



WHO let the dogs out:

Return to Play in a COVID-safe Environment Plan

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Purpose of the Plan

Government requirements

Individual sporting organisation (including peak body, individual clubs), activity providers and venues must develop a Return to Play in a COVID-safe Environment Plan to help guide the return to operations.

The plan must be clearly communicated to all stakeholders, with specific requirements communicated or promoted as required. The plan does not need to and will not be approved by the ACT Government, but all sporting organisations must be able to produce a copy of the completed framework for compliance purposes if asked.

This plan remains flexible and acknowledges the broader principles relevant to each phase of eased restriction, while also providing a level of operational detail relevant to dog training, sports and trialling in general, the activities and operation of the Tuggeranong Dog Training Club and the facilities used. The plan is designed to provide consistency of activity delivery, ensure that physical distancing and hygiene principles are clear and can be easily understood, and that the health of members, participants, volunteers and spectators is protected.

Phased approach

This plan will be implemented using a phased approach, in line with the three phases used in the AIS Framework. The three phases A, B and C incorporate consideration of the differences between indoor and outdoor activity and contact and non-contact activities, including the use of equipment. Preparation for resumption of classes will include education of instructors and members, assessment of the environment and agreement on training scheduling to accommodate social distancing. The initial approach to training will focus on 'get in, train, get out', minimising unnecessary contact on grounds and communal areas.

Duty of care

The Tuggeranong Dog Training Club recognises its duty of care in relation to its members and volunteers. Compliance with this plan is mandatory for all members in order to satisfactorily discharge the Club's responsibilities regarding its duty of care.

TDTC will respond to the directives of Public Health Authorities. Localised outbreaks may require the club to again restrict activity and the club will be ready to respond accordingly. It is noted that the detection of a positive COVID-19 case within the Club will result in a standard public health response, which could include quarantine of a large group, and close contacts, for the required period.

Plan issued as a Club Rule

The TDTC Committee will issue this plan under the power granted by s21(i) of the Constitution to make rules and regulations for the proper conduct of the Club's activities. Members will be reminded of their responsibility to adhere to the rules and the responses available to the Committee under s14 of the Constitution Disciplining of Members for non-compliance.

Hygiene

Personal Hygiene

Everyone who attends the Club grounds to practice good hygiene while at the grounds and in the clubhouse. Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and drying them with clean paper towel. Everyone must wash their hands:

- before and after eating
- after coughing or sneezing
- after going to the toilet
- after touching shared surfaces (gate latch, door handle etc)
- after handling animals, and
- when changing tasks, attending to an incident or after touching potentially contaminated surfaces.

Where handwashing facilities are not available, an alcohol-based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient must be used as per the manufacturer's instructions.

Good hygiene also requires everyone at the Club to, at all times:

- cover their coughs and sneezes with their elbow or a clean tissue (and no spitting)
- avoid touching their face, eyes, nose and mouth
- dispose of tissues hygienically, e.g. in closed bins
- clean and disinfect shared equipment and items after use
- have no intentional physical contact, for example, shaking hands.

To enhance good hygiene outcomes, we will:

- develop infection control procedures, in consultation with instructors. These procedures should outline measures in place to prevent the spread of infectious diseases at the Club, including giving an instruction not to attend if unwell
- communicate these policies to instructors and members
- place posters near handwashing facilities showing how to correctly wash and dry hands and clean hands with sanitiser, and
- inform instructors of hygiene standards that are expected when utilising common areas such as the clubhouse (washing hands before and after classes, cleaning up after yourself, placing rubbish in bins provided, avoiding putting items such as phones on food surfaces, etc.).

Facilities Hygiene

Ensure that there are adequate and accessible facilities to achieve personal hygiene measures and that they are in good working order, are clean and are otherwise safe.

All required cleaning must be completed as soon as possible following training or use but must be completed before the next scheduled use. For evening training, it is permitted to clean first thing the next morning, except when training is scheduled that morning. Session

managers and activity coordinators will be responsible for ensuring cleaning has occurred and signing the cleaning record.

