Paddle Australia has recently published ‘Update 6 – Guidelines for Paddle Clubs for a Phased Return to Paddling’, which seeks to provide assistance to Paddle Clubs as they navigate the resumption of paddling activities. The Guidelines require that prior to re-opening each Club must undertake a Risk Management and Mitigation Process. Based on Sport Australia’s draft Return to Play Protocol, the below checklist is provided to assist Clubs to fulfil this requirement. Paddle Australia acknowledges that not all of the below checks will be appropriate for all Clubs – Clubs are requested to undertake each step which is relevant to its circumstances.

This Checklist provides that each Club should undertake a range of operational measures to limit the threat of further transmission of COVID-19 as part of its return to paddling activities. These measures can be characterised using the following framework:

1. Prevent – actions taken to eliminate or reduce the risk of further transmission;
2. Prepare – actions that build capacity of the Club to manage transmission risk;
3. Respond – actions to minimise the impact if a further transmission occurs; and
4. Recover – actions to return our community to normal.

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| **Phase** | **Organisational Considerations** | **Actions** | |
| **Prevent** | **COVID-19 Safety Plan** | 1. Develop a COVID-19 Safety Plan that covers, without limitation, the following:    1. How your Club will implement a staged return as outlined in the Levels B and C of the AIS Framework, considering paddle-specific and localised health requirements and subject to national, state and local laws/regulations and public health authority directives. These two phases allow for:       1. Level B: Individual/pair activities provided physical distancing is maintained and also indoor/outdoor non-contact training activity that can be conducted in small groups (<10) and with adequate spacing density (one person per four square metres);       2. Level C: Full sporting activity – training and competition.    2. Modifications to paddling activity conditions or rules to support physical distancing;    3. How social/physical distancing will be managed at facilities and paddling activities;    4. Management of change rooms, toilets, gyms and other indoor spaces;    5. Management and/or provision of equipment, especially considering shared equipment and paddling equipment that is stored at the Club’s facilities; and    6. Who is responsible for delivering each component of the Safety Plan and by when. 2. Identify a contact person within your organisation who will act as the contact point for: 3. Your members and participants to ask questions relating to return to sport; and 4. Government, public health and other authorities. | 🞎  🞎 |
| **Comments:** |
| **Education and training** | 1. Your Club should encourage all participants (including athletes, coaches, officials, administrators, volunteers, parents and spectators) to subscribe to and appropriately use the Government’s COVID-19 Safe app. 2. Ensure that volunteers or staff responsible for the conduct of training, events or any other relevant activity are aware of [appropriate hygiene measures](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/good-hygiene-for-coronavirus-covid-19) and that they should not attend if unwell. 3. Government resources should be prominently displayed in facilities and at entry points, including handwashing and personal infection control advice:   <https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources>;   1. Appoint a Club COVID-19 Safety Officer (this individual need not be the same as the contact person in item 2) to coordinate delivery of your Club’s COVID-19 Safety Plan and help drive compliance where necessary. | 🞎  🞎  🞎  🞎 |
| **Comments:** |
| **Communications** | 1. Implement a Club communications plan that ensures you are communicating with all members. This communications plan should ensure that your Club:    1. Has a system to share timely and accurate information to internal stakeholders – such as text/email/GoMembership/WhatsApp groups;    2. Provides clear and coordinated guidance to members across appropriate communication channels on how your return to paddling will be managed;    3. Advises participants on hygiene behaviours which will reduce risk of transmission;    4. Advises participants not to attend if unwell or if they have travelled overseas or been exposed to a person with COVID-19 in the preceding 14 days;    5. Identifies how often and what form follow up communications should take; and    6. Has identified and addressed potential language, cultural and disability barriers associated with communicating COVID-19 information to participants and stakeholders. 2. Establish relationships with key community partners such as local Council or relevant landholders through your Club’s designated central point of contact. Share timely and accurate information including how your Club is responding to any localised outbreak. 3. Establish and maintain channels for sharing information with your State Paddling Organisation and any other paddling Clubs within your community. | 🞎  🞎  🞎 |
| **Comments:** |
| **Personal infection control** | 1. Adopt and communicate protocols to participants, including individuals training/competing, organising, attending or supporting, to stay home if they:    1. Have any flu-like symptoms;    2. Have been in direct contact with a known case of COVID-19 in the previous 14 days;    3. Have travelled internationally or have been in direct contact with a known case of COVID-19 in the previous 14 days; or    4. Are at a high risk from a health perspective, including the elderly and those with pre-existing medical heath conditions. 2. Develop protocols (including self-isolation, COVID-19 exclusion and medical clearances) for management of:    1. Illness in paddlers and other participants;    2. Individuals who, within the last 14 days, have been unwell (including any respiratory symptoms) or had contact with a suspected case of COVID-19; and    3. Individuals returning to sport after COVID-19 infection. 3. Consider the use of:    1. Health/medical clearances for participants to resume training and playing; and    2. Waivers/declarations for participants and volunteers to sign acknowledging that participation is at their own risk. 4. Adopt a system, subject to privacy legislation, to record, store and if required share data as it relates to personal infection control (contact Paddle Australia at [helpdesk@paddle.org.au](mailto:helpdesk@paddle.org.au) if your Club would like to utilise the GoMembership platform for this function) | 🞎  🞎  🞎  🞎 |
