

COVID-Safe Activity Plan

- Planning for UQ Kung Fu Club to resume on-campus activity in a COVID-Safe environment.

Preamble:

In line with the National Cabinet (Federal) and Queensland (State) Government's guidelines to recommence community sporting activities, the University of Queensland administration and UQ Sport requires each club (or activity) to complete a **COVID-Safe Activity Plan**.

A **COVID-Safe Activity Plan** is effectively a planning document detailing how each club (or activity) is proposing to recommence their particular sport (or activity) on or off campus in a COVID-Safe environment. The underlying principles are:

- To meet the National Cabinet and Queensland Government's Return to Play guidelines;
- That the resumption of sport should not compromise the health of the participants and the community;
- To reduce the likelihood of the transmission of COVID-19 between club members or with members of the public; and
- To efficiently track, trace and contact all participants who may have been in contact with a suspected or confirmed COVID-19 case.

Instructions:

The document is relatively self-explanatory with each section having a heading and a text box in which to complete the request for information. Each UQ Sport club is required to submit a plan to recommence training activities in accordance with Queensland Government's "Roadmap to easing Queensland's restrictions – Stage 2 on 12 June 2020 (pending no changes and Stage 2 is implemented as planned).

It is the Club's responsibility to provide evidence that:

- The Club understands the environment we are attempting to operate within (i.e. consideration of both COVID and the University);
- The Club has given their proposed training activity significant thought in order to plan its operation within the current environment.

If you have any queries or difficulties with the execution of this document, please reply directly to the email you received.

Guiding documents:

Below are some links to the documents against which your **COVID-Safe Activity Plan** will be assessed:

- Queensland Government – [Roadmap to easing Queensland's restrictions](#)
- Queensland Government – [Return to Play guide](#)
- AIS – [Framework for rebooting sport in a COVID-19 environment](#) – Full version
- AIS – [Framework for rebooting sport in a COVID-19 environment](#) – Executive Summary

1. State/National Sporting Organisation guidelines:

If your state or national sporting body has produced a 'Roadmap', 'Return to Play' guidelines, season schedule and/or any other COVID-19 related information, please provide a copy as an attachment or supply a link in the text box below:

UQ Kung Fu Club Inc does not belong to a State or National Sporting Body.

Aim is to return to play as soon as practicable and to adhere to the guidelines set out by UQ Sport, Qld State Government and Australian Government for COVID-Safe Activity that are detailed in:

- Queensland Government – [Roadmap to easing Queensland's restrictions](#)
- Queensland Government – [Return to Play guide](#)
- AIS – [Framework for rebooting sport in a COVID-19 environment](#) – Full version
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2. Proposed training schedule:

For some groups, your existing bookings have been attached. Please outline in the text box what your intended schedule for training is. This schedule will obviously need to fit the current guidelines (e.g. 20 per venue, equipment sharing etc.). If it is more convenient, this can be supplied in a separate document:

See Attachment '2' below. The Club will hold only Saturday morning training sessions during the outdoor activity stage of return to play. 9.30am -12.30pm. Once the MAG is open we will aim to return to our previous training sessions (Monday 8pm-10pm; Wednesday 5.30pm-7.30pm; Saturday 9am-12pm).

3. Proposed facility requirements and controls:

In the text box below, please outline what facilities/equipment/infrastructure (excluding the field/court) your club will require use of or access to. Include what controls the club will incorporate to maintain the health and safety of club members in using/accessing these facilities (e.g. disinfection of

- The UQ Kung Fu Club requires access to Martial Arts Gym (MAG). Prior to 12 June 2020 the Club will require access to the MAG store-room to obtain equipment and records kept in the Storeroom. Access to the MAG storage room will be limited so that only one person is in the storage room at a time and physical distancing is maintained.
- Ideally the mat cover will cover the training area to prevent contamination between clubs.
- Attendance records to be completed.
- Physical distancing that is 1.5m between participants when not training together.
- Hand and respiratory hygiene. Participants to use alcohol gel on their hands (where it is not possible to wash hands) prior to touching club equipment.
- To the extent that it is possible Club equipment is to be used by one participant throughout a training session. If this is not possible, the equipment must be disinfected between users.
- Frequent cleaning of the storage room and equipment. A cleaning solution combined with Clinidet or Viracens for wiping equipment down after the session ends.
- Participants MUST bring their own water bottles marked with a clearly identifiable name.

toilets in between training groups; key control for storage facility, wiping down player benches after use). NB: Changerooms will not be available for the foreseeable future.

