

Safety requirements

Whilst participating in the Life Cycle Charity ride, it is important to maintain sensible safety precautions including good hygiene, additional sanitisation, and physical distancing i.e.

- maintain a strict limit of a minimum of two square metres (2sqm) per patron.
- maintain hygiene and frequent cleaning.
- carefully manage shared spaces to ensure physical distancing.

We need to comply with these requirements and help mitigate the risks of COVID 19.

COVID Safety Plan

In the plan, you will need to explain how your business will take steps to implement the requirements and the advice set out in these guidelines.

Display a COVID Safety Plan Certificate in a prominent location visible to patrons.

About COVID-19

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 (like doorknobs or tables), and then touching your mouth or face.

There is a need for businesses to remain vigilant with cleaning and sanitising regimes and take extra care with maintaining and promoting safe food and hygiene practices.

The most effective measures are good hygiene practices, additional sanitisation regimes, social distancing and keeping away from others if unwell.

1. Physical distancing

Good practice physical distancing principles are to:

- maintain 1.5 metres separation between people who are not from the same household or groups of other patrons: and
- maintain a minimum of 2 square metres (2sqm) per patron.

Maximum occupancy

All venues must:

- Maintain a strict limit of a minimum of two square metres (2sqm) per patron (excluding staff).

A person will be a **patron** at the event if they are a participant or spectator.

Vehicle escort personnel and event staff are not included in the occupancy count.

Calculating maximum occupancy

The maximum occupancy can be calculated by following these steps:

1. Measure the area accessible to the public.

To find the area of a rectangle, multiply the length times the width. If there are adjoining areas or alcoves, measure them and calculate the area. Add the results of each measurement together to find the total area in square metres.

Note: kitchen areas, staff only areas, toilets and areas occupied by fixed furniture such as counters and bars must not be included in the calculation of 'area accessible to the public'

Divide the total square metre area by 2 to give the maximum permissible number of patrons.

Managing shared spaces

Where there are points of congregation or potential congestion, such as walkways, bathrooms, shared facilities, points of entry and exit, and payment areas, the following will apply.

- signage and barriers to direct and manage the flow of traffic.
- implement a one-way traffic flow, such as a dedicated entrance and exit, to reduce congestion.
- reconfiguring the venue layout and encourage physical distancing.
- the placement of furniture and equipment – removing tables, chairs, bar stools, entertainment equipment and anything else that may result in patrons clustering in small spaces without maintaining the required distance.
- increased cleaning of communal amenities, such as bathrooms and changerooms
- the timing of payment and managing payment areas to ensure customers are not queuing to pay.

Managing patrons arriving at a venue

Ingress and egress of outdoor or indoor venues should be managed to ensure physical distancing. One-way traffic flow such as one dedicated entrance and another dedicated exit (where possible) can help minimise congestion.

Where patrons queue, such as at the entrance and service counter, consider providing markings on the floor 1.5m apart to show patrons where they should stand. Markings can be in bright colours or a pattern that stands out. Procedures can help ensure these physical distancing measures are adhered to.

Venues can consider using easily visible signage to:

- tell patrons not to participate if they are unwell.
- encourage patrons within a group to also practise physical distancing.
- direct patrons to follow the physical distancing principles; and
- avoid patrons crowding together in any one area of the venue.

2. Hygiene

Cleaning hands

Regularly washing hands is an effective way to prevent the spread of germs and virus.

If cleaning your hands with soap and water:

- Lather for at least 20 seconds.
- Pay attention to the backs of hands and fingers,
- Fingernails and the webbing between fingers.
- Rinse hands under running water and dry hands with a clean towel, or paper towel.

If cleaning your hands with an alcohol-based hand rub (hand sanitiser):

- Apply enough product to cover both hands.
- Rub all surfaces of both hands until they are dry.

Encourage participants to supply their own alcohol-based hand sanitiser. Provide additional sanitizer in all support vehicles and eating facilities throughout the event.

Spitting and clearing of nasal/ respiratory secretions on ovals or other sport settings is strongly discouraged. Do not share towels, water bottles or mouthguards. Mouthguards should not be handled during the session.

Washing equipment

There are no restrictions on the use of shared equipment.

The following hygiene measures are recommended to continue to manage the risk of transmission:

Washing equipment cont'd

- clean shared equipment between each use.
- continue to encourage patrons to bring their own equipment.
- implement hygiene measures following each section of the ride.
- encourage patrons to wipe down equipment after each use; and
- Event controllers should ensure regular cleaning is carried out during the day.

