

LOOPS TABLE TENNIS

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LOOPS TABLE TENNIS POWERED BY HWATT

COVID-19 RISK MANAGEMENT AND COMMUNITY SAFETY PLAN

SATURDAY 7 NOVEMBER 2020

LOOPS Table Tennis powered by HWATT COVID-19 RISK MANAGEMENT AND COMMUNITY SAFETY PLAN

Contained below are the principles and requirements to enable a return to operations at LOOPS Table Tennis powered by HWATT(TTA).

Maximum consideration is given to risk mitigation across all areas of LOOPS Table Tennis powered by HWATT operations.

I. OVERARCHING PRINCIPLES

- a. Adhere to both Australian Federal and Victorian State Government guidelines
- b. Utilise the AIS Framework for Re-booting Sport in a COVID-19 Environment as a key resource
- c. Utilise the Professional Sport Guidance Note issued by the Victorian government on 19th of August as a key resource
- d. Get in, play, get out
- e. Only playing members and paying players will be permitted access where possible.

2. FACILITY PREPARATION

- a. Clear signage at front entrance advising anyone with any cold or flu like symptoms to not enter the building (appendix I)
- b. Hand sanitiser stations will be placed throughout entrance foyer & exit, between tables and the office. All visitors must apply hand sanitiser before entering.
- c. Entrance areas to have clearly marked "wait points" on the ground spaced at no less than 2m intervals and with clear signage reminding people to maintain appropriate social distancing. Visitors rather than players are advised to stay out (or in the cars in the parking area) Dropping zone is available .
- d. Antiviral disinfectants cleaning is carried out by LOOPS Table Tennis powered by HWATT staff on high touch areas like barriers, toilets, (sitting stools, rubbish bins, toilet door knobs & handles, toilet flushing buttons, hand dryer) and sofa & table in waiting area in the entrance through the day or where required.
- e. Entrance areas to have clearly marked "wait point" on the ground spaced at no less than 2m intervals with clear signage reminding people to maintain appropriate social distancing. Visitors will be minimised or allowed entry to the facility (in cars in the parking area) Dropping zone is available for the parents according to Victorian Government regulations.

- f. The screening is done in the waiting area to be the only entrance point available for visitors or staff with clear floor markings to maintain social distancing.
- g. Open all the doors including the roller shutter to maximise sufficient ventilation in the training venue
- h. Visitors to minimise their time at LOOPS powered by HWATT including the below mentioned areas:
 - Change room
 - Microwave
 - Kettle
 - Locker

4. Facility entrance

- a. Entry and exit from the LOOPS Table Tennis powered by HWATT will be via the main front door only, to manage and monitor the process and flow of people entering and exiting the facility with two walk ways. In & out. All visitors must sanitise their shoes on the sanitising tray placed on the entry foyer before entering
- b. Restricted entry process for Visitors to be followed at all times (Appendix A)
- c. Restricted entry process for staff to be followed at all times (Appendix B)
- d. Contact tracing to be augmented with the check-in and check-out system (Appendix E)
- e. LOOPS Table Tennis powered by HWATT Manager and subject to the same "Restricted entry process for staff" (Appendix B)
- f. Only visitors that are essential will be able to get permission (i.e. no spectators or family members that do not have an essential role).

5. **Personal Hygiene/Social Distancing**

- a. All visitors and staff will be required to sanitise their hands at the hand sanitising stations located in the entrance foyer on the waiting area (Appendix C)
- b. Coughing or sneezing to be into a disposable tissue, or the crook of the elbow, with hands washed or sanitised immediately after
- c. All personnel required to wash their hands with soap and water, or hand sanitiser throughout the day (e.g.: after using the toilet, before eating or drinking, after touching face, after coughing or sneezing) – Appendix C
- d. A minimum of 1.5m social distancing to be maintained at all times. Floor markings in areas of higher traffic or waiting (entrance foyer and first floor reception).

