

1. PURPOSE

The purpose of this policy is to minimise, as far as possible, risks of harm to all participants, parents, employees, contractors, volunteers, and visitors, which may arise through passing infections between each other.

2. SCOPE

This procedure is applicable to all persons attending the sports camp programs of Australian Sports Camps (ASC) including participants, parents, employees, contractors, volunteers, and visitors.

3. GLOSSARY

3.1. Terms not defined in this document may be in the Organisation's glossary.

Terms and definitions:

- **Organisation:** Australian Sports Camps (ASC).
- **COVID-19:** is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV'.
- **Infection:** requires three main elements – a source of the infection agent, a mode of transmission and a susceptible host.
- **Infection control:** preventing the transmission of infection organisms and managing infections if they occur.
- **Infection agents:** biological agents that cause disease or illness to their hosts.
- **Contact transmission:** usually involves transmission of an infectious agent by hand or via contact with blood or body substances. Contact may be direct or indirect.
- **Direct contact transmission:** occurs when infectious agents are transferred from one person to another, for example, a visitor's blood entering a worker's body through an unprotected cut in the skin.
- **Indirect contact transmission:** involves the transfer of an infectious agent through a contaminated intermediate object or person, for example, an employee touches an infected body site on one visitor and does not perform hand hygiene before touching another person.
- **Standard precautions:** are work practices which require everyone to assume that all blood and body substances are potential sources of infection, independent of perceived risk.
- **Social distancing:** also called physical distancing, is a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other.

4. **POLICY STATEMENT**

Principles

- 4.1. Effective infection control is central to providing high quality support for participants, parents, and visitors and a safe working environment for the Organisation's employees, contractors, volunteers.
- 4.2. Staff and public are most likely sources of infectious agents and are also the most common susceptible hosts. Other people visiting the site may be at risk of both infection and transmission.
- 4.3. The main modes for transmission of infectious agents are contact (including blood borne), droplet and airborne. Transmission of infection may also occur through sources such as contaminated food, water, medications, devices, or equipment.

Outcomes

- 4.4. Infections and infection transmission is prevented and managed as far as possible through the application of standard precautionary practices, further extended by the additional CoVID-19 precautions.

Risk management

- 4.5. Risks of infection are regularly assessed, identified, and managed.
- 4.6. Employees are trained in infection control practice, including relevant application of precautions to minimise the risk of infection.
- 4.7. Mechanisms are in place for monitoring compliance with infection control procedures.

5. **PROCEDURE**

Infection control risk management plan

- 5.1. Once infection risks are identified, the Organisation's risk management program includes:
 - Eliminating the risk factors.
 - Modifying or changing procedures, protocols, and work practices.
 - Monitoring public and employee compliance with infection control procedures.
 - Providing information/education and training to employees.

Infection risk assessment

- 5.2. The Organisation identifies and assesses infection control risks by taking into consideration the likelihood of infection from a hazard, and the consequences if a person is infected. Factors such as frequency of exposure, levels of training and knowledge, existing controls, environmental factors, and the experience of employees are considered.
- 5.3. The Risk Management Policy prioritises identified risks for action.
- 5.4. The Organisation develops and prioritises actions for managing identified risks.

Standard precautions

- 5.5. Standard precautions are applied in all situations in which participants and staff may have contact with blood/body fluids.

Hand washing and hand care

- 5.5.1. Hand washing and hand care are considered the most important measures in infection control. Skin is a natural defence against infection. Cuts and abrasions on exposed skin should be covered with a water-resistant dressing, changed as often as necessary.
- 5.5.2. Hands must be washed and dried regularly. Hands should be washed with a soap or cleaning agent covering all surfaces. Protective gloves must be worn when handling blood and body substances.

Protective barriers

- 5.5.3. Disposable gloves are to be used whenever there is a potential for exposure to blood and body substances.
- 5.5.4. Gloves are to be discarded if they are peeled, torn, or punctured or have other evidence of deterioration.

Quarantining

- 5.5.5. Any person experiencing infectious conditions will be requested to refrain from attending the Organisation's premises and activities.

Response to possible infection

- 5.5.6. When potentially infected body fluids encounter an employee or the public, steps are taken to decrease the impact of such contact, including first aid and assessment at a medical service.
- 5.5.7. The Chief of Staff (**COVID-19 Safety Coordinator**) must be notified of such incidents as soon as possible and complete an incident report form.

