



# ACT Companion Dog Club Inc

## Work, Health & Safety

## COVID-19 Safety Plan

## Stage 4

**1 February to 30 June 2021**

**(Approved by Main Committee 01 February 2021)**



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## 1. Introduction

The ACT Companion Dog Club's (Club) obligations under the *Work Health and Safety Act 2011* and the Club's Work, Health and Safety Policy, requires the Club to maintain a level of risk management in general. With the current pandemic the Club must have arrangements in place to help prevent the spread of COVID-19 among members. The safety of our members is paramount.

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching management plan that will allow continuation of Club activities while supporting members and adhering to all regulations, guidelines and directions of government and public health authorities.

***The Club's COVID-19 Safety Plan - Stage 4 will cover the period from 1 February to 30 June 2021.***

On 2nd December 2020, the ACT moved to Stage 4 restrictions under its COVID-19 Recovery Plan. This, of course, is subject to the COVID-19 situation remaining stable. Further easing of restrictions by the ACT will be considered in February 2021.

Training activities for Behaviour Training, Agility, Flyball, Obedience, Rally, Dances with Dogs (including Tricks) and Tracking resumed in Stage 2 and continued in Stage 3, with the exception of Tracking which is a winter-only activity. Competitions and trials resumed in Stage 3.

The Club's Dogs as Therapy program is planned to resume under Stage 4 of this Plan as long as access to aged-care residencies is allowed by the public and visitor requirements are not prohibitive. Each residency will have a COVID-19 Safety Plan.

The Club's shop will allow the purchase of water and cans of drink along with dog food and pre-prepared dog treats.

The Club has registered with the **Check-In CBR** app to collect members and visitors contact details. If using the Check-in app the Club is allowed to apply the 1 person per 2 square metres of usable indoor and outdoor space. However, this is not deemed necessary when conducting training classes as we have class lists of attendees and check attendance in each class. The availability of the Check-In CBR app enables the Club to extend its clubhouse capacity from 20 to 25 people under Stage 4.

Updated questions and answers on COVID-19 arrangements for the Club can be found on the Club's website at <https://actcdc.org.au/wp-content/uploads/2021/02/QA-on-COVID-19-arrangements-Issue-6.pdf>.

## 2. Responsibilities

### **Main Committee**

The Main Committee (MC) retains the overall responsibility for:

- Approving the Plan and overseeing the effective management and implementation of the return to training activities.

- Revising the Plan as required, to reflect up to date information from government and public health officials.

The Club must remain flexible and readily able to respond to the changing circumstances of the pandemic. At every stage of the return to training activities the Main Committee must consider and apply all applicable Commonwealth and Territory Government restrictions and regulations.

The MC has appointed the following persons as the Club’s COVID-19 Safety Coordinator and Deputy COVID-19 Safety Coordinator to manage the Plan and to act as a point of contact for information relating to this Plan:

<b>COVID-19 Safety Coordinator</b>	
<b>Name</b>	Anne Robertson – President
<b>Contact Email</b>	contact@actcdc.org.au
<b>Contact Number</b>	0427 179 076
<b>Deputy COVID-19 Safety Coordinator</b>	
<b>Name</b>	Lesley Pothan
<b>Contact Email</b>	contact@actcdc.org.au
<b>Contact Number</b>	0421 041 032

## **Sub-committees**

Each Sub-Committee is responsible for:

- The implementation of the Plan in their specific activity,
- Acting in accordance with the Plan,
- Ensuring supplies of PPE are available for their activity in consultation with the Shop Manager, and
- Providing feedback to the MC on the Plan’s effectiveness as part of normal reporting to monthly Committee meetings and on an ad hoc basis as required.

## **Shop Manager**

The Shop Manager is responsible for:

- Purchasing Personal Protective Equipment (PPE) approved by the MC.
- Ensuring stocks of PPE are available at all times through regular stock-takes.

### 3. Duty of Care

Under current Work Health and Safety (WHS) legislation the Club has a duty to take care of the health, safety and welfare of its members by eliminating or minimising the risk of exposure to COVID-19 as far as is reasonably practicable.

If any Club Official (Committee or Sub-committee member, Instructor, Session Manager or Office Manager) is informed of any Club member (including any Club Official) being directed to self-isolate or awaiting test results then the Safety Coordinator (if available) or the Deputy Safety Coordinator is to be notified. The Safety Coordinator in consultation with the MC will determine if increased risk management is needed or compliance with contact tracing be required.

