



BENDIGO BASKETBALL ASSOCIATION COVID-19 GUIDELINES

VERSION 6 (amended 4/11/2021)



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Document Control

1. PURPOSE

BBA has developed this document as part of their commitment to ensure the safety and wellbeing of all persons participating at the Stadium. The purpose of the BBA guidelines is to formally document the procedures in relation to CoVID-19 management.

2. SCOPE

The aim of the procedures as detailed in this document is to reduce the risk of spread which may cause infection and or injury. This document details the roles and responsibilities of the key personnel who will be expected to perform COVID-19 management tasks

3. MANAGEMENT POLICY STATEMENT

The BSL management is committed to ensuring the safety and wellbeing of all persons visiting the venue through the provision of abiding by all current COVID-19 physical distancing rules and the regular cleaning and sanitising of touchpoints and equipment.

4. EFFECTIVE COVID-19 MANAGEMENT

Effective COVID-19 management necessitates regular onsite / online training sessions to ensure that COVID-19 Management procedures and skills are tested and refined.

BSL COVID-19 Management Policy

Bendigo Stadium Limited (BSL) manage and operate the Bendigo Stadium, and aim to provide a place of work that is safe, and one that minimises the risk of being infected with or spreading COVID-19. This duty of care extends to all employees, members, athletes, coaches, visitors, volunteers, contractors, and community users associated with the Bendigo Stadium.

The minimum standards acceptable for the Bendigo Stadium are those prescribed in Safework Australia's national guidelines that detail techniques to prevent the spread of COVID-19 combined with any current legislation, regulations, restrictions and standards applicable in the state of Victoria. These requirements are documented in **BSL's COVID-19 Management Plan**.

In addition, the objective is to achieve and maintain hygiene, health, safety, and welfare standards in excess of the stated minimum for the venue. This is done with the implementation of effective systems for identifying, assessing, and reporting potential spread risks and eliminating or controlling the same as reasonably as is practicable.

To demonstrate BSL's commitment to this policy, there is ongoing COVID-19 training in the workplace, combined with the provision of appropriate personal protective equipment and support for any employee who may have concerns.

BSL is committed to ensuring that there is COVID-19 related consultation and participation amongst its team. Employees are not expected to conduct any work that they reasonably consider at risk of contracting COVID-19. Every person in the venue is to be responsible for ensuring that measures implemented to prevent the risk of COVID-19 spread are being followed.

Introduction

The objective of the Bendigo Basketball Association (BBA) Guidelines is to detail the procedures for the safety of all members, visitors, employees, and volunteers, within the premises of our venues. The plan has been developed using the **Basketball Victoria Guidelines**, and the **BSL COVID-19 Management Plan**.

The BBA Guidelines aims to provide a framework for all athletes, coaches, volunteers, and visitors to the Stadium to appropriately behave in accordance with all current COVID-19 restrictions and compliances.

These guidelines are developed with the primary intention of restricting the number of people within the Stadium at any one time to reduce the chances of person-to-person transmission of COVID-19. The guidelines differ according to the level of restrictions imposed by the state and federal governments.

COVID-19 is spread from person to person through close contact and droplets including:

- *direct contact with an infected person;*
- *contact with droplets from an infected person's cough or sneeze;*
- *and touching contaminated objects or surfaces (doorknobs or tables), and then touching your mouth or face*

This document is available for all members.

The Venue | Bendigo Stadium

BSL management is responsible for the development, implementation and maintenance of the COVID-19 Management Procedures within the Stadium. It is essential that all levels of management and employees in the organisation accept and participate in the implementation and maintenance procedures designed to minimise the spread of COVID-19. Spread prevention techniques are of no value if they are not understood and practiced.

The roles and duties of BSL Management is to;

- Ensure the BSL COVID-19 Management Plan is followed by all employees
- Ensure all employees complete a COVID-19 health questionnaire before starting each shift, including a temperature check
- Identify any events that could reasonably impact on current COVID-19 compliance
- Establish, update, and implement physical distancing and hygiene procedures
- Ensure appropriate resources are available for the effective management of COVID-19 spread minimisation and associated procedures
- Determine the number of COVID-19 management personnel consistent with the nature and risk of the buildings, structures, and workplaces
- Arrange for the training of personnel and ensure employees and volunteers are aware of the plan

Covid Marshal

Covid Marshal's (CM) will be appointed during training and competition to ensure compliance with COVID-19 BBA Guidelines. The CM will ensure teams quickly vacate the court on completion of a game, ensure a team cannot enter the court until it is vacant and undertake a head count prior to a game. Neither training nor a game must commence until this is achieved.