Grounds

Provision of alcohol-based hand sanitiser in appropriate locations, such as entry and exit gates.

Frequently touched surfaces cleaned and disinfected as required.

Clubhouse

Provision of alcohol-based hand sanitiser in appropriate locations, such as entry and exit.

Frequently touched surfaces cleaned and disinfected as required.

Personal belongings such as keys, mobiles, bags etc to be placed in the allocated storage area.

Reduce common use items and issue individual items where possible. Common use items cleaned and disinfected between uses if practicable.

Shared areas of clubhouse must be kept clean and tidy at all times. All materials and items should be stored in a manner that enables easy cleaning and disinfection, such as plastic containers. Lost property is not to be taken into clubhouse.

Time spent in clubhouse should be reduced to the minimum practicable. Consider opening windows for more ventilation in clubhouse, and limiting time spent in clubhouse when air-conditioning (heating or cooling) is being used where possible.

Toilets

Washroom facilities must be properly stocked and have adequate supplies of hot and cold water, toilet paper, soap, and drying facilities (paper towels). They must also be kept clean and in good working order.

Kitchen

Kitchen must be properly stocked and have adequate supplies of hot and cold water, cleaning and disinfectant products, soap and drying facilities (paper towels). No tea towels to be used for any purpose.

Phase 0

No food or drink to be consumed in the clubhouse. Drinking water available in plastic bottles.

Phase A

No food or drink to be consumed in the clubhouse. Drinking water available in plastic bottles.

Phase B

Food and drink can be consumed on the premises. No shared or buffet style food. Only disposable cups, crockery and cutlery to be used. Single use servings of tea, coffee, sugar

and milk available. No personal belongings to be placed on surfaces where food is to be prepared or consumed.

Phase C

Food and drink can be consumed on the premises. Crockery and cutlery can be used but must be placed in dishwasher (if available) when finished, otherwise only disposable cups, crockery and cutlery to be used. Single use servings of tea, coffee, sugar and milk available. No personal belongings to be placed on surfaces where food is to be prepared or consumed.

Office

Must be kept clean and tidy. No papers are to be left out. All rubbish must be disposed of appropriately. No personal belongings to be placed on any work surfaces.

Phase 0

New Memberships suspended. No paper forms accepted. Desk, computer screen, keyboard, printer, and photocopier cleaned between different users.

Phase A

No cash to be taken. EFTPOS machine cleaned between use. Members will be encouraged to send completed forms via email and pay via EFT when possible. No paper forms accepted. Desk, computer screen, keyboard, printer and photocopier cleaned between different users.

Phase B

Cash can be taken but signage to say electronic payment preferred. EFTPOS machine cleaned between uses. Members will be encouraged to send completed forms via email and pay via EFT when possible. Paper forms accepted but placed in secure container for 72 hours. Desk, computer screen, keyboard, printer and photocopier cleaned between different users.

Phase C

Cash can be taken but signage to say electronic payment preferred. EFTPOS machine cleaned between uses. Members will be encouraged to send completed forms via email and pay via EFT when possible. Paper forms accepted. Desk, computer screen, keyboard, printer and photocopier cleaned between different users.

Shop/Storage

Must be kept clean and tidy. All items removed should be cleaned and disinfected, where appropriate before returning to shop/storage. Items to be stored in sealed plastic containers where possible.

Phase 0

Shop closed.

Phase A

All purchases to be conducted outside the clubhouse. No contact with handler or dog. No cash to be taken. EFTPOS machine cleaned between different users.

Phase B

All purchases to be conducted outside the clubhouse. No contact with handler or dog. Cash can be taken but signage to say electronic payment preferred. EFTPOS machine cleaned between different users.

Phase C

All purchases to be conducted outside the clubhouse. No contact with handler or dog. Cash can be taken. EFTPOS machine cleaned between different users.

Physical Distancing

Grounds

Physical distancing measures will be imposed while using both indoor and outdoor areas.

Members and instructors required to maintain 1.5m physical distance between everyone.

The maximum number of people permitted to be inside the clubhouse at any one time is **10**.