#### *Incident Management*

In the event of a COVID-19 positive test result for a member, the Club may be required to support contact tracing by providing details of attendance records and groups that may be impacted. The Club's privacy practices will be followed when managing personal health information.

### 4. Consultation

The Main Committee is committed to consulting with all Sub-committee members, Instructors and Workers, and sharing information and decisions on how the Club will manage health and safety matters relating to COVID-19.

### 5. Communication

The Club will use existing channels of communication to share the Plan to the broader Club community. This Plan or subsequent versions will be published on the Club's website with links from the Club's Face Book account.

A one page poster outlining high level requirements will be placed on Club Notice Boards.

### 6. Expectation of Club Members

The Club expects all Main and Sub-committee members, Life Members, Honorary Instructors, Instructors, Workers and Ordinary Members to:

- Comply with the health directions of government and public health authorities as issued from time to time.
- Act in accordance with this Plan as amended from time to time.
- Comply with any precautionary measures implemented by the Club.
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms.
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

## 7. The Office

- The Office Manager will continue to conduct business via email and phone with limited face-to-face contact.
- A maximum of 3 people (including the Office Manager) to be in the Office at any one time.

## 8. The Shop

- The Shop will remain closed to members for human food. The purchase of water and canned drinks will be available.
- The purchase of treats for dogs will be available. This includes packaged foods and pre-prepared and frozen food.
- Training equipment such as pre-prepared treats, kongs, harnesses and leads will be available for purchase during Behaviour Training classes.
- Instructors may organise their own beverages in the kitchen.
- A maximum of 3 people to be in the kitchen at any one time.

## 9. The Grounds

- Members may continue to use the grounds to informally train and exercise their dogs but only when there are no formal Behaviour Training classes being conducted.
- Members attending the grounds must adhere to all Club requirements under the COVID-19 Safety Plan, notices on paddock gates and 'Using the Club Grounds' protocols (except where the latter are superseded by the Plan and/or gate notices).

## 10. Trials

For events such as trials the following Club directions are to be met.

Organisers:

- Attendance lists of all competitors to include phone numbers for potential contact tracing. Competitors do not have to provide name and details again on the day of the Trial.
- Attendance lists including names and phone numbers of all non-competitors that attend the trial. These lists must be kept for 28 days after the trial for potential contact tracing.
- The grounds will be closed to members not actively participating in trials.
- The entry, exit and flow of people on the grounds to be managed to ensure physical distancing requirements are maintained.
- A limit of three people in the Office at any one time.
- A limit of three people in the Kitchen at any one time.
- A limit of 25 people in the main room of the Clubhouse at any one time.
- Tables and chairs in the Clubhouse should not be used.
- Kitchen facilities will be limited to trial organisers and officials only.

- Be cognisant of and implement protocols published by DOGSACT that currently apply to sanctioned trials. If there is a conflict between the Club directions and DOGS ACT protocols then Club directions must be followed.
- Surfaces (excluding flooring and including bathroom/toilet facilities) and door handles used are wiped down with disinfectant after use.

Attendees:

- Maintain a physical distance of 1.5m (one person per 4 square metres) where not from the same household. No congregation of persons around gates, fences and doors.
- Use hand sanitiser noting it does not replace washing your hands after using the bathroom.
- Use disposable or single person use gloves if you are concerned for your health or where a Club official advises you to do so. Single use gloves must be disposed of/managed appropriately.
- Restrict unnecessary handling of other people's dogs.
- Stay at home if you are sick or have symptoms, and leave the Club grounds if feeling unwell.
- Leave the Club grounds if requested to do so by a Club Official.

The Trial Manager (with the support of their Sub-Committee) is responsible for adherence to the Club's COVID-19 Safety Plan (including the directions above) and implementation of DOGS ACT's protocols. This includes ensuring adequate supplies of PPE are available for the event and that PPE stock levels required for other Club purposes are maintained.

## 11. Limited Gatherings and Events

Main Committee and Sub-committees may wish to have formal or informal get-togethers. Events are encouraged but organisers must enforce the following protocols.

