



# TRACKWEST

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# COVID-19 SAFETY PLAN

**MAY 2020**

**Version 1.0**

**Approved by the TrackWest Committee, 24 May 2020**

# BACKGROUND

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At midnight on 17 March 2020 the Western Australian Government declared a State of Emergency under the Emergency Services Act and a Public Health Emergency under the Public Health Act in response to the global coronavirus (COVID-19) pandemic. Following these declarations, social distancing, mass gathering, and travel controls were implemented to help prevent community transmission of COVID-19.

The necessary social distancing and mass gathering controls resulted in an untenable situation for Dogs West to continue running dog events, including those run by TrackWest. On 7 April 2020 Dogs West wrote to members and affiliate clubs to advise that all Dogs West sanctioned events were cancelled until 31 August 2020. This impacted TrackWest's training and trialing schedules for the 2020 Tracking Season.

On 19 May 2020 Dogs West again wrote to members and affiliate clubs to advise that training events for groups of 20 people were now able to be conducted, following the easing of COVID-19 restrictions with the following conditions:

- Confirmation that the club can use the training ground by its owner (if not a Dogs West facility);
- A record must be kept of all participants and their contact details (to assist with contact tracing if there is an outbreak of COVID-19);
- Only participants in the training session can attend;
- Hand sanitizer is to be provided for member use;
- Social distancing of 1.5m between people and 4sqm per person is required to be maintained at all times;
- Equipment must not be shared between participants; and
- Clubs need to document how they will manage course equipment that requires setting up / dismantling and adjustment during the session and comply with COVID-19 controls.

This plan has been prepared to document how TrackWest will comply with the COVID-19 controls and manage the safety of its members during sanctioned training events. The plan will be reviewed by 31 July 2020. Appendix B contains the Government templated version of TrackWest's COVID-19 Safety Plan.

# MAINTAINING MEMBER SAFETY

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The safety and wellbeing of our members is a priority for TrackWest. To ensure that our members remain safe and that risk of infection from COVID-19 is managed TrackWest commit to implementing the following safety controls:

- **Social Distancing:** Training groups will be limited to a maximum of 12 participants, including instructors, and only six (6) training groups undertaking training at any one time. Mass gatherings will not be permitted, and members must remain 1.5m apart at all times.
- **Attendance Recording:** The details of any person participating in training will be recorded along with a contact phone number for the member.
- **Attendance Management:** Only financial members of TrackWest can participate in training sessions and the number of people able to attend will be capped at 72. Members will need to express interest in participating in training prior to attending any session, and we will not allow any observers to attend any training sessions.
- **Equipment Management:** Members must not share equipment during sanctioned training sessions. The person who lays the track must recover their flags and articles from the track.
- **Hygiene:** The club will supply hand sanitizer and members are encouraged to regularly clean their hands. Members will be required to practice good personal hygiene including coughing or sneezing into their elbows and not shaking hands with others.
- **Financial Transactions:** The club preferred method of payment for membership fees and equipment purchases is electronic fund transfer (EFT). Equipment purchases will be managed by pre-ordering to minimise the interactions required and reduce the risk of exposure to COVID-19.
- **Member Accountability:** Members must not attend training sessions if they are unwell. Members are required to read this Plan and acknowledge they will adhere to the Plan.
- **Safety and Risk Management:** The club has appointed coordinators responsible for monitoring compliance with this Plan. Guidance material will be provided to instructors.

There will be no social gatherings or morning tea events and members are expected to leave the training area within 10 minutes of the completion of a training session. Training sessions will run from 8am to 10.30am on Saturday mornings, commencing Saturday 6 June 2020.

In addition to tracking training, the Beginners Training Course will recommence on Saturday 13 June 2020 and run for three (3) weeks. The course will consist of a maximum of 30 participants split across seven (7) beginners training groups of four (4) to five (5) participants supported by two (2) instructors per beginners training group.

## Social Distancing

TrackWest will limit the number of places available for training to ensure it can comply with the social distancing and mass gathering restrictions outlined by the Western Australian Government. Phase 2 restrictions provide for a maximum of 20 people participating in non-contact community sports and recreational activities with no sharing of equipment.

The COVID-19 Safety Guidelines for Sport and Recreational Activities provides that outdoor venues can host multiple training zones, which can have up to 20 people per zone, where there is sufficient space between gatherings and groups to prevent one gathering encroaching on another gatherings area. TrackWest is in the fortunate position of having a large training facility, at the Gngangara Pine Plantation, which enables us to accommodate six (6) training groups spread across the following locations:

- Pessoa Road
- Machado Road
- Possum Road
- Barlow Road
- Euro Road
- Nursery Road

The number of participants in each training group will be limited to 12 people, including instructors. This will ensure that there is adequate space to maintain a minimum of 4sqm per person during sanctioned training sessions. All members and instructors must maintain a minimum physical separation of 1.5m at all times. Members who chose not to comply with social distancing controls will be asked to leave and will not be permitted to resume training with TrackWest until all COVID-19 restrictions have been lifted.

