

AGENDA

1. WELCOME & UPDATE
2. COVID MANAGEMENT PLAN OVERVIEW & PROCESS
3. KEY PRINCIPLES | DENSITY, DISTANCING & CONTACT TRACING
4. COVID MANAGEMENT PLAN TEMPLATE
5. RESOURCES & OTHER INFORMATION
6. SUMMARY & QUESTIONS



WELCOME & UPDATE

PURPOSE

- COVID Management Plan – required for crowds/spectators in excess of 1,000 (excluding players, coaches, officials)
- This information will be particularly relevant for community leagues and clubs that will host finals in 2020

OVERVIEW

- Application process is complex and detailed
- SANFL can provide high level guidance, however the submission will need to be highly specific and detailed for the venue applying – each Club/League will need to navigate the process in consultation with SA Health

Therefore, we encourage you to consider whether you absolutely need/want to apply for a COVID Management Plan:

- Will you have in excess of 1,000 spectators (which doesn't include players, coaches, officials)
- Do the financial benefits of having over 1,000 outweigh the costs that will be associated with the implementation of a COVID Management Plan
- Can you fixture your finals in a different manner to avoid the need for multiple applications
- System overload – from unnecessary applications



COVID MANAGEMENT PLAN OVERVIEW

A COVID Management Plan, approved by SA Health, will be required for:

- Any activity of more than 1,000 people
- Any activity where drinking or dancing may occur*

Clubs must also have a current COVIDSafe Plan before applying for a COVID Management Plan, and this should be included in your supporting documents.

Please note, if you are running event where other vendors or businesses will be delivering services (ie: coffee van, security, barbeques around the ground managed by other clubs, childrens entertainment such as face painter or bouncy castle), you must ensure they have a COVIDSafe plan. These supporting plans should be submitted when you submit your plan for approval.

**As of 27 July 2020, SA Health have advised that due to the outbreaks in Victoria and New South Wales, all applications related to high risk activities such as drinking and dancing have been temporarily paused.*



COVID MANAGEMENT PLAN - ASSESSMENT PROCESS

ASSESSMENT

IMPLEMENTATION

1 SUBMIT PLAN

2 REVIEW MEASURES

3 ASSESS PLAN

4 INFORM OUTCOME

5 IMPLEMENT AND MONITOR

ACTIVITIES

A	Confirm your activity requires a COVID Management Plan and download template	A	SA Health to review and categorise submissions to allocate to appropriate specialists	A	COVID Management Committee to assess submitted Plan and consider Recommendation	A	Develop letter to applicant documenting the decision and rationale	A	Implement plan as approved
B	Seek additional advice to complete Plan, if required	B	Specialist request support from experts where relevant and may ask for further information from the applicant	B	Seek further clarification from Review Team or Applicant if required	B	Issue letter via email to applicant and provide contact phone number for queries	B	Assess effectiveness of plan, adjust as required and re-submit to SA Health if needed
C	Complete template and submit via email to SA Health	C	Applicant provides further information to the Specialists	C	Applicant provides further information if required	C	Discuss any queries with the applicant where relevant	C	Random compliance checks by SAPOL / SA Health to ensure compliance
D	Review submission for completeness and liaise with applicant to fill gaps if required	D	Specialists assess additional information and provide a recommendation for the COVID Management Committee	D	Discuss and Agree on assessment (Approval / Denial / Conditional Approval)	D	Venue Manager/ Event Owner to make available a copy of the approved COVID Management Plan	D	Address non-compliance where identified
E	Formally accept submission and issue to Review Team for review			E	Document reasons for Rejection or requirements for Conditional Approval			E	SA Health confirms compliance or revokes approval

OUTCOMES



Submitted COVID Management Plan



Recommendations to COVID Management Committee



Outcome of COVID Management Plan Assessment



Submission Complete and Outcome communicated



Plan is implemented and compliant

KEY PRINCIPLES

DENSITY

The maximum number of members of the public in any single room or enclosed area must not exceed 1 person per 2 square metres.

ie: total oval capacity, grandstand, bathrooms, social club etc.

DISTANCING

Endeavour to ensure individuals and social groups maintain a distance of 1.5 metres apart at all times.

CONTACT TRACING

Contact tracing records must be gathered and retained for each patron/attendee in the event of a positive COVID-19 test result either by staff or patrons. Contact tracing must obtain a full name, contact number and/or email address.



