

# ***ELPHIN*** ***SPORTS*** --- ***CENTRE***

***BASKETBALL - BADMINTON - TABLE TENNIS***  
***INDOOR SOCCER - MARTIAL ARTS***  
***MULTI PURPOSE STADIUM***

## **COVID-19 SAFETY PLAN & GUIDELINES**

**VERSION 3.0**

# CONTENTS

1. INTRODUCTION.....	2
A) TASMANIAN PUBLIC HEALTH HOTLINE .....	2
2. STAGES OF ACCESS .....	3
A) STAGE 1.....	3
B) STAGE 2.....	3
C) STAGE 3.....	3
3. VENUE CAPACITY .....	5
4. ATTENDANCE PROTOCOLS.....	6
A) BOOKINGS.....	6
B) ATTENDANCE REGISTER .....	7
5. CLEANING .....	8
A) REQUIREMENTS OF HIRERS .....	8
B) MAINTAINING OF CLEANING RECORDS.....	8
C) DISPOSAL OF CONTAMINATED WASTE.....	9
6. REQUIREMENTS FOR INDIVIDUALS, GROUPS AND ORGANISATIONS USING ELPHIN SPORTS CENTRE.....	10
A) INDIVIDUALS .....	10
B) GROUPS AND ORGANISATIONS .....	10
7. REVISIONS .....	11

# 1. INTRODUCTION

Elphin Sports Centre (the Centre) is committed to taking all steps to provide a safe facility for its patrons to use during the COVID-19 (Coronavirus) pandemic. By following these guidelines, we will show how we will comply with minimum standards determined by Public Health and the requirements of the Work Health and Safety Act.

As such the following plan and guidelines have been developed by Elphin Sports Centre to outline how the Centre will work with its patrons to manage and minimize any potential transmission of Coronavirus within the Centre.

To comply with the new standards, we have done a risk assessment, which can be found on our website ([www.elphinsportscentre.org.au/covid-19#risk-register](http://www.elphinsportscentre.org.au/covid-19#risk-register)) to decide which control measures are required for our safe operations.

We have taken into account when doing this COVID-19 Safety Plan and Guidelines, is the level of risk of the virus spreading, but overall, the general wellbeing of our workers and patrons, so ensuring that all safety and hygiene measure that can be taken are in place to assist in minimizing any spread of the virus and ensuring that we comply with all Government and Health guidelines and regulations.

## A) TASMANIAN PUBLIC HEALTH HOTLINE

The Public Health Hotline ensure Tasmanians have access to Coronavirus support and information.

As well as handling enquires from the general public, qualified clinical staff are available to provide advice to health professionals.

If anyone should feel unwell with cold or flu-like symptoms (including fever, runny nose, cough, sore/itchy throat or shortness of breath), please phone the Public Health Hotline on 1800 671 738 to arrange a referral for a COVID-19 test.

## 2. STAGES OF ACCESS

In line with the Tasmanian State Government Restrictions, Elphin Sports Centre has adopted the 3 stages of restrictions.

At present the Stages are set to begin at the following dates:

- **Stage 1:** 23 March 2020
- **Stage 2:** 5 June 2020 (3 pm)
- **Stage 3:** 26 June 2020 (12 noon)

All stages require the following health protocols and requirements to be followed by all patrons unless otherwise stated:

- Physical distancing (1.5m).
- Hand Sanitizer at Entry/Exits.
- Abide by all signage placed up at the Centre.
- Relevant sport COVID-19 Safety Plans.

### A) STAGE 1

Under Stage 1 the following restrictions must be followed by all patrons to the Centre:

- No Access for Indoor Sports.

### B) STAGE 2

Under Stage 2 the following restrictions must be followed by all patrons to the Centre:

- **Up to 20** participants, excluding coaches and officials (as guided by AIS framework level B for rebooting sport) until **17<sup>th</sup> of June 2020**, when limit increases to **Up to 80** participants excluding coaches and officials (as guided by AIS framework level B for rebooting sport).
- Showers and change rooms remain closed.
- Non-contact training only.
- No Spectators.
- Separate Entry/Exits.
- Water Fountains/Drinks Taps will be not accessible.