Organisers:

- Attendance lists including names and phone numbers of all participants that attend the event. These lists must be kept for 28 days after the event for potential contact tracing.
- If more than 25 people are attending, the event must be held outside on the grounds.
- The entry, exit and flow of people on the grounds to be managed to ensure physical distancing requirements are maintained.
- A limit of three people in the Office at any one time.
- A limit of three people in the Kitchen at any one time.
- A limit of 25 people in the main room of the Clubhouse at any one time.
- Surfaces (excluding flooring and including bathroom/toilet facilities) and door handles used are wiped down with disinfectant after use.

Attendees:

- Maintain a physical distance of 1.5m (one person per 4 square metres) with no congregation of persons around gates, fences and doors.
- Use hand sanitiser noting it does not replace washing your hands after using the bathroom.

- Use disposable or single person use gloves if you are concerned for your health or where a Club official advises you to do so. Single use gloves must be disposed of/managed appropriately.
- Stay at home if you are sick or have symptoms, and leave the Club grounds if feeling unwell.
- Leave the Club grounds if requested to do so by a Club Official.

As well, Committee and sub-committee management meetings must comply with the above requirements when meeting on CDC grounds.

## 12. Clubhouse and Grounds Hire

From time to time the Club hires the Clubhouse or paddocks to third parties to hold classes for dog-related activities. Hirers of CDC grounds must have their own COVID Safety Plan that details how they manage their activities. However, at a minimum all hirers (regardless of protocols in their Plan) will be required to adhere to the following CDC protocols when on Club grounds.

Person(s) hiring the Clubhouse or grounds must ensure the following:

- Attendance lists including names and phone numbers of all participants that attend the event. These lists must be kept for 28 days after the event for potential contact tracing.
- If more than 25 people are attending, the event must be held outside on the grounds.
- A record is kept of all participants including observers. This information must be made available upon request by CDC if required for tracing purposes by ACT Health.
- Participants must:
  - Maintain a physical distance of 1.5m from other members (one member per 4 square metres) with no congregation in the Clubhouse or on the grounds.
  - Avoid physical contact with other class members.
  - Restrict unnecessary handling of other people's dogs.
  - Stay at home if they are sick or have symptoms, and leave the Club grounds if feeling unwell.
  - Leave the Club grounds if requested to do so by a Club Official.
- The flow of handlers and their dogs to and from the car park and to and from the Clubhouse or paddocks must be managed to ensure the required physical distancing requirements are maintained. This may require designated entry/exit doors/gates.
- Sufficient PPE must be supplied and made available for all participants including
  - Hand sanitiser
  - Disposable gloves
  - Disinfectant wipes for equipment/furniture
  - Disinfectant
- Surfaces (excluding flooring and including bathroom/toilet facilities) and door handles used are wiped down with disinfectant after use.

## 13. Personal Protective Equipment (PPE)

PPE will be provided by the Club, for all CDC managed or sanctioned events and training activities. Person(s) hiring the ground will be required to supply their own PPE. For the Club's purposes PPE will be available in all buildings and include the following.



- Hand sanitiser
- Disposable gloves
- Disinfectant wipes for equipment/furniture
- Disinfectant

## 14. Training Activities

Training requirements will remain basically the same in Stage 4 as for Stage 3.

The principle of “**Get in, Train, Get Out**” and not gathering in communal areas before or after training continues to apply.

Requirements for each training activity are listed below as a complete set which, once approved by MC, can be printed by the sub-committee and made available to their members as needed.

## **Behaviour Training**

The principle of “**Get in, Train, Get Out**” will continue to apply.

There will be **NO** off leash exercise in any paddocks 30 minutes before, during or 30 minutes after Behaviour Training class times (excluding instructors). This requirement is to allow for the large number of class attendees and their dogs to get to and from classes while maintaining a physical distance of 1.5 metres.

### *Hygiene*

- Washing your hands regularly for 20 to 30 seconds.
- Using a hand sanitiser with at least 60% alcohol if soap and water is not available.
- Using soap and water if your hands are visibly soiled (the disabled toilets are not locked and can be used for this requirement).
- Avoiding touching your eyes, nose and mouth.
- Covering your mouth and nose when coughing and sneezing with a tissue or coughing into your elbow.
- Disposing of used tissues into a bin immediately and washing your hands afterwards.
- Using hand sanitiser noting it does not replace washing your hands after using the bathroom.
- Using disposable or single person use gloves if you are concerned for your health or where a Club official advises you to do so. Single use gloves must be disposed of/managed appropriately.

