

# RETURN TO SPORT PLAN FOR ORIENTEERING IN VICTORIA



September 17 2020

**Applies to Orienteering events and activities held under Step 3 Regional Victoria.**

This Return to Sport plan is provided to assist Victorian orienteering organisers and participants return safely to orienteering competition under the current **Stay Safe** and **Restricted Activity Directions** issued by the Victorian Chief Health Officer: <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

This plan accounts for the current permitted level of community sport activity under these Directions. The plan will be updated, published and widely communicated, to reflect any changes in permitted levels of activity or required measures as they apply to Orienteering. This may occur at short notice. This plan recognises that restrictions may ease or tighten, and will be updated and communicated accordingly. The plan is available via a dedicated web page: <https://www.vicorienteering.asn.au/return-to-orienteering/>

This plan has been developed in consultation with Sport and Recreation Victoria.

**From 17 September 2020, the Victorian Chief Health Officer has approved resumption of community sport and recreation activities under Step 3 for Regional Victoria, according to the following rules (as they apply to Orienteering). Orienteering in Victoria will operate under these rules during this time.**

<https://www.dhhs.vic.gov.au/sport-and-exercise-regional-victoria-third-step-covid-19>

In summary:

- Outdoor non-contact sport can resume for adults, and outdoor contact and non-contact sport can resume for under-19s. Non-contact sport is any sport where you can maintain 1.5 metres between yourself and others while playing.
- There is a cap of 10 people in any cohort participating in an individual outdoor community sport (regardless of age of participants). The cap does not include those required to run the sporting activity.
- Spectators are not allowed, unless they are supervising children or supporting players with additional needs, while maintaining gathering limits of less than ten people, in outdoor venues.
- You do not need to wear a face covering during the activity unless you are out of breath or puffing. You must carry a face covering with you and wear it before and after you exercise. If you are doing exercise or a physical activity where you are not out of breath or puffing, then you must wear a face covering. You must wear a face covering while walking, unless you have a lawful reason not to.

## Organisation details

Organisation: Orienteering Victoria

Contact person: Carl Dalheim (President)

Phone number: 0400 082 871

The following Return to Sport plan is in place for the period 17 September 2022 until further notice, and applies only to regional Victoria. This plan supersedes any previous Return to Sport plan for Orienteering in Victoria.

## Key Goals

Our key objective is for orienteering to resume at a local level, but only where it can take place under these principles:

- The health and safety of all (both orienteers and the general public) must be paramount.
- Efforts to prevent the spread of the virus must be sustained.
- All organisers, volunteers and participants must adhere to the relevant government guidance.

## Existing safety plans

Orienteering has a low risk of injury; this is managed through normal practices and existing safety plans. Refer to <https://www.vicorienteeing.asn.au/resources/organising-events/>

## Staged approach

Orienteering activity in Victoria will take a staged approach in line with DHHS directives on community sport and recreation. The applicable step is highlighted in green.

Refer <https://www.vic.gov.au/coronavirus-covid-19-restrictions-roadmaps>

Step	1	2	3	4
Type of events	Individual exercise, with one other person or household members, within 5 km of residence, up to 2 hours per day	Individual exercise, with up to five people from a maximum of two households, within 5 km of residence, up to 2 hours per day (metro Melbourne)	Competitive events for no more than 10 participants per group	Competitive events for no more than 50 participants per group
Metropolitan Melbourne	September 14 2020 – September 27 2020	September 28 2020 until further notice	tba	tba
Regional Victoria	Not applicable	September 14 2020 – September 16 2020	September 17 2020 until further notice	tba

## Communication

This and subsequent Return to Sport plans will be communicated to Orienteering Victoria members, participants, event organisers, volunteers, and key stakeholders

It will be published and made widely available via:

- Orienteering Victoria website [www.vicorienteeing.asn.au](http://www.vicorienteeing.asn.au)
- Orienteering Victoria Facebook page
- OV weekly O-News e-bulletin
- Email to all club secretaries for distribution to members
- Eventor (event entry system)

Additionally, personal hygiene and physical distancing messages will be reinforced through the above channels, prominent notices and announcements at events, and printed on event maps.