The maximum number of people permitted to be in the training area at any one time is **100**.

The maximum number of people permitted on the grounds at any one time is **100**.

Carpark

Members advised not to congregate in the car parking area.

Clubhouse

The maximum number of people permitted to be inside the clubhouse at any one time is **10**.

Entry log must be completed on entry (Member Name/Number, date and time of entry and exit)

Phase 0

Restrict entire clubhouse to maximum of 2 persons at any one time.

Restrict office to 1 person at a time

Restrict shop to 1 person at a time

Only instructors and committee members permitted past washroom facilities.

Phase A

Restrict entire clubhouse to maximum of 5 persons at any one time.

Restrict office to 1 person at a time

Restrict shop to 1 person at a time

Only instructors and committee members permitted past washroom facilities.

Phase B

Restrict entire clubhouse to maximum of 10 persons at any one time.

Restrict office to 1 person at a time

Restrict shop to 1 person at a time

Only instructors and committee members permitted past washroom facilities.

Phase C

Restrict entire clubhouse to maximum of 10 persons at any one time.

Restrict office to 1 person at a time

Restrict shop to 1 person at a time

Activity-specific Considerations

Grounds

Use of the grounds will align with the overall “get in, train, get out” approach.

Members must carry their membership card at all times when on club grounds.

Late entry to training will not be permitted until approval given by Session Manager or activity coordinator/instructor.

Everyone attending the grounds is encouraged to download the COVID safe app and use it when on the club grounds.

Phase 0

Main training ground closed. Exercise yards open for members. Members and instructors required to maintain 1.5m physical distance between everyone wherever possible, noting that dog incidents may require an instructor or handler to be within 1.5m temporarily. No physical contact between anyone on the grounds. No sharing of equipment permitted.

Phase A

Members and instructors required to maintain 1.5m physical distance between everyone wherever possible, noting that dog incidents may require an instructor or handler to be within 1.5m temporarily. No physical contact between anyone on the grounds. No sharing of equipment permitted. Members to arrive at the grounds immediately preceding training and activities and leave the grounds immediately following training and activities. Exercise yards closed during formal training and activities.

Phase B

Members and instructors required to maintain 1.5m physical distance between everyone wherever possible, noting that dog incidents may require an instructor or handler to be within 1.5m temporarily. No physical contact between anyone on the grounds. Some sharing of equipment permitted if able to be sanitised between use. Shared equipment cleaned and disinfected between use. No use of shared equipment that cannot be cleaned and disinfected between use. Exercise yards closed during formal training and activities.

Phase C

Members and instructors required to maintain 1.5m physical distance between everyone wherever possible, except for specific exemptions included in this plan under an activity, noting that dog incidents may require an instructor or handler to be within 1.5m temporarily. Sharing of equipment permitted. Shared equipment cleaned and disinfected between use. Exercise yards available for use during training and activities.

Gates

Access to the main training ground marked clearly with entry and egress routes and sanitisation stations to avoid bottlenecks. Sanitisation stations set up prior to training sessions or activities. Items such as cones etc. used to identify sanitisation, waiting and training areas and ensure 1.5m of physical distance maintained.

Obedience

Phase 0

No training or trials

Phase A

Classes resume under the following provisions

Class times to be limited to:

	Sunday	Tuesday
Level 1 and Graduate/Novice	9:00am – 9:40am	7:00pm – 7:40pm
Level 2 and Advanced	10:10am – 10:50am	8:10pm – 8:50pm

Class sizes limited to a maximum of 10 persons, including the instructor. Class sizes are able to be adjusted by the Session Manager, in consultation with instructors, provided that they remain compliant with social distancing requirements. Alternate handlers/observers not permitted unless a parent or guardian is accompanying a junior handler with attendance notified and agreed in advance.

Class members pre-allocated to each class by Session Manager and instructors. Class master list kept electronically by each Session Manager (or delegate) and emailed to the club's email address after each amendment. Class rolls (example attached) prefilled and completed by each instructor for each class each week and stored in clubhouse in instructor's folder. Following the completion of each session, class rolls to be stored securely in clubhouse office filing system for 6 months and class master lists electronically on club computer (all other electronic copies to be deleted).

