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THE AUSTRALIAN BUSHMEN'S CAMPDRAFT & RODEO ASSOCIATION

# COVIDSafe POLICY

## ABCRA COVIDSafe POLICY

**IMPLEMENTED: JUNE, 2020**

**UPDATED: 24.8.20**

*This policy is subject to change as a result of Health Dept regulations E & OE.*



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# COVIDSafe

## POLICY

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## 1. DEFINITIONS

1.1. For the purpose of this Policy, the following definitions apply:

**'Show'** refers to any event and/or activity held under the sanction of the Association and/or permission granted by the Association to hold an activity covered by the Association Public Liability Insurance Policy. This includes but is not limited to Rodeo, Campdraft, Ranch Sorting, training days, workshops, working bees, seminars and meetings;

**'Association'** refers to The Australian Bushmen's Campdraft and Rodeo Association Limited (ABN 82 002 967 142);

**'Member'** means any person who is a current member of the Association, including Financial Member, Event Member and Complimentary Event Member, Life Member and who is present at an event and actively competing in the event;

**'Attendee'** means any person who attends the sanctioned event/premises/facility

**'Committee'** means any person, volunteer or staff who is involved on behalf of an ABCRA Affiliated Committee

**'Contractor'** refers to any person, including paid and voluntary, who has been identified by the Committee as holding a contract role in relation to the event;

**'Disciplinary Action'** includes:

- (a) in relation to an Employee of the Association, disciplinary action up to and including termination of employment (with or without notice);
- (b) in relation to a Contractor, termination of their engagement (with or without notice);
- (c) in relation to a Competitor, disqualification from participating in the Association event with or without a refund of any fees, a requirement to leave the Association's premises and/or event grounds, and/or barring from participating in any future Association events, and fines as determined by The Disciplinary Committee;

**'Employee'** refers to any person employed by the Association in a full-time, part-time or casual role. Volunteers reimbursed for expenses are not regarded as employees;



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**'Official'** refers to any person who administers, manages, assists or is otherwise involved in contributing to an Association event, other than an employee of the Association, a contractor and a competitor. This includes but is not limited to The Board of Directors, The Member Representative Council (MRC), and Committee Members;

**'Official capacity'** means that a responsible person subject to this policy must be present at an event in an official capacity not merely attending the event in their own time;

**'Personnel'** refers to any person, including paid and voluntary, who has been identified by the Committee as holding a safety sensitive position in relation to the event. This includes but is not limited to Event Manager, Risk Manager or Safety Officer, Arena Director and Assistant Arena Director, Chute Boss, Judge, Pick Up Man, Protection Clown, Timekeeper, Time Event Gate Opener;

**'Policy'** refers to The Australian Bushmen's Campdraft and Rodeo CovidSafe policy as amended from time to time;

**'Positive'** means a positive result following confirmation testing

- 1.2. Words in the singular include the plural and vice versa.

## 2. PURPOSE

In the interest of enhancing the safety of Rodeo, Campdraft and Ranch Sorting competition in Australia, The Australian Bushmen's Campdraft and Rodeo Association has established this CovidSafe Policy. This policy applies to all events and activities held under the sanction of the Association and/or permission granted by the Association to hold an activity covered by the Association Public Liability Insurance Policy.

ABCRA Sanctioned Shows & Training days cannot resume until the arrangements for Association operations and facility operations are finalised and approved.



