



Queensland Debating Union Incorporated **COVIDsafe** Industry Plan

Adopted by the QDU Management Committee on 7 September 2020.

Document Control

Version Number:	1.2
Date:	07 September 2020
Prepared by:	Tony Scarcella – Program Manager
Reviewed by:	Management Committee

Contents

Preface	3
Purpose	3
Introduction	3
Responsibilities	4
Guidance – Best Practice	5
Arrive, debate, leave	5
Hosting venue preparation	5
Community Consultation	6
Sanitation and Hygiene	6
Good Hygiene.....	6
Physical Distancing.....	7
Flow Control.....	7
Safety Promotion	7
Organisational Practices	8
Check in procedures.....	8
Personnel Responsibilities	8
Education and Training	9
Staying Informed.....	9
Risk Management	9
Contacts and Resources.....	10
APPENDIX A	11
APPENDIX B	13
APPENDIX C	14
APPENDIX D	16

Preface

The Queensland Debating Union Inc. (QDU) is the peak body of debating in Queensland. QDU is a registered charity that exists to promote debating as an organised activity in Queensland schools, promote public and personal interest in debating and public speaking, train adjudicators and improve the standard of adjudicators in debating and public speaking and to encourage the standardisation of rules of debating in use throughout Queensland.

QDU conducts competitions to encourage a high standard of debate between organised bodies (schools) and teams. This industry guide will benefit all school communities that engage in debating competitions throughout Queensland and improve their offering to students whilst adhering to current and ever-changing guidelines published by Queensland Health and various education organisations.

Purpose

The purpose of the Queensland Debating Union Inc. COVIDsafe Plan (**QDU COVIDsafe Plan**) is to provide practical advice current at the time of publication to ensure safe operation of debate competitions in Queensland. The QDU COVIDsafe Plan should be read in conjunction with current local health authority guidance and the [Queensland Roadmap to Easing Restrictions](#) (the **roadmap**).

In addition to the development of your own plan you are encouraged to seek your own professional medical and legal advice.

Queensland Debating Union Inc. has developed this industry COVIDsafe Plan in consultation with school debating coordinators throughout South East Queensland and it has been assessed and accepted by the Chief Health Officer.

The QDU COVIDsafe Plan aims to:

1. Represent the varying circumstances and unique conditions that debating competitions operate under in schools.
2. Detail best practise guidelines and measures for compliance for organisations seeking exemption from State imposed restrictions due to COVID-19
3. Identify how variations to the roadmap can be practically achieved without compromising safety.
4. Allows debating competitions throughout the state to opt in to comply with the plan to allow additional people to attend venues than the limits set out in the roadmap.

Introduction

The QDU COVIDsafe Plan aims to provide an overarching guide for the implementation and management of procedures for debating competitions in Queensland to allow students to resume competitive face to face debating between schools participating in competitions. The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among students, participants, coaches, officials, volunteers, visitors, families and the broader community.

The QDU COVIDsafe Plan provides the framework to govern the general operation of debating, debates conducted at any venues/facilities utilised, specifically being schools. At all times the QDU COVIDsafe Plan is subject to all regulations, guidelines and directions of government and public health authorities. This document will be updated in accordance with any changes to any future public health directions.

The QDU COVIDsafe plan also accepts as key considerations that:

1. The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
2. Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on the contents of this document through distribution from all schools entering teams in debating competitions.
3. Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
4. Inter school competitions cannot resume until the arrangements for sport operations and facility operations are finalised and approved, if necessary; and
5. At every stage of the return to debating process the Queensland Debating Union Inc. must consider and apply all applicable State Government and local restrictions and regulations. The debating community needs to be prepared for any localised outbreak at our venues, within our competitions or in the local community.

Responsibilities

The QDU retains the overall responsibility for the effective management and implementation of the operations outlined in this document for all competitions directly under the control of the QDU.

The QDU Executive is responsible for:

1. Overseeing the implementation of the arrangements in the Plan; and
2. Revising the Plan as required, ensuring it reflects up to date information from government and public health officials and seeking approval from Queensland Health regarding amendments.

