

Facility Managers

This checklist is for venue operators to complete to confirm their compliance with Government restrictions and to demonstrate their ability to provide a COVID Safe environment for their users.

Consideration	Action	Y/N	Action Required	Person Responsible
Governance	1) Has the venue management or committee met to discuss the guidelines under which hockey activities will resume at the venue?	Y		EHC Inc. /Secretary
	2) Have you liaised with the Local Government Authority and/or facility owner to agree on facility use arrangements?	Y	Working with The Clem Jones Center	Secretary
	3) Has the venue management or committee assigned roles and responsibilities to staff, committee members, coaches and volunteers to ensure a safe return to hockey for participants?	Y	Refer Return to play Club document and addendums	Secretary
	4) Have you developed a safety management plan for the venue?	Y		Secretary
Managed Access	5) Have you developed a pitch usage plan? Outlining different Zones, entry and exits to ensure different groups of 20 remain apart and cannot mingle?	Y		Secretary
	6) Can your organisation arrange separate entry and exit points at your facilities?	Y		Secretary
	7) Have you developed a plan to manage the bookings and schedule of users? With managed attendee flows to prevent congestion, including by use of staggered arrival/departure times, one-way movement and use of physical distancing indicators?	Y		Secretary
	8) Have determined how you will record all visitors to the venue? E.g. online register, ticketing system, manual register at the gate? And how your process applies to privacy laws?	Y	Manual attendance record	Secretary

	9) Have you updated the terms and conditions to include new COVID Safe restrictions and protocols must be adhered to when using the facility?			
	10) Have you promoted the use of the COVIDSafe app?	Y		Secretary
	11) Have you considered other restrictions such as cancelling if wet weather to reduce the risk of people congregating under shelter?	Y		Secretary
Hygiene	12) Have you undertaken a thorough clean of the facilities, including, but not exclusively, pitch entry gates, pitch and coaching equipment, clubrooms, toilets? You might want to consider putting a cleaning roster in place to ensure the facility remains clean.	Y		Facilities committee
	13) Where applicable, can you leave doors and gates ajar to minimise contact?	Y		Facilities committee
	14) Do you have a process to wipe down and clean high contact areas between users?	Y	Nightly clean and full weekly clean	Facilities committee
	15) Do you have enough stocks of sanitizers, detergents and other cleaning material	Y		Secretary
	16) Do you have sanitising stations at entry and exit points?	Y	Being purchased	Facilities
	17) Have you communicated with patrons their personal responsibility to follow individual hygiene requirements?	Y	Club media	Communication person
	18) Have you made any changes to the administration of first aid and have they been communicated?	N	Detail of Medical contacts are still located in the Tech area	
	19) Have you restocked your first aid kit with appropriate PPE and any other stock that might be low?	Y		Facilities committee

Physical Distancing	20) Has your organisation identified physical distancing protocols to be used within shared facility spaces (e.g., dugouts, bar/canteen, change rooms, toilets, and spectator viewing areas, entrance foyers, corridors and clubrooms)?	Y	Refer club documents	Secretary
	21) Does your organisation have clear messaging for facility attendees on how to maintain physical distancing (>1.5 metres)?	Y	Education/club media/club emails Club is developing a media roll out plan	Secretary
	22) Has your organisation documented in a COVID-19 Safety Plan the measures in place to enable physical distancing to occur?	y		Secretary
Preparing Fields for Use	23) Have you conducted an audit of your facilities to ensure that they are in a safe and playable condition? Is the facility accessible and inclusive for all community members?	Y		Secretary
	24) Is the playing surface fit for hockey activities?	Y		Secretary
	25) Is the playing area and run-offs and perimeter free of any litter, waste or debris that may affect hockey activities?	Y		Secretary
	26) Are pitch lines clearly visible?	Y	1 year old turf. Grass fields maintained	Secretary
	27) Do other pitch fittings or infrastructure (e.g., drain covers, taps, and sprinklers) pose a risk to players and/or other visitors?	N		
	28) Are goals fit for purpose?	Y		
	29) Are all gates in good working order?	Y		
	30) Are pitch floodlights working and providing a sufficient level of illumination to the playing areas?	Y		

