



COVID-19

PANDEMIC MANAGEMENT PLAN

Return to Taekwondo, Boxing and Fitness Classes

This Pandemic Management Plan sets out a range of essential business and operational actions being taken following the COVID-19 pandemic to enable Club Titans to safely resume indoor classes. It should be considered in conjunction with the *Victorian Community Sport and Recreation Organisations Guidance and Return to Play Template*, the relevant restriction in place at any point in time or phase during the gradual lifting of restriction as advised by the Department of Health and Human Services found at www.dhhs.vic.gov.au as well the Fitness Australia's *Framework for Operations for Fitness Facilities Under COVID-19 Restrictions* and the Australian Taekwondo *COVID Safe Taekwondo School Recommended Guidelines*.

Keep up to date with, and ensure you rely on, official COVID-19 information. Avoid relying on hearsay or rumours:

KEY LINKS	
Agency	Online resource
Australian Government Department of Health	https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert
Australian Institute of Sport	https://ais.gov.au/health-wellbeing/covid-19 https://ais.gov.au/_data/assets/pdf_file/0008/730376/35845_AIS-Framework-for-rebooting-sport_FA.pdf
Australian Health Protection Principal Committee (AHPPC)	https://www.health.gov.au/committees-and-groups/australian-health-protection-principal-committee-ahppc
Victorian Government Department of Health and Human Services	https://www.dhhs.vic.gov.au/state-emergency
VicHealth	https://www.vichealth.vic.gov.au/
Vicsport	https://vicsport.com.au/
Local Government Victoria	https://www.localgovernment.vic.gov.au/
Nillumbik Shire Council	https://www.nillumbik.vic.gov.au/
Australian Taekwondo	https://www.austkd.com.au/
Fitness Australia	https://www.fitness.org.au/
Other key regulators – e.g., Worksafe Victoria	https://www.worksafe.vic.gov.au/ https://www.safeworkaustralia.gov.au/



Venue Action Plan

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Version Control	Version 1

Responsibilities under this plan

Club Titans retains the overall responsibility for the effective management and implementation of the return to taekwondo, boxing and fitness activities and operations outlined in this Plan.

The owners of Clun Titans are responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

Club Titans expects all members, participants and instructors:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any precautionary measures implemented by Club Titans;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

The key recommendations by public health authorities to control the transmission of the coronavirus are:

1. Physical distancing
2. Practice good hand hygiene, clean and disinfect your environment
3. Stay at home if you are unwell and have any symptoms of the virus
4. Contact tracing

In addition to managing the risk of transmission of coronavirus within fitness facilities, employers and business operators have a responsibility to manage and care for the health and safety of their staff, which includes their physical and mental wellbeing. Therefore Club Titans will ensure all staff have completed the Australian Government online COVID19 infection control training module.



Club Titans has completed the following management plan with recommendations and actions with regards to different areas of the business.

'GET IN, TRAIN, GET OUT' STRATEGIES TO LIMIT TIME AND PERSON-TO-PERSON CONTACT	
Students and athletes must arrive dressed and ready to train	
Minimise use of change rooms, bathrooms, and communal areas	
Between training efforts, maintain at least 1.5m apart	

VENUE & EQUIPMENT			
ACTION	PERSON RESPONSIBLE	DATE FOR COMPLETION	CHECK
Some facilities and equipment will not be in use to avoid the spread of infection: -vending machine -use of barcode scanner by students -Use of taps for water consumption			
Allocate one of the upstairs toilets for STAFF ONLY USE and one toilet for class participants.			<input type="checkbox"/>
Staff to chock the door open during entry and exit times to minimise contact with the door.			