The Beginners Training Course will be held at Old Base Camp, western end of Trainer Road, southern end of Pessoa Road, southern end of Nursery Road, and on Eastman Road. The allocation of training areas will ensure that training groups from the tracking training cohorts and the Beginners Course cannot accidentally interact.

## Attendance Recording

All members who attend training will be required to provide their name and contact details on arrival at the Gngangara Pine Plantation. A club official will be stationed at Base Camp to record the details of attendees and ensure that the training group they are training with is recorded in the register. This will enable contact tracing in the event of an outbreak of COVID-19.

The training facility does not permit separate ingress and egress flows for vehicles. To reduce the risk of exposure to COVID-19 members must remain in their vehicles and the club official will approach members to record their details. To ensure everyone has left the training ground, members must check out with the COVID-19 Safety Coordinator at Base Camp at the end of training sessions and ensure that they have vacated the training group by 10.40am.

## Attendance Management

To ensure that the maximum number of training places is not exceeded members will be required to express interest in participating in training in advance of the sanctioned training event. To express interest members need to email [events@trackwestwa.com](mailto:events@trackwestwa.com).

Non-participants or observers are not able to attend training sessions as they are included in the mass gathering numbers and their attendance would prevent other members from participating in the training session.

No training group will have more than 12 participants, including instructors. Members who can train on a Wednesday should do so, leaving Saturday spots for those who need them.

The training facility does not permit separate ingress and egress flows for vehicles. To reduce the risk of exposure to COVID-19 members must remain in their vehicles until their instructor or a club official has advised them that they can travel to their assigned training area. During training sessions members should not congregate in large groups.

## Equipment Management

Members must not share any equipment during sanctioned training sessions. To reduce the risk of exposure to COVID-19 members must retrieve their flags and articles on tracks that they have laid for other members.

Members are required to bring an item of clothing that has their scent impregnated on it to leave at the end of the track, rather than a live find. Members should feed their dogs the end of track treat and not the tracklayer.

## Hygiene

TrackWest will provide hand sanitizer for each training group and at Base Camp. Members are encouraged to sanitise their hands after each training track or after laying a track for another member.

Members will be required to practice good personal hygiene including sneezing or coughing into their elbow, not hand shaking, regularly cleaning their hands and personal equipment, and not sharing food or drink with other members.

## Financial Transactions

The club acknowledges that there is an increased risk of community transmission of COVID-19 associated with the exchange of cash. It is therefore the club's preference that members pay their membership fees and for any equipment purchases using EFT.

Where cash cannot be avoided, TrackWest requires members to place cash in a sealed envelope. On the outside of the envelope members are to write their name and what the cash is for, for example membership dues.

The club will continue to offer equipment for sale to financial members to support their participation in the sport. To reduce the risk of exposure to COVID-19 associated with equipment sales, the following protocols will be implemented:

- All purchases must be pre-ordered by Thursday afternoon, to pre-order please email [equipment@trackwestwa.com](mailto:equipment@trackwestwa.com);
- Payment for purchases should be paid for via EFT, using your name and equipment purchased as the reference in the EFT payment, and a copy of the receipt forwarded with the pre-order request; and
- Purchases will be sanitised and packaged in plastic wrapping by the Equipment Manager and delivered at the next training session.

The details for EFT payment are as follow:

*Account Name:* TrackWest Inc

*BSB Number:* 066-173

*Account Number:* 10010909

## Member Accountability

Members are accountable for ensuring their membership is financial prior to attending their first sanctioned training event. Members must not attend training sessions if they are unwell, regardless of the nature of the illness.

TrackWest requires members to clean their equipment between training sessions to reduce the risk of community transmission of COVID-19. It is recommended that members disinfect training flags, leads and harnesses.

Members will be required to read this COVID-19 Safety Plan and return a signed acknowledgement form to [events@trackwestwa.com](mailto:events@trackwestwa.com), or return it in person, prior to attending their first sanctioned training event.

Members who failed to comply with this COVID-19 Safety Plan will be sanctioned by suspension and not be permitted to return to training for a period of two (2) weeks.

## Safety and Risk Management

TrackWest have nominated Judy Tsakalos as the COVID-19 Safety Coordinator and Janet Pleece as her Deputy. As COVID-19 Safety Coordinators these club officials will be responsible for ensuring that the COVID-19 Safety Plan and Government mandated controls are being adhered with.

The COVID-19 Safety Coordinator will retain records of attendance at sanctioned training events to assist in the event of community transmission of COVID-19.

Instructors will be issued with signage to display in their training zones to remind members how to protect themselves from exposure to COVID-19. Instructors will also receive guidance and educational materials to support them in managing the risk of exposure to COVID-19 during training sessions.

# APPENDIX A – ACKNOWLEDGEMENT FORM

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I, the undersigned, have read TrackWest’s COVID-19 Safety Plan Version 1.0 and I agree to comply with the requirements outlined within the Plan.