Classes assigned a designated training area to facilitate 1.5m between people and comply with 4 square metre rule. Areas for classes to be identified using items such as cones etc. and signage.

General safety briefing to be held with Session Managers and all instructors prior to training recommencing, at each change in Phase and as required by the Committee. Instructors must attend a general safety briefing before instructing. General safety briefings can be attended in person or using a remote access application such as Zoom.

Session manager to brief instructors on safety measures in place prior to training commencing on the day. Instructors to brief classes on safety measures in place at class commencement, including hygiene and social distancing measures.

No intake lecture. Instructions to be sent to Level 1 participants following confirmation of enrolment and issued to instructors for inclusion in the Week 1 syllabus.

Training cards not to be used. Class progression recorded on rolls and then transferred to cards at end of session.

Class syllabus amended to remove/remediate high risk activities such as recalls, heelwork and sit/stand for exam. Instructors to follow the revised syllabus. Individual laminated copies of the syllabus to be provided to each instructor.

No obedience trials to be held.

Phase B

Class times to be limited to:

	Sunday	Tuesday
Level 1 and Graduate/Novice	9:00am – 9:40am	7:00pm – 7:40pm
Level 2 and Advanced	10:10am – 10:50am	8:10pm – 8:50pm

Class sizes limited to a maximum of 10 persons, not including the instructor. Class sizes are able to be adjusted by the Session Manager, in consultation with instructors, provided that they remain compliant with social distancing requirements. Alternate handlers/observers permitted with attendance notified and agreed in advance.

Class members pre-allocated to each class by Session Manager and instructors. Class master list kept electronically by each Session Manager (or delegate) and emailed to the club's email address after each amendment. Class rolls (example attached) prefilled and completed by each instructor for each class each week and stored in clubhouse in instructor's folder. Following the completion of each session, class rolls to be stored securely in clubhouse office filing system for 6 months and class master lists electronically on club computer (all other electronic copies to be deleted).

Classes assigned a designated training area to facilitate 1.5m between people and comply with 4 square metre rule. Areas for classes to be identified using items such as cones etc. and signage.

General safety briefing to be held with Session Managers and all instructors prior to training recommencing, at each change in Phase and as required by the Committee. Instructors must attend a general safety briefing before instructing. General safety briefings can be attended in person or using a remote access application such as Zoom.

Session manager to brief instructors on safety measures in place prior to training commencing on the day. Instructors to brief classes on safety measures in place at class commencement, including hygiene and social distancing measures.

No intake lecture. Instructions to be sent to Level 1 participants following confirmation of enrolment and issued to instructors for inclusion in the Week 1 syllabus.

Class syllabus amended to remove/remediate high risk activities such as recalls, heelwork and sit/stand for exam. Instructors to follow the revised syllabus. Individual laminated copies of the syllabus to be provided to each instructor.

Training cards not to be used. Class progression recorded on rolls and then transferred to cards at end of session.

Obedience trials may be held in line with Dogs ACT direction.

Phase C

Class times to be limited to:

	Sunday	Tuesday
Level 1 and Graduate/Novice	9:00am – 9:40am	7:00pm – 7:40pm
Level 2 and Advanced	10:10am – 10:50am	8:10pm – 8:50pm

Class sizes limited to a maximum of 15 persons, not including the instructor. Class sizes are able to be adjusted by the Session Manager, in consultation with instructors, provided that they remain compliant with social distancing requirements and do not exceed to number of people allowed on the grounds. Alternate handlers/observers permitted.

Class members pre-allocated to each class by Session Manager and instructors. Class master list kept electronically by each Session Manager (or delegate) and emailed to the club's email address after each amendment. Class rolls (example attached) prefilled and completed by each instructor for each class each week and stored in clubhouse in instructor's folder. Following the completion of each session, class rolls to be stored securely in clubhouse office filing system for 6 months and class master lists electronically on club computer (all other electronic copies to be deleted).

