



# COVID SAFE PLAN

## Stage 4

*Version 3.0*

*Updated 09.10.2020*

## **1. Background and source material**

This updated COVID Safe Plan details best practice for the cue sports environment and specifically for Kedron Wavell Snooker Inc located within the Club Chermside Premises at Rode Road Chermside. It should be read as complementary to the Club Chermside Plan and has indeed been guided in its make up by Club Chermside's policies and processes.

It incorporates and takes information from a range of expert sources:

- The national COVID 19 Coordination Commission.
- SafeWork Australia recommendations for Workplaces.
- AIS Framework for rebooting Sport in a COVID 19 Environment.
- ABSC Guidelines for the resumption of Billiards and Snooker During the COVID 19 Pandemic.
- Chermside Bowls Club COVID Safe Plan.

In addition, the Manager Club Chermside has been interviewed, legal advice has been sought and the Industry COVID Safe plan for fitness centres was referenced as a reasonable cross-reference.

As a result, we believe the revised processes and policies outlined here will help to make the Kedron Wavell Snooker (KWS) a safe environment for members and visitors. They differ primarily from the initial Plan in that the onus of responsibility is shifted somewhat to the members. However, the club remains ultimately responsible should breaches occur

It will be a condition of access to the premises that all Club members will be responsible for making themselves familiar with this plan, complying with these measures and, where the situation arises, ensuring that fellow members are also complying with this plan.

## **2. Approvals**

This plan must be approved at the following levels before implementation.

- Local government/venue owner approval to training at the venue, if required.
  - Club Chermside General Manager.
- National/state sporting body/local association approval of return to training for community sport.
  - Queensland Billiards and Snooker Association Inc.
- Organisation committee has approved return to training for the organisation.
  - Kedron Wavell Snooker Inc Board.

NB Insurance arrangements confirmed to cover training.

## **3. COVID Safe 19 Safety Co-Ordinator** *(See roles and responsibilities noted at the end of this document.)*

The Secretary of KWS will assume the duties of COVID Safe 19 Safety Co-Ordinator and be responsible for the implementation and oversight of this plan. He will be supported by the KWS committee who will at all times ensure that the measures outlined are being complied with.

### **COVID Safe 19 Safety Co-Ordinator**

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This plan will be displayed prominently on the sign-in table at the entrance of the club, emailed to all members and available for viewing on the club website. Any new members of the club will be directed to the plan on their application to the club.

Complying with the plan will be a condition of membership. Failure to comply will be a reason for banning or expulsion from the club.

## 4. Room Management

### a. Capacity – Attendance restrictions

In accordance with Queensland Government guidelines venues, over 200 sq meters must comply with the one person per 4 sq m rule. An assessment of the Billiard room has ascertained that approx 30 people can gather within that space and comply with those rules. The total available floor space of the Billiard room is 151 sq metres, however as the guidelines apply to the entire facility, we need to abide by the 400 sq meter guidelines. Normal usage of the room would never come even close to that number.

Access to bathrooms is straightforward with these facilities are immediately outside the room. Cleaning of these rooms is undertaken as part of Club Chermside's cleaning regime.

Access to other areas of Club Chermside will be as per their entry protocols and procedures and will be strictly monitored.

### Kedron Wavell Snooker Inc. Floor Plan



#### Dimensions

9Ball Tables: 2.83m x 1.6m  
Snooker Tables: 3.9m x 2.05m  
Overall Room size: 17.89m x 14.82m  
Plus Bar Area: 6.32m x 2.0m  
Total Area: 277.76m<sup>2</sup>

Total Area of 277.76m<sup>2</sup> Less 126.0m<sup>2</sup> for combined area of Bar, Snooker and 9Ball Tables, Seating, Raised Platform and Committee Area leaves a total area of 151.76m<sup>2</sup>.

For the purpose of Covid-19 and the 4 square metre the maximum number of people allowed in this room at any one time during this rule is

**37**

## **b. Opening hours**

Unsupervised access will continue, with supervised sessions when open to the public during select hours. The rooms will be open 21 hours a day (6:00 am - 3:00 am) 7 days per week. No play is to occur outside of these hours. Cleaning of floors and toilets to be performed outside of these hours.

The club will continue to operate for the above times under the following conditions.

## **c. Entry Conditions**

Under this plan access to the rooms will be restricted to members with up to two guests, and non-members from the public to be supervised during specific open to the public sessions staffed by financial members. Any guest is the responsibility of the member concerned and must be signed in with the protocol which will be clearly displayed next to the sign-in book. Similarly, the member will be responsible for ensuring social distancing, cleaning of hands etc.

The sign-in book and online form (via QR Code) will be the primary record sources. Each member (and guest) must complete their details as follows.

Date and time entered the room; Name; Phone number; member or guest clarification; a declaration that they have no symptoms; exit time. By signing the entry form they will also be committing to undertaking the COVID 19 processes listed.

On leaving the room they will note their exit time and confirm that the cleaning protocols have been carried out.