6. Use of LOOPS Table Tennis powered by HWATT office space (all other staff)

- a. Work should continue to be done from home other than coaching or specific coaching work.
- b. Attendance at LOOPS Table Tennis powered by HWATT facility only for absolutely necessary work that cannot be conducted at home
- c. Meetings to continue to be conducted via virtual meeting platforms (Microsoft Teams preferred) wherever possible
- d. No Face to face meetings to be conducted at LOOPS Table Tennis powered by HWATT under any circumstance.

7. Sport specific "Field of Play" training sessions (including conditioning sessions with S&C staff)

- a. The COVID MARSHAL has developed specific session checklist based on the facility checklist as a template (Appendix D)
- b. The designated COVID MARSHAL should complete the checklist for each day and session
- c. The completed checklists should be submitted daily to management
- d. Social distancing should be adhered to if injuries occur. It is noted that table tennis is a low risk sport from an injury perspective, typical injuries involve muscle strains/sprains but injuries where contact is needed (i.e. treating cuts, or concussion) is extremely rare. Where a player is injured, they will be directed to receive treatment from a designated medical professional offsite. In the unlikely event of cuts or concussion occurring, an ambulance will be called.

ENTRY TO LOOPS Table Tennis powered by HWATT

All staff and visitors will be required to complete the COVID-19 screening form to will confirm that they have remained symptom free for the preceding 14 day period, and that they have not been in close contact with a known case of COVID-19.

They will then be subject to a body temperature scan at the entrance to facility, before being admitted to the facility, and their entrance time will be recorded at the screening desk. Visitors will need to check out of the building, also via the screening desk, as they leave.

SYMPTOMS

If visitors have developed ANY of the following symptoms (even mildly).....

- Fever
- Chills or sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of sense of smell

.....then they SHOULD NOT ATTEND THE FACILITY

They must also contact their GP or the National COVID-19 Hotline on 1800 020 080 immediately.

They will likely be referred to a COVID-19 testing station to be screened.

Once they have received their COVID-19 test result, they should notify Mr. Joe Gerada joe@tabletennis.net.au if they wish to return to LOOPS Table Tennis powered by HWATT so that member of the facility can make contact with them to discuss their return to play at the the facility "LOOPS Table Tennis powered by HWATT" after they have returned their negative test result.

CLOSE CONTACT TO COVID-19

If visitors suspect that they have been in close contact with a person who has COVID-19, they should contact the National COVID-19 Hotline on 1800 020 080

They will likely be referred to a COVID-19 testing station to be screened.

Once they have received their COVID-19 test result, they should notify Mr. Joe Gerada joe@tabletennis.net.au if they wish to return to LOOPS Table Tennis powered by HWATT so that member of the facility can make contact with them to discuss their return to play at the the facility "LOOPS Table Tennis powered by HWATT" after they have returned their negative test result.

1. ENTRY SCREENING

- a. Initial questioning and checking of COVID-19 screening for visitors, and questioning for staff will determine that personnel are "low risk for COVID-19"
- b. Social distancing maintained at all times
- c. The person performing the temperature check will be "close" but not touching for approx. 5 secs so no gloves required^{1,2}
- d. The person performing the temperature check will be required to wash hand or sanitise hand before and after checking temperature or after accidentally touching participants.

2. IN TABLE TENNIS AREA

- a. Visitors are advised to shower with soap at home prior to arrival for on table sessions
- b. Social distancing should be maintained (i.e. 1.5m)
- c. Hand washing prior to commencing⁴
- d. Avoid touching face – repeat hand sanitisation/washing if done by accident^{4,5}
- e. NO masks are required, however, if there is close assistance/ spotting required for a visitor for >15mins a mask may need to be used^{1,2}
- f. Disposable gloves to be used for equipment cleaning after each session, using disinfectant^{1,2} (also see Appendix J)