The QDU Executive has appointed the following person as the COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

Name: Tony Scarcella
Position: Program Manager
Contact Email: admin@qdu.org.au

Queensland Debating Union Inc. expects all members, participants, coaches, officials, administrative staff and volunteers to:

1. Comply with the health directions of government and public health authorities as issued from time to time;
2. Understand and act in accordance with the QDU COVIDsafe Plan as amended from time to time;
3. Comply with any testing and precautionary measures implemented by the QDU;
4. Act with honesty and integrity regarding the state of their personal health and any potential symptoms; and
5. Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

Guidance – Best Practice

The best practise guidance in the QDU COVIDsafe Plan has been developed in consultation with schools and the various other documentation available from Queensland Health specific to other industry safe plans.

Arrive, debate, leave

QDU Inc. framework promotes the habit of ‘arrive, debate, leave’ to limit exposure during debating activities. This includes:

1. Working with school communities to develop exit and entry procedures for each venue
2. Using the same rooms for each round to ensure familiarity with visiting students.
3. Toilets to be opened for limited times and cleaned regularly
4. Participants to arrive on time and leave on time
5. Limiting adjudicator feedback after debates. Individual adjudicator feedback for students Year 9 and younger will be discouraged whilst COVID restrictions remain in place.
6. Any tasks that can be completed away from the venue (including coaching, speech revision etc.) will be completed away from the venue.
7. Spectator numbers at debates will be limited

Hosting venue preparation

It is understood that in almost all cases inter school debating competitions are held in host schools after hours. This lessens exposure for participating students that participate in debating competitions. Schools have their own standards that must be adhered to with regards to sanitation and cleanliness of classrooms. For the purpose of the QDU COVIDsafe Plan host venues must confirm that adequate measures are in place to sanitise the area that is being used to host debates.

All hosting venues must undergo a risk review prior to the resumption of debating activities at any hosting school. The review must consider the following elements as a minimum requirement:

1. Availability and location of classrooms relevant to the hosting of debates
2. Availability of sanitation amenities
3. Traffic movement internal and external to both venues and rooms
4. Adequate and appropriate signage
5. Cleaning protocols
6. Cleaning records if required

The risk review is to be conducted by the organising body using the QDU COVIDsafe Checklist ([Appendix A](#)) to assist in determining risks.

Community Consultation

It is important that all stakeholders within the debating community feel safe when returning to debating and that appropriate measures are being taken to consider their safety. To proactively address any concerns within individual community groups organisations should clearly communicate their intention to commence debating under the QDU COVIDsafe Plan and provide a channel for feedback.

Consultation with the debating community should be made in good faith and with the intention to alleviate any concerns that impacted parties may have. This may include:

1. Communicating with participants, parents, guardians or carers, to advise of the intention to operate under the QDU COVIDsafe Plan
2. Communication with teachers, adjudicators, debating coaches to advise of the intention to operate under the QDU COVIDsafe Plan. This includes any additional responsibilities that they may have to undertake to ensure the continuance of debating in any individual location.

Sanitation and Hygiene

In addition to the regular cleaning schedules of the host venue to satisfy the requirements of the school and Queensland Health requirements, all participants and debating stakeholders must be encouraged to promote and engage in controlling the risk of infection in each room/area. Appropriate disinfection products should be used as required. Cleaning protocols are to include:

1. Regular common surface disinfection between before, between and after each scheduled debate
2. Disinfection of high-touch points and common use equipment between activities
3. Additional cleaning of bathroom amenities used for personal sanitisation.

Organisations that facilitate debating competitions must ensure there is suitable sanitation products available for students, adjudicators and those watching debates. Adequate sanitisation may include:

1. Alcohol-based hand sanitiser
2. Surface sanitiser and clean paper towel to wipe/disinfect desks or tables used by debaters before, between and after scheduled debates
3. Tissues and disposable gloves

Good Hygiene

Good personal hygiene can prevent the transmission of COVID-19. All participants and stakeholders must be encouraged to promote and engage in good hygiene practises such as:

1. Not attending debates if you are feeling unwell
2. Encouraging frequent hand washing and/or using alcohol-based hand sanitisers
3. Limiting the touching of surfaces
4. Avoiding touching your face
5. Not sharing water bottles or personal equipment
6. Limiting the use of shared equipment and/or cleaning after every use
7. Covering sneezes and coughs and consideration given to wearing masks at times where social distancing is not practical

Physical Distancing

Social distancing (or physical distancing) is a measure used to limit the transmission of COVID-19 and similar illnesses by reducing exposure between people. The more distance between people and others, the harder it is for viruses to spread.

