

SSV COVID19 - CHECKLIST for SSV Events

Use this COVID19 Checklist in conjunction with the
SSV Event Conveners Risk Assessment Checklist:

www.ssv.vic.edu.au/Downloads%20Library/StateConvenerRiskAssessmentCheckList.pdf

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Tick here	Prior to booking	Comments
	Review your competition budget and forecast any additional fees or changes from the venue that still need to be covered despite a possible decrease in school participation. Ensure that you have budgeted for any additional items to ensure the event is COVID Safe eg Facemasks, Wipes, Hand Sanitizer etc	
	Complete COVID19 Safe Certification	
	Confirm any additional requirements the venue may have and whether any cost is associated with your booking.	
	Ensure that all schools within your district or division are privy to any additional expenses that may be incurred if you proceed with the venue booking.	
	Submit to venue manager the SSV COVID 19 Safe Plan outlining the delivery of SSV event at a venue.	
	Ensure you have communicated relevant information on return to sport to all staff, volunteers, coaches, officials, first aid, etc SSV COVID Safe Plan .	
Before event day		
	Consider alternative participation formats or rule changes to align with adjusted season dates or changes to COVID19 health restrictions.	
	Check with venue as to any changes in requirements or expectations with regard to hire of the venue. Obtain and review the venue's COVID Safe Plan from the business owner/manager prior to competition.	
	Distribute the 'SSV COVID Advice to Schools Participating in SSV Events' document.	
	Communicate any information from the venue to contacts at all schools participating in the day.	
	Check with venue: <ul style="list-style-type: none"> • Placement of furniture/chairs/score benches. • Provision of hand sanitiser/hand soap and disposable towels in toilets. • Confirm who is responsible for cleaning areas such as seating/benches/tables prior to arriving at and when leaving the venue. 	

	Ensure you have enough cleaning products (as may be required by the venue) to wipe high touch communal surfaces like tables/benchtops/score tables/controllers/bench seats/door handles/netball posts and padding/volleyball nets and posts, tables, door knobs, taps, lights switches etc as per the cleaning and disinfecting activities listed in the Enhanced School Cleaning Guideline .	
	Understand the risk management strategy of the venue should you become aware of a localised outbreak at the venue on the day of competition.	
	Liaise with first aid providers to ensure infection control and hygiene measures are in place.	
Event day - at the venue		
	Conduct a Risk Assessment of the venue (as per SSV Region Convener pack).	
	Consult with the venue and gain permission to erect any additional COVID19 signage close to the playing area to remind schools of hygiene guidelines, sanitising/hand washing.	
	Undertake any cleaning requested by the venue before the competition commences. Check on supply of soap/ hand sanitiser in rest rooms aligned with the required cleaning standards in a school facility, please ensure that the necessary cleaning arrangements are made. Schools should provide their onsite facility manager with the Enhanced School Cleaning Guideline so that the necessary cleaning arrangements can be made.	
	At venues where there is no onsite facility manager, the SSV convener must ensure that the cleaning and disinfecting activities listed in the Enhanced School Cleaning Guideline are delivered accordingly. This includes all communal facilities prior to, during and after an interschool sport event (toilets and communal changerooms can open).	
	At venues where there is an onsite facility manager, the SSV Convener will liaise with the manager to ensure facilities are undertaking their regular hygiene practices throughout the day.	
Know what to do and the reporting requirements if someone presents at an SSV event/competition with COVID symptoms		
	Every precaution should be taken to ensure that distance and hygiene measures are adhered to when communicating with and taking care of someone presenting with COVID symptoms.	

	The teacher/parent responsible for the student or the student themselves should take immediate action to report concerns to the SSV COVID Officer or the Convener of the event.	
	The SSV COVID Officer is required to communicate the incident to the venue, school, SSV and DET.	
	The SSV COVID Officer must ensure they have all relevant contact details for the person who is presenting unwell. If the student is not accompanied by a teacher or parent, the SSV COVID Officer should contact the school/parent on the student's behalf.	
	The teacher/parent responsible for the student will then be directed by the SSV COVID Officer to seek advice and get tested by contacting the 24-hour coronavirus hotline 1800 675 398.	
	The COVID-19 Identifying the Symptoms Fact Sheet (see link below) explains the different symptoms that may be experienced if you have coronavirus (COVID-19), a cold or the flu. The SSV COVID Officer should print a copy and take it with them. Coronavirus (COVID-19) – Identifying the Symptoms Fact Sheet	
Event briefing		
	Add any additional reminders or expectations from the venue and reiterate expectations as per the SSV Key Messages Document to all schools, officials and referees.	
	Identify the COVID-19 Safe Officer (if not the convener) identifiable by the fluoro COVID-19 vest.	
	Ensure the cleaning and disinfecting of any shared equipment supplied by SSV prior to and after the competition.	
	No presentation ceremonies. Medals and pennants/bannerettes will be provided in a plastic bag to the successful schools.	
	Ensure that teachers/parents accompanying teams have read and understood the Advice to Schools Attending SSV Events document.	
	Collect all team sheets.	
	Explain the QR code and have it displayed prominently.	
	Display signage, provided by SSV, to reinforce personal hygiene measures.	
	Reiterate and maintain physical distancing between adults at events, physical distancing of 1.5m between each person and the density ratio of one person per four square metres is to be enforced including the wearing of the appropriate level of PPE (as	

	per Face masks in schools and Guidance for the use of Personal Protective Equipment in education).	
Post event		
	Undertake any specific clean up required by the venue.	
	SSV Convener to send an electronic copy of every team sheet, the draw and any illness/injury reports to SSV for all SSV interschool sports events.	
	<p>SSV CEO and DET Communications personnel permitted to speak to the media.</p> <p>If the media contacts any personnel or attends the competition venue, without prior invitation/permission from SSV, then the convener is to:</p> <ul style="list-style-type: none"> • contact the SSV CEO immediately • provide the contact details of the SSV CEO to the media personnel • politely indicate that you cannot make any further comment. 	