This record will be backed by the electronic key entry logs but as this does not record the duration of the stay it cannot be used as a primary source. If necessary, the closed-circuit cameras may be used to monitor room usage and compliance to protocols but this would be by exception only. This last step is needed as the club is required to show it is ensuring compliance as part of its responsibilities.

## **5. Member responsibilities upon entering and while in the room**

- Sign the declaration form upon entry.
- Use the temperature checker to ensure an acceptable temperature is recorded. Do not enter if the reading is above 37 degrees.
- Sanitise hands-on entry using sanitiser provided.
- All common use equipment and any surfaces touched while in the room used must be sanitised after completion of play. This includes but is not limited to:
  - Sanitising balls using ISOPROL solution provided in the dedicated Sanitation Station.
  - Wiping down all table rails with sanitised cloths/wipes.
  - Cleaning jiggers using supplied disinfectant impregnated cloths/wipes.
  - Common use cues will be available but must be sanitised after use.
  - Cleaning any side tables of benches used while playing using supplied disinfectant impregnated cloths/wipes.
  - Napping the tables.
- Maintain social distancing of 1.5 metres from other people.
- Where possible do not share the use of jiggers. If not possible clean the jigger after use.
- If you change tables sanitise hands before commencing on the new table.

## **6. Penalties**

Should a member be found by authorities to be breaching COVID 19 rules then they are liable to **\$1,500.00 fine per breach**.

The club, in turn, will be liable for a **\$6,672.50 or 6 months imprisonment per breach**.

Club Chermside also has overall responsibility for its tenants and has already indicated a serious breach may be grounds for termination of the venue hire agreement.

## **7. Room Cleaning**

In accordance with Safework Australia COVID 19 cleaning guidelines. The following protocols will be carried out in addition to the individual members cleaning responsibilities.

Cleaning of all floors and toilets 3 times per week after hours by professional cleaners.

### **The following measures will be completed at a minimum of once per week**

- Soft fabrics.
- Control panels (eg aircon), switches.
- Computer keyboards and desk.
- iPad/Square reader.

### **On a daily basis**

- Sinks and countertops.
- Side tables and benches.
- Scoreboards.
- Remote controls.
- Door handles.
- Door release button.
- Empty bins.
- Spray hand sanitiser pumps, soap pumps with ISOPROL.

## **8. Risk Assessment**

<b>HAZARD</b>	<b>What is the harm the Hazard could cause</b>	<b>What is the likelihood the harm would occur</b>	<b>What is the level of risk</b>	<b>What controls are in place</b>
COVID 19 from members who are infected.	Staff or other members catching COVID 19 (could result in illness or death).	Very low. There are very few active cases in QLD and none in North Brisbane at the time of writing.	Moderate. While there are only a few cases the consequences can be severe.	Cleaning and disinfecting of frequently touched surfaces. Physical distancing at 1.5m. Most seating has been removed from the room. Only two stools per table remain. Number of members in the room will be limited as per 4 sq metre rule Common use equipment will have specific protocols in place for usage and frequent cleaning Contactless payments will be available. The alcohol-based sanitiser will be provided at all touch points and on entry to the venue. Members will be advised to stay home if they feel ill. Posters on handwashing will be prominent within the room and within bathrooms
COVID 19 from officials who are infected.	Staff or other members catching COVID 19 (could result in illness or death).	Very low. There are very few active cases in QLD and none in North Brisbane at the time of writing.	Moderate. While there are only a few cases the consequences can be severe.	Cleaning and disinfecting of frequently touched surfaces. Officials have been briefed on symptoms of COVID 19 and told to stay home if they are not feeling well. Processes are in place to isolate them and seek medical assistance if required. Board and officials meetings will be done under physical distancing rules. Physical distancing at 1.5m. Most seating has been removed from the room. Only two stools per table remain. Number of members in the room will be limited as per 4 sq metre rule Common use equipment will have specific protocols in place for usage and frequent cleaning Contactless payments will be available.

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Aggressive behaviour by members.	Physical or psychological damage to staff.	Low. Only if members become frustrated with new requirements.	Low. There is extensive communication on all new requirements.	Officials will have clear guidelines on how to handle any aggressive behaviour. Escalation processes within Club Chermside and externally with the police will be in place
Persistent use of sanitiser	Dermatitis	Low. Use of sanitiser is now commonplace in the community.	Low	Washing with soap and water is a readily available alternative.

## **9. Keeping Officials Safe**

### **a. Exclusion**

Any official experiencing flu-like symptoms will be told to stay home. Processes are in place to ensure that alternate arrangements are quickly put in place should an official be unable to attend.

KWS promotes the use of the COVID Safe App and the benefits of the app to support contact tracing if required.

### **b. Training**

Site-specific training will be provided to all Volunteer Officials to comply with the below areas of control.

### **c. Handwashing and Hygiene**

COVID 19 is most likely to be spread from person to person through:

- Direct contact with a person who is infected.
- Contact with droplets from a person with a confirmed infection coughs or sneezes.
- Touching objects or surfaces that are contaminated by droplets coughed or sneezed from a person with a confirmed diagnosis.