COVID MANAGEMENT PLAN TEMPLATE

Application is divided into six sections as follows:

- Contact & site information
- Management of density & distancing
- Contact tracing process
- Control standards
- Supporting information
- Declaration

The form is a word document, which once completed is to be emailed to SA Health, along with any supporting documentation.

As approval of management plans including high-risk activity such as drinking and dancing has been paused, applications should focus solely on the operation of football matches/event at the venue.



CONTACT & SITE INFORMATION

To complete this section you'll need the following:

- Business Details (including ABN and Liquor Licence)
- Activity Details (location, duration, venue name)
- Venue Capacity
- Description of activity
 - What activities happen on site?
 - Football
 - Food & Beverage Sales
 - Any spectator entertainment? (eg kids' activities, music)
 - Where do the activities occur?
 - Is alcohol served?
 - Are patrons seated or standing?
 - Are any objects/equipment shared between attendees (ie: playground)?



ASSESSING CAPACITY OF YOUR VENUE

To complete the site information section, you need to understand the following capacity parameters:

- Total square metres (including back of house areas and car parking)
- Public areas square metres (standing, grandstands, bars etc)
- Maximum number of attendees at the venue (how many can you fit)
- Proposed maximum number of attendees (how many can you manage)

INSTRUCTIONS

You should also be aware of the capacity of all internal spaces, including bathrooms. It is a requirement of the COVID Management Plan to ensure density is not breached at any time in enclosed spaces.

- Calculation of internal spaces is supported by SANFLs density calculator (use “other” Match Day areas)
- Spectator allowances are supported by SANFLs density calculator
- Use Google Maps to calculate square metres for site as ‘a whole’ (back of house and car parking areas etc)



MANAGEMENT OF DENSITY & DISTANCING

COMMUNICATION

Clearly communicating requirements regarding density and distancing with spectators, volunteers and other relevant parties will be important in complementing any operational protocols clubs put in place.

You should include details of your communication plan for each of the key questions included in the Management Plan application. You need to outline what strategies you have in place at the venue on event days (ie: posters and public announcements).

Communication should occur in the lead-up to events, as well as reinforced on match day.

We encourage the following communication methods:

- Pre-Match Social Media & Email Campaign
- Include in Entry Conditions (ticketing/signage at entry etc)
- Posters at entry points and also in key areas in the venue
- Ground Announcements at Game



MANAGEMENT OF DENSITY & DISTANCING

PUBLICLY ACCESSIBLE AREAS

How will you manage the total number of patrons at the venue at any given time?

- Use of crowd clickers at all gates
- Regular communication between all gates to ensure live and accurate attendance figures

Consider what technology solutions you may be able to use (two way radios, electronic ticket scanners etc)

How will physical distancing of 1.5m be managed at entry and exit points?

- Open as many gates as possible (where possible, assign entry/exit gates for certain groups)
- Separate entry/exit gates for match day personnel (ie: players, coaches, staff etc) than to general spectators
- Encourage spectators to enter from an alternative gate if the gate they arrive at is busy
- Queuing lanes to be implemented for ticket sales and entry, with points marked out on the ground 1.5m apart

How will physical distancing of 1.5m be managed in standing areas?

- Volunteer/security patrols
- Communication plan



MANAGEMENT OF DENSITY & DISTANCING

PUBLICLY ACCESSIBLE AREAS (CONT.)

How will you ensure capacity of each space is not exceeded, including restrooms/toilets?

- All enclosed areas will have signage on access points, as well as inside the room advising the capacity of the area
- Regular volunteer/security patrols of high traffic areas

How will you manage capacity of your grandstand?

- Markers/stickers on seats 1.5m apart
- Checkerboard formation (cannot sit directly in front or behind someone)
- Volunteer at grandstand entry/exit points with crowd clickers
- Assigned seating/ticketing

How will distancing be managed in bars, restrooms, food service areas?

- Queuing lanes implemented for bars and kiosks, with physical markers on ground
- Regular volunteer/security patrols



MANAGEMENT OF DENSITY & DISTANCING

STAFF FACILITIES & SERVICE AREAS

How will you protect your staff/volunteers from the potential transmission of COVID19?

- Measure all dedicated service areas to establish a safe density guide 'back of house' or service areas. Signage to be placed on doors and inside rooms to remind staff/volunteers of the density.
- Supported by hygiene, cleaning, training and wellness assessment practices

SHARED EXTERNAL FACILITIES, INCLUDING ACCESSING TRANSPORTATION

How will you avoid crowding in car parks?

