

# COVIDSafe Plan – NADAC Australia

## Our COVIDSafe Plan

Business name:	Australian Division NADAC
Site location:	Various sites across Victoria
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Date prepared:	29 August 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>Provide and promote hand sanitiser stations for use at all NADAC sanctioned events.</b>	<ol style="list-style-type: none"><li>1. Hand sanitiser station provided at agility equipment trailer and/or storage area.</li><li>2. Hand sanitiser station provided at ringside workers table.</li><li>3. Hand sanitiser station or provision of hand soap in toilet facility.</li><li>4. Encourage all event participants to have their own personal hand hygiene kits.</li></ol> <p>NB: Hand sanitiser must contain at least 60% alcohol.</p>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	Not Applicable for outdoor trials unless a building is used for data entry. If a building is used for data entry or event is held indoors (eg indoor arena) airflow should be enhanced by providing ventilation via opening doors and using exhaust fans if the arena is equipped with them. Physical distancing and 4 square metre rule applied for capacity of indoor area (please refer to page 3).
<b>Whilst on a NADAC sanctioned event site and where it is mandatory for that location, event Officials will ensure all attendees and participants wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to Event Officials that do not have their own.</b>	<ol style="list-style-type: none"><li>1. The wearing of masks by all attendees and participants at NADAC events is determined by Government Health Advice and/or restrictions relevant to the location where the event is held.</li><li>2. Masks if required, must be worn at all times unless the individual is running on course with their dog.</li><li>3. Encourage all event participants to provide their own appropriate and effective face covering.</li><li>4. NADAC Judges may remove their masks and wear a clear face shield whilst actively Judging to ensure exhibitors and scorers can see and hear them effectively. Face covering must be worn at all other times by the Judge.</li><li>5. The Judge may elect to wear a clear face shield whilst actively Judging a Team on course.</li><li>6. Refusal to wear a face covering as directed (unless the person has a lawful exception) will result in excusal from the trial.</li></ol>

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<b>Provide training to Judge's, Host groups and exhibitors on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b>	<ol style="list-style-type: none"> <li>1. Provide link on NADAC Australia website to training videos on correct use and disposal of face coverings and other PPE that may be used at events e.g. gloves.</li> <li>2. Provide educational material on good hygiene practices such as hand hygiene and cough and sneeze etiquette.</li> <li>3. Actively encourage officials and exhibitors to view educational material.</li> </ol>
<b>Replace high-touch communal items with alternatives.</b>	<ol style="list-style-type: none"> <li>1. Ensure each score sheet is provided separately to the scribe for that class (e.g. individual clipboard or score sheet with bulldog clip inside zip lock bag).</li> <li>2. Provide a pencil/pen with each individual scoresheet.</li> <li>3. Provide a ruler with each individual scoresheet.</li> <li>4. Clipboards, pens/pencils and rulers maybe reused for subsequent classes provided they have been adequately cleaned and disinfected between use.</li> </ol>

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<b>Cleaning</b>	
<b>Increase environmental cleaning (including between classes and levels and when score table and ring crew changes), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b>	<ol style="list-style-type: none"> <li>1. Communal use items such score area furniture (tables and chairs) and items like the leash grabber, should be cleaned with water and suitable detergent (soap) at the beginning of or prior to the event.</li> <li>2. Methylated Spirits should be used to then disinfect those communal use items. The Methylated spirits should be applied to a cloth and that cloth is then used to thoroughly wipe down the clean surfaces mentioned above in item 1.</li> <li>3. Isopropyl alcohol (as appropriate for computer cleaning) will be sprayed onto a cloth shall be used to wipe the electronic timer console.</li> <li>4. Disposable gloves must be used for all cleaning and disposed of appropriately post cleaning. Host Group must supply a small bin for glove disposal.</li> <li>5. The risk of transmission from outdoor surfaces such as at outdoor facilities is low as the virus is unlikely to last for very long periods on outdoor surfaces, given exposure to wind, rain and sunshine (i.e. UV light). Therefore, it is not considered necessary to clean all the agility equipment used on course. All workers who handle equipment during unloading/loading of the trailer, assisting with course building or course changes should adhere to hand hygiene and respiratory hygiene (i.e. sanitise hands before and after handling any equipment, before and after wiping or blowing their nose or touching their face and ensuring cough and sneeze etiquette).</li> </ol>
<b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b>	<p>Host Groups must supply adequate amounts of:</p> <ol style="list-style-type: none"> <li>1. Hand Sanitiser containing at least 60% alcohol.</li> <li>2. Disposable gloves in medium and large sizes.</li> <li>3. Detergent (soap and water) – this can be in an appropriate spray bottle.</li> <li>4. Methylated Spirits.</li> <li>5. Isopropyl alcohol.</li> <li>6. Cleaning cloths such as microfibre clothes/chux wipes</li> </ol>