### C) STAGE 3

Under Stage 3 the following restrictions must be followed by all patrons to the Centre:

- **Up to 250** participants, including coaches and officials per separate area (as guided by AIS proposed framework for rebooting community sport) and pending Public Health Advice from Tasmanian Government.

- Showers and change rooms to remained closed pending Public Health Advice from the Tasmanian Government.
- Competitions can resume.
- Water Fountains/Drinks Taps will be allowed.

### 3. VENUE CAPACITY

Following the requirements of 4 or 2 square metres per person, Elphin Sports Centre can have the following amount of people per Hall so long as patrons maintain physical distancing of 1.5m:

- **Hall 1:** 22.8m x 33.8m = 770.64m<sup>2</sup>  
Divided by 4m<sup>2</sup> / 2m<sup>2</sup>  
= **192 people** / **385 people**
- **Hall 2:** 19.5m x 34m = 663m<sup>2</sup>  
Divided by 4m<sup>2</sup> / 2m<sup>2</sup>  
= **100 people** / **100 people** (Building Regulation Limit)
- **Hall 3:** 21.5m x 34.9m = 750.35m<sup>2</sup>  
Divided by 4m<sup>2</sup> / 2m<sup>2</sup>  
= **187 people** / **375 people**
- **Hall 4:** 21.5m x 34.9m = 750.35m<sup>2</sup>  
Divided by 4m<sup>2</sup> / 2m<sup>2</sup>  
= **187 people** / **375 people**
- **Table Tennis Hall:** 27.5m x 12.9m = 354.75m<sup>2</sup>  
Divided by 4m<sup>2</sup> / 2m<sup>2</sup>  
= **80 people** / **80 people** (Building Regulation Limit)
- **Martial Arts (Hall 5):** 13m x 9.8m = 127.4m<sup>2</sup>  
Divided by 4m<sup>2</sup> / 2m<sup>2</sup>  
= **31 people** / **63 people**
- **Mezzanine:** 29.2m x 7.3m = 213.16 m<sup>2</sup>  
Divided by 4m<sup>2</sup> / 2m<sup>2</sup>  
= **53 people** / **106 people**

Venue limits are further limited by the Government limitations as to maximum occupancy. These limits are outlined in Section 2. Stages of Access.

Please note, at this point, Hall 3 & 4 are seen as one hall.

## 4. ATTENDANCE PROTOCOLS

All staff, patrons, contractors, and visitors to Elphin Sports Centre will be required to follow all instructions, signage, and protocols. This includes, but is not limited to, physical distancing of at least 1.5m, sanitising and handwashing procedures, hall capacity limits (as outlined above) and all other signage regarding minimising the risk of Coronavirus within the Centre.

In the case of sporting associations and other major hirers, they will be required to follow and enforce the instructions, signage and protocols for all players, spectators and other visitors as outlined by Elphin Sports Centre as a minimum.

### A) BOOKINGS

All booking requests, are to be made via email at least 24 hours prior to the requested booking time and must provide the following information:

---

#### *Major Bookings:*

- Date
- Time
- Numbers of Participants
- Type of Usage (e.g. Basketball, Badminton, Table Tennis, etc.)
- Key Person in Charge, including their Contact Details

For all major sports bookings, a copy of their sport's approved COVID-19 Safe Plan and associated documents must also be provided.

**BOOKINGS VIA PHONE WILL NOT BE ACCEPTED.**

---

#### *Casual Usage:*

Bookings are not required for Casual usage.

Casual usage is only available during office hours:

- Monday – Thursday, 10 am – 4 pm
- Friday, 10 am – 1 pm

Payment via contactless payment methods is preferred, however, cash for casual bookings will still be accepted.

Payment must be made prior to a casual session.

There is no guarantee space will be available for casual use.

---

PLEASE NOTE:

Requests for bookings do not guarantee space will be available. Elphin reserve the right to reject any booking request if the information provided does not meet requirements or space is not available at the requested time.

## **B) ATTENDANCE REGISTER**

All staff, patrons, contractors, and visitors to Elphin Sports Centre will be required to sign-in if they are at the Centre for more than 15 minutes and are over the age of 16.

This is either via the paper attendance register or via the Check In Tas App.