- Assign carparking areas to certain user groups
- Communication in advance of events
- Encourage or allocate staggered arrival times where possible

How will you manage distancing in open areas outside the venue (lawns, lobby, smoking areas)?

- Signage
- Communication with patrons



CONTACT TRACING PROCESS

RECORDS MUST BE COLLECTED FOR ALL ATTENDEES

Contact tracing must obtain a full name, contact number and/or email address.

Your submission must include details of:

- Where/how is the information collected?
- Where/how will it be stored, ensuring privacy and security of data?
- Does your method assist SA Health in understanding access and egress time of patrons?

You should consider the following when selecting how you wish to undertake contact tracing:

- Can you sell tickets and collect the information in advance?
- What impact does online ticket sales have on the bottom line?
- Will tickets also be available at the gate, as well as online? If so, how are you collecting this information?
- Does collecting information at the ticket sales point create longer queues, therefore creating access issues?
- If manual forms, how are you managing hygiene associated with shared pens?
- If manual forms, where are they being stored?



CONTACT TRACING PROCESS

POTENTIAL PROCESS

- Tickets are sold in advance of the event online
- Walk-up purchases can occur, however is discouraged (more expensive than pre-sales)
- The ticket point of sale is where the data is collected (both online and in person for walk-ups)
- All records are managed electronically
 - Presale ticket data stored on ticketing system
 - At gate purchases entered into either:
 - Cash purchase ticket option in ticketing management system
 - Password protected spreadsheet
 - Other secure online form

SANFL has previous experience in managing ticketing through Eventbrite and would recommend this system. Benefits include easy user experience (both to set-up and purchase tickets), the ability to pass on system admin fees to the ticket buyer, ability to issue complimentary ticketing (manage your sponsors/comp allocations), ability to set different price structures (adults, concession, kids etc), data privacy/reporting and tutorial videos.



CONTROL STANDARDS

STAFF AND PATRON HEALTH AND WELLBEING

How will you gain staff and patrons declaration of wellbeing? Will each be questioned individually on arrival? How will you record confirmation of the health declaration?

- Impractical to question all spectators on arrival, as it may cause large queues/entry delays. Rather we suggest all persons (including players, coaches, officials, umpires, staff/volunteers and spectators) must submit themselves to a personal assessment. Posters of the assessment criteria to be displayed prominently at all entry points, with messaging to also be reinforced via social media posts. Assessment can also be included in ticket sales process (if relevant)
- Staff/volunteers should be asked upon arrival regarding their health if practical
- Submitting to assessment to be included entry criteria, with patrons agreeing to this by simply entering the venue
- All persons should monitored for symptoms consistent with COVID-19, and will be subject to assessment if there are concerns once inside the venue (refer Managing Persons with COVID symptoms on sanfl.com.au/returntoplay)

How will you ensure sick staff/volunteers stay home?

- As volunteer positions are unpaid, there is no risk of people attending due to financial/employment concerns, but how will you manage FOMO (fear of missing out?) What is your club culture like?



CONTROL STANDARDS

HYGIENE & CLEANING

What strategies will you use to minimise surface contamination? How often will high-touch surfaces be cleaned? Will you be cleaning throughout the event? How will you ensure cleaning materials/products are appropriate?

- Does your club have a cleaning schedule/checklist, detailing locations and times? Is cleaning now included in volunteer duties?
- Do you plan to engage a contractor for the event? If so, do they have a COVIDSafe Plan
- For most general cleaning tasks, a neutral detergent with pH between 6 and 8 should be used (list specific products if you can)
- Basic cleaning checklist at sanfl.com.au/returntoplay can be used as a starting point

How will you encourage personal hygiene measures (eg: cough etiquette, hand washing)?

- Soap, water and disposable hand towel or dryers must be available in all bathrooms
- Hand sanitiser for spectators at entry points and food/drink service points if possible
- Communication plan (posters, ground announcements etc)



CONTROL STANDARDS

PUBLIC HEALTH EDUCATION/INFORMATION

Will you display signage to communicate infection control messages to the public? How will you communicate risks around certain behaviours (ie: drinks sharing/intimate behaviors)

- Posters are available to download from sanfl.com.au/returntoplay or SA Health website
- Provide details of where you intend to display posters
- Due to the nature of the event, drink sharing and intimate behaviour is not prevalent. If it may be a concern for your venue, how will you use signage and communication to manage?

What communication will be provided prior to or upon entry for all patrons?