Classes assigned a designated training area to facilitate 1.5m between people and comply with 4 square metre rule. Areas for classes to be identified using items such as cones etc. and signage.

General safety briefing to be held with Session Managers and all instructors prior to training recommencing, at each change in Phase and as required by the Committee. Instructors must attend a general safety briefing before instructing. General safety briefings can be attended in person or using a remote access application such as Zoom.

Session manager to brief instructors on safety measures in place prior to training commencing on the day. Instructors to brief classes on safety measures in place at class commencement, including hygiene and social distancing measures.

Intake lecture provided by either attendance at grounds (or alternative site) or through remote access through either web-conferencing or video.

Class syllabus amended to remove/remediate high risk activities such as recalls, heelwork and sit/stand for exam. Instructors to follow the revised syllabus. Individual laminated copies of the syllabus to be provided to each instructor.

Training cards not to be used. Class progression recorded on rolls and then transferred to cards at end of session.

Obedience trials may be held in line with Dogs ACT direction.

Agility

Agility is a dog sport, requiring the handler to direct the dog through a sequence of obstacles, aiming for accuracy and speed.

Agility requires the set-up of various obstacles to form a sequence. The larger 'contact' obstacles require multiple people to assist with their set-up.

There is an expectation that all club members participating in agility assist with the set-up of courses for the class and assist with height changes to cater for all dog sizes.

Phase 0

No training or trials.

Phase A

Agility classes resume with participant numbers restricted in line with current Health and Government directions.

The following provisions will be applied:

- A record of attendance will be kept enabling contact tracing in response to any confirmed Covid-19 cases.
- Sanitiser made available to members, as well as hand washing facilities. Gloves will be made available for members who wish to use them.
- Class members will be required to use the hand sanitiser, before and after handling equipment.
- Class members will be allocated equipment pieces for set-up and pack up. For contact equipment, two members will be allocated to each piece (3 pieces of equipment in total)
- Height changes for jumps will be rotated each week to ensure flexibility and fairness
- Members will be required to physically distance during classes
- A maximum of two people will be allowed in the agility container at any one time.
- Class members will be advised not to come to class if they are feeling or are unwell.
- Dog to dog interaction will be minimised, with dogs to be on lead, unless running the agility course
- Handlers will be asked not to interact with dogs, other than their own.
- Classes will be suspended when/if required

Agility instructors and members are committed to adhering to club and government direction to ensure the continuation of classes.

No Agility trials to be held.

Phase B

Classes run as above, plus; agility trials may be held in line within guideline provided by ACT Health, ACT Government and Dogs ACT directions.

Phase C

Classes run as above, plus; agility trials may be held in line within guideline provided by ACT Health, ACT Government and Dogs ACT directions.

Rally Obedience

Rally Obedience is a discipline where members follow a pre-determined sequences of behaviours. Each station is on average 3-4 meters apart. Due to standard dog safety concerns only 1 or 2 handler & dog teams can enter the course. This is to allow advanced dogs to be trained off lead and removing distractions for beginner teams to progress in their training.

Phase 0

No training or trials

Phase A

Rally Obedience classes resume with participant numbers restricted in line with current Health and Government directions

Pressure points.

Handlers waiting for their turn in groups – this can be minimised by setting out the course leaving sufficient area for members to queue while waiting their turn in a manner conducive to social distancing – cones/markers to set out distances.

Handling station equipment – this can be minimised by only the instructor handling equipment while wearing gloves and using disinfectant wipes to clean down prior to packing equipment away.

Members walk the course prior to actually taking their dog through the course. This requires dogs to be tethered – this can be minimised by members tethering to the same point throughout the class and tether points being disinfected before and after class.

Thoroughfare from the carpark to the class area – there is a direct path from the carpark to the training area. Members to be reminded that when entering and leaving that social distancing requirements are to be maintained. After class gates and touch points to be cleaned with disinfected wipes.

Records of attendance to be kept in case there is a requirement to contact due to a member that has attended being tested positive in a subsequent period.

Hand sanitiser to be made available for members for use when entering and leaving class and if required at other times.