4. COVID-Safe Delegates and attendance logs:

All clubs are going to require health, safety and hygiene personnel (COVID-Safe Delegate) on-site at every training session with each group. One of the roles that will need to be fulfilled is the electronic collection of details for every participant who attends the facility and the provision of that data to UQ Sport to maintain on a central database. In the text box below, please outline how the club intends to manage this requirement and the deployment of COVID-Safe Delegates across the training groups.

- Head Instructor/Sifu and one other instructor will be the delegate and complete attendance records for every participant and provide to UQ Kung Fu Club Executives and UQ Sport.
- These records will be maintained until advised they are no longer required.
- A State Government grant has been submitted for equipment for managing the Club so that an electronic device such as an ipad/tablet and/or software may be purchased to ensure storage of accurate electronic records.
- TeamApp is an option that is widely used by the sporting community across Australia. The App has improved its features to meet the Covid-Safe requirements (e.g. booking into a training session, downloading lists to excel.
- **NB:** Attendance logs will be required to be kept for 28 days and potentially be required to be provided to Qld. Health and UQ Sport without delay.

5. Participant/member training session journey:

The following section should be used to describe the journey of a member of your club (player/coach/manager) in participating in a training session. Please outline in the appropriate section how the club intends to manage and educate members relevant to each aspect of attending a training session.

- **Pre-arrival:**

Before participating in Kung Fu training activities Members must be educated to strictly adhere to the following guidelines:

Members **should not** attend any Kung Fu activity if they:

- a. have any flu-like symptoms;
- b. have been in direct contact with a known case of COVID-19 in the past 14 days;
- c. have travelled internationally or interstate and have not yet quarantined for a full 14 days;
- d. are at high risk from a health perspective, including the elderly and those with pre-existing medical health conditions unless they have consulted a health professional and accept the risks involved.

Additionally, members have the responsibility to report to the club in the following circumstances:

- i. If you have any flu-like symptoms prior to training (and do not attend);
- ii. If you have any flu-like symptoms after attending training and require testing; and
- iii. If you have tested positive for Covid-19; or
- iv. Been in contact with someone who has returned a positive test for Covid-19.

This section should include transport to and from the venue, training preparedness and hygiene for the individual members. Also include how the club will prepare for each training session.

- Participants are responsible for arranging their own means of transport to campus.
- Club website and/or social media platforms to advise of hand hygiene and respiratory hygiene and physical distancing practices that will be upheld during outdoor (and indoor training).
- Participants are encouraged to register their interest in attending and advised that their contact details are required in order to participate in training as the group will be capped at 20 until Stage 3 10 July 2020. However even at this stage 4m²/person is required.
- Do not attend if feeling unwell or experiencing symptoms of COVID-19 rather seek medical treatment.
- Participants are advised to not arrive any earlier than 5 minutes before the training start time nor loiter after training has ended.
- Hand sanitiser available.
- Steriliser and sterilised chux/wipes available for cleaning equipment.
- Social media and Club email will be used to advise of pre-arrival, arrival and departure procedures. Club procedures will be forwarded to all members intending to attend training sessions including:
 - Strategies to limit time and person-to-person contact on site – promoting social distancing:
 - Arrive dressed and ready to train;
 - Participants MUST bring their own water bottles marked with a clearly identifiable name;
 - No use of change rooms, bathrooms, and communal areas;
 - Wash/sanitise hands immediately upon entry to training facility;
 - Any tasks that can be done at home, should be done at home (e.g. recovery sessions, online meetings).
 - There should be no mingling or play before or after training or competition.

• Arrival:

This section should include check-in procedures and guidelines for transition from one training group to the next. NB. No changeroom facilities will be available for use.

- For outdoor activity check in at the designated location;
- Wash/sanitise hands immediately upon arrival at training facility;
- Members advised to uphold physical distancing members are advised to gather in small groups of two or maintain 1.5m between others.
- Temperature to be taken by designated person (usually instructor in charge) and member will be excluded if temperature over 38deg.
- Attendance logs completed.