### *Physical distancing*

- There will be 30 minutes allowed between tiers of training classes to allow for handlers and dogs to vacate premises maintaining social distance requirements prior to the next tier of classes entering
- Chairs used in class will be spaced at least 1.5m apart.
- Class members must:
  - Maintain a physical distance of 1.5m from other members (one member per 4 square metres) and do not congregate around gates, fences and doors.
  - Avoid physical contact with other Club members.
  - Restrict unnecessary handling of other people’s dogs.
  - Stay at home if you are sick or have symptoms, and leave the Club grounds if feeling unwell.
  - Leave the Club grounds if requested to do so by a Club Official.

### *Attendance management*

- Classes and participants must be organised prior to the start of class.
- Class attendance lists are to be available to instructors for marking off attendees. Pens will be available for use, however, some instructors may prefer to bring their own pen.
- Attendance lists are to remain at the Club (these will be required for any tracing undertaken by ACT Health)
- A maximum of 2 people per household to attend classes. Second person must be a member of the household unless they are a Guardian or Carer.

- Second person or Carer's details including their phone number must be recorded on attendance sheets by Instructor (these will be required for any tracing undertaken by ACT Health).
- Entry and exiting of grounds will be supervised by a Club official to ensure the maintenance of physical distancing.

### *Equipment management*

- Personal training equipment such as mats, crates, leads, toys are the responsibility of the handler and should only be handled by the handler.
- Access to the BT shed/workshop will be limited to 2 instructors at a time.
- Appropriate sanitization items for equipment will be provided for use by Instructors and kept in the shed/workshop, along with clear signage.
- Each chair used in a class will be sanitized after each class by the Instructor. If chairs are being used in back to back classes they must be sanitized between classes.
- Only Instructors will handle class specific equipment required for their class such as cones, screens and any other articles. That is, before during and after class equipment is handled only by Instructors.

### *Instructor responsibility*

- Instructors taking classes are to sanitise their hands before handling equipment and after they have packed up their class equipment.
- Hand and general sanitizer, and wipes will be available for use in each class.
- Instructors will mark off attendees on attendance registers and leave folders in the Clubhouse (they may be required for tracing).
- Instructors will clean BT equipment used in class, such as bowls for 'meal time manners', before and after use in a class.
- Instructors fitting equipment, such as a harness, will do so outside of the Clubhouse. The dog and handler will remain outside during the fitting. Only one instructor and the handler will work on the fitting. Instructors will sanitise their hands before and after the fitting.

### *Handler responsibility*

- Handlers must not share equipment during training.
- Handlers will be asked to not congregate and to maintain physical distancing requirements when moving to and from classes.
- Handlers are expected to leave the grounds promptly when classes are finished.
- Handlers are expected to follow the directions of Club Officials when entering and exiting the grounds.

## **Agility**

The principle of “**Get in, Train, Get Out**” will continue to apply.

### *Hygiene*

- Washing your hands regularly for 20 to 30 seconds.
- Using a hand sanitiser with at least 60% alcohol if soap and water is not available.
- Using soap and water if your hands are visibly soiled (the disabled toilets are not locked and can be used for this requirement).
- Avoiding touching your eyes, nose and mouth.
- Covering your mouth and nose when coughing and sneezing with a tissue or coughing into your elbow.
- Disposing of used tissues into a bin immediately and washing your hands afterwards.
- Using hand sanitiser noting it does not replace washing your hands after using the bathroom.
- Using disposable or single person use gloves if you are concerned for your health or where a Club official advises you to do so. Single use gloves must be disposed of/managed appropriately.

### *Physical distancing*

- Class members must:
  - Maintain a physical distance of 1.5m from other members (one member per 4 square metres) and are not to congregate around gates, fences and doors.
  - Avoid physical contact with other Club members during training.
  - Restrict unnecessary handling of other people’s dogs.
  - Stay at home if you are sick or have symptoms, and leave the Club grounds if feeling unwell.
  - Leave the Club grounds if requested to do so by a Club Official.

### *Attendance management*

- Class attendance lists (including handler’s full name and contact number) are to be available to Instructors for marking off attendees. Pens will be available for use, however, some instructors may prefer to bring their own pen.
- Attendance lists are to remain at the Club (these will be required for any government contact tracing)
- Names and phone numbers of non-participants or observers will need to be recorded on attendance sheets.