No Rally-O trials to be held.

Phase B

Classes run as above, plus; Rally obedience trials may be held in line within guideline provided by ACT Health, ACT Government and Dogs ACT directions.

Phase C

Classes run as above, plus; Rally obedience trials may be held in line within guideline provided by ACT Health, ACT Government and Dogs ACT directions.

Flyball

Flyball is a dog sport, where each dog, in a team of four, runs over four low jumps, collects a ball from a special box, then runs back over the four jumps, returning to their handler.

Flyball training is carried out in the main grounds closest to the obedience/flyball shipping container, with beginners training sometimes occurring in ring 5. As there are no other classes on at the same time, there are no special measures needed to cordon the group from other persons.

Flyball training requires the set-up of at least one 'flyball lane', consisting of four jumps, a flyball box, posts marking the start/finish line, and a plentiful supply of tennis balls. Each flyball lane requires a box loader, a person that stands behind the flyball box and loads it for each dog.

It is common practise for all persons attending flyball classes to assist with equipment set-up for the class, changes of equipment as needed, and pack up of the equipment.

Phase 0

No training

Phase A

Training classes begin with the following provisions:

- A record of attendance will be kept enabling contact tracing in response to any confirmed Covid-19 cases.
- Sanitiser made available to members, as well as hand washing facilities. Gloves will be made available for members who wish to use them.
- One instructor will be responsible for loading equipment to be used for the class (boxes, jumps, buckets, balls, witches hats, turning boards, training heights) into the trolley located in the obedience/flyball container. This person must wear a face mask and gloves.
- All participating members will use hand sanitiser and then will take and place one piece of equipment (e.g. two sides and a base to make one full jump, or one box, or a bucket of balls, or the measuring tape). Each participating member will remain responsible for that piece of equipment for the entirety of the hour-long class. All participating members will use sanitiser again after the equipment has been set up.
- Pack-up of equipment will be done the same as the set-up, but in reverse order, with the person that set up a piece of equipment also responsible for placing it back in the trolley. All participating members will use sanitiser immediately before and immediately after the equipment has been packed up.
- Members will be required to physically distance during classes; all members will be asked to take special care when sending and collecting their dogs to maintain a safe distance from other handlers and dogs.
- To avoid multiple people handling tennis balls, one person will be designated as the ball shagger, responsible for picking up tennis balls that dogs have dropped after completing their runs, this person must be wearing a mask and gloves.
- For hygiene purposes, only instructors will be permitted to enter the equipment container, with no more than one person permitted in the container at any one time.

- Class members will be advised not to come to class if they are feeling or are unwell.
- Dog to dog interaction will be minimised, with dogs to be on lead, outside of times they are completing flyball runs.
- Handlers will be asked not to interact with dogs, other than their own.
- Classes will be suspended when/if required.

Phase B

Classes run as above, plus; flyball competitions may be held in line within guideline provided by ACT Health, ACT Government and Australian Flyball Association directions.

Phase C

Classes run as above, plus; flyball competitions may be held in line within guideline provided by ACT Health, ACT Government and Australian Flyball Association directions.

Flyball instructors and members are committed to adhering to Club and government direction to ensure the continuation of classes.

Trick Dog Class

The Trick Dog Class is a fairly new addition to the Club, in recognition of the introduction of Trick Dog Titles in June 2019 by the Australian National Kennel Council. The objective of Trick Dog training and competition is for the dog and handler to perform a selection of tricks, improving communication and, consequently, increasing the bond between dog and handler.

Trick Dog training is carried out in the corner of the training grounds closest to the front gate. While there are other classes being held at the same time (agility and rally), these classes are held on the other side of the training area and do not pose a problem in terms of distancing requirements.

While some of the tricks that are learned do require equipment, each handler is responsible for the supply of their own equipment. It will be reinforced to handlers that no equipment should be shared due to risks associated with COVID.

