



# **ACT Companion Dog Club Inc**

## **Work, Health & Safety**

### **COVID-19 Safety Plan**

#### **Stage 7b**

**From 15 March 2022 onwards**

**(Stage 7 - Approved by Main Committee 29 January 2022)**

**(Stage 7a - Removes the requirement to Check-In)**

**(Stage 7b - Removes the requirement to wear masks indoors and density limits in buildings)**



**Stay COVID Smart**

**Go to [covid19.act.gov.au](https://covid19.act.gov.au)**

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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.

### **Stage 7**

***The Club's COVID-19 Safety Plan - Stage 7 came into effect from 30 January 2022 onwards.***

'The ACT's COVID-19 Pathway Forward' provided a gradual way forward towards a COVID-normal life in the ACT. The Plan can be found here: <https://www.covid19.act.gov.au/act-status-and-response/the-acts-pathway-forward>. Restrictions in the ACT were updated on the 8 January 2022.

### **Stage 7a**

***The Club's COVID-19 Safety Plan - Stage 7a removed references to Check-In. All other requirements remained the same.***

From 12 February 2022 the requirement to Check-In at the Club using the CBR App was removed. The ACT Government removed this restriction for most venues to reflect the current situation. Check-In changes can be found here: [Check In CBR app changes: focus on higher risk settings - COVID-19 \(act.gov.au\)](#)

### **Stage 7b**

From 18 February 2022 indoor density limits no longer applied. Signage for capacity limits have been removed from Club buildings.

From 25 February the requirement to wear masks indoors was removed from most venues. In certain high risk settings masks are still required. The Club does not fall into the category of a high-risk setting and masks are no longer required to be worn indoors at the Club. Members may wear masks if they wish to do so. Current restrictions can be found here: <https://www.covid19.act.gov.au/restrictions/current-restrictions>

A summary of the Club's protocols under Stage 7b of the Plan is provided in Appendix 1.

***Membership of the Club extends to the surrounding areas of the ACT. Members and Instructors based in NSW must adhere to the travel restrictions of their state at any given time.***

## 2. Responsibilities

### **Main Committee**

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ACTCDC – WHS – Safety Plan COVID-19

Stage 7 – Approved by MC 29 January 2022

Stage 7a – Updated in line with the ACT Government requirements from 12 February 2022

Stage 7b - Removes the requirement to wear masks indoors and density limits in buildings from 15 March 2022

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

- Approval of the Plan,
- Managing the Club’s operations in a COVID- safe manner, and
- Revising the Plan as required, reflecting 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 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.

### **4. Core Restrictions Across all Training Activities Conducted by the Club**

When on the Club grounds, in the Club house or participating in a Club activity, members must adhere to the following protocols:

- Maintain good hygiene – hand sanitizer is available in all buildings and in class settings
- Practice social distancing by distancing yourself from other people as much as possible (about 1.5 metres apart)
- Stay home if you are unwell and get tested
- Leave the grounds if requested to do so by a Club official

### **5. 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.

### **6. 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 Facebook account.

### **7. 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.

## 8. The Office

Office hours are limited to 16 hours per week and it is the Club's preference that all business is conducted via email and/or phone with limited face-to-face contact.

## 9. The Shop

The Shop will be open for general business on Behaviour Training days and to support Club Trials and Competitions where needed.

## 10. 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.

## 11. Trials

The Trial Manager (with the support of their Sub-Committee) is responsible for adherence to the Club's COVID-19 Safety Plan 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.

## 12. Gatherings and Events

Main Committee and Sub-committees may wish to have formal or informal get-togethers. Events are encouraged but organisers must adhere to the protocols outlined in this Plan.

## 13. 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 facilities 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 CDC protocols as outlined in this Plan when on Club grounds.

## 14. 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
- Disposable face masks

Cleaning and/or sanitising of equipment, surfaces and chairs will be undertaken on a regular basis. This will no longer be a requirement of Instructors following training classes. Cleaning of the Clubhouse is undertaken weekly by cleaning contractors. Outdoor equipment used in classes is checked and cleaned each term.

## **15. Dogs as Therapy**

The Club's Dogs as Therapy (DAT) program will continue once aged-care residencies increase leisure activities and allow visits by volunteers. Residential aged-care residencies are considered high-risk settings with high restrictive limits on visitors and movement within facilities. The DAT group will be subject to the Government requirements as well as individual residency requirements when visiting homes.

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**ACT Companion Dog Club  
COVID-19 Safety Plan Stage 7b  
(From 15 March 2022)**

*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.*

- **COVID-19 Safety Coordinator**  
Anne Robertson – President  
[contact@actcdc.org.au](mailto:contact@actcdc.org.au)  
0427 179 076
- **Deputy COVID-19 Safety Coordinator**  
Lesley Pothan – Vice President  
[contact@actcdc.org.au](mailto:contact@actcdc.org.au)  
0421 041 032

- What we must all do to stay safe**
- ✓ Maintain good hygiene – hand sanitizer is available in all buildings and in class settings
  - ✓ Practice social distancing by separating yourself from others as much as possible (about 1.5 metres apart)
    - ✓ Stay home if unwell and get tested
  - ✓ Leave the grounds if requested to do so by a Club official

- The Club is actively monitoring the situation**
- Keeping up-to-date on COVID-19 advice
  - Following government recommendations as they arise
  - Remaining flexible and ready to respond to the changing circumstances of the pandemic



*Membership of the Club extends to the surrounding areas of the ACT. Members and Instructors based in NSW must adhere to the travel restrictions of their state at any given time.*

- The Club expects all members to adhere to the following**
- Comply with the health directions of government and public health authorities as issued from time to time
  - Act in accordance with this Plan
  - 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