### *Equipment management*

- Personal training equipment such as mats, crates, leads, toys are the responsibility of the owner and should only be handled by the owner.
- Maximum of 6 handlers allowed in the shed at any one time, and to maintain minimum distance requirements.
- Before handling equipment whether to set-up or take-down, handlers must use hand sanitiser provided or thoroughly wash hands. Handlers may use disposable gloves for additional protection but must dispose of the gloves in a bin immediately they are removed.

- Appropriate sanitization items for equipment will be provided by the ASC and placed in the shed, along with clear signage.
- Dogs are to be tethered or crated away from the shed to prevent over-crowding.
- Spray tunnel trolley handles and mallet handles after class and before leaving the shed using disinfectant provided.

### *Instructor responsibility*

- Mark off attendees on attendance list and leave lists in the Agility shed (they may be required for tracing).
- Manage the removal and storage of equipment at the end of training.

### *Handler responsibility*

- Handlers must not share equipment during training.
- Handlers will be asked to not congregate and to maintain physical distancing requirements when moving to and from classes.

### *Private Agility Training*

- Private training of Agility is permitted so long as handlers adhere to CDC protocols as outlined in this Plan.

## **Flyball**

The principle of “**Get in, Train, Get Out**” will continue to apply.

### *Hygiene*

- Washing your hands regularly for 20 to 30 seconds.
- Using a hand sanitiser with at least 60% alcohol if soap and water is not available.
- Using soap and water if your hands are visibly soiled (the disabled toilets are not locked and can be used for this requirement).
- Avoiding touching your eyes, nose and mouth.
- Covering your mouth and nose when coughing and sneezing with a tissue or coughing into your elbow.
- Disposing of used tissues into a bin immediately and washing your hands afterwards.
- Using hand sanitiser noting it does not replace washing your hands after using the bathroom.
- Using disposable or single person use gloves if you are concerned for your health or where a Club official advises you to do so. Single use gloves must be disposed of/managed appropriately.

### *Physical distancing*

- Class members must:
  - Maintain a physical distance of 1.5m from other members (one member per 4 square metres) and are not to congregate around gates, fences and doors.
  - Avoid physical contact with other Club members during training.
  - Restrict unnecessary handling of other people’s dogs.
  - Set up dog crates outside the flyball training paddock, at least 1.5 metres apart.
  - Stay at home if you are sick or have symptoms, and leave the Club grounds if feeling unwell.
  - Leave the Club grounds if requested to do so by a Club Official.

### *Attendance management*

- Classes and participants must be organised prior to the start of class.
- Class attendance lists (including handler’s full name and contact number) are to be available to Instructors for marking off attendees. Pens will be available for use, however, some instructors may prefer to bring their own pen.
- Attendance lists are to remain at the Club (these will be required for any tracing)
- Names and phone numbers of non-participants or observers will need to be recorded on attendance sheets.

### *Equipment management*

- Personal training equipment such as mats, crates, leads, toys are the responsibility of the owner and should only be handled by the owner.
- Maximum of three handlers allowed in the workshop at any one time to remove and return flyball equipment trolleys for set-up and put away.
- Trolleys and equipment to be colour coded for easy identification for set-up and put away; one colour, one person.

- Appropriate sanitization items for equipment to be provided for use by Instructors in the shed, along with clear signage.
- Dogs are to be tethered or crated away from the workshop to prevent over-crowding.

### *Instructor responsibility*

- Mark off attendees on attendance list and leave lists in the workshop (they may be required for tracing).
- Set up of two running lanes for training purposes, with at least 2 metres separation.
- Individual skill training stations to be separated by 4 metres outside the running lanes.

### *Handler responsibility*

- Handlers must not share equipment during training.
- Handlers will be asked to not congregate and to maintain physical distancing requirements when moving to and from classes.

### *Other requirements*

- The Australian Flyball Association (Membership Update Notice – Issued 2nd June 2020) requires notification of any known contact between a participant of flyball training and a person in isolation. This will be managed through the Club's COVID-19 Safety Coordinator.

## **Obedience and Rally**

The principle of “**Get in, Train, Get Out**” will continue to apply.

### *Hygiene*

- Washing your hands regularly for 20 to 30 seconds.
- Using a hand sanitiser with at least 60% alcohol if soap and water is not available.
- Using soap and water if your hands are visibly soiled (the disabled toilets are not locked and can be used for this requirement).
- Avoiding touching your eyes, nose and mouth.
- Covering your mouth and nose when coughing and sneezing with a tissue or coughing into your elbow.
- Disposing of used tissues into a bin immediately and washing your hands afterwards.
- Using hand sanitiser noting it does not replace washing your hands after using the bathroom.
- Using disposable or single person use gloves if you are concerned for your health or where a Club official advises you to do so. Single use gloves must be disposed of/managed appropriately.