- What is your communication plan?
- Do you have capacity for Ground Announcements? Refer sanfl.com.au/returntoplay for scripts



CONTROL STANDARDS

FOOD & BEVERAGE SERVICE

Are you compliant with food safety standards?

- What Australian Standards are relevant for your food/beverage service?
- Remember – no shared condiments such as sauce, salt/pepper etc. How are you managing this? Single serve packets or applied by canteen staff?
- Refer Clubs SA, Good Sports or Food Standards Australia/NZ for more detail

What infection control measures do you have in place? How will you manage the flow of food and beverages?

- Where possible, cashless payments should be used to pay for food and drink
- Hand sanitiser available for patrons if possible
- Hygiene and physical distancing posters present at all food and drink outlets
- Queueing lanes
- Review what you are serving and associated wait times to avoid people waiting at canteen for items



CONTROL STANDARDS

NON-COMPLIANCE & INCIDENT MANAGEMENT

What will your approach be in managing non-compliance with COVID behaviors and general behaviors?

How will you make your non-compliance and incident management information publicly available?

- What are your entry conditions? Do they need to be updated to include compliance with COVIDSafe Practices?
- Where are your entry conditions available?
- How do you typically manage poor behaviour?
- Do you plan to engage security? If so, do they have a COVIDSafe Plan?

How will you manage a health related incident, or suspected exposure to COVID-19?

- What first aid do you provide at the venue? If external provider, do they have a COVIDSafe Plan?
- What PPE (ie: gloves and masks) do you have to provide to staff/volunteers in managing a suspected case of COVID?
- Refer to Managing Persons with Symptoms Fact Sheet at sanfl.com.au/returntoplay for process



SUPPORTING INFORMATION

Evidence and supporting documentation will greatly assist SA Health in assessing your application.

You should submit the following supporting documents:

- Current COVIDSafe Plan
- COVIDSafe Plans of any external contractors, suppliers, other clubs that may assist with delivery of the event
- Aerial image of oval/venue (outline key areas if relevant)
- Liquor Licence Plan

You may also choose to provide photos displaying how you intend to set-up the venue, including but not limited to:

- Queueing Lanes (entry and at bars/canteens)
- Evidence of Posters in Key Areas
- Grandstand with Markings on Seats



DECLARATION

The responsibility for the implementation of your COVID Management Plan will belong to the venue owner/event coordinator. This is who should sign the declaration, and should be the same contact provided in Section One of the application.

The responsibilities of this person are:

- Submitting a comprehensive and complete COVID Management Plan in accordance with the template and guidance provided by SA Health
- Providing further information to SA Health on request (this may be during the initial review process or during the assessment process)
- Assisting SA Health in undertaking site visits where required
- The implementation of measures in accordance with your approved COVID Management Plan (including communication)
- Monitoring the effectiveness of the measures and making timely adjustments where necessary
- Re-submitting an updated COVID Management Plan when required. This may be due to changes identified by the venue owner/activity coordinator, by SAPOL or SA Health
- Maintaining contact tracing records until such time as the Emergency Direction is revoked



SAPOL and SA Health staff will undertake unannounced site visits to assess and monitor compliance from time to time.

Where a venue/activity neglects their responsibilities or are in willful breach of their COVID Management Plan, they may be cautioned, fined, or the approval of your COVID Management Plan may be revoked.



RESOURCES & OTHER INFORMATION

Visit the following websites for more detail, resources and information:

RESOURCE	LOCATION
SA Health - COVID Management Plan	https://www.covid-19.sa.gov.au/recovery/create-a-covid-management-plan
SAPOL/Emergency Directions	https://www.police.sa.gov.au/covid-19-information
Health Resources	https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid+2019/coronavirus+disease+2019+covid-19 https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert
Food & Beverage Advice	https://www.clubssa.com.au/ https://goodsports.com.au/ https://www.foodstandards.gov.au/consumer/safety/Pages/NOVEL-CORONAVIRUS-AND-FOOD-SAFETY.aspx
SANFL Return to Play	www.sanfl.com.au/returntoplay

Seek support from your Local Council if required.

SANFL Clubs will be operating with COVID Management Plans from 24 July 2020. If able, we recommend you attend a SANFL venue on a match day to see an approved football venue plan in action!



SUMMARY & QUESTIONS

Reminder:

- Whilst SANFL can provide high level guidance (such as this webinar and information), **the submission will need to be highly specific and detailed for the venue applying – each Club/League will need to navigate the process in consultation with SA Health**
- Therefore, we encourage you to **consider whether you absolutely need/want to apply for a COVID Management Plan**