I acknowledge that if I fail to comply with the requirements of TrackWest’s COVID-19 Safety Plan Version 1.0 I will be subject to a suspension including exclusion from training for two (2) weeks.

**Name:**

**Signature:**

**Date:**

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# APPENDIX B – GOVERNMENT TEMPLATED COVID-19 SAFETY PLAN

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# Sport and Recreation

## COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name: **TrackWest Gnangara Pine Plantation** has a maximum capacity of **Number: 110** patrons and agrees to the following conditions:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> A strict limit of a minimum of 4sqm per person | <input checked="" type="checkbox"/> Frequent cleaning and disinfection                              |
| <input checked="" type="checkbox"/> Non-contact training and sport only            | <input checked="" type="checkbox"/> Close communal showers and change rooms                         |
| <input checked="" type="checkbox"/> No shared equipment                            | <input checked="" type="checkbox"/> Maintain records of patrons for the purposes of contact tracing |

- 1 Refer to the COVID Safety Guidelines: Sport and Recreation for information on the expectations for COVID Safety Plans, including the application of the maximum 20 patrons per venue limit, and to assist you in completing this plan. These are available at [WA.gov.au](http://WA.gov.au)
- 2 Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
- 3 The COVID-19 pandemic is an evolving situation - review your plan regularly and make changes as required.
- 4 Print and display the **COVID Safety Plan Certificate** available at the end of this form.

**We're all  
in this  
together.**

## Premises details

|                   |                           |                  |                  |
|-------------------|---------------------------|------------------|------------------|
| Premises name:    | TrackWest Inc             | Prepared by:     | Kathlene Oliver  |
| Type of premises: | Dog Sport Club (Tracking) | Position title:  | Committee Member |
| Street address:   | Gnangara Pine Plantation  | Completion date: | 24 May 2020      |
| Contact no:       | 0411 046 104              | Revision date:   | 31 July 2020     |
| Email:            | secretary@trackwestwa.com |                  |                  |

\* For the sections below, please complete the form and attach additional pages or information as required.

## 1. Physical and social distancing

### • What will be done to implement physical distancing guidelines?

**Consider:** physical distancing for staff and patrons; occupancy limits based on 4sqm requirements; management of waiting areas etc.

Maximum of 110 people will be permitted at any sanctioned training event. The space available to TrackWest Inc for training in the Gnangara Pine Plantation is over 12 sqkm. The club will offer training for 12 people across 6 training groups, with each group allocated approximately 2 sqkm of land to conduct training. There will be sufficient space between groups to ensure they don't interact. Members will be required to wait in their vehicle at Base Camp until their attendance has been recorded and they are directed to travel to their assigned training area. Members names, contact details and training group will be recorded to assist with contact tracing if there is an outbreak. Members and Instructors will be required to maintain a minimum of 1.5m separation at all times and equipment will not be shared. No observers will be able to attend the training sessions.

## 2. Hygiene

### • How will you ensure required hygiene standards are maintained?

**Consider:** hygiene protocols and practices; supply of cleaning and sanitiser products etc.

Instructors will be issued with hand sanitiser for their training group to use, along with signage promoting good personal hygiene standards.

No equipment will be shared. The tracklayer will collect their own flags and articles either on completion of the track being worked or by following a minimum of 10m behind the handler working the track.

Members are required to clean and sanitise their personal equipment between training sessions. There are no showering or toileting facilities available at the training facility.

### 3. Staff training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

**Consider:** staff training; records of training; additional education; signage; guidance material etc.

Guidance materials will be provided to Instructors and Club Officials prior to the recommencement of training on June 6, 2020. Members and Instructors are required to read TrackWest Inc's COVID-19 Safety Plan and sign to acknowledge that they will comply with obligations outlined in the Plan prior to attending a sanctioned training event.

Instructors will be provided with signage to display during training sessions that remind members of the requirements of the COVID-19 Safety Plan.

### 4. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes  No

**Comments:**

TrackWest Inc will comply with all its obligations under Legislation and directives from its controlling body, Dogs West.

### 5. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

**Consider:** records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

Members who attend training when unwell will be suspended from training for two (2) weeks. If suspected of having COVID-19 any other member, Instructor or Club Official who has had contact with that member will be asked to self-isolate until the member has been tested for COVID-19.

In the event of a positive diagnosis, anyone who has had contact with the infected member will be required to self-isolate for 14 days (or longer as advised by medical professionals).

Members will be advised of the incident and asked to sanitise all of their equipment immediately to avoid any additional outbreaks.

Member attendance records will be provided with authorities to assist with contact tracing.



Premises name

TrackWest Inc

# COVID Safety Plan Certificate: Sport and Recreation

Number:

110

**Welcome.**  
**We can accommodate 110 patrons and agree to maintain the WA Government's safety measures**



**4sqm per person**



**No shared equipment**



**Non-contact training and sport only**



**Contact tracing**

**We're doing our part to help keep you safe. Please respect the rules and our staff.**

**We're all in this *together.***

Prepared by:

TrackWest Inc

Date:

24 May 2020