Roles and Responsibilities of the CM are;

- to be clearly identifiable by wearing a High Vis Vest
- to ensure Vaccination compliance
- to monitor and report on compliance to BBA Guidelines
- to record the number of people within a venue at a time
- to minimise the risk of person to person transmission of COVID-19 within a venue
- to provide necessary information to BBA/BSL in the event of all positive COVID-19 cases
- to complete the venue checklist prior to the commencement of training or games
- to complete the venue checklist and record the number of participants within the venue during each training/game

- to ensure that equipment is sanitised in accordance with the BBA guidelines
- to ask visitors to separate, or leave the venue to comply with the BBA guidelines
- to return a signed checklist at the end of their shift

BBA Procedures

The procedures will ensure;

- Participant health and safety
- Compliance with Government COVID-19 restrictions
- Alignment with Basketball Victoria and AIS Guidelines
- Consistency with the Rules of Basketball

Please Note: 'Group A' refers to the team playing or having just played and 'Group B' refers to the team arriving or waiting for to play in the next game.

Arrival/Completion of Competition

Participants must enter via the designated entry and exit doors for their scheduled game (**See Appendix #2**). External signage will specify the door to enter. Sanitiser must be used. Participants are to arrive at the stadium ready to compete.

Group A teams must immediately vacate the venue on completion of their game and exit the premises to allow Group B to enter the venue.

Breaks between games/training/development sessions

Participants and officials cannot enter the Stadium until CM approval. These guidelines are designed to control the number of people in the venue at any one time. Scheduling of sessions will have a 10 minute differential between the end of the game/training and the starting time for the next game/training. This is designed to allow time for Group A to depart the stadium prior to Group B arriving and for employees to complete all sanitisation requirements.

Physical Distancing

All visitors to the Stadium are to abide by 1.5m spacing whilst within the venue at all times, in accordance with the relevant government regulations.

In any area where seating is required it must be set according to social distancing guidelines.

Hygiene

All scoring laptops/tablets, score benches, seating, and scoreboard controllers are to be sanitised regularly, to reduce the risk of transmission from one group to another by the CM. Hand sanitiser must be available on all score benches for referees and score table officials to use during games.

Basketballs in the Venue

Basketballs provided for competition will be sanitised in between each game using a disposable anti-bacteria wipe, or by spraying with a disinfectant spray by the CM.

Face Masks

Face masks must be worn by everyone (except those under 12 years of age or with a lawful exemption) throughout the stadium.

Players, Coaches and referees will be allowed to remove face masks when they go on the court to begin warm up. At the completion of a game they must put their face mask on again.

All Spectators must keep their face masks on at all times whilst in the Stadium.

Non-Essential Services

Changerooms, referee rooms, canteens, general seating are open in accordance with the relevant reactivation level and the applicable density limits. Density limits for each room will be displayed and not exceeded.

Administration Sports Office, Court Supervisors and Referees

All staff and volunteers involved in the running of games - who are either within a venue or interacting with participants - are to have sufficient access to sanitisers, personal protection equipment and instructions on how to keep safe. Workforce bubbles implemented.

Cash handling

No cash is to be taken on premises for games fees. Cashless procedures will be implemented to reduce the chance of transmission between the athletes and employees.

Amenities

Toilet facilities will be available and are cleaned throughout each day/night.

Towels and Drink Bottles

Athletes are to take a personal towel and drink bottle to their games/training and not share these with others.