	31) Does ancillary lighting work and provide a sufficient and safe level of illumination around the venue?	Y		Secretary
	32) Are any temporary shade structures securely fixed and fit for purpose?	NA		Secretary
	33) Have public areas both in and surrounding the facility (e.g., car park, entry paths, walkways) been checked for possible issues (e.g. broken glass, trip hazards)?	Y		Secretary
	34) Have drinking taps/fountains been turned off with signage preventing use?	Y		Secretary
	35) If pitch entry gates are to be left open for contactless entry/exit, do they pose a risk to players? Gates should open away from the playing area.	N		Secretary
Communication and Education	36) Have you communicated your new protocols that need to be followed to user groups?	Y	Education/Media/emails/Training under way	Secretary
	37) Do you require users or leaders of user groups to undergo an induction or training before using the venue?	Y	Date set	Secretary
	38) Have you shared your safety management plan with your users?	Y	Will be done via Education/Media/Email	Secretary

Hygiene

This checklist is for Venue Operators to confirm they comply with COVID-19 Hygiene requirements.

Consideration	Action	Y/N	Action Required	Person Responsible
Personal infection control	1) Has your organisation communicated to your staff, members and participants about personal infection control – including that they should stay home if they have: <ul style="list-style-type: none"> Any cold or flu symptoms; Been in direct contact with a known case of COVID-19 in the previous 14 days; Travelled internationally in the previous 14 days; or A high risk from a health perspective, including the elderly and those with pre-existing medical health conditions? 	Y	Will be done via Education/Media/Email/Training	
	2) Will your organisation provide advice to participants, coaches, match officials, staff, volunteers and families on personal hygiene such as: <ul style="list-style-type: none"> Regular and thorough hand washing; Encouraging the carrying and use of hand sanitiser; Covering a sneeze or cough with an elbow or a tissue rather than hands; Providing bins and encouraging used tissues to be disposed in the bin straight away; Avoiding close contact with people who are unwell; No touching of eyes, nose or mouth; No spitting or clearing nasal/respiratory secretions on field of play or in other sport settings; and 	Y	Will be done via Education/Media/Email/Training	

	<ul style="list-style-type: none"> Limiting contact with other participants – avoid handshakes, high fives, huddles and celebrations? 			
Sanitisation	3) Has your organisation established compulsory hygiene protocols such as hand hygiene?	Y	On entry and Exit	Secretary
	4) Does your organisation provide sanitisation stations during training sessions and hand sanitiser in prominent places at facilities, including entry and exit points?	Y		Secretary
	5) Has your organisation provided education or clear guidance on your hygiene protocols to members, participants, coaches, staff, volunteers and families?	Y		Secretary
	6) Can members, participants, coaches, staff, volunteers and families wash or sanitise their hands regularly?	Y		Secretary
	7) Does your organisation have adequate supplies of cleaning and sanitation products?	Y	Will purchase as required	Secretary
	8) Will your organisation display posters within your facilities to provide regular guidance on hygiene (e.g., https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources)?	Y	Already purchased	Secretary
	9) Has your organisation documented in a COVID-19 Safety Plan the measures in place to ensure personal and facility hygiene can be maintained?	Y		Secretary
Cleaning	10) Does your organisation have a regular and thorough cleaning schedule to disinfect all common areas?	Y	Nightly cleaning and Weekly full clean	Secretary
	11) Has your organisation established cleaning protocols to ensure high touch surfaces are frequently wiped down with appropriate disinfectant wipes or soap?	Y		Secretary

	12) Does your organisation have adequate waste management protocols?	Y		Secretary
	13) Has your organisation documented in a COVID-19 Safety Plan the measures in place to ensure effective cleaning of equipment and facilities occurs?	Y		Secretary
PPE	14) Does your organisation have an adequate supply of personal protective equipment (disposable facemasks, gloves etc.) if first aid is required?	Y	Purchased	Secretary