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# COVID SAFE PLAN

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Return to Rugby Checklists



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Please note: All QRU checklists must be read in conjunction with the relevant sections of the Queensland Government Checklists

MAY 18, 2020  
QUEENSLAND RUGBY UNION (QRU)



## 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](http://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).
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## 2. PHYSICAL DISTANCING

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- 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.

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- 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.

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

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

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

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

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- Provide contactless payments or ordering and payment online.

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## 3. KEEPING PEOPLE HEALTHY

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

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- 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.

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

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

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

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

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

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

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

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

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- 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.

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  - 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.

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  - 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.

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

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

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  - 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.
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#### 5. HYGIENE AND CLEANING

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- 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.

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  - 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.

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

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

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  - 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.

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

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  - 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.
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#### 6. DELIVERIES, CONTRACTORS AND VISITORS ATTENDING THE PREMISES

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

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

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

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  - Ensure staff and volunteers are trained in new requirements and ensure their food handling training is up to date.

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  - 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.

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  - 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.

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  - For takeaway services place menus outside the venue.

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  - Set up different areas for ordering and collection, and where practical, separate entry and exit paths.

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  - Where practical, restrict service to table service only to reduce the movement of patrons and the number of surfaces touched.

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  - Remove any 'serve yourself' buffet style food service areas and communal water stations or condiments.

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  - Stagger seating times and manage the duration of sittings to control the flow of patrons.

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  - Implement processes so front of house workers can collect food without needing to go into food preparation areas.

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  - 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.
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## 8. REVIEW AND MONITOR

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- Regularly review your systems of operation to ensure they are consistent with current directions and advice provided by health authorities.
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Keep up to date and find additional guidance at [www.covid19.qld.gov.au](http://www.covid19.qld.gov.au) and [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)

## Facilities and playing area

Before reopening your facilities and playing area, please:

- 
- review the Roadmap for easing Restrictions Framework for COVID Safe Businesses to ensure that Workplace Health and Safety requirements are been met. Supporting information for the framework
- 
- discuss with your facility / land owner and council about the conditions of use and any local restrictions
- 
- check with your governing body to see if there is a specific sport/recreation activity checklist available to provide guidance (e.g. Tennis Queensland Club Self- Assessment Checklist for Re-Opening)
- 
- undertake a review of the facility and identify any repairs to ensure it is safe for participants and visitors
- 
- ensure your workforce has been informed and trained about the condition and restrictions of restarting activities
- 
- develop a COVID Safe Plan to reopen and operate your organisation safely by:
    - identifying high-touch areas for regular cleaning (e.g. door handles, toilets/ change-rooms, service counters, etc.)
    - identifying potential high participant/visitor traffic (i.e. entrance to facility, drop-off/pick-up areas, entrance to playing area
    - consider including signage and markers to promote physical distancing and good hygiene.
- 
- preparing a schedule of training/participation to avoid participant contact (e.g. schedule a 15-minute break to allow people to vacate the area)
- 
- allocating participation spaces to maximise physical distancing (e.g. separate areas for assembly, warm up, cool down and separate areas for groups of participants)
- 
- locating areas for hand washing and sanitising
- 
- preparing a cleaning and waste removal practice and routine
- 
- removing seating or spacing the seating at least 1.5 metres apart
- 
- considering removing items such as bin lids or use bins with hands-free pedals
- 
- implementing attendance and volunteer logs to record who is at your facility/ venue to assist with tracing if it is required
- 
- communicate with your participants and visitors about how the restrictions will work at your facility.
- 
- monitor and adjust the plan to ensure that participants and visitors remain safe and within the restriction guidelines
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## Return to Play – Clubs and Facilities Checklist

### ADMINISTRATION

- Will the facility tenancy see out the duration of the season?
- Have you received approval from council/owner to use facilities for trainings?
- Have you received approval from council/owner to use facilities for match days?
- Have you received approval from council/owner to use function & meeting rooms at your facility?
- Have all utilities been reinstated and ready to use (Water? Gas? Electricity? Lights?)
- Identify and address any potential language, cultural or disability barriers associated with communicating COVID-19 information

### HANDS ON TASKS

- Have you appointed a manager for COVID- 19?
- Have you appointed a registrar for training attendance?
- Have the facilities been thoroughly cleaned?
- Have any external contractors been advised of changes to the season (eg. Cleaners, caterers)?
- Have the facilities been returned to advised standards (including hand sanitiser and PPE supply, one-way routing, physical distance indicators and doors being held open where appropriate)?
- Have coaches and players been informed that changerooms will remain closed during Level 1 and 2 restrictions?
- Are there any 'At Risk' people likely to be at your facility? Is there a management plan?
- Have you got replacement volunteers to cover 'at risk' people that can't attend?
- Have non-essential people (eg. spectators) been identified and advised not to attend?
- Have all attendees been advised to download the COVIDSafe phone app?
- Have you installed signage to promote the COVIDSafe phone app?
- Have you developed and communicated the plan for a potential positive COVID—19 test result? (include all teams if training only, and opposition team if after match day).