### *Physical distancing*

- Class members must:
  - Maintain a physical distance of 1.5m from other members (one member per 4 square metres) and are not to congregate around gates, fences and doors.
  - Avoid physical contact with other Club members during training.
  - Restrict unnecessary handling of other people’s dogs.
  - Set up dog crates within the UD or Agility ring, at least 1.5 metres apart.
  - Stay at home if you are sick or have symptoms, and leave the Club grounds if feeling unwell.
  - Leave the Club grounds if requested to do so by a Club Official.

### *Attendance management*

- Classes and participants must be organised prior to the start of class.
- Class attendance lists (including handler’s full name and contact number) are to be available to Instructors for marking off attendees. Pens will be available for use, however, some instructors may prefer to bring their own pen.
- Attendance lists are to remain at the Club (these may be required for any tracing).
- Names and phone numbers of non-participants or observers will need to be recorded on attendance sheets.
- Entry and exiting of grounds to be supervised by a Club official to ensure the maintenance of physical distancing.

### *Equipment management*

- Personal training equipment such as mats, crates, leads, toys are the responsibility of the owner and should only be handled by the owner.
- Maximum of three handlers allowed in the Shipping Container at any one time to remove and return equipment.



- Before handling equipment whether to set-up or take-down, handlers must use hand sanitiser provided or thoroughly wash hands. Handlers may use disposable gloves for additional protection but must dispose of the gloves in a bin immediately they are removed.
- Appropriate sanitization items for equipment to be provided for use by Instructors in the shipping container, along with clear signage.

### *Instructor responsibility*

- Mark off all attendees on attendance list and leave lists in the OTRT Shipping Container (they may be required for tracing by ACT Health).

### *Handler responsibility*

- Handlers will be asked to maintain physical distancing requirements when moving to and from classes.
- Handlers are expected to follow directions of Club Officials when entering and exiting the grounds.

## **Dances with Dogs/Tricks**

DWD/Tricks classes are expected to return to the Queanbeyan Showground pavilion under Stage 4 of the Plan.

The principle of “**Get in, Train, Get Out**” will continue to apply.

### *Hygiene*

- Washing your hands regularly for 20 to 30 seconds.
- Using a hand sanitiser with at least 60% alcohol if soap and water is not available.
- Using soap and water if your hands are visibly soiled.
- Avoiding touching your eyes, nose and mouth.
- Covering your mouth and nose when coughing and sneezing with a tissue or coughing into your elbow.
- Disposing of used tissues into a bin immediately and washing your hands afterwards.
- Using hand sanitiser noting it does not replace washing your hands after using the bathroom.
- Using disposable or single person use gloves if you are concerned for your health or where a Club official advises you to do so. Single use gloves must be disposed of/managed appropriately.

### *Physical distancing*

- Class members must:
  - Maintain a physical distance of 1.5m from other members (one member per 4 square metres) and are not to congregate around gates, fences and doors.
  - Avoid physical contact with other Club members during training.
  - Restrict unnecessary handling of other people’s dogs.
  - Stay at home if you are sick or have symptoms, and leave the Club grounds if feeling unwell.
  - Leave the grounds if requested to do so by a Club Official.

### *Attendance management*

- Classes and participants must be organised prior to the start of class.
- Class attendance lists (including handler’s full name and contact number) are to be available to Instructors for marking off attendees. Pens will be available for use, however, some instructors may prefer to bring their own pen.
- Attendance lists are to remain with the Instructor (these may be required for any tracing by ACT Health)
- Names and phone numbers of non-participants or observers will need to be recorded on attendance sheets.

### *Equipment management*

- Personal training equipment such as mats, crates, leads, toys are the responsibility of the owner and should only be handled by the owner.
- Appropriate sanitization items for equipment to be provided for use by Instructors in the shed, along with clear signage.

### *Instructor responsibility*

- Mark off attendees on attendance list (they may be required for tracing by ACT Health).

### *Handler responsibility*

- Handlers must not share equipment during training.
- Handlers will be asked to not congregate and to maintain physical distancing requirements when moving to and from classes.

## **Tracking**

Requirements for Tracking will be added to this Stage prior to the start of the Tracking season in May.