| **Comments:** |
| **Prepare** | **Facilities** | 1. Ensure alignment, where possible, between your Club’s COVID-19 Safety Plan and the protocols of any facility manager, other tenant or other user of the Club’s facilities. 2. Determine physical distancing protocols to be used within shared facility spaces (boatshed, change rooms, toilets, spectator viewing areas and clubrooms), clearly demonstrate these protocols through marking tape and/or signage, and encourage individuals to be respectful of shared space, minimise time spent in these areas and observe physical distancing measures. 3. Prepare “do not use” sign for equipment and infrastructure, such as bubblers, shared equipment and Club facilities, for use at appropriate times. 4. Develop a cleaning protocol for Club facilities and equipment stored at the Club. This includes cleaning of equipment such as boat cleaning bays at the conclusion of group sessions, and sanitising door handles and surfaces. A cleaning roster template can be found in **Annexure A**. 5. Consider whether to permit commercial operations (eg sale of food, merchandise, boat hire) – if so:    1. Implement queuing requirements to maintain physical distancing;    2. Ensure appropriate food and cash handling arrangements;    3. Implement low(er) risk menu options (i.e., those requiring less direct food handling/contact); and    4. Implement hygiene measures including hand sanitiser at point of sale, gloves and facemasks for workers and consider the use of protective physical barriers/shields. | 🞎  🞎  🞎  🞎  🞎 |
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| **Transport and arrival/departure** | 1. Amend schedules and training days and times to reduce in-person contact for participants, family members and staff by:    1. Scheduling time between training and event sessions for all attendees to safely arrive and exit the venue; and    2. Considering staggered arrival and/or departure times for different groups. 2. Manage venue entries and exits to ensure a seamless flow of participants and attendees through the venue. 3. Encourage participants to observe physical distancing on transport to and from paddling activities, including restrictions on carpooling. 4. Observe relevant government restrictions on cross-border movements where interstate travel may be required and reconsider non-essential travel. | 🞎  🞎  🞎  🞎 |
| **Comments:** |
| **Attendance** | 1. Until full paddling activity can resume:    1. Only essential participants should attend activities (i.e., paddlers, coaches, technical officials, staff and volunteers involved in operations and parents/guardians of participants);    2. Young participants should be accompanied by not more than one parent or guardian, if possible. Where possible parents can be encouraged to stay in their car during activities. 2. Spectators may attend sporting activities upon full resumption of sporting activities provided precautions are taken to minimise transmission risk such as spreading spectators throughout the venue and using the use of specific areas that meet physical distancing requirements. 3. Officials and volunteers may continue to operate within a venue subject to maintaining physical distancing requirements. 4. Maintain an attendance register for all training and event days, including venue entry and exit times, such as at **Annexure B**. This process should be online if possible, and not pen and paper, to minimise transmission risk. | 🞎  🞎  🞎  🞎 |
| **Comments:** |
| **Training** | 1. While training is limited to small groups, your Club should:    1. encourage participants to follow the approach to training of “get in, train, get out” to minimise unnecessary contact with change rooms, bathrooms and communal areas. This approach involves participants getting dressed to train at home and shower at home on completion; and    2. ensure training aligns with the minimum standards set out in the AIS Framework. | 🞎 |
| **Comments:** |
| **Physical distancing** | 1. Develop and implement physical distancing requirements at your Club’s activities including:    1. On-land and on-water protocols to maintain a distance of at least 1.5 metres where practical, such as avoiding handshakes and high fives, no sharing of paddling equipment;    2. Restrictions on use of facilities such as clubrooms, canteens, toilets or change rooms based on ensuring minimum physical distancing and density requirements can be maintained within the dimensions of those spaces. | 🞎 |
| **Comments:** |
| **Hygiene** | 1. Promote good hygiene practices in line with Government advice including:    1. Promoting regular and thorough hand washing by employees, volunteers and participants and providing relevant guidance by displaying posters: <https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources>;    2. Providing hand sanitiser dispensers in prominent places around facilities (particularly entry or high use areas such as a registration desk, change rooms, toilets or canteen) and ensure dispensers are regularly refilled;    3. Encouraging participants and spectators to carry hand sanitiser;    4. Covering a sneeze or cough with an elbow or a tissue rather than hands;    5. Providing bins and encouraging used tissues to be disposed in the bin straight away;    6. Use of hand sanitiser gel if soap and water are not available;    7. Avoiding close contact with people who are unwell;    8. No touching of eyes, nose or mouth;    9. No spitting or clearing nasal/respiratory secretions on ovals or in other sport settings; and    10. Limiting contact with other participants – avoid handshakes, high fives, huddles and celebrations. 