3. PERSONAL HYGIENE

- a. The facility entry screening
 - i. After completing the screening check-in process, visitors and staff will be asked to use the hand sanitiser directly before they enter the table tennis area
- b. In table tennis area
 - i. Hand washing and sanitisation stations are placed at regular spacing throughout each table tennis court and area. Visitors and staff should utilise the stations often during their scheduled session in the table tennis area, following the WHO guidelines for hand washing or sanitisation
 - ii. This includes after touching their face, coughing, sneezing, using new equipment etc.
 - iii. Individual towel is never placed on table tennis table and barriers
 - iv. Visitors should use their own personal equipment wherever and whenever possible. Towels, drink bottles, food/snacks, uniform/clothing etc. should never be shared
 - v. Visitors should shower with soap before leaving home to come to training
 - vi. Visitors should leave immediately play has finished and go straight home to shower with soap again

4. GENERAL INFORMATION - HAND WASHING

- Wash hands for 20-30 seconds or more with soap or use an alcohol-based hand sanitiser
 - [How to hand wash](#) – WHO document
 - [How to hand rub](#) – WHO document
- **SURFACE CLEANING**
- Rubber Flooring Mats – use antiviral disinfectant in spray bottles and dry wipe
- Contact surfaces – use antiviral disinfectant in spray bottles and dry wipe
- Equipment – use antiviral disinfectant in spray bottles and dry wipe where practical, Door contact points – use antiviral disinfectant spray and wipes.

Coach/ Support Team member who delivers the session MUST complete and record the agreed sport session process checklist for all sessions delivered.

PRE SESSION	ACTION	CHECKED YES	CHECKED NO
1	Check on symptoms on arrival and temperature check		
2	Informing any visitors not compliant cannot enter facility		
3	Reminder message sent to database;		
	(a) Confirming session times & arrival time prior to session		
	(b) Arrive prepared to play i.e. changed into training kit etc		
	(c) Ensuring have sufficient personal equipment e.g. water bottles - NO SHARING ALLOWED!!		
	(d) Regardless of completion of CV-19 status - any symptoms - DO NOT ATTEND and inform coach/ Dr		
	(e) Wash hands before and after session		
4	Ensure all equipment etc has been cleaned after previous sessions		

LOOPS TABLE TENNIS COVID-19 PRE-SESSION PROCESS CHECKLIST

PRE SESSION	ACTION	CHECKED YES	CHECKED NO
5	Register visitors in attendance to ensure visitor numbers are within agreed limits		
6	Temp checks		
7	Reconfirm with visitors they are Symptom Free		
8	Remind visitors:		
	(a) Agreed distancing rules		
	(b) NO SHARING of water bottles etc		
	(c) Washed hands?		

LOOPS TABLE TENNIS COVID-19 SESSION PROCESS CHECKLIST

SESSION PROCESS	ACTION	CHECKED YES	CHECKED NO
9	Maintain distancing rules		
10	Monitor visitors are not sharing water bottles/ kit		
11	Any shared equipment sanitised at appropriate intervals		
12	Remind visitors to wash hands on leaving venue		
13	Record time visitors leave session		
14	Ensure visitors leave venue immediately (minimal post session' socialising')		
POST SESION	ACTION	CHECKED YES	CHECKED NO
15	Clean equipment/facility		

IMPORTANT - In order for Loops powered by HWATT to adhere to the Victorian government's directions, and therefore remain open, please read the following:

RE-ENTRY TO LOOPS TT - DIRECTIONS

Until further written directions from LOOPS TT, I _____ agree to adhere to the below directions of use as set out by LOOPS powered by HWATT.

1. To follow all lawful directions of LOOPS TT's COVID Marshall (Joe Gerada).
2. Visitors, Staff and Coaches adhere to social distancing and basic hygiene during each entry to LOOPS and must sign in at the reception and have their temperature checked BEFORE entering the playing areas.
3. Visitors bring their own water bottles and are not permitted to use the facility drink taps directly.
4. Equipment used during the session is wiped down after each lesson (ie balls, ball picker-uppers, tables, nets etc. that come in to contact with both the visitor and staff).
5. No contact whatsoever (i.e. no handshakes, high fives etc.), with sessions to be singles only. If changing ends, please walk on the opposite sides of the table. Always maintain a distance of at least 1.5m from each other.
6. Visitors to minimise their time at LOOPS powered by HWATT, including change rooms and social activities.
7. A maximum of 20 pre-booked visitors not including coaches and staff during session blocks at any one time.
8. No Walk-ins allowed. All sessions are booked in with set start and end times with a 15-minute gap between sessions for cleaning (strict adherence to session times).
9. If I have symptoms of Covid-19, or have been closed to people who tested positive to Covid-19, I will advise the staff and/or coaches at Loops and I must not enter Loops premises until I have been tested for Coronavirus and have received a negative result.