Increased cleaning and sanitation regime

It is important to ensure appropriate cleaning of common contact surfaces, 'high touch' items and shared amenities, such as handles, taps, lunchrooms, EFTPOS keypads and toilets. It is recommended that frequent cleaning in all areas is maintained. This is especially important in high traffic areas and any areas accessed by the public. If you think a surface may be contaminated, clean it with a common household disinfectant to kill the virus.

Cleaning products should be chosen that are approved for the surface to be cleaned. In general, combined detergent/disinfectant solutions or wipes are acceptable for hard surfaces. Some products such as bleach can damage fabrics, stainless steel, and other surfaces. Businesses will have to continue to comply with any requirements regarding use of chemicals, including the use of Safety Data Sheets for chemicals utilised in the workplace.

For most general cleaning tasks, a neutral detergent with pH between 6 and 8 should be used. The use of combined detergent / disinfectant wipes is acceptable, or solutions can be prepared fresh each day.

If using a bleach solution look for products which give you a 1000ppm (0.1%) bleach solution either neat or when diluted with water. Always follow the manufacturer's instructions if any detergent or disinfectant products require mixing with water or dissolving prior to use. Remember to never mix different cleaning products as in some instances toxic gases can be generated.

Refer to the [Environmental cleaning in the workplace factsheet](#) for further advice.

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Payments

Promote cashless payments.

After handling money, consider washing hands with soap and water, or an alcohol-based hand sanitiser.

5. Response planning

Public health officials are responsible for responding if a person with possible COVID-19 infection enters your premises and will do so once notified. Please consider the following measures that can be undertaken to minimise further risk and assist public health officials to respond.

Maintain attendance records.

Accurate and relevant records of people attending the event will assist Public Health officials with contact tracing in the event of a positive COVID-19 occurring. If you decide to maintain attendance records, consider the following:

- Records could be physical (i.e., secure sign-in book managed by staff) or electronic, and to be relevant would need to include a name and contact information for each patron (e.g., phone number or email)
- It is not suggested that you record details of people who visit the premises for a short period time and have minimal face-to-face interaction. For example, someone returning a book to a library, or someone ordering take-away.
- Consider keeping a record of other visitors to the facility such as delivery drivers and maintenance contractors.
- To be relevant, consider how you would produce a list in a timely manner of all patrons, staff, and other contacts for a given time.
- If records are taken, then they must not be used for purposes other than contact tracing (i.e., contact information is not to be used for marketing purposes)

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If you decide to maintain attendance records, then you must implement a process consistent with any privacy obligations you have for obtaining and safely maintaining records.

Responding to a COVID-19 incident

If you are aware that someone with a case of COVID-19 has been at your event, ring the COVID-19 Public Hotline on 13COVID (13 26843) and follow the advice of public health officials. If there is concern that a person is not adhering to quarantine requirements, contact 13 COVID.

If someone is confirmed as having COVID-19 or is getting tested for COVID-19, they should already be at home. However, there may be circumstances where a person at your event is displaying COVID-like symptoms, such as a fever, cough, sore throat, shortness of breath and/or loss of smell/taste, or shares information (e.g., they have been in close contact with someone that has the virus) that causes you to have reasonable concerns about their health and the health of others at the event.

Where this occurs:

1. Inform the Event Controller immediately, who should call public health and follow their advice.

If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help.

Otherwise, the Event Controller is to call the state public health unit by contacting the COVID-19 Public Hotline on 13 COVID and follow their advice. People who are unwell may be asked to seek the advice of a healthcare practitioner and, if appropriate, attend a COVID-19 clinic.

2. Keep others away from the person.

Take steps to prevent the person from potentially spreading the virus by keeping others away from the person. The measures must be reasonable.

3. Transport

If transportation is required, for known or suspected cases of COVID-19, private vehicles are the preferred method of transportation. Further information related to the management and cleaning of vehicles used for transportation can be found in the Department of Health's [Infection Control information for public & private transport guideline](#)

4. Clean and disinfect.

Follow all public health advice about closing off affected areas and prevent access until they have been cleaned and disinfected. Information on cleaning for non-healthcare settings during the

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coronavirus (COVID-19) pandemic can be found in the Department of Health's [COVID-19 environmental cleaning in non-healthcare settings factsheet](#).

5. Assisting public health to identify close contacts.

Public health may ask for your attendance records. The manager is to provide these records to public health upon request. In the event a positive case is identified, public health officers will conduct interviews with the confirmed case to determine their contacts.

Review risk assessment