2. Cleaning standards:    1. Ensure spaces at each facility are regularly cleaned with disinfectant and in accordance with the manufacturer’s instructions;    2. Surfaces should be frequently wiped down with appropriate disinfectant wipes or soap, particularly those frequently touched. This includes door handles, light switches, kitchen surfaces, bathroom surface, phones, remote controls and any other high touch areas; and    3. Adequately clean and disinfect participant facilities before use (prior to participant arrival). 3. Determine whether your organisation will receive payments in cash. If so, ensure your employees/volunteers observe good personal hygiene practices and wash their hands regularly. 4. Prohibit the use of shared drink/water bottles and towels before, during and after training and competition. | 🞎  🞎  🞎  🞎 |
| **Comments:** |
| **Staff and volunteers** | 1. Staff includes any contractors which may attend your Club, including cleaners. 2. Prepare for increased level of absences. Staff and volunteers need to stay home when sick or when caring for a sick family member. 3. Reduce in-person contact between staff/volunteers and participants where reasonable, including using email and conducting meetings by phone or video conferencing. 4. Roster and rotate staff and volunteers in such a way as to limit the number of in-person contacts. 5. Be mindful of rostering staff and volunteers with an increased risk of complication from COVID-19. | 🞎  🞎  🞎  🞎  🞎 |
| **Comments:** |
| **Equipment** | 1. Implement arrangements to minimise the shared use of equipment:    1. Avoid sharing of articles of clothing including PFDs for participants;    2. Avoid sharing of stationery (pens, clip boards etc.) and personal IT equipment (laptops, iPads, headphones, etc.); and    3. Officials should not share whistles, flags and other equipment. 2. Where possible, shared equipment should be washed or wiped with antibacterial wipes or alcohol-based sanitiser prior to and after each use and at each activity break. 3. Paddlers should not share personal equipment including paddling equipment, drink bottles, towels and mouthguards and should not leave personal equipment on common surfaces. Personal equipment bags should be arranged to permit physical distancing of participants (1.5 metres). | 🞎  🞎  🞎 |
| **Comments:** |
| **Personal Protective Equipment** | 1. Provide COVID-19 prevention supplies to activity volunteers and participants such as hand sanitiser, tissues, disposable facemasks, cleaners and disinfectants. 2. Retain additional PPE supplies for use if an attendee at an activity becomes unwell. | 🞎  🞎 |
| **Comments:** |
| **Respond** | **Activity cancellation** | 1. Confirm there is an emergency operation plan for each of your paddling activities and they are suitable for managing a COVID-19 outbreak. 2. Understand your Club’s trigger points for cancelling, postponing or modifying an activity and identify who has responsibility for making that decision. 3. Identify in advance actions to be taken if your organisation needs to postpone or cancel activities. If possible, plan alternative ways for participants to enjoy the activities by television, radio, or online. | 🞎  🞎  🞎 |
| **Comments:** |
| **Testing** | 1. Develop testing protocols for participants in consultation with public health authorities. Testing may include the following:    1. Any symptomatic participant must undergo relevant testing and follow isolation procedures until the results of the tests are available;    2. Temperature checks may be instituted if possible before activities; and    3. Any other relevant testing as requested by health professionals. | 🞎 |
| **Comments:** |
| **Management of unwell participants** | 1. If possible, identify with clear and unambiguous signage, a space that can be used to isolate volunteers or participants who become unwell at an activity and cannot leave immediately. The isolation area should be equipped with necessary supplies to facilitate hand hygiene and respiratory etiquette. 2. Ensure Club volunteers understand that participants who become unwell should be immediately isolated and given a clean disposable facemask to wear. Establish procedures to help unwell volunteers or participants leave the event as soon as possible. 3. Communicate with stakeholders the above process to avoid any ambiguity. | 🞎  🞎  🞎 |
| **Comments:** |
| **Notification of COVID-19 cases** | 1. Your Club must liaise with public health authorities and facilitate the sharing of information about all symptomatic participants at an activity run by your organisation. 2. Ensure your Club can contact participants (referring to the attendance register described in point 26 above) and subsequently all other members if an activity attendee subsequently becomes unwell and provide advice what actions should be taken. | 🞎  🞎 |
| **Comments:** |
| **Addressing non-compliance** | 1. Consider whether your Club will sanction individuals for non-compliance with any direction or protocol. If so, determine the basis on which your Club may enforce such a sanction and seek advice if required. | 🞎 |
| **Comments:** |
| **Recover** | **Follow-up after COVID-19 outbreak has ended** | 1. As COVID-19 restrictions are scaled back, consider which protocols can remain to optimise good public and participant health. 2. Consider whether and when to reschedule cancelled activities. 3. Evaluate the effectiveness of your COVID-19 Safety Plan and communications plan, adjust and recirculate to stakeholders as required 4. Meet with your State Paddle Organisation to review your Club’s delivery of its return to sport arrangements. Gather feedback to note lessons learned and to improve organisational plans and systems. 5. Continue to regularly review and test your crisis management plans. | 🞎  🞎  🞎  🞎  🞎 |
| **Comments:** |