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<b>Physical distancing and limiting gathering numbers when required as per public health directions</b>	
<b>Procedures to limit entry number in accordance with public health directions.</b>	<ol style="list-style-type: none"> <li>1. Provide entry limit numbers on the event listing on the NADAC Australia website. Update as required as per advice from public health officials changes.</li> <li>2. Clearly state entry limits on the first page of all trial premiums.</li> <li>3. Utilise online registry to create a queue for entry acceptance.</li> <li>4. Utilise the trial stat feature within Agility Unscrambled software program to track people numbers as entries are processed. Be sure to include second handlers into the program.</li> </ol>
<b>Establish digital systems to prevent people attending NADAC sanctioned events congregating to view or receive data or information.</b>	<ol style="list-style-type: none"> <li>1. Course maps to be published on the NADAC Australia website on the event page for each trial for exhibitor access.</li> <li>2. Show instructions, exhibitor run orders and job rosters to be published on the NADAC Australia website on the event page for each trial for exhibitor access.</li> <li>3. Results during a NADAC event to be delivered digitally.</li> <li>4. Individual results post a NADAC event to be delivered via individual email.</li> <li>5. A complete file of all results to be published on the NADAC Australia website on the event page for each trial.</li> </ol>
<b>Establish a system to screen NADAC sanctioned event participants and officials and volunteers before accessing the trial site. Ensure event participants, Officials and Volunteers do not attend NADAC sanctioned events when they are unwell.</b>	<ol style="list-style-type: none"> <li>1. Mandatory Health Declaration at time of trial entry submission.</li> <li>2. Show instructions and host group communication from time of online entry to actual event to re-iterate Health Declaration.</li> <li>3. Mandatory excusal from event if participant presents unwell to event.</li> <li>4. Ongoing exhibitor education campaign via website.</li> <li>5. Mandatory COVID-19 risk waiver must be signed.</li> </ol>
<b>Configure event site communal work areas and publicly accessible spaces so that:</b> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <b>Also consider installing screens or barriers.</b>	<ol style="list-style-type: none"> <li>1. Ring entry and exit are well separated.</li> <li>2. Gazebo/shade tents used at outdoor events are a size large enough to accommodate 2 workers (i.e. Scribe and timer).</li> <li>3. 2 Separate small tables should be provided for each worker.</li> <li>4. Exhibitors and general public not permitted in ringside score gazebo – signage should be provided indicating this.</li> <li>5. In between classes only the Judge and person tasked with cleaning should be in the ringside gazebo.</li> </ol>
<b>Use signage or floor markings to provide minimum physical distancing guides around the event site or areas that are likely to create a congregation of people.</b>	<p>Maintain physical distance signs should be placed at the ring entrance, the ring exit, the entrance of any marshalling chutes, the exhibitor marshalling area, exhibitor crating areas, ringside score table, the equipment trailer/storage area and any other location where people may congregate.</p>