Good hygiene is needed to stop the spread. This means:

- Frequent handwashing with soap or sanitising, including before and after you eat and after going to the bathroom.
- Limiting contact with others including shaking hands.
- Stop touching your eyes nose and face.
- Covering your mouth while coughing and sneezing with a clean tissue or your elbow.
- Putting used tissues straight into the bin.

If hand sanitiser is unavailable officials will be regularly given the opportunity to wash with soap and water for a period on 20-30 seconds.

This will occur after an official has had contact with a member as well as after cash transactions.

It is particularly important officials sanitise or wash their hands before or after touching their face.

### **d. Signage and Posters**

Signs and posters have been placed around the room to remind officials and members of the risks of COVID 19 and the measures that are necessary to stop its spreading. This includes how to wash or sanitise their hands and the physical distancing requirements.

## **10. Keeping Members Safe**

### **a. Exclusion**

Signage at the entrance will instruct members of the entry requirements and notify them that anyone presenting with flu-like symptoms will not be permitted entry.

### **b. Entry to premises**

Conditions of entry will be clearly displayed where ever possible. This includes:

- The entry point to the room.
- Social media sites.
- The club website.
- All members will be sent an email that specifically spells out these conditions of entry and conditions of play once they have entered. On each visit to the club members will sign a register which gives a commitment to comply with the COVID Safe plan actions.

### **c. Further**

- Entry will be via a single access point.
- Members details will be recorded on entry. These records will only be used for purposes of tracing COVID 19 infections.
- Members will wash/sanitise their hands upon entry.

## **11. Cue Sports Specific Measures**

Cue sports employ shared equipment in the form of balls, tables etc that must have specific mitigation plans to keep members safe. A range of these measures are detailed as follows:

- a. Enforcement of physical distancing of 1.5m is a key element to control. To facilitate that distancing processes will be introduced to maintain distance around and between tables. The normal practice of keeping out of the eye-line of a player executing a shot will be reversed. Where ever possible players should stay on the opposite side of the table. Similarly, players should always be aware of players movements on adjacent tables to keep 1.5 meters or more separation.
- b. Some common use cues will be available for Pool players and guests. These will be sanitised after each use
- c. Each player will use a specific rest exclusively which will be sanitised\*\* after play is completed. Should there be insufficient rests for all players then the rest should be sanitised after use.
- d. Long cues and long rests will be cleaned after each use.
- e. Balls will be spayed with sanitising solution\* at the end of each session.
- f. It is essential that players do not touch their face, nose or eyes during the session.
- g. Tables Rails will be cleaned using supplied disinfectant impregnated cloths/wipes\* following completion of use by the player.
- h. Benches will be washed down using supplied disinfectant impregnated cloths/wipes\* by the player once they have completed playing.
- i. Room carpet and will be vacuumed and hard floors cleaned 3 times per week.
- j. Soft furnishings will be cleaned regularly.

#### *Sanitising solution\**

- *alcohol in a concentration of at least 70%,*
- *chlorine bleach in a concentration of 1000 parts per million,*
- *oxygen bleach, or*
- *wipes and sprays that contain quaternary ammonium compounds.*

These chemicals will be labelled as 'disinfectant' on the packaging and must be diluted or used following the instructions on the packaging to be effective.

This plan and associated guidelines will be updated regularly in line with government and health directives. Officials and members will be kept informed of any updates by emails, the website and notices at the entry and within the room.

### **COVID Safe 19 Safety Co-Ordinator**

**Alp Bekensir**

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## **12. COVID-19 Safety Coordinator Roles and Responsibilities**

- a. Complete the relevant Return to Sport Checklist(s) by considering the actions set out in each checklist and implementing (or arranging to implement) relevant considerations in your organisation and documenting justifications for not undertaking particular actions.
- b. Oversee the development and implementation of the organisation's return to sports arrangements by documenting those arrangements in a COVID-19 Safety Plan.
- c. The COVID-19 Safety Plan should address:
  - Points of COVID-19 transmission risk;
  - Transmission controls;
  - Hygiene and behaviour requirements;
  - Physical and fitness preparations before a restart; and
  - Education and communication to relevant personnel.
- d. Periodically review the effectiveness of the COVID-19 Safety Plan for your organisation and amend, update or improve as necessary.
- e. Advise the committee/board of your organisation on the effectiveness of COVID-19 Safety Plan arrangements and seek assistance where required.
- f. Assist your organisation (operationally) to safely ramp up activity through the three phases of the Australian government's "Roadmap to a COVIDSafe Australia" and as permitted by the relevant State or Territory government.
- g. Act as the contact point for your organisation's members and participants – particularly around questions relating to return to sport and the actions your organisation has taken to be COVIDSafe – and other relevant stakeholders (including government, public health and other authorities, other clubs, associations, State and National Sporting Organisations).