*Orienteering Victoria recommends downloading and registering the Australian Government CovidSafe smartphone app.*



Contents:

- Guidelines for Participants (should be copied into a separate 2-page document to provide with event information)
- Guidelines for Organisers
- Appendices – Bendigo Orienteers Cohorting Process; SI Air for Contactless Punching; First Aid and Infection Control

## PARTICIPANT GUIDELINES

**These Guidelines must be published separately as part of event information for all events, and forwarded to participants before the event.**

**ENTRY CONDITIONS - you must NOT attend any organised orienteering event or activity:**

- If you are unwell with a cough, fever or other respiratory symptoms.
- If you have tested positive to coronavirus (COVID-19), are living with a diagnosed person or have had close contact with a person who is confirmed to have the virus.
- If you have been tested, until you receive a negative test result.
- If you have returned from any overseas country, until you have completed the quarantine period.
- If you have been advised to stay at home by a health professional.
- If you live in metropolitan Melbourne (until further notice).

*Organisers can refuse a map and start to any participant who has symptoms consistent with Covid-19. You will be directed to leave the event and contact a health provider immediately. Your entry fee will be refunded if you withdraw from an event to comply with the entry conditions. Please consider personal risk, particularly if you are older, or have a chronic health condition.*

### ENTERING AN EVENT

- Follow the current [instructions](#) for staying safe, as issued by the Victorian Government.
- You must enter online. Every participant must be entered separately for events with capped participation, even if completing the course as a group. Entries will close as soon as the maximum number is reached. Contact the organisers if you need to change or cancel your entry.
- Pay online if available; otherwise use contactless payment (credit or debit card) to pay at the event. Cash is strongly discouraged, however it may be accepted if in the correct amount. No change given.
- Provide your contact phone number as part of entry information, for contact tracing purposes. This is to protect your own health and that of other participants and volunteers.
- Acknowledge the conditions of entry when pre-entering.
- If you have an SI Air (SIAC) e-tag, check that you have entered with the correct Sportident number. Update your Eventor profile to make your SIAC number the default. Bring the e-tag that you entered with, to avoid organisers having to update your entry at the event.
- Follow any specific instructions provided by the organiser. These may include viewing a sample map online; arriving, competing and departing within set timeframes; choosing from more than one session.

### TRAVELLING AND ARRIVAL/DEPARTURE

- Avoid car pooling; travel with household members only.
- You may travel through metro Melbourne, but if doing so, do not stop unless essential.
- On arrival and until departure, you must wear a face covering from the time you exit your vehicle until the time you start your course; and from the time you complete your course until the time you enter your vehicle to depart.
- You must carry a face covering when on the course, and wear it if you are walking and not out of breath/puffing; and if unable to stay 1.5 m distance away from others.
- You must remain in your vehicle if you arrive before your allocated window for registering and starting, or if requested to do so by organisers.
- You must depart as soon as practicable after finishing; do not interact socially with anyone outside your group of 10, either before or after completing your course.
- Make sure your name, contact number, and time of arrival have been recorded by organisers.

## **PHYSICAL DISTANCING**

- Each group of 10 participants must not intermingle, overlap, or interact with any other group of 10 participants.
- At the event, maintain a physical distance of at least 1.5 metres at all times from volunteers and other participants, including when queuing for registration, start, finish and download, and toilets.
- Move quickly away from controls to allow others to approach, and maintain at least 1.5m distance.
- Prepare as much as possible at home; be prepared to start as soon as possible after arriving.
- After finishing, be ready to depart as soon as possible. No catering, results display or presentations.
- No entry permitted to work spaces (eg finish tent) or taped off areas. Follow signs, and obey instructions from organisers.