• Training Activities:

This section should include how the club intends to operate the actual training session. What controls are in place to meet the Government guidelines and the expected health, safety and hygiene standards required to reduce the risk of transmission of COVID-19.

- Training equipment will be allocated to a particular person at the start of the session and will not be shared with other participants unless necessary and even then only following a thorough clean
- Cleaning of all equipment with viraclean at the end of a session.
- Members will be allocated a partner at the start of the session and will perform any partnered exercises with that partner to minimise any cross contamination. There will however be group exercises performed intermittently at the end of a session which may involve around 6 people interacting in close proximity.
- When not training with a partner or in a group exercise, members will be required to maintain social distancing
- A record will be maintain of whom was partnered with whom during a session to allow risk profiling for contact tracing

• Departure:

This section should include how an individual member will leave the facility and what the club will do at the end of each training session (e.g at the end of the night).

- All equipment will be sterilised/cleaned at the end of class by the participant that used the equipment. This will start 15 mins prior to the end of the ordinary MAG booking with all participants exited the facility PRIOR to the end of the actual booking time.
- Instructors will ensure that the attendance records are up to date and complete.
- Pickups/drop-offs is a non-issue for the Club in that the members are ordinarily aged 18 years and over, have their own means of transport away from the venue or are of capacity to catch public transport.
- Once the session is complete, all participants should sanitise/wash hands before leaving the facility (ideally, no longer than 5 minutes after training is complete). There will be no congregating/socialising on site at the completion of training.

6. Cleaning and hygiene:

Please provide an outline of the general cleaning and hygiene procedures that will be employed by the club to maintain the health and safety of all club members. NB. UQ Sport Facilities team will provide daily deep-cleaning of toilet facilities in line with Safe Work Australia guidelines.

- Instructors to read the Queensland Government COVID checklist before training commences to know firsthand the steps for 'return to play'
- Hand sanitizer will be available and accessible for all members at all times with participants reminded/encouraged to use prior, during and following training.
- All club equipment will be sanitized between use by different members and at the end of a training session.
- To the extent that it is possible, instructors will be advised that a piece of Club equipment is to be used by one participant throughout the training session so as to minimise indirect contamination between surfaces of objects. If equipment is to be shared, it must be wiped with a sterilising cleaning solution before being passed to another participant.
- Advise participants to come to training with washed hands and to bring their own water bottle and towel as the drinking fountain is unavailable.

General Hygiene Practices – to be conveyed to participants:

Wash your hands often with soap and water for at least 20 seconds - if soap and water are not available, use an alcohol-based hand sanitiser

- Avoid touching your eyes, nose and mouth
- Avoid close contact with people who are sick
- Stay home and seek medical treatment when you are sick
- Cover your mouth to cough or sneeze.
- Any attendee that has underlying health conditions or is considered a vulnerable person should consult with a healthcare professional prior to returning to training.

7. Return to Play Readiness Checklist:

Please download the Queensland Government *Return to Play Readiness Checklist* [here](#). Complete the checklist, scan and return with your submission.

Attachment for Section 2

Prior to MAG opening:

- Saturday morning training 9am to 12pm in an approved outdoor area at St Lucia Campus.
- Contact details of participants are recorded at each training session in an agreed format with UQ Sport. This will entail: name, student number, contact phone number and address, sign in time and exit time.
- Groups limited to 20 participants.
- No contact training consisting of warm up and conditioning, drills, martial arts sequences and instructions of proper technique in a non-contact manner.
- 1.5m physical distancing between participants.
- Respiratory hygiene.
- Restricting the use of Club facilities so that one item is used by one participant, and if necessary where the item is to be used by another participant, it is to be sterilised with antiseptic spray thoroughly.
- Email sent to all Club members to advise of approved training session including the agreed COVID provisions such as:
 - i. Register for session so that only 20 at an outdoor training session.
 - ii. Do not attend if unwell at time of class and advise the Club as soon as possible of a cancellation so that another member may attend.
 - iii. Activity will be non-contact.
 - iv. Equipment is sterilised between different people.
 - v. Adhere to social distancing.

Depending on numbers, it may be that instead of members pre-registering members may turn up on the day and provide their details.

- Club website and/or social media page to have links of COVID SAFE Roadmap and Checklist. The executive of the Club are responsible for conveying the club processes and procedures to all intending attendees.
- Club social media advise new potential members as well as current members to register interest in attending training session by email.