- Do all volunteers and necessary personnel have keys for Club facilities?  
\_\_\_\_\_
- Is the bar and canteen stocked?  
\_\_\_\_\_
- Are the fields mowed and ready for play?  
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- Are the field markings completed to competition standard?  
\_\_\_\_\_
- Is the field setup sorted for all active fields, as per Game Management Guidelines? This includes all post pads, corner posts, scoreboard and field roping requirements.  
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- Is there a plan for cleaning equipment (including management of gyms)?  
\_\_\_\_\_
- Do you have all your training equipment including balls, cones, hit shields, etc?  
\_\_\_\_\_
- Is all playing kit ready and available for teams?  
\_\_\_\_\_
- Team jerseys from club, shorts and socks available for purchase?  
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- Is the Match Day manager/Ground Marshall in place for game days?  
\_\_\_\_\_
- Are the Canteen Workers in place for game days?  
\_\_\_\_\_
- Are competition standard match balls stocked?  
\_\_\_\_\_
- Are match day bibs stocked and washed per team (all age groups including seniors)?  
Coach (green), Manager (red), First Aid (orange), Water Carrier (yellow x 2)  
\_\_\_\_\_
- Are all First Aid requirements organised as required under Game Management Guidelines?  
\_\_\_\_\_
- Identify and set-up an isolation space at your venue and ensure it is stocked with appropriate PPE  
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## RUGBY'S WORKFORCE

- Are your volunteers Smart Rugby accredited? Note, you can download a list of Smart Rugby accredited volunteers in Rugby Xplorer (but they need to register first)!  
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- Do you coaches have a current coaching accreditation?  
Have you checked this in Rugby Xplorer?  
\_\_\_\_\_
- Have you completed the Rugby Xplorer administration courses?
  - Team Manager
  - Club Admin
  - Association Admin
 \_\_\_\_\_
- Did you attend a Rugby Xplorer online workshop?  
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## RUGBY XPLOER

- Have you updated your My Club details as required?

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- Is your Facebook URL added in, so it displays in Rugby Xplorer app?

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- Have you downloaded your 2020 Certificate of Currency?

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- Have you checked your bank account details and Know Your Customer (KYC) status have been completed?

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- Which durations are you going to offer? Season, monthly and/ or weekly? Note, both state and association need to open these for Clubs to be able to offer this duration.

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- Have you ensured your Payment Settings are set to 'open'?

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- Have you ensured all groups have been added to your Payment Settings? Player, Coach, Manager, Volunteer, Match Official. Note, Manager is new in 2020.

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- Have you added any applicable discounts? Early bird discounts, Family discounts or Club discounts

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- Have all players registered through Rugby Xplorer for 2020 season?

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- Have all coaches registered through Rugby Xplorer for 2020 season?

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- Have all managers registered through Rugby Xplorer for 2020 season?

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- Have all volunteers registered through Rugby Xplorer for 2020 season?

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- Have all teams been created in Rugby Xplorer?

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- Have you added your players to the squad?

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- Have you added your non-players to the squad? Note, coach and manager are mandatory on many team sheets.

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- Have team managers downloaded 'Rugby Match Day app'?

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- Have you added 'team admin' user permissions to their record?

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- Have teams' admins watched the Rugby Match Day app videos?

## Return to Play – Coaches Checklist

### LEVEL 1 RESTRICTIONS – 15<sup>TH</sup> MAY – 11<sup>TH</sup> OF JUNE

- Physical conditioning program to include fitness components related to rugby union

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- Ensure Smart rugby accreditation is current

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- Registered online as a coach through Rugby Xplorer

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- Review Game Management Guidelines

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- Encourage players to keep in regular communication via online groups such as club, state, national social media platforms

### LEVEL 2 RESTRICTIONS – 12<sup>TH</sup> JUNE – 9<sup>TH</sup> OF JULY

- Have players been informed to prepare for training prior to arrival at the ground (ie. Strapping, warm-ups where possible)?

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- Maintain an attendance list at all trainings and note participant well-being.

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- All equipment (including gym equipment) is cleaned/disinfected before, during and after training in line with Environmental Cleaning and Disinfection Principles for COVID-19.