The basic principles of social distancing are to maintain as much as practical:

1. Keeping 1.5 metres between people when gathering
2. 4m² space per person when working or conducting an activity within a shared space
3. Avoidance of physical greetings such as hugging, kissing or shaking hands

To comply with physical distancing measures organisations should:

1. Adhere to physical distancing recommendations as detailed within the Queensland Health publication [How to protect yourself and others](#)
2. Actively promote the practice of physical distancing
3. Providing visual indicators of physical distance measures where appropriate
4. Using existing furniture to ensure adequate spacing for participants and supporters

Flow Control

Controlling the flow of people at all venues and limiting movement for all people within the school grounds whilst they are going to or leaving their debating room(s) will limit the possibility of gatherings and reduce exposure.

Debating facilitators need to work with host venues to ensure that measures are put into place to consider the effect that participant traffic has on the immediate area and the debates being held. Measures to be put into place can include:

1. Staggering of debate start times to limit traffic congestion between scheduled windows.
2. Establish arrival times for debaters and spectators to minimise gatherings whilst waiting for debates to begin.
3. If practicable, set up separate entry and exit points to each designated debating area and use visual guides to prompt directional flow of people.
4. Coordination by venue staff to coordinate flow and move people along where necessary.

Host venues should work with debating facilitators to consider the traffic flow of the area being used for debates.

Safety Promotion

Safety promotion is how you communicate your safety measures and best practice behaviours to anyone that may engage with debating or anyone who may be impacted by the facilitation or delivery of inter school debates. This includes visible display of procedures, compliance of venues and best practice guidelines.

Safety promotion may include:

1. Sharing venue sizes with your community along with promotion of debate starting times to alert everyone to high traffic volumes
2. Notification of check in / check out procedures
3. QDU COVIDsafe compliance signage
4. Participant behavioural expectations in relation to good hygiene and social distancing
5. Ensuring that venues have instructional posters on handwashing, hand sanitisation, physical distancing and COVID-19

Organisational Practices

Check in procedures

Check in procedures provide a point of contact protection by identifying, and preventing entry to, individuals that may be infected with COVID-19; thus, preventing transmission of Covid-19. Contact tracing is a way of slowing the spread of infections by identifying people who have been in contact with an infected person.

QDU COVIDsafe Plan will adopt the below, as well any other recommendations from State and Federal Governments:

1. All participating students, officials, staff, spectators and visitors to a debating venue are encouraged to subscribe to the Government's COVID-19 tracing app.
2. A register of attendance for all debating venues must be maintained. All attendees must be accounted for, this includes all participants, officials, teachers, parents and visitors.
3. Attendance records to be kept for 56 days.
4. Registers must include:
 - a. Date of entry
 - b. First name and surname
 - c. Phone number
 - d. Email Address
 - e. Home suburb and postcode
 - f. Arrival time at venue

Registers can be implemented by:

1. Using the template provided ([Appendix B](#)), have the host school coordinator or a COVID Safe Coordinator for that session write down the details of all in attendance. Take a photo of the form and send to the controlling organisation after the sessions for the evening are completed.
2. Use the template provided as above but the user keeps the phone copy and they leave the form in a designated area for the venue. This list gets emailed back to the user group as an online form to tick off attendance and then email back after the session.
3. [Evacheckin.com](https://www.evacheckin.com) contactless QR Code Check in Technology for all attendees. Visitor EVA demo site login poster.
4. Have parents, coaches, teachers and any non-participant to buy a free ticket, with no more registrations allowed once the maximum number of tickets has been allocated. Use free ticketing sites like Eventbrite or Trybooking.

Where a mobile application is used to manage collection of contact information:

1. The organisation validates for itself that the application can provide contact information immediately (or at least within the hour on request), and;
2. The organisation ensures that all people in attendance that are not in a debating team use the application when entering the venue.

Personnel Responsibilities

The organisation must ensure that all personnel (staff, workers, volunteers, venue coordinators, debating coordinators, adjudicators, student adjudicators) are informed, protected and aware of their responsibilities regarding their safety and the safety of others during debates.

All Personnel must:

1. Present fit for duty
2. Monitor the health of participants before, during and after they debate.
3. Ensure participants maintain good hygiene and physical distancing practices and model these behaviours for others.