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### 3. RESPONSIBLE PARTIES

Responsible parties under this policy apply to:

- (a) Employees;
- (b) Contractors;
- (c) Officials (who are involved in an official capacity);
- (d) Personnel (who are involved in an official capacity);
- (e) Competitors;
- (f) All other attendees of the Show and its facility

### 4. OBJECTIVES

4.1. The Australian Bushmen's Campdraft and Rodeo Association aims to:

- (a) Ensure the health and safety of members, participants, coaches, officials, Committee administrators/volunteers, visitors, families and the broader community as the number one priority;
- (b) Engage and brief Affiliates, Members, participants, coaches, official personnel, Committee administrators/volunteers, families and the broader community need on **ABCRA**'s return to sport plans;
- (c) Provide plans and assess Committee facilities to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- (d) Comply with all applicable State and Territory Government and local restrictions and regulations.
- (e) Prepare at every stage of the return to activity process, for any localised outbreak at their facilities, within their competitions or in the local community.
- (f) Ensure that persons who are detected as breaching this policy are dealt with in a fair, constructive and consistent manner;





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### **5. POSITION ON COVID-19**

The Association demands safe practices and hygiene measures upon resumption of activity for all members and affiliated committees.

ABCRA support the AIS Framework and the Australian Government's Roadmap to a COVID Safe Australia principles.

The Association strongly recommends all attendees to shows have downloaded and utilise the COVIDSafe smart phone app.

Any individual applying to become a member of the Association or participating in an Association sanctioned event, or an employee or contractor of the Association shall be deemed to have consented to adhere to all COVIDSafe policies and procedures including any testing for COVID-19 that may be required and subsequent access to test results.

As a condition of continued participation and/or the retention of Association membership, all responsible parties must comply with The Australian Bushmen's Campdraft and Rodeo Association COVIDSafe Policy and submit to such test procedures requested at the sole discretion of the Association.

The Association aims to resume activity in a COVID Safe environment by:

- (a) Educating persons and implementing COVIDSafe procedures/protocols;
- (b) Supporting the Government COVID Safe app to enable tracking of the virus;
- (c) Imposing effective sanctions on persons who commit violations of the ABCRA COVIDSafe Policy.



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### **6. COVID PROTOCOLS AND PROCEDURES**

- 6.1. All show and premises attendees including but not limited to spectators, Employees, Members, Committee, Contractors, Officials and Personnel are prohibited from attending a show if they:
- (a) Have COVID-19 or have been in direct contact with a known case of COVID-19 in the previous 14 days;
  - (b) Flu-like symptoms or who is a high health risk (e.g. due to age or pre-existing health conditions) or
  - (c) Travelled internationally or been in contact with persons that have travelled internationally in the previous 14 days.
  - (d) Travelled to VIC within the previous 14 days
  - (e) attended any of the reported case locations listed on the [NSW Health website](#)
  - (f) exceed the given radius (up to 150km from venue) specified by the Committee
  - (g) are deemed to pose a risk to the inter-regional spread of COVID-19. Committees reserve the right to refuse a competitor's entry.
- 6.2. All Show attendees are to adhere to the Association and Committee directives by compliance with:
- (a) Following directives issued by the Association, Committee or Official without hesitation or confrontation
  - (b) Mandatory health declaration requirements
  - (c) Register of attendance
  - (d) Using physical distancing measures as per State requirements
  - (e) Comply with State requirements for density
  - (f) No unnecessary physical contact
  - (g) No spitting
  - (h) No Sneezing or clearing nose without using safe hygiene practices
  - (i) Observing all physical distancing measures and designated boundaries
  - (j) Hand sanitisation practices
  - (k) Shared Equipment sanitisation protocols
  - (l) Remain informed of ABCRA COVID Safe updates
  - (m) Download and activation of Govt COVIDSafe app at ABCRA sanctioned activities.
  - (n) Residing within the Committee specified radius (up to 150km) from the show venue
- 6.3. All affiliated Committees are to adhere to the Association guidelines and procedures by:
- (a) Completing the ABCRA CovidSafe Show application
  - (b) Strictly adhering to and enforcement of all ABCRA CovidSafe Cleaning & Hygiene protocols/practices as provided in the CovidSafe Show application
  - (c) Remaining informed of ABCRA COVID Safe updates



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### **7. PHYSICAL & FITNESS PREPARATIONS BEFORE THE RETURN OF ACTIVITY**

- 7.1. All members need to consider and self assess the effect that lack of activity may have had on their Physical fitness to reduce personal injury.
- 7.2. All members need to consider and assess the effect that lack of activity may have had upon any animals used in ABCRA activity.
- 7.3. Any members or animals who are not at adequate fitness levels or have not allowed adequate conditioning periods at the time of a show, should not resume activity until suitable levels of conditioning and fitness are attained.