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<b>Modify the alignment of workstations so that workers do not face one another.</b>	Ringside tables for scribe and timer must be facing forward to the ring and spaced appropriately for physical distancing.
<b>Minimise the build up of exhibitors waiting to enter and exit the competition ring or when walking the course.</b>	<ol style="list-style-type: none"> <li>1. Run Orders should be set and published online pre-event so exhibitors can print or save digital copies for personal use.</li> <li>2. Ensure adequate signage indicate the maintenance of 1.5m physical distancing.</li> <li>3. Judge will split course walk throughs as needed to ensure physical distance can be maintained.</li> </ol>
<b>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <a href="#">‘four square metre’ rule</a>.</b>	<p>For all outdoor events physical distance signs must be erected in areas that the general public may access.</p> <p>For indoor arena events the maximum occupancy of that space will need to be calculated in advance and appropriate signage provided by the Host Group.</p> <p>Exhibitor crating must also be considered by the Host group in regard to the four square metre rule and communicated appropriately to exhibitors via the trial premium and show instructions.</p>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<b>Establish a process to record the attendance of exhibitors, event officials and volunteers for all NADAC sanctioned events. This information will assist NADAC Australia to identify close contacts.</b>	<ol style="list-style-type: none"> <li>1. Online registration/entry for exhibitors for all events</li> <li>2. Submission of exhibitor list from Host Group post trial to NADAC Australia via the online show report. This list should include details of additional dog handlers.</li> <li>3. Submission of complete score catalogue from Host Group post trial to NADAC Australia via the online show report.</li> <li>4. Submission of a list volunteers who are not exhibitors or trial officials from Host Group to NADAC Australia via online Show report. Host groups must record the details (Name and phone number) of volunteers throughout the event.</li> <li>5. Health Declarations and Risk Waivers to be held for 12 months by the Host Group.</li> <li>6. Record of Judge for all NADAC events is recorded by the NADAC Australia Office.</li> </ol>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential cancellation of NADAC sanctioned events.</b></p>	<p>In the event, that any key person(s) or location be impacted by COVID-19 in a manner which may directly impact a scheduled NADAC sanctioned event then the NADAC Australia Office will:</p> <ol style="list-style-type: none"> <li>1. Liaise with the Host Group for that event.</li> <li>2. Where necessary communicate with exhibitors via appropriate media such as the NADAC Australia website, email or social media</li> </ol> <p>Key persons are those considered essential to the administration of the event. For example: Host Group Trial secretary, NADAC Judge or Equipment transportation to site.</p>
<p><b>Prepare to identify close contacts and providing exhibitor, officials and volunteer records to support contact tracing.</b></p>	<p>The NADAC Australia Office will collect the following records from the Host Group:</p> <ol style="list-style-type: none"> <li>1. Exhibitor and Handler list from the Host Group.</li> <li>2. Volunteer list from the Host Group.</li> </ol> <p>The NADAC Australia Office will add to the records;</p> <ol style="list-style-type: none"> <li>1. List of NADAC Officials e.g. Judge(s) and NADAC Representatives.</li> </ol>
<p><b>Prepare how a suspected or confirmed COVID-19 case will be managed.</b></p>	<p>In order to expediate reporting, contact tracing and containment:</p> <ol style="list-style-type: none"> <li>1. Host Groups must report any knowledge of a suspected or confirmed COVID-19 case to NADAC Australia immediately upon receiving that knowledge.</li> <li>2. Exhibitors, officials and volunteers must contact the NADAC Australia office directly should they develop COVID-19 symptoms within 48 hours of attending a NADAC sanctioned event or within 14 days of attending an event they suspect they have COVID-19 or they have tested positive.</li> </ol> <p>All reports will be assessed and managed respectfully and compassionately towards individuals involved.</p>
<p><b>Prepare to notify exhibitors, trial officials and volunteers (including close contacts)</b></p>	<p>If a Host Group receives a report of a suspected or confirmed COVID-19 case or an exhibitor, official or volunteer suspects they have or have tested positive for COVID-19 and they attended a NADAC event then the NADAC Australia Office must be immediately notified. Australia (Mobile 0413332817 <a href="mailto:support@nadacaustralia.com">support@nadacaustralia.com</a>)</p> <p>The NADAC Australia Office will then:</p> <ol style="list-style-type: none"> <li>1. Identify all events that individual has attended within the last 14 days</li> <li>2. Compile a list of names, telephone numbers and email addresses of all individuals who attended those events as exhibitors, trial officials and volunteers.</li> <li>3. Publish on the NADAC Australia website an advice relating to event dates and locations that the suspected or confirmed COVID-19 case attended within the last 14 days. Encourage anyone who attended those events to monitor for symptoms and if they develop symptoms to self-isolate and get tested as soon as possible.</li> <li>4. Send via email the website published advice in item 3 to all those identified in item 2.</li> <li>5. Contact DHHS with all the relevant information to receive any next step instructions required in the interests of public health.</li> </ol>

Guidance	Action to prepare for your response
<p><b>Prepare to immediately notify DHHS if there has been a confirmed COVID-19 case at a NADAC sanctioned event.</b></p>	<p>NADAC Host Groups should notify NADAC Australia (Mobile 0413332817 <a href="mailto:support@nadacaustalia.com">support@nadacaustalia.com</a>) immediately if there has been a confirmed COVID-19 case at any NADAC event they host.</p> <p>NADAC Exhibitors should be encouraged to notify NADAC Australia (Mobile 0413332817 <a href="mailto:support@nadacaustalia.com">support@nadacaustalia.com</a>) immediately if they have been tested and confirmed to have COVID-19 and attended any NADAC event 48 hours prior to the onset of any symptoms.</p> <p>The NADAC Australia Office will then notify DHHS.</p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan for NADAC sanctioned events.

Signed *Shirlene Clark*

Name Shirlene Clark

Date 30<sup>th</sup> August 2020