## **HYGIENE AND CLEANING**

- Wash or sanitise your hands thoroughly immediately before and after the event, after using toilets, and after touching hard surfaces and shared or common equipment.
- Cover your mouth and nose with a tissue or sleeve while coughing/sneezing. No spitting.
- Bring and use your own hand sanitiser. Additionally, please use provided hand sanitizer as requested.
- Avoid touching tables, computer equipment or other surfaces at registration, start or finish.
- Avoid touching control units, plates, flags etc.
- Use an SI Air (contactless) e-tag if you have one. Do NOT touch the control units with your hand.
- You can use a regular (non Air) SI e-tag, but punch carefully to avoid touching controls with your hand.
- Disinfect your SI e-tag before and after use. Do not let anyone else outside your household use it.
- If renting or borrowing an SI e-tag, compass, or mountain bike map board, do not let anyone else use or handle it. Return it to the separate disinfectant container provided, as soon as you finish.
- Bring your own drinking water and container. Do not share water bottles or cups. Drinking water will not be provided on the course or at the assembly area.
- Look after your own keys and other personal items. There will be no central location to leave belongings.
- Take your map home after finishing. Do not let another participant reuse or handle it.

## **FOR ORGANISERS of Victorian orienteering events and organised activities**

### **COMPLIANCE WITH ENTRY CONDITIONS**

*Organisers must:*

- Ensure that events comply with current [instructions](#) issued by the Victorian Government.
- Ensure that the Entry Conditions are widely communicated to, and acknowledged by, participants.
- Check that all participants have provided their contact phone number when entering; follow up with any that have not, to explain the health reason for the request. Retain these records for 28 days then destroy.
- Refund payments by any participant who needs to withdraw in order to comply with the Entry Conditions.
- Refuse to allow any participant who has noticeable symptoms consistent with Covid-19 to start; withhold their map, and direct them to leave the event and contact a health provider immediately.

*Note: Victorian events held in the period that this plan applies to will be set up in Eventor to facilitate acknowledgement of entry conditions.*

### **VOLUNTEERS**

*Organisers must:*

- Fully brief volunteers on hygiene procedures, and ensure they are comfortable to perform their roles.
- Ensure volunteers maintain physical distance while working, that they adhere to timing for shifts, and that proper handovers occur between shifts. They must leave the work area immediately after their shift ends.
- Keep volunteer shifts short, particularly where they are public facing.
- Ensure 60-70% alcohol-based hand sanitiser is easily accessible for, and used by volunteers frequently.
- Ensure volunteers adhere to [rules for face coverings](#) at all times.

### **PHYSICAL DISTANCING**

Orienteering by its individual nature ensures natural distancing during competition. However, physical distancing must be maintained while assembled, before starting and after finishing the event.

*Organisers must:*

- Only accept online pre-entry, up to the number of allowed participants (currently 10 people per group).
- Cohorting - several separate groups of 10 can be accommodated at one event, provided each group is physically separated when assembled, and arrives, starts, finishes and departs at separated times. There must be no interaction or overlap between groups. Refer Appendix 3 for the cohorting process used by Bendigo Orienteers. The cohorting process used must be clearly explained in the entry system, and by communication with participants prior to their arrival, if the entry system itself does not practically facilitate cohorted entries.
- Provide online or contactless payment, eg Eventor, Square, season pass. Cash is only accepted if correct amount is given and no change is required.
- Use an entry process that allows entry closure when the cap on maximum participants is reached. Every member of a family or group is considered a separate entry for purposes of the cap, even if they pay a single entry fee and start together. Note: Eventor requires manual monitoring of entry numbers and closure when caps are reached.
- Adults accompanying children on courses are included in the cap, even if not entered, unless they are coaching or instructing the group, or shadowing a child.
- Volunteers required to run the event are not included in the cap.
- Ensure non-participants adhere to physical distancing and hygiene measures. Spectators are only permitted if looking after children or adults with additional needs. They must spread themselves around the venue and gather in groups no larger than 10.
- Ensure physical distancing of 1.5 metres (2 arms lengths) is maintained at all times while assembled or queueing, including at registration, start, finish or toilets. Distance markers may be used for queues.

- If using electronic timing, ensure download unit is physically distanced (1.5m) from computer. If dealing with a problem, remove participant from queue.
- Ensure results and splits are provided online (Live Results online platform, Eventor, Winsplits) either during or immediately after the event. Do not print splits or results, to remove any physical contact with printers, or delays in the queue; and to discourage close contact between participants after they finish.
- For events with manual timing, ensure participants record their own start and finish time on the card, and place control cards in finish order on a metal card holder provided.
- Ensure there is no catering, results display screens or boards, presentations or other reasons to encourage people to remain after finishing the event.
- Enforce start window and course closure times.
- Publish sample (no controls) maps and instructions online prior to the event. Do not display them on tables, noticeboards etc at events.
- Take particular care to maintain physical distancing when assisting newcomers. Limit the number of volunteers doing this, and the time each volunteer spends.
- Advise participants not to car pool when travelling to the event, and not to make any unnecessary stops en route.