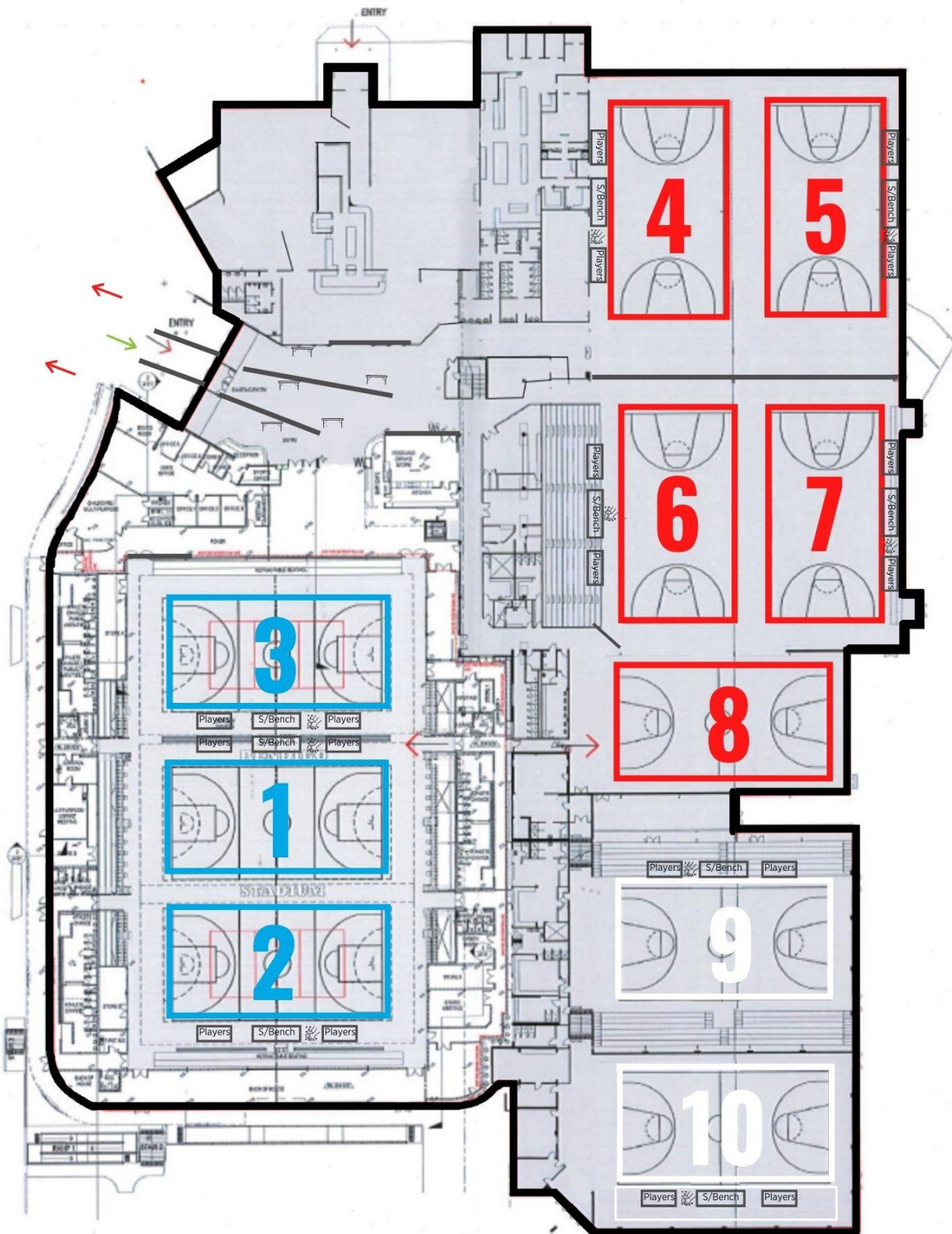
Record Keeping and Response

Bendigo Stadium policy attached. PlayHQ competition database used for participants and their parents/guardians to notify and provide relevant information.

Appendix #1 – Venue Entry/Exit Layout

VENUE MAP

4/11/2021



Appendix #2 – Procedure

Confirmed case in the workplace

Purpose

This procedure is to be followed after confirmation of a positive case in the workplace. It will ensure all necessary requirements are recorded in a timely manner and government departments contacted.

Scope

If a worker finds out if they have tested positive for COVID-19 and attended the workplace while potentially infectious, they must notify their employer. If an on-site worker tests positive for COVID-19, employers must follow the steps below to protect workers, contractors, visitors, customers and the wider community from potential transmission. Employers must notify the department of a confirmed case of COVID-19 in the workplace. Penalties apply for failing to do so.

Procedure

If there is a confirmed case of COVID-19 at your workplace, you must:

Immediately

1. **Direct** the worker to return home and isolate immediately, whether or not they have symptoms. Once home, the worker must wait for further instructions from the Victorian Department of Health.
2. **Notify** Risk and Compliance Manager, karen.patten@bendigostadium.com.au
3. **Notify** the department by completing the [notification form](#) DOCX 86.82 KB Employer COVID-19

and emailing covidemployernotifications@dhhs.vic.gov.au. If the Department of Health has not contacted you within 24 hours of notification please call [1300 651 160](tel:1300651160).

4. **Notify** your workers, suppliers and customers that there is a confirmed positive case.
5. **Notify** [WorkSafe](#) and other relevant industry bodies.

Within 48 hours

1. **Complete** the [Workplace risk assessment](#) DOCX 96 KB
2. **Identify** workplace close contacts by completing the [Close contact spreadsheet](#) XLSX 27.22 KB

Your immediate action assists the Department of Health with contact tracing. The department will review the spreadsheet to confirm and identify any additional close contacts.

3. **Submit** the Workplace risk assessment
4. Notify identified close contacts - ask them to quarantine and watch for symptoms. The Department of Health will also contact close contacts to explain what they need to do, offer assistance, and offer support to them for their quarantine period.
5. Consider closing or vacating the workplace if required. The Department of Health will work with you on the measures you need to take and provide information when it is safe for your business to reopen.

6 Deep clean the workplace or areas identified in the Workplace risk assessment. See [Cleaning and disinfecting to reduce COVID-19 transmission in the workplace DOCX 93.35 KB](#)

For more detailed instructions see the

[Confirmed case checklist](#)

DOCX 99.91 KB

If you need help with any of these steps, please call The Department of Health on [1300 651 160](tel:1300651160).