Education and Training

Education for debating personnel involved with inter school debating regarding COVID-19 mitigation strategies is crucial and records of training in relation to COVID-19 should be kept. Education will reset the expectations for the new required behaviours prior to recommencing debating competitions.

It is expected that personnel will be educated in:

- Hand and respiratory hygiene
- Social distancing
- Signs and symptoms of COVID-19
- Measures to take in the event of a confirmed or suspected COVID event
- The requirements of the QDU COVIDsafe Plan

Additional training in the following areas may also be beneficial for all personnel:

- Conflict resolution
- WH&S practices
- [COVID-19 Infection Control Training](#)

Staying Informed

Industries operating under an Industry COVID Safe Plan have obligations to keep up to date with the Chief Health Officer Directions, and update plans accordingly. All organisations are responsible for staying informed of any issue or development that may increase the risk to their participants and debating stakeholders. This could include changes to regulations or restrictions, outbreaks or clusters in their area and/or contact with individuals who may be infected.

Risk Management

It is recommended that all organisations should:

1. Delegate responsibility for staying informed
2. Check local Health Authority guidance prior to the recommencement of debating competitions to confirm that information for COVID-19 guidance is accurate and up to date
3. Provide a clear platform for their community to communicate changes to business practices, updated authority guidance, incidents or issues that may impact competitions.

Useful Links for keeping informed

[Queensland Chief Health Officer Public Health Directions](#)

[Queensland Health Coronavirus Alerts](#)

[Department of Health - Coronavirus Health Alerts](#)

Contacts and Resources

The QDU COVIDsafe Plan and associated resources are designed to provide all formal and informal debating competitions where students from more than one school are present, with a greater degree of certainty as to what is expected in a COVID-19 world.

A **Safe Competition Checklist** of requirements is also included as part of this plan as [\(Appendix C\)](#).

A **Statement of Compliance** may be signed off upon completion and implementation of this industry COVIDsafe plan. [\(Appendix D\)](#)

More links

[AHPPC – Advice on reducing the potential risk of COVID-19 transmission in schools](#)

[COVID-19 Operating guidelines for QLD State Schools](#)

Contact details for further support can be directed to:

Mr Tony Scarcella (admin@qdu.org.au)
Program Manager
Queensland Debating Union Incorporated

APPENDIX A

RISK ASSESSMENT FOR HOST VENUES

Key considerations include (but are not be limited to) the following:

1. What is the latest advice from government and key industry and employee associations on control measures?
2. What is the current advice from health authorities about the current situation and case numbers for COVID-19 cases in the local community/region?
 - Information on the latest number and location of COVID-19 cases (including in some cases heat maps) is available from [Queensland Health](https://www.health.qld.gov.au/).
3. What are the current legal requirements (e.g. public health orders, health directions) for my area and how do they apply to my debating community?
 - Get the latest information: <https://www.covid19.qld.gov.au/>
4. Does each host venue have facilities for hand washing and/or hand sanitising?
 - Are these sufficiently stocked and in good working order?
5. Does the hosting room setup for debates increase the risk of students / staff / spectators being exposed to COVID-19 and can this be changed?
 - What is the size of the classrooms being used?
 - How many spectators are there in each room?
 - Are all spectators relevant to the students in each room?
 - Are there restrictive entry/exit points or high touch points, such as doors, lifts etc? If so, what steps have been taken to reduce the risks at these points?
 - Can modifications be made to enable increased physical distancing (also known as social distancing)?
6. Do I have students / spectators / personnel that fall within a vulnerable person category?
 - Vulnerable persons include: Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions; people 65 years and older with chronic medical conditions; people 70 years and older; and people with compromised immune systems.
7. What are the current cleaning and disinfecting arrangements for spaces being used to host debates?
 - Are they consistent with guidance provided by [Safe Work Australia](https://www.safeworkaustralia.gov.au/)?
 - Is a review required to continue hosting debates at the venue?