## **CLEANING, FACE COVERINGS AND ENHANCED PERSONAL HYGIENE**

### *Organisers must:*

- Ensure participants adhere to [rules for face coverings](#). Everyone must wear a face covering as soon as they exit their vehicle on arrival, until they commence their course. They must resume wearing a face covering as soon as they complete their course, until they re-enter their vehicle. They must carry a face covering when on the course, and put it on if they cannot maintain physical distancing while competing, or if they are walking and not puffing or out of breath.
- Ensure tables, computer equipment and other hard surfaces used at registration, start and finish are cleaned and disinfected before, during and after every event, and whenever volunteers change shifts.
- Provide disinfectant spray, disinfectant wipes, disposable gloves, paper towel, and rubbish bags, and ensure they are easily accessible where needed.  
Reference: <https://www.dhhs.vic.gov.au/factsheet-cleaning-and-disinfecting>
- Provide 60-70% alcohol-based sanitizer for volunteers, and for participants to use immediately after downloading. Set up a hygiene table next to the download unit.
- Erect plastic sides on tents or gazebos, to provide a barrier between participants and volunteers.
- Use a physical barrier to keep participants at least 1.5 metres away from computer equipment, to ensure they do not touch keyboards or screens.
- If public toilets are in use – participants are responsible for ensuring they wash their hands thoroughly and follow enhanced personal hygiene practices. Provide hand sanitiser. Portable toilets are not required for events during the period of this plan.
- Promote and reinforce enhanced personal hygiene practices, including regular and thorough hand washing, and covering mouth and nose with a tissue or sleeve while coughing/sneezing. Resources include:

<https://www2.health.vic.gov.au/about/publications/policiesandguidelines/wash-your-hands-regularly-poster>

<https://www2.health.vic.gov.au/about/publications/policiesandguidelines/cover-your-cough-sneeze-poster>

## **SHARED AND COMMON EQUIPMENT**

### *Organisers must:*

- Check which participants require rental Sportident e-tags before the event, and ensure there will be sufficient supplies for one use per person. Pre-allocate and enter them in the event database.
- Ensure all rental SI e-tags, compasses and MTBO map boards are disinfected between events.

- Ensure each rental item is used only once during an event, cleaned immediately after use, and returned to a container with disinfectant. Set this up on a table next to the download unit, and use solely for returned items. Do not mix used and unused rental items. Clean and disinfect any unused items that come into contact with used items.
- Ensure all SI control units are programmed in Beacon (SI Air) mode to allow contactless punching for participants who own a SIAC e-tag (note non SIAC e-tags will continue to work and can be used).
- Request all participants who own SIAC e-tags, to register with, and use them.
- Minimise the number of volunteers handling common equipment during setup and pickup.
- Ensure control units or plates are cleaned and disinfected between events.
- Ensure common equipment is washed or cleaned regularly.
- Advise participants that they must bring and carry their own water. Do not provide drinking water, cups or shared water bottles at the assembly area or on courses.
- Do not collect maps from participants. Do not allow participants to handle or reuse a map used by another person.
- Do not provide key buckets. Participants are responsible for their own keys and other personal items.
- Limit handling of maps and control descriptions. Control descriptions MUST be printed on all maps.

### **CONTROLS AND PUNCHING**

Pin punches must not be used for recording controls visited. Ensure an alternative method is used:

- Sportident controls in contactless (Air) mode
- Control plates with letter codes which participants can record on a card without touching the plate
- Flags, tapes or other markers, if no code needs to be recorded (eg training)
- Record a light pole number or answer a question (urban events). Participants must BYO pen
- MapRun smartphone app may be optionally provided for use at suitable events
- Do not position controls on or near playgrounds or play equipment
- For Sportident controls, place them securely on stands on even ground. Only use hanging controls if they can be secured in a firm position, not swinging or requiring participants to handle them in order to punch
- Clear, Check, Start, Finish and Download control units to be wiped with disinfectant regularly
  - Advise participants in advance which method/s will be offered for the specific activity.