### **8. RESPONSIBILITY FOR ENFORCEMENT**

- 8.1. All Show Attendees including Employees, Contractors, Officials, Personnel and Competitors are responsible for ensuring their own compliance with this Policy.
- 8.2. If a show attendee, Employee, Contractor, Official, Personnel or Competitor feels unsafe working with one of their colleagues because they suspect he/she is in breach of this Policy, the Employee, Contractor, Official, Personnel or Competitor should refer the matter to the Event Manager or the Executive Officer.
- 8.3. The Committee Event Manager and Officials are expected to monitor all show attendees, Contractors, Personnel and Competitors, and to refer situations that may breach this Policy to the Executive Officer or the Event Manager. Such situations include but are not limited to:
  - (a) Observing a Show attendee, Employee, Contractor, Official, Personnel or Competitor spitting, sneezing without using hygiene practices or
  - (b) Engaging in unnecessary physical contact or
  - (c) Not adhering to State applicable physical distancing measures and density where requested or
  - (d) Using shared equipment or items without sanitization or
  - (e) Presenting with COVID-19 symptoms or
  - (f) Failing to complete the mandatory Health declaration at all or without using honesty and integrity or
  - (g) Failing to adhere to the Event managers or official persons instruction and or behaving in an abusive manner.
- 8.4. All referrals, suspensions, terminations and/or disciplinary action relating to an Employee or Contractor will be determined by the Executive Officer in consultation with the Executive Committee and/or the Board of Directors as required. All referrals, suspensions, terminations and/or disciplinary action relating to an Official, Personnel or Competitor will be referred to the Disciplinary Committee by the Executive Committee.





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### **9. MANAGEMENT OF UNWELL PERSONS**

Any show attendee that presents with COVID-19 symptoms such as fever, sore throat, fatigue, shortness of breath or other cold or flu like symptoms will be:

- (a) Requested to leave the premises immediately with any other associates, family or travel partners;
- (b) Where the individual cannot leave the premises immediately, they are to isolate in the Committee designated area and be supplied with PPE equipment such as gloves and face mask.
- (c) An unwell person will be requested by the Show COVID Officer to seek immediate COVID testing at a healthcare practitioner and self isolate until results are received.
- (d) The next working day, a Committee will report to the ABCRA details of the unwell person using a supplied form.
- (e) The Unwell person will advise the ABCRA the outcome of their test results
- (f) The ABCRA will advise all Show attendees if they have had exposure to COVID-19 and request that they self isolate and seek testing with a healthcare professional.

### **10. COVID TESTING**

#### **10.1. Testing of Employees**

The Executive Officer may request that an employee is COVID tested prior to their return to work for the health and safety of other employees.

#### **10.2. Testing of any Show attendees**

As a condition of entry to an ABCRA sanctioned Show facility, The Executive Officer may request that any Show attendee is COVID tested at the nearest participating health facility and the results are provided to ABCRA.

If an Official, Personnel or Competitor tests positive to COVID-19, he or she may be subject to Disciplinary Action;

### **11. COVID TEST RESULTS**

11.1. A copy of the results of any COVID-19 test will be provided to the Executive Officer. Results may be used in evidence or disclosed in disciplinary or legal proceedings. In all other respects, material and information used or obtained from testing will be kept strictly confidential.

