GOVERNMENT OF WESTERN AUSTRALIA

WA COVID Safety Plan

Sport and Recreation

COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name: Hensman Park Tennis Club has a maximum capacity of Number: 75 patrons and agrees to the following conditions:

- ☑ A strict limit of a minimum of 4sqm per person
- ☑ Frequent cleaning and disinfection
- ☑ Non-contact training and sport only
- ☑ Close communal showers and change rooms
- ☑ Minimal shared equipment
- ☑ Maintain records of patrons for the purposes of contact tracing

1. Refer to the COVID Safety Guidelines: Sport and Recreation for information on the expectations for COVID Safety Plans, including the application of the maximum 20 patrons per venue limit, and to assist you in completing this plan. These are available at **WA.gov.au**
2. Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
3. The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.
4. Print and display the **COVID Safety Plan Certificate** available at the end of this form.

We're all in this *together.*

Premises details

Premises name:	Hensman Park Tennis Club	Prepared by:	Ken McIntosh
Type of premises:	Tennis Club	Position title:	Director - G & H
Street address:	30 Anstey Street, South Perth	Completion date:	17 May, 2020
Contact no:	0427 422 759	Revision date:	30 May, 2020
Email:	k.mcintosh@bigpond.com		

* For the sections below, please complete the form and attach additional pages or information as required.

1. Physical and social distancing

• What will be done to implement physical distancing guidelines?

Consider: physical distancing for staff and patrons; occupancy limits based on 4sqm requirements; management of waiting areas etc.

1. Signs showing COVID restrictions, procedures and occupancy limits based on 4m2 per person.
2. Display a Plan that shows 3 of Court Training Zones and occupancy limits for all areas.
3. Chairs and tables stacked away to allow adequate spacing for social distancing of 1.5 m.
4. Lines placed on the floor at Club Office counter and Pro shop counter, to define where people can stand for service - to observe 1.5 m spacing condition. Parents told wait in cars outside Club.
5. Adhere to 'COVID-19 Community Tennis Guidelines for Continued Play' - Tennis West.
6. 1 main gate entry to Club at South end. This gate to be left open when Team Tennis Coaches or Club staff are in attendance. Locked at other times. Grass court gate open Social Play times.
7. For tennis play maximum of 4 players plus 1 coach per court. Maximum of 20 persons for each of the 3 Court Training zones. 15 Persons maximum inside Clubhouse - entry via kitchen door.

2. Hygiene

• How will you ensure required hygiene standards are maintained?

Consider: hygiene protocols and practices; supply of cleaning and sanitiser products etc.

1. Hand sanitiser stations to be set up at, minimum, Pro-shop and Club Office Counters.
2. Staff and coaches to be provided with personal hygiene and cleaning products to use at work.
3. Tennis courts only for use by Club Members and Team Tennis clients - not open to Public.
4. Clubs Cleaner to clean toilets, gates and other key points daily. Other areas twice per week.
5. Cleaning checklist provided for staff/volunteers, if extra cleaning required.
6. Club Manager to manage cleaning/hygiene and ensure sufficient stocks of products available.
7. Members advised to bring own sanitiser, drinking water and goto toilet before attendance.
8. Club toilets only opened for emergencies. Showers and changerooms not to be used.
9. Kitchen and Bar to remain close - except for kitchen use by staff.
10. Players directed - come to Club, play tennis (approx 90 min) and go home. Parents wait in cars.

3. Staff training and education

- **How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?**

Consider: staff training; records of training; additional education; signage; guidance material etc.

1. Staff/coaches, most Board members to complete the Department of Health 'Infection control training' https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training.
2. Staff/coaches/committee members to be circulated with regular COVID communication provided by Tennis West, and Govt agencies as appropriate. Training register to be kept.
3. Club members to be regularly updated via email,Facebook, Instagram and Website.
4. Maximum booking time for use of 1 court by 1 group of players to be 90 Minutes.

4. Compliance

- **I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.**

Yes ☑ No ☐

Comments:

1. All Staff/Coaches/Board members have been directed to review information about the WA Emergency Management Act 2005, at: https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_294_homepage.html
2. Each Board meeting shall have a standing agenda item to review COVID-19 Management and compliance at the Club. Regular meetings with Team Tennis (Club Coach).
3. Director Grounds and Hall to be Club COVID-19 contact person and will audit compliance.

5. Response planning

- **How will you respond to an exposure or suspected exposure to COVID-19 within your premises?**

Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

1. Staff/coaches/Board members are required to complete a daily attendance sheet.
2. All contractors, including council workers, are required to sign in the visitors book.
3. All Members must "book-a-court" online with contact information and names of all players. Or are required to complete attendance register when they attend the Club, including contact details
5. All coaching sessions/squads are required to register players with full contact information.
6. Main hall (window area) has been designated if required to isolate a person
7. Contracted cleaners have a procedure to undertake a deep-clean if a suspected COVID-19 case.
8. Any suspected exposure to COVID-19 would trigger a response based on plan at: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/office/covid-19-your-workplace?tab=tab-toc-employer#heading--1--tab-toc-

GOVERNMENT OF WESTERN AUSTRALIA

Sport and Recreation

WA COVID Safety Plan

Premises name

HENSMAN PARK TENNIS CLUB

COVID Safety Plan Certificate: Sport and Recreation

Number: 75

Welcome.
We can accommodate 75 patrons and agree to maintain the WA Government's safety measures

- ☑ **4sqm per person**
- ☑ **Minimal shared equipment**
- ☑ **Non-contact training and sport only**
- ☑ **Contact tracing**

We're doing our part to help keep you safe. Please respect the rules and our staff.

We're all in this *together.*

Prepared by: Ken McIntosh

Date: 18 May, 2020

WA.gov.au