SYMPTOMS INCLUDE:

- FEVER
- SHORTNESS OF BREATH
- CHILS OR SWEATS
- COUGH
- RUNNY NOSE; AND LOSS OF SENSE OF SMELL
- SORE THROAT

DECLARATION:

I have read and understood the content of this document and I agree to abide by the directions.

VISITOR NAME:			
EMAIL:			
MOBILE PHONE:			
SIGNATURE:		DATE:	

LOOPS TABLE TENNIS powered by HWATT AND COVID-19 – POSITIVE TEST MANAGEMENT

INTRODUCTION

- This document has been developed to provide a framework around how LOOPS TT powered by HWATT will manage a person/people testing positive to COVID-19 at TTA or within the table tennis facility.

HEALTH AND SAFETY DUTY

- A member of the table tennis community is not expected to, and should not try to diagnose people with COVID-19. However, all organisations have a health and safety duty to minimise the risk of staff, volunteers and all others in the table tennis community being exposed to COVID-19, so far as reasonably practicable.
- If there is reasonable suspicion that someone in the community has contracted or has been exposed to COVID-19, this is a health risk and the following steps are to be adhered to.

1. THE PERSON CONCERNED IS PRESENTLY AT THE TABLE TENNIS FACILITY

- a) ISOLATE – Prevent the spread. Isolate this person from others and provide a disposable surgical mask (if available) for the person to wear.
- b) SEEK ADVICE – Call the State/Territory Government COVID-19 helpline and follow advice of from public health officials.
- c) TRANSPORT – Depending on the advice provided, ensure this person has transport to their home or a medical facility.
- d) CLEAN – Clean and disinfect all areas (tables, bats, balls, toilets, chairs, barriers etc.) where the person and close contacts have been. Do not use these areas until the cleaning process is complete. Make sure the use Personal Protective Equipment (PPE) when cleaning.

- e) IDENTIFY and INFORM – Consider who the person has had close contact with. If instructed by public health officials, inform close contacts that they may have been exposed and follow advise on quarantine requirements.
- f) REVIEW – Review risk management controls relating to COVID-19 and review whether work may need to change. Consult staff members or volunteers on WHS issues.

2. THE PERSON CONCERNED WAS RECENTLY AT THE TABLE TENNIS FACILITY

- a) SEEK ADVICE – Call the State/Territory Government COVID-19 helpline and follow advice of from public health officials.
- b) IDENTIFY and INFORM – Consider who the person has had close contact with. If instructed by public health officials, inform close contacts that they may have been exposed and follow advise on quarantine requirements.
- c) CLEAN – Clean and disinfect all areas (tables, bats, balls, toilets, chairs, etc.) where the person and close contacts have been. Do not use these areas until the cleaning process is complete. Engage a commercial cleaner or use Personal Protective Equipment (PPE) when cleaning (also see appendix J)
- d) REVIEW – Review risk management controls relating to COVID-19 and review whether work may need to change. Consult staff members or volunteers on WHS issues.

3. INCIDENT REPORTING

Ensure all information are recorded as an Incident Report and sent to the relevant person in charge within the organisation. An incident report form can be viewed in the [TTA Health and Safety Policy](#).

HEALTH DEPARTMENT HELP LINE & WEBSITES

STATE AND TERRITORIES WEBSITES

PHONE

VICTORIA

www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19

1800 675 398

CERTIFICATES

- All staff from LOOPS Table Tennis powered by HWATT have completed the necessary certificates to ensure a COVID-Safe environment.