



Return to Play Readiness Checklist

A checklist for sport, fitness and recreation organisations and businesses

Your organisation has a responsibility to provide a safe environment for its workforce, volunteers and visitors. This checklist has been developed to assist sport, fitness and recreation organisations and businesses to return to play.

RETURN TO PLAY

What you need to do to safely re-start your activities

1. CHECK YOUR ACTIVITIES CAN RE-START

- Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au to confirm you can commence your activity and whether any specific restrictions apply regarding the number of people, the type of activity, the travel allowed.
- Review the activities that can be conducted (i.e. non-contact, own equipment, group size) and consult with your peak body about any advice for restarting your activity as they may have already developed resources specific to that activity.
- The [Framework for COVID Safe Businesses](#) should be reviewed to ensure that Workplace Health and Safety requirements are being met. [Supporting information](#) for the framework.
- Discuss with your local council and your landowner about the conditions of restarting your activity.
- Are you conducting/intending to conduct activities according to the recommended levels detailed in Appendix A of the Australian Institute of Sport (AIS) Framework for Rebooting Sport in a COVID-19 Environment?
- Review the scheduling of your activities and amend to minimise contact between groups.
- If your facility/venue has been closed, check the condition of equipment and facilities are fully functioning, such as gas, electricity, toilets and hand-washing facilities.
- Review insurance cover and requirements of insurer under the Queensland Health restrictions and timing for return of activity.
- Ensure staff and volunteers (coaches, officials, sports medicine, equipment/ ground and administrative personal) have been informed and trained about the conditions/restrictions of re-starting the activity.
- Ensure participants, parents and carers have been informed about the conditions/restrictions of re-starting the sport and recreation activities, for example:
 - one parent/carer drop off – pick up
 - change of activities (non-contact, group sizes, etc)
 - changes of venue/facility practices (handwashing, equipment access, allocated areas).





2. PHYSICAL DISTANCING

- Place signs at entry points to instruct participants and visitors not to enter the venue/facility if they are unwell or have COVID-19 symptoms. The sign should state that your organisation has the right to refuse service and must insist that anyone with these symptoms leaves the premises.

- Use signage and communicate separate entry and exit points (drop off/point up points) and separate participation space areas to minimise contact and maintain the required physical distancing.

- Implement measures to restrict numbers on the premises, ensuring these comply with current stage of [roadmap](#).

- Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.

- Consider using physical barriers (where practical) in high volume interaction areas to promote physical distancing.

- Remove seating or space seating at least 1.5 metres apart. Mark railings or ground to encourage appropriate distancing and BYO seat measure).

- Provide contactless payments or ordering and payment online.

3. KEEPING PEOPLE HEALTHY

- Promote and encourage all participants, volunteers, workers and visitors to sign up to the [COVID Safe App](#).

 - Maintain a record of people in attendance for the activity, for a period of at least 28 days so you have accurate records in the event of an outbreak.

 - Where possible, avoid changing participants between groups so as to limit exposure.

 - Promote BYO water bottle to limit water bubbler/tap use.

 - Set up hand washing/sanitising stations and practices for participants to easily wash hands before and after (and during if required) their activity.

 - Direct participants, volunteers, workers and visitors to stay at home if they are sick, and to go home if they become unwell.

 - Put signs and posters up to remind people of the risk of COVID-19.

 - Consider the requirements of vulnerable groups (i.e. people with disabilities, Indigenous people, elderly).

 - Know the protocols for notifying health authorities of issues or suspected COVID-19 cases.

- 

4. WELLBEING OF VOLUNTEERS/WORKERS (COACHES, OFFICIALS, SPORTS MEDICINE, OPERATIONS AND ADMINISTRATION)

- Read and implement Work Safe Queensland – [Keeping your workplace safe, clean and healthy during COVID-19](#) for information and advice for your sport and recreation activity.

 - Implement measures to maximise the distancing between volunteers/workers and participants to the extent it is safe and practical. Review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing.

 - Modify processes to limit volunteers/workers having to be in close contact, as much as possible. For example: assign volunteers/workers to specific areas to minimise the need to go into other spaces.

 - Established sports medicine/first aid protocols that limit exposure (refer to Sports Medicine Australia [SMA Support during COVID-19](#)).

 - Postpone or cancel non-essential face-to-face gatherings, meetings and training. Consider teleconferencing/online meeting capabilities.

 - Consult with workers/volunteers on COVID-19 measures and provide adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.
-

5. HYGIENE AND CLEANING

- Instruct everyone to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water.

 - Provide hand washing facilities including clean running water, liquid soap, paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.

 - Reduce the sharing of equipment and tools and establish cleaning protocols or restrict use of shared equipment (e.g. balls).

 - Establish a protocol for laundering bibs, jerseys or other shared uniform items.

 - Close or limit use of communal facilities such as change-rooms, showers, gyms and ensure there is the appropriate number of people according to the restriction stages.

 - Implement cleaning protocols for the communal facilities (see above link for cleaning).

 - Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks). Surfaces used by clients, such as tables, must also be cleaned between clients.
-

6. DELIVERIES, CONTRACTORS AND VISITORS ATTENDING THE PREMISES

- Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction.

 - Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.
-

7. FOOD AND BEVERAGE SERVICES (CANTEENS, CAFES, ETC)

- Please complete and display the COVID-Safe Checklist for dining at Restaurants, Cafes, Pubs, Clubs, RSL clubs and Hotels.

Actions covered in that checklist include:

- Ensure food and beverages stored at your venue/facility have not been contaminated or are now out of date.
- Ensure staff and volunteers are trained in new requirements and ensure their food handling training is up to date.
- Place tables to ensure that persons seated at those tables are 1.5 metres apart and reduce the number of tables and seating capacity in line with public health directions.
- Ensure menus are laminated and sanitised after each use or use general non-contact signage to display your menu or have single use paper menus available.
- For takeaway services place menus outside the venue.
- Set up different areas for ordering and collection, and where practical, separate entry and exit paths.
- Where practical, restrict service to table service only to reduce the movement of patrons and the number of surfaces touched.
- Remove any 'serve yourself' buffet style food service areas and communal water stations or condiments.
- Stagger seating times and manage the duration of sittings to control the flow of patrons.
- Implement processes so front of house workers can collect food without needing to go into food preparation areas.
- Non-disposable crockery/cutlery/glassware is permitted only when cleared after each course and washed using a commercial grade dishwasher or glasswasher. Use disposable/recyclable cutlery and glassware when available, or strict table clearing guidelines requiring gloves.

8. REVIEW AND MONITOR

- Regularly review your systems of operation to ensure they are consistent with current directions and advice provided by health authorities.

Keep up to date and find additional guidance at www.covid19.qld.gov.au and www.worksafe.qld.gov.au