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- Encourage players not to spit, cough or do physical greetings (e.g. handshake).

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- Recommended focus on safety and correct technique, graduated training sessions with no contact.

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- Measure base fitness and identify areas for improvement.

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- Rugby and position specific skills guidance such as individual body shape, catch / pass, kicking can be undertaken in line with government distancing advice.

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- Modified non-contact conditioning games.

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- Smart rugby principles transferred to players and applied in coaching techniques Eg. Mayday, AABC, sensible selections.

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- Unit specific programming.

### LEVEL 3 RESTRICTIONS – 10<sup>TH</sup> OF JULY ONWARDS (SUBJECT TO FURTHER QUEENSLAND GOVERNMENT ADVICE)

Recommended focus on returning to contact training, safety and correct technique, graduated training sessions using small sided games to introduce contact.

Smart rugby principles transferred to players and applied in coaching techniques Eg. Mayday, AABC, sensible selections.

Gradual build up in contact training (volume and intensity, controlled to uncontrolled environments).



## Return to Play – Competition Managers Checklist

### COMMUNICATION

- Have you gone through the Clubs and Facilities Checklist with member clubs?

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- Have you promoted use of the COVIDSafe phone app for clubs and supporters?

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- Have you developed and communicated the plan for a potential positive COVID—19 test result? (include all teams if training only, and opposition team if after match day).

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- Are you actively communicating with all clubs in your association including revised competition format/structure?

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- Have revised Competition Rules been sent to all clubs?

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- Have you encouraged clubs to communicate with all 2020 registered participants with a season update?

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- Have you encouraged clubs to communicate with all participants who registered last year, but are yet to register in 2020?

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- Have you asked your councils (or owners) if your fields are available in Sep, Oct and/ or Nov?

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- Are you keeping your sponsors actively involved in what's happening and what your Club/ Association is doing to restart 2020 season?

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- Have you informed your local media of the new competition schedule?

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- Are your broadcasters aware that your season is now being run from X to Y?

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- Has your live stream provider been notified of relevant changes?

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- Have you confirmed your judicial officers are available later in the year?

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- Have you updated medical support services of the change in season where applicable?

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- Have you contacted your Referee Assoc about the competition draw, highlighting any increased quantity of matches?

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- Can your Referee Associations supply referees for mid-week matches?

### COMPETITIONS

- Have you identified the appropriate competition model in consultation with your clubs (some formats may not be competitive)?

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- Have you read the guidance to support with the restructure of your competition which can be found here?



Has your competition timing allowed clubs to complete a graduated return to contact (pre-season) including trial matches?

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Does the pre-season take into account age, game type, existing skill and fitness of participants?

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Has consideration been given to altered match day rules to consider return to contact (eg. Uncontested scrummaging)?

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Have you received all team nominations?

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Have you created a draw and uploaded into Rugby Xplorer?

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Is your registration still active on Rugby Xplorer with the correct fees?

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Are all team coaches registered and Smart Rugby accredited?

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Do all staff and volunteers have the accreditations required for their role? Eg Ground Marshal, Staff Integrity, Blue Card/Concussion Management. If not, ensure online training is promoted and completed prior to competition commencement.

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Have you updated/adjusted awards (annual or otherwise)?

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Have you established cleaning and quarantine protocols appropriate to your competition format and venues in case of a positive COVID-19 case?

## Return to Play – Match Officials Checklist

### CHECKLIST

- Advise members of training commencement and conditions (refer govt advice).

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- Confirm availability of hygienic change. facilities with clubs / competition manager.

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- Confirm length and timing of competitions with Competition Manager/s.

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- Assess loading/referee availability.

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- Recruitment campaign for new/existing referees conducted (utilise Referee Ready).

### LEVEL 1 RESTRICTIONS – 15<sup>TH</sup> MAY – 11<sup>TH</sup> OF JUNE

- Follow physical conditioning ‘at home’ programs

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- Ensure Smart Rugby accreditation is current

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- Ensure Referee accreditation is current

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- Registered online as a Match Official through Rugby Xplorer

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- Review Game Management Guidelines

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- Update unavailability in RAS to reflect new season dates

### LEVEL 2 AND LEVEL 3 RESTRICTIONS – 12<sup>TH</sup> JUNE – 9<sup>TH</sup> OF JULY AND 10<sup>TH</sup> OF JULY ONWARDS

- Have members been informed to prepare for training prior to arrival at the ground (ie. Strapping, warm-ups where possible)?

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- Maintain an attendance list at all trainings and note participant well-being.

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- All equipment (including gym equipment) is cleaned/disinfected before and after training in line with Environmental Cleaning and Disinfection Principles for COVID-19 .