11.2. Stand down if positive test:

- (a) If an Employee returns a positive result, the Employee agrees that the Association will be entitled to treat the stand down period as sick leave/annual leave and make deductions from the Employee's accrued entitlements accordingly. If the Employee has no accrued annual leave entitlements, the Association will be entitled to treat the stand down period as a period of leave



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without pay until returning a negative result;

- (b) If the Employee's COVID test result is negative, the Employee may return to full duties once current illness symptoms have ceased;
- (c) If any Show attendee returns a positive result in relation to his/her COVID test, the Association suspends their right to attend any ABCRA Sanctioned Shows until receipt of a negative result.
- (d) If a Committee or other Official, Personnel or Competitor returns a positive result in relation to his/her COVID test, the Association may suspend their participation in any Association event until receipt of a negative result.

## **12. BREACH OF THE COVID POLICY**

- 12.1. The Association will enforce this Policy strictly not only in the workplace, but also at events held under the sanction of the Association, and at social events and work-related functions.
- 12.2. Non-compliance of COVID procedures and protocols will be a breach of this Policy.
- 12.3. Breaches of this Policy can result in workplace health issues.
- 12.4. If this Policy is breached, the Association may, in relation to Employees:
  - (a) Send the Employee home on leave, which may be unpaid, for such period as may be reasonably necessary. This will be at least as long as required for the Employee to recover from COVID -19.
  - (b) Require the Employee, at his/her own expense, to undergo a further COVID testing, and return a negative result, before permitting the Employee to return to work.
  - (c) Take disciplinary action against the Employee up to and including dismissal. The nature and severity of the violation, and whether there has been previous breaches of this Policy, will determine the disciplinary action taken.
  - (d) Minor first offences may result in a first and final written warning.
  - (e) Repeated or more serious offences may result in a final written warning, demotion, or dismissal from employment (with or without notice).
- 12.5. If this Policy is breached, the Association, may in relation to Affiliated Committees:
  - (a) Terminate the affiliation of the Committee
  - (b) Fine the Committee for breach or refer to higher authority
- 12.6. If this Policy is breached, the Association, may in relation to Officials, Personnel or Competitors:
  - (a) Suspend the Official or Personnel from their official duties and/or;
  - (b) Disqualify the Competitor from participating in the Association event with or without a refund of any fees and/or;



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- (c) Instruct the Official, Personnel or Competitor to leave the Association property and/or event grounds immediately and/or;
- (d) Take disciplinary action against the Official, Personnel or Competitor. The nature and severity of the violation, and whether there has been previous breaches of this Policy, will determine the disciplinary action taken. Disciplinary action may include but is not limited to barring from participating in any future Association events, and fines as determined by the Disciplinary Committee and removal from the Approved Personnel List.

12.7. If this Policy is breached, the Association (and/or its insurer) may, at its sole discretion, require the Employee, Contractor, Official, Personnel or Competitor to indemnify the Association for any and all costs arising out of or in connection with the COVID test

### **13. CONFIDENTIALITY AND PRIVACY LEGISLATION**

- 13.1. All information gathered as a result of testing is collected for the purpose of implementing this Policy and achieving its objectives.
- 13.2. All information will be held by the Executive Officer and will be held for the duration of the individual's employment/engagement/competition participation or longer where deemed necessary by the Association or by law. Relevant information may be disclosed to the Employee's supervisor or manager and/or the Board of Directors, the Board Executive or the Disciplinary Committee as determined by the Executive Officer. The Employee, Contractor, Official, Personnel or Competitor is able to have access to this information upon request.
- 13.3. Save as required by law, no information relating to any testing will be disclosed to an external party without the written consent of the Employee, Contractor, Official, Personnel or Competitor concerned.
- 13.4. Information pertaining to the amount of tests conducted and number of positive and negative results may be used at the discretion of the Executive Officer and/or the Board of Directors.
- 13.5. All other persons present at any test conducted under this policy shall also have regards for strict confidentiality.

### **14. APPLICATION**

- 14.1. This Policy applies to all Show attendees, Committees, Employees, Contractors, Officials, Personnel, and Competitors. Nothing in this Policy is intended to create an employment relationship between the Association and its contractors.

**If you have any queries about this Policy, please contact the Executive Officer**