### **APPENDICES**

Bendigo Orienteers Process for Cohorting Participants into Groups (added September 17)

Using SI Air (added July 3)

First Aid and Infection Control (added July 3)

## BENDIGO ORIENTEERS PROCESS FOR COHORTING GROUPS OF 10 PARTICIPANTS

- Eventor is set up with two separate “events”, each with a nominal 1 hour “window” for arrival, registration and start (eg 1pm-2pm). Entries for each of these events are capped at 30, and manually closed once the cap is reached.
- Outside Eventor, participants are allocated to a 20 minute “start block”, in groups of 10 (eg 1pm, 1.20pm, and 1.40pm). Participants must arrive, register and start within their allocated 20 minute block. They must remain in their vehicles otherwise.
- Participants are emailed after entries closed, to advise them their 20 minute window and to forward the **Guidelines for Participants** document, along with any other specific instructions or additional information.

### At the Event:

- Participants can only start after their nominated time and before the next 20min block. The time frame is sufficient to allow them to disperse in the terrain, before the next group starts.
- All participants once registered (at their nominated time) must start immediately.
- Participants are instructed to remain at least 1.5m from all other competitors during competition.
- All controls are running SIAC which allows contactless punching for those with a SIAC stick.
- Registration is geographically separated from the Finish area to ensure people don't mingle.
- When people finish they download, and are instructed to immediately return to their car.
- There is no printing of results; all results are available online.

## SIAC “AIR+” PUNCHING SYSTEMS - INFORMATION FOR ORGANISERS

Where possible, Air+ or contactless punching is to be provided for all events in Victoria under the COVID Return to Sport Plan. This feature will be available to all orienteers who own a SIAC stick (now more than 50% of regular orienteers in Victoria).

Some organisers may not be familiar with the full SIAC system which will be set up as follows:

At the Registration area a **Battery Test** unit will be set up. This allows all competitors using a SIAC stick to test the battery reading in their stick before starting. If their stick fails the test, they will need to use contact punching (the SIAC stick still works like an older standard stick). The new Battery Test unit has been built by Ian Davies and DROC will lend it to all clubs who require it.

At the Start area the following units will be set up to be used strictly in this order:

1. **CLEAR** – must be punched by stick insertion and wait for the beep (not Air mode).
2. **CHECK** - must be punched by stick insertion and wait for the beep (not Air mode). This control also turns on SIAC sticks (providing they cleared first).
3. **START** – **this control will be in beacon (Air+) mode so competitors should not go near it until they are ready to start.**

Controls in the field need to be-

- pre-set to beacon mode and a sufficient stay-on-for-time (preferably done the day before the event)
- turned on by inserting a stick as they are, or soon after they are, put out
- while all in one place - secure controls onto stands with cable ties; turn controls on with a stick; wipe with disinfectant wipe. Then place in field, without needing to further touch the units. Reverse procedure when collecting

At the Finish area (away from the start and registration areas)-

- **FINISH** control, also in beacon mode for fast finishing! This control also automatically turns off Air+ mode for a SIAC stick that passes the finish unit.
- **DOWNLOAD** – not an Air+ control so must always be contact punched - this control must be attached by an extended USB cable so it is at least 2 metres from the computer systems and any officials.

No splits prints will be provided. Results and splits are to go up on internet platforms asap.

All competitors are reminded that in Air+/beacon mode, controls should not be tapped, hit, slapped or touched in any way. Tapping controls, besides being unhygienic, is bad practice and can damage the controls and the user's SIAC stick.

Finally, controls in beacon mode should be turned OFF as soon as possible after the event.

