

# > HELPING BUSINESS GET BACK TO WORK



13 June 2020

## COVID-19 Safety Plan

Effective 1 July

### Community sporting competitions and full training activities

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers, volunteers and your visitors.

Complete this plan in consultation with your workers and volunteers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely participate in activities. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Organisations must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](http://nsw.gov.au)

| ORGANISATION DETAILS |
|----------------------|
| Organisation name:   |
| Plan completed by:   |
| Approved by:         |

### > REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe

| REQUIREMENTS                                                                                                                                                              | ACTIONS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <b>Wellbeing of staff and visitors</b>                                                                                                                                    |         |
| Exclude staff, volunteers, parents/carers and participants who are unwell.                                                                                                |         |
| Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor. |         |
| Make staff aware of their leave entitlements if they are sick or required to self-isolate.                                                                                |         |

| Wellbeing of staff and visitors                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Display conditions of entry (website, social media, venue entry).                                                                                                             |
| If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.                                  |
| Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>Swimming pools</li> <li>Gyms</li> <li>Restaurants and cafes</li> </ul> |

| REQUIREMENTS | ACTIONS |
|--------------|---------|
|--------------|---------|

| Physical distancing                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ensure the number of people in a facility does not exceed one person per 4 square metres (including staff and spectators).                                                                                                                                                            |
| Minimise co-mingling of participants from different games and timeslots where possible.                                                                                                                                                                                               |
| Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance. Have strategies in place to prevent spectators from different games and timeslots co-mingling. |
| Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.                                                                                                               |
| Reduce crowding wherever possible and promote physical distancing with markers on the floor.                                                                                                                                                                                          |
| Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.                                                                        |
| Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.                                                                                                                                                     |
| Use telephone or video platforms for essential staff meetings where practical.                                                                                                                                                                                                        |

### Physical distancing

Review regular business deliveries and request contactless delivery and invoicing where practical.

## REQUIREMENTS

## ACTIONS

### Hygiene and cleaning

Adopt good hand hygiene practices.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

Ensure bathrooms are well stocked with hand soap and paper towels.

Provide visual aids above hand wash basins to support effective hand washing.

Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.

Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.

Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect.  
Clean frequently touched areas and surfaces, including in communal facilities, several times per day.

Clean areas used for high intensity sports with detergent and disinfectant after each use.

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

### Hygiene and cleaning

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Encourage contactless payment options.

### REQUIREMENTS

### ACTIONS

### Record keeping

Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.