Phase 0

No training

Phase A

Trick Dog classes resume with the following provisions:

- A record of attendance will be kept enabling contact tracing in response to any confirmed Covid-19 cases.
- Sanitiser made available to members, as well as hand washing facilities. Gloves will be made available for members who wish to use them.
- Members will be required to physically distance during classes.
- Class members will be advised not to come to class if they are feeling or are unwell.
- Dog to dog interaction will be minimised, with dogs to be on lead, unless they are completing a specific trick that requires them to be off lead for a short period.
- Handlers will be asked not to interact with dogs, other than their own.

- Classes will be suspended when/if required.

Phase B

Classes run as above, plus; Trick dog trials may be held in line within guideline provided by ACT Health, ACT Government and Dogs ACT directions.

Phase C

Classes run as above, plus; Trick dog trials may be held in line within guideline provided by ACT Health, ACT Government and Dogs ACT directions.

Trick Dog instructors and members are committed to adhering to Club and government direction to ensure the continuation of classes.

Updogs

No training or competitions permitted at this time.

Noseworks

No training or competitions permitted at this time.

Administration

Committee Meetings

Committee meetings will continue as scheduled. Minutes of meetings will be recorded and circulated prior to the subsequent meeting. Approved minutes will be circulated to the meeting Chair for signature immediately following the meeting.

Committee meetings will be held via remote access apps such as Zoom.

Annual General Meeting

The 2020 AGM due in late August will be postponed until 14 October, in accordance with the extension of time granted by the recent change in ACT legislation.

Remote attendance at the meeting through an app or by phone will be facilitated, if possible.

No paper copies of the Annual Report will be circulated at the meeting. An electronic copy of the report will be available on the Club's website immediately prior to the meeting.

Sanitiser will be available for use prior to any required documentation being completed.

Communications

Communication will be made with all instructors and members on a regular basis. Communication methods include, but are not limited to:

- In person
- Email
- Facebook
- Website
- Written/Letter

A copy of this plan will be made available to all members on request and placed on the Club's website initially and following each amendment.

Appropriate signage will be displayed throughout the club grounds and clubhouse.

A safety briefing of Session Managers, activity coordinators and all instructors will be held prior to the recommencement of training. Specific safety briefings must be held in person with instructors/participants prior to the commencement of each class.

The communication of personal information will be in accordance with good privacy practice, and include telling people why the information is requested, who will have access to it and how it will be kept safe.

Key Messages

OPERATING SAFELY IN A COVID-19 ENVIRONMENT

Our agreement with our members

We will:

- Ensure physical distancing measures by facilitating at least 1.5 metres between people and no more than one person per 4 square metres on club grounds and in the clubhouse;
- Maintain appropriate cleaning and sanitising practices and supplies;
- Provide relevant safety training to all instructors and activity coordinators;
- Manage appropriately instructors or members presenting with an illness; and
- Follow good privacy practices when collecting and storing personal information.

Your agreement with us

You will:

- Follow instructions given by an instructor while on club grounds;
- Not attend the club grounds if unwell;
- Use good hygiene practices and social distancing while on club grounds; and
- Provide personal information when requested for the purpose of complying with safety measures

Review and Monitor

This plan will be reviewed by the Committee in line with each staged restriction ease made by the ACT Government and issued Health directives.

The Committee will review the plan and compliance with it at each Committee meeting and amend as necessary.

Incident Management

When advised of a positive COVID-19 case by Public Health Authorities, the Committee must be informed as soon as practicable. The Committee will appoint a member of the Committee as the relevant Incident Contact Officer.

The relevant Session Manager/activity coordinator/membership officer will provide the Incident Contact Officer with all records relating to the person responsible for the positive test.

The Incident Contact Officer will be the sole point of contact for the relevant Health authorities and all instructor/member inquiries.

The Committee, Incident Contact Officer and the relevant Session Manager/activity coordinator and instructors are to observe good privacy practice in disclosing personal details of the positive case.

The Club grounds are to be closed and all training activities cancelled, in accordance with directives of Public Health Authorities, following notification of a positive COVID-19 case at the club.

Cleaning in accordance with the cleaning instructions of clubhouse (if used) and grounds (where practicable) to be conducted by professional cleaners in accordance with any directives of Public Health Authorities.