8. How prepared is my organisation if there is a case of COVID-19 at a venue?

- Do students / spectators / personnel understand the need to stay home if they are unwell, even if they think an illness is minor?
- Is there established and communicated processes to follow if COVID-19 directly affects a venue (e.g. an infected person has been on site)?
- Are all contact details and emergency contacts current?
- Do I have records which will allow me to quickly identify which students / spectators / personnel were in close contact with the infected person, e.g. debating schedules, competition schedules, room locations, team member names, arrival and departure times for all people in attendance.
- Has my organisation trained personnel (including all volunteers) about COVID-19 including how areas may need to be cleaned and disinfected in the event of any contamination and other risk controls?
- Are personnel fearful of performing duties asked of them? Has my organisation checked in with them lately?

9. What communication and support mechanisms are in place?

- Is my organisation regularly checking that people are OK?
- Do I have effective communication channels established to keep all parties informed? Do I need to consult them on any key issues that occur?
- Are there any other supports I can offer?

10. Do the changes I plan to make to debating competitions or changes arising from COVID-19 change the risk?

- Do the changes I'm planning for COVID-19 increase risks or introduce new risks I need to control?
- Are there other things changing that might increase risks on students / hosting staff / personnel / spectators?

11. Does my organisation have a plan to review all control measures to ensure they are effective?

APPENDIX C

SAFE COMPETITION CHECKLIST

1. General Items

- Check the Queensland Government's COVID-19 website at <http://www.covid19.qld.gov.au> to confirm whether any specific restrictions apply to your competitions, venues or geographic location.
- Regularly review your COVIDsafe plan to ensure it is up to date and still relevant.
- Ensure personnel have completed mandatory COVID Safe training and ensure other relevant training is up to date.
- Ensure that all venues have supplies of alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is recommended.

2. Wellbeing of Participants and Personnel

- Direct students and adjudicators to stay at home if they are sick, and to go home immediately if they become unwell.
- Consider safety risks and manage these according to the appropriate hierarchy of controls i.e. elimination, substitute, isolation, administrative controls then personal protective equipment where required.
- Set up classrooms to maximise the distancing between debaters and spectators to the extent it is safe and practical and minimise the time that people are in close contact. Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase social distancing between all stakeholders.
- Limit spectator numbers in classrooms
- Postpone or cancel non-essential face-to-face gatherings, meetings and training and consider using video conferencing where practicable.
- Consult with personnel on COVID-19 measures at venues and provide personnel with adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.

3. Social Distancing

- Place signs at entry points of venues to instruct people not to enter the venue if they are unwell or have COVID-19 symptoms. The sign should state that the host venue OR your organisation has the right to refuse entry and must insist that anyone with these symptoms leaves the premises.
- If practicable, set up separate exit and entry points to minimise contact.
- Ensure patrons are seated when in classrooms for the purpose of watching a debate

4. Record keeping

- Ensure you collect and keep contact information for ALL people that attend debating competitions. This MUST include full name, email address (residential address if not available), phone number, date of entry and time period of patronage for contact tracing purposes for a period of 56 days (unless otherwise specified).
- Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely.

5. Hygiene and cleaning

- Encourage and instruct all personnel to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is recommended.
- Make sure that all high frequency touch points (door handles, chair backs, desks) and all surfaces used by participants and spectators are cleaned before and at the conclusion of each debate.
- Where there are multiple sessions in the one classroom structure times so that there is sufficient time for the room to be cleared of all people and reset for the next debate to begin.
- Consider only allowing persons relevant to the debating participants (coach, school representative, parents of students, siblings) to be in the room when debates are taking place.

6. Review and monitor

- Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.
- This checklist is a key part of your WHS COVID Safe Plan. Ensure you have a copy of this signed checklist, which must be produced if requested from a relevant compliance / enforcement officer. This may include providing an electronic copy.
- Publicly display this signed checklist as evidence that you are a COVID Safe organisation.
- Keep up to date and find additional guidance at www.covid19.qld.gov.au
- Any persons who have concerns about whether a business is complying with this checklist can call 134 COVID (13 42 68) or refer the matter to the organisational person who's details appear below.

