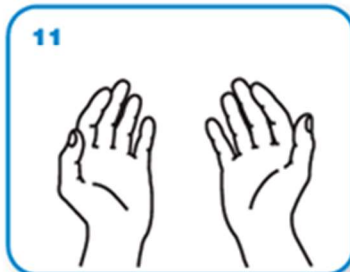
Rinse hands with water



dry thoroughly with a single  
use towel



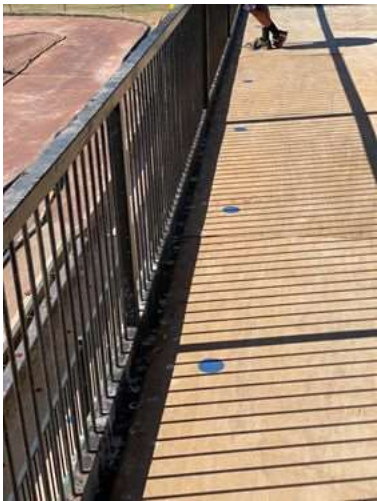
use towel to turn off faucet



...and your hands are safe.



**Appendix G: Spray paint spots and directional arrows for physical distancing**





## Appendix H: Meeting minutes template

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