Information gathered via the paper attendance register is gathered in accordance with the Elphin Sports Centre Privacy Policy, which can be found on the Elphin Sports Centre website, [www.elphinsportscentre.org.au/privacy-policy](http://www.elphinsportscentre.org.au/privacy-policy)

As of the 1<sup>st</sup> of May 2021 all staff, patrons, contractors and visitors to Elphin Sports Centre will be required to sign-in via the Check In Tas App in accordance with the guidelines from the Tasmanian Government.

Should someone not have the app, we assist them in downloading it if they are able to, else we have a tablet we can check them in via. Should the tablet or internet be down, then we shall gather the information via a paper form, in accordance with our privacy policy, and then manually enter this in to the Check In Tas App once the tablet or internet are restored.



## 5. CLEANING

In accordance with Public Health Advice and the AIS Return to Sport Guidelines, Elphin Sports Centre is committed to maintaining a stringent cleaning schedule in consultation with the sporting associations who hire and utilize the Centre.

Elphin will maintain checklists for the various cleaning zones around the Centre which will be publicly visible and will outline the different sections within a zone that require cleaning and how frequently they need to be cleaned

Additionally, there is the Elphin Sports Centre Cleaning Materials & Areas/Zones Requirements document, which outlines what cleaning materials, chemicals and methods required for cleaning the different areas of the centre.

For all chemicals used in cleaning, safety data sheets can be found in the cleaning zone folders.

### A) REQUIREMENTS OF HIRERS

It is the duty of the sporting association, organizations or other groups who hire Elphin Sports Centre to follow the cleaning requirements outlined by Elphin Sports Centre, the Tasmanian Government and their respective state or national body as well as following their own sports COVID safety plan and guidelines.

In doing so, groups or associations, or organizations, may be required to undertake portions of cleaning and supply their own product as required by their own COVID safety plan as agreed upon in consultation with Elphin Sports Centre Management.

### B) MAINTAINING OF CLEANING RECORDS

Elphin Sports Centre will maintain records of all cleaning zones. The checklists for each zone will be publicly viewable for each day and records will be kept for at least 1 month for each zone.

For any areas hired by associations or organizations (such as Basketball, Badminton or Table Tennis) they will be required to maintain cleaning records for their office/meeting room spaces and copies of these will be required to be provided to Elphin Sports Centre on request.

### **C) DISPOSAL OF CONTAMINATED WASTE**

If there is any COVID-19 contaminated waste gathered during any cleaning procedures or incidents, it will be safely contained, and advice sourced from the Tasmanian Health Department as to acceptable methods of disposal.

## **6. REQUIREMENTS FOR INDIVIDUALS, GROUPS AND ORGANISATIONS USING ELPHIN SPORTS CENTRE**

Elphin Sports Centre has the following requirements for both Individuals and Groups/Organisations. These requirements are above and beyond the requirements outlined by the Public Health Advice and the Tasmanian Government.

### **A) INDIVIDUALS**

For individuals using Elphin Sports Centre for casual users, they will be required to follow all requirements outlined by the Centre in relation to cleaning and biosecurity requirements.

This includes, but is not limited to, cleaning and sanitising of their own equipment prior to using it, following all signage, and adhering to physical distancing.

Additional to this, it is recommended that individuals bring their own sanitiser wipes to clean their own equipment before and after training sessions.

### **B) GROUPS AND ORGANISATIONS**

Elphin Sports Centre requires that all organisations and group, based around sport or other large activities, as determined at the discretion of the Elphin Sports Centre Management, will be required to submit their COVID-19 Safety Plans prior to being allowed access to the venue.

These must include all relevant information and plans on how the group or organisation will manage and limit the potential spread of COVID-19 while they are occupying the Centre.

Along with having a COVID-19 Safety Plan, all groups and organisations will be required to follow all requirements set out by Elphin Sports Centre in relation to the management and limiting of personnel in halls, cleaning and any additional health and safety management steps.

## 7. REVISIONS

Summary of the revisions to this document can be seen in the table below.

Please make sure that you check regularly for the most up-to-date version as this document is subject to change.

Version 1.0	Initial Version
Version 2.0	Updated Hall Limits to meet Building Limitations for Hall 2 & Table Tennis
Version 2.1	Removed requirement for Time Exited
Version 3.0	Updated to meet changes in requirements
Version 3.1	Updated to fix some typographical errors.