Checklist completed and Authorised By: _____

Date ____/____/____

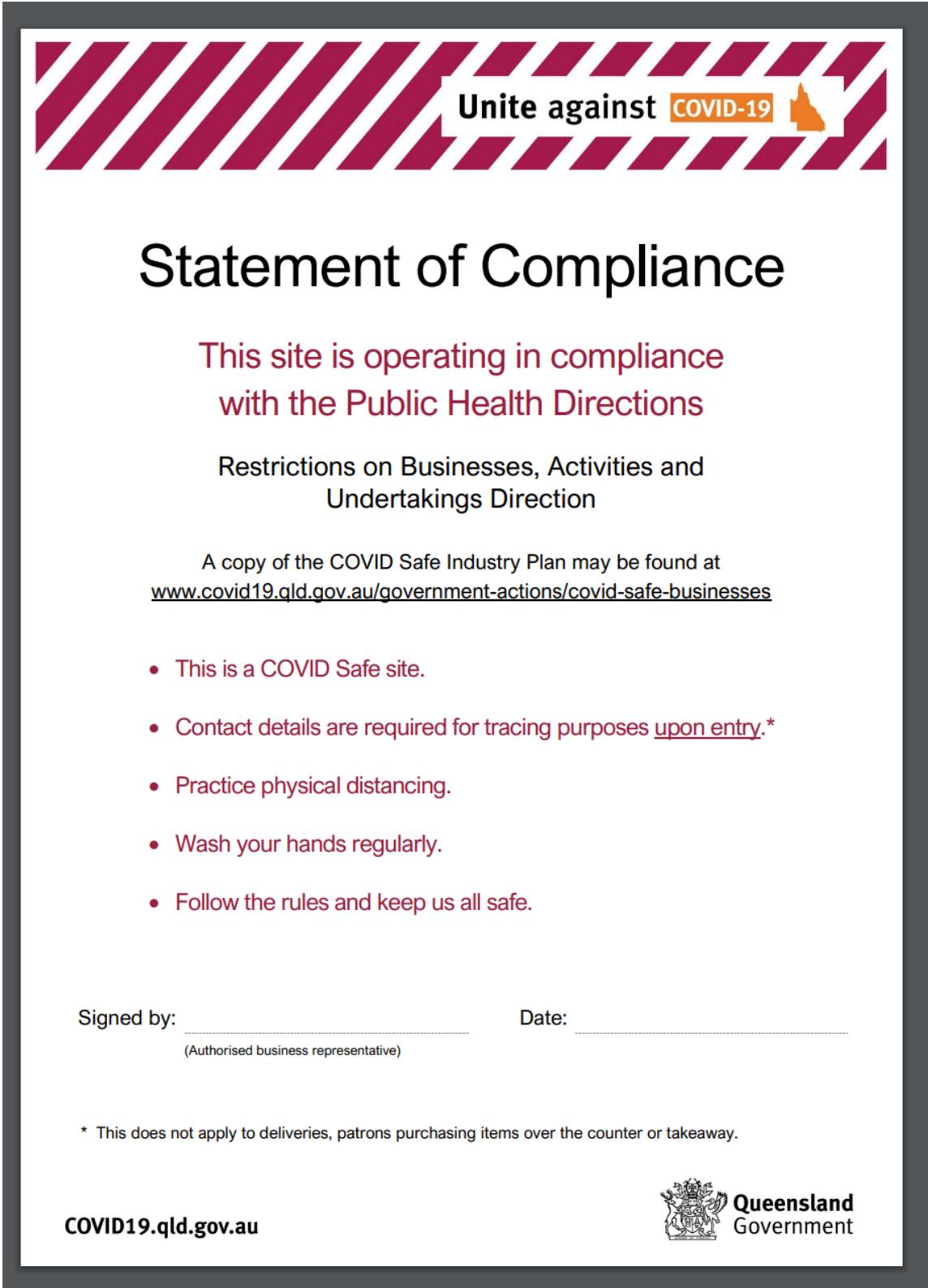
Name of person(s):

Title:

Contact Information:

APPENDIX D

STATEMENT OF COMPLIANCE



Unite against COVID-19 

Statement of Compliance

This site is operating in compliance
with the Public Health Directions
Restrictions on Businesses, Activities and
Undertakings Direction

A copy of the COVID Safe Industry Plan may be found at
www.covid19.qld.gov.au/government-actions/covid-safe-businesses

- This is a COVID Safe site.
- Contact details are required for tracing purposes upon entry.*
- Practice physical distancing.
- Wash your hands regularly.
- Follow the rules and keep us all safe.

Signed by: _____ Date: _____
(Authorised business representative)

* This does not apply to deliveries, patrons purchasing items over the counter or takeaway.

COVID19.qld.gov.au  Queensland Government