Notifiable diseases

5.5.8. The Organisation notifies the relevant Public Health Department unit in the event of an infection outbreak.

Attendance Register

5.5.9. The Organisation maintains a daily register of camp participation to aid tracking and identification of participant in the event of an infection outbreak.

Additional CoVID-19 precautions

- 5.6. Implement physical distancing measures as governed and directed by Health Department guidelines. ASC includes camp staff in the number of people permissible in the 'coaching' space.
- 5.7. As part of social distancing requirements, participants will be 'confined' to their groups during breaks to minimize physical contact with others. Children encouraged not to make physical contact with each other. E.g. no high 5's or hand shaking.
- 5.8. If a parent or carer is required to remain on-site, only one person should stay and maintain physical distancing from other people.
- 5.9. To maximize hygiene control, all participants and staff are bringing their own lunch, snacks, and drink bottles. Drink bottles are to be pre-filled.
- 5.10. The ASC Chief of Staff (**COVID-19 Safety Coordinator**) will ensure handwashing and / or application of hand sanitizer is undertaken by all staff and participants before coaching commences and at the end of each session.
- 5.11. Designating areas for hand washing and sanitising. Ensuring an adequate amount of supplies of hand sanitiser and cleaning equipment are on hand.
- 5.12. Regular cleaning of high impacted traffic areas including entrance areas, toilet entrance and seated areas where children will eat.
- 5.13. Adhere to a 'get in, train, get out' approach to camp participation.
- 5.14. Camp programs have been modified to ensure that; no mass presentation ceremony will take place and that there will be limited physical contact during drills and games. E.g. no tackling.
- 5.15. Encourage staff (without CoVID symptoms) to have a COVID-19 test.
- 5.16. Ensuring that all staff that present with cold and flu symptoms do not attend our camps.
- 5.17. Requesting that any participants, or their family members that present with cold and flu symptoms do not attend our camps.

5.18. ASC will encourage parents and staff to sign up to the COVIDSafe app.

5.19. Further details can be found in the ASC Covid-19 Camp Checklist.

6. **RESPONSIBILITIES**

Compliance, monitoring and review

6.1. This policy / procedure:

- Aligns with relevant legislation, government policy and/or Australian Sports Camps requirements/strategies/values.
- Is implemented and monitored (i.e. the policy is followed, reflects the changing policy environment, and emerging issues are identified), and
- Is reviewed to evaluate its continuing effectiveness (e.g. achieving its purpose, remains relevant/current).

6.2. The Organisation ensures effective implementation of infection control.

6.3. The camp Chief of Staff is responsible for training staff on this policy.

6.4. The camp Chief of Staff has the overall responsibility to ensure that all potential infection control risks are identified, assessed and any risks eliminated or reduced so far as is reasonably practicable. The camp Chief of Staff may appoint employees to assist in this process.

6.5. All staff are responsible for implementing correct procedures as set out in this policy.

6.6. All staff have access to policies and procedures relating to infection control.

Reporting

6.7. No additional reporting is required.

Records management

6.8. Staff must maintain all records relevant to administering this policy in a recognised recordkeeping system, in this case, the WHS Records Management Procedure.

6.9. Records of infection control activities are maintained, including infection control training undertaken by staff, information provided to the public and the use of personal protective equipment.

6.10. There are mechanisms for monitoring compliance with infection control.

7. **RELATED LEGISLATION, DOCUMENTS AND RESOURCES**

- 7.1. ASC Policy & Procedure Manual
- 7.2. ASC Covid-19 Camp Checklist
- 7.3. Camp Incident Reporting Form
- 7.4. Australian Government Department of Health: <https://www.health.gov.au/>
- 7.5. National COVID-19 Safe Workplace Principles: <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/other-resources/national-covid-19-safe-workplace-principles>
- 7.6. Australian Institute of Sport: <https://www.health.gov.au/resources/publications/australian-institute-of-sport-ais-framework-for-rebooting-sport-in-a-covid-19-environment>
- 7.7. National Principles for the Resumption of Sport and Recreation Activities (National Principles).
- 7.8. 12 step guide to hand washing:
<https://www.qld.gov.au/health/conditions/healthalerts/coronavirus-covid-19/find-the-facts/resources/handwashing-12-step-guide>

8. **FEEDBACK**

- 8.1. The Australian Sports Camp community may provide feedback about this document by emailing staylor@australiansportscamp.com.au

9. **APPROVAL AND REVIEW DETAILS**

- 9.1. This Policy will be reviewed as required and not less than 20/5/2021.