*Ian Dodd*

*Timing Systems Coordinator*

*July 2020*

## **ORIENTEERING VICTORIA RETURN TO SPORT PLAN – FIRST AID TREATMENT AND INFECTION CONTROL**

### **IN ALL INSTANCES**

- Wash hands thoroughly with soap and water, or use alcohol based sanitiser
- Put on disposable gloves (sealed plastic bag attached to outside of first aid kit)
- Call Ambulance 000 or 112 if needed

### **INJURED PERSON UNRESPONSIVE AND NOT BREATHING NORMALLY – CALL AMBULANCE**

If you are trained and willing to provide first aid:

- Assume injured person is infectious; wear additional PPE\* if readily available, but do not delay response. At minimum, wear disposable gloves and surgical face mask
- Check for breathing visually; do not listen or feel for breath. Do not open the airway or put your face near their nose or mouth
- Use a defibrillator as normal (strongly preferred), or apply chest compressions
- If the patient is an adult, do not give rescue breaths
- If the patient is an infant or child, use compressions and rescue breaths
- If a defibrillator is used, it must be disinfected afterwards

### **INJURED PERSON UNRESPONSIVE BUT BREATHING NORMALLY – CALL AMBULANCE**

If you are trained and willing to provide first aid:

- Assume injured person is infectious; wear additional PPE\* if readily available. At minimum, wear disposable gloves and surgical face mask
- Treat injury as per normal first aid methods

### **INJURED PERSON RESPONSIVE AND ABLE TO ANSWER QUESTIONS**

Ask injured person if they have potentially been exposed to Covid-19. Have they been in close contact, returned from overseas in last 14 days, asked to self isolate, or unwell with symptoms?

If YES -

- Call Ambulance 000 or 112 and advise of potential exposure risk, regardless of injury
- Take additional infection control measures and wear additional PPE if available – surgical mask, disposable gloves, safety goggles, disposable gown
- Injured person to sanitise their hands and put on a surgical mask
- Follow directions of medical responders

If NO –

- Maintain at least 1.5 metres physical distance, avoiding close contact with the injured person
- Keep others away from the injured person
- Provide necessary first aid items (eg ice packs, bandaids, antiseptic etc) for injured person to self administer; or ask a family member or close contact of the injured person to administer, under direction and while wearing disposable gloves

If the injured person requires physical assistance from the first aider:

- Wash hands thoroughly with soap and water, then dry thoroughly, both before and after assisting the injured person. Use alcohol based sanitiser if soap and water are unavailable
- Maintain 1.5 metres physical distance, avoiding close contact with the injured person
- Keep others away from the injured person
- Provide first aid treatment following normal infection control procedures and PPE (disposable gloves, surgical mask)

## ADDITIONAL PPE

- Disposable gloves
- Surgical mask (for first aider and injured person, if possible)
- Safety goggles – if available
- Disposable gown – if available
- Hand sanitiser pump pack
- Ziplock bags for disposal

# CORRECT USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

The correct use of PPE is essential in protecting the health of staff and limiting the spread of influenza.

**RECOMMENDED ORDER OF PPE APPLICATION**

1. Clean or sanitise your hands

2. Put on your gown

3. Put on your mask

4. Put on goggles over mask and adjust mask if needed

5. Put on your gloves

6. Treat your patient

**RECOMMENDED ORDER OF PPE REMOVAL**

1. Remove your gloves

2. Clean or sanitise your hands

3. Remove your goggles

4. Remove your gown

5. Remove your mask

6. Discard all in waste container

7. Clean or sanitise your hands

[www.racgp.org.au/pandemicinfluenza](http://www.racgp.org.au/pandemicinfluenza)

Healthy Profession.  
Healthy Australia.

### Put on PPE gear in following order:

Perform hand hygiene with hand sanitizer
Put on gown (if supplied)
Put on mask
Put on goggles (if supplied)
Put on gloves
Ask patient to put on mask if able

### Take off PPE gear in following order:

1	Remove gloves; place in ziplock bag
2	Remove gown (if worn); place in ziplock bag
3	Perform hand hygiene with hand sanitizer
4	Remove goggles / face shield; Carefully remove face shield or goggles by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield or goggles. Place in plastic bag
4	Remove and discard surgical mask; Do not touch the front of the respirator or facemask.* Carefully untie (or unhook from the ears) and pull away from face without touching the front. Place in plastic bag
5	Perform hand hygiene
6	Dispose of securely sealed ziplock plastic bag in waste bin

### Videos

[Putting on surgical mask WHO](#)  
[ppe-donning-and-doffing-videos](#)