PEOPLE MANAGEMENT – EMPLOYEES and CONTRACTORS			
ACTION	PERSON RESPONSIBLE	DATE FOR COMPLETION	CHECK
Ensure employees have undertaken Australian Government online COVID19 infection control training module.			<input type="checkbox"/>
Create register for employees to use to record class participants and anyone they interact with for periods of greater than 15 minutes.			<input type="checkbox"/>
Encourage individuals to avoid areas of high traffic to minimise crowding.			<input type="checkbox"/>
Limit visitors onsite (e.g. no parents in watching training, limit essential visitors). Exclude people at risk (people with compromised immune systems, those with diagnosed chronic medical conditions, elderly).			<input type="checkbox"/>



PEOPLE MANAGEMENT – STUDENTS AND ATHLETES

ACTION	CLUB ACTION PERSON RESPONSIBLE	DATE FOR COMPLETION	CHECK
Communicate via email, social media and posters in the gym measure that are required to be undertaken by staff, students and athletes.			<input type="checkbox"/>
Minimise participants in training sessions based on Government recommendations.			<input type="checkbox"/>
Develop training plans and layout for groups based on Government restrictions suited to the size our gym.			<input type="checkbox"/>
Implement a “Get in, Train, Get out” approach and avoid areas where athletes can congregate. Avoid long break times and ensure athletes maintain social distancing during this time.			<input type="checkbox"/>
Implement a new process of greetings and congratulations to avoid hugs and high fives.			<input type="checkbox"/>
Provide sanitisation stations for everyone that must enter the gym.			<input type="checkbox"/>
Educate athletes to ensure that they are responsible for their own good personal hygiene			<input type="checkbox"/>
From the provided fact sheets, create good hygiene practices for your club. For example, encourage students and athletes to have their own hand sanitiser, sweat towel and equipment.			<input type="checkbox"/>
Athletes wear clean clothing and, where applicable, clothing to minimise skin contact. Shoes must be worn to and from the gym to car/home and then placed in an area outside of the training space – athletes should also remember to sanitise feet prior to beginning training.			<input type="checkbox"/>

HEALTH AND SAFETY – FIRST AID

ACTION	CLUB ACTION PERSON RESPONSIBLE	DATE FOR COMPLETION	CHECK
Usual first aid protocols must be followed with the additional assumption that any situation could be possibly infectious.			<input type="checkbox"/>
Minimise the possibility of spread by practicing good hygiene practices, PPE (gloves must be worn), appropriate handling of clinical waste, and cleaning practices.			<input type="checkbox"/>
Club First Aid kits should be part of the cleaning and sanitising process. Athletes should have their own small first aid kit with Band-Aids, strapping tape, etc Consider creating smaller versions of kits that can be used by fewer people to minimise risk			<input type="checkbox"/>



HEALTH AND SAFETY - SCREENING			
ACTION	PERSON RESPONSIBLE	DATE FOR COMPLETION	CHECK
We will have a screening process for students and athletes.			<input type="checkbox"/>
A daily attendance register will be taken before any staff, athletes, or other persons who participate in onsite activities or attend your centre.			<input type="checkbox"/>
A temperature check may also be considered based on individual circumstances for any employees, students or athletes who participate in onsite activities.			<input type="checkbox"/>

PREPARATION OF TRAINING/COMPETITION ENVIRONMENTS			
ACTION	PERSON RESPONSIBLE	DATE FOR COMPLETION	CHECK
PROGRAM SCHEDULING			
Classes will be limited to numbers as required by the DHHS.			<input type="checkbox"/>
Layout and spacing of participants will be as per requirements of DHHS.			<input type="checkbox"/>
There will be 10 mins allocated between classes to allow for no cross over between classes and cleaning and sanitising of equipment.			<input type="checkbox"/>
CLEANING			
A 'single user' rule for all equipment i.e. focus pads, gloves etc may only be used by the one person in any class – all equipment will be appropriately cleaned and sanitised after usage.			<input type="checkbox"/>
Bathrooms, storage areas and entrances will be cleaned and sanitised between classes.			<input type="checkbox"/>
Treatment of surfaces <ul style="list-style-type: none"> • A single deep clean will not provide any ongoing protection • Use a product with residual viricidal activity to inactivate viruses • Diluted bleach solution for non-porous surfaces (70% alcohol solution or diluted bleach solution) is effective on non-porous surfaces. • Surfaces such vinyl mat coverings, high touch areas (doorknobs, benches, etc) require regular mechanical wiping. • Some cleaning solutions may cause skin irritation, so take care to use gloves when cleaning, and wipe mats again with damp cloth (water) for surfaces that have greater contact area (e.g. children lying on mats). 			<input type="checkbox"/>