

> HELPING BUSINESS GET BACK TO WORK

16 July 2020

COVID-19 Safety Plan

Effective 17 July 2020

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

ORGANISATION DETAILS	
Organisation name:	Southern Highlands Orienteers Inc
Plan completed by:	Garry Stewart
Approved by:	Peter Meyer (Public Officer)

> 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
Wellbeing of staff and visitors	
Exclude staff, volunteers, parents/carers and participants who are unwell.	Event flier and entry information will make this clear. If you are unwell do not attend. People will be asked by officials to leave if they appear to be unwell. A reminder email will be sent to participants reminding them not to attend if they are unwell or if there changes to those who are to be excluded, e.g., the declaration of a yellow or red zone.
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.	Information will be provided through club newsletter and training/briefing before event. Links will be provided to NSW Health advice.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Not applicable - we do not have paid staff.
Display conditions of entry (website, social media, venue entry).	Entry is done on line where conditions are displayed and advertised through club social media.

Wellbeing of staff and visitors	
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	Abide by WSU requirements and make ourselves aware of the requirements.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Swimming pools Gyms Indoor recreation facilities Restaurants and cafes (for kiosks or canteens) Major recreation facilities 	Not applicable - orienteering is an outdoor activity.
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.	Not currently applicable - but conditions can change and we will notify entrants of changes to yellow and red zones (restrictions). We are able to communicate with all entries via web site and email.
Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latest-news-and-updates).	Communicate via email and social media of changes and provide link to NSW Health.
Take all reasonable steps to minimise the number of spectators attending community sport events.	Orienteering is a participant sport. We have almost no spectators. Any spectators will be requested to sign in using our Services NSW QR code.
If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.	Orienteering is not a team sport so this does not apply.

REQUIREMENTS	ACTIONS
Physical distancing	
Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people.	We will adhere to the changing numbers for outside gatherings and advise participants to "arrive, run, leave" and not congregate after the event. We will have signage for 1.5m social distancing.
Minimise co-mingling of participants from different games and timeslots where possible.	Orienteering is an individual outdoor competition with rules that prohibit participants following each other. We will have a COVID marshal whose responsibility will be to manage the mingling of participants. Also advise participants to "arrive, run, leave".
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.	Orienteering is a participant sport. We have almost no spectators. Any spectators will be requested to sign in using our Services NSW QR code. There will be 1.5m social distancing signage. Participants will be asked to "arrive, run, leave".
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.	A club official will be tasked to manage gatherings of people. Competitors will be allocated start times so they are well spaced.
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	Start and finish queues will be managed with witches hats for spacing. There will be an official managing these queues.

Physical distancing	
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	Not applicable - we will not use these facilities.
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	Use of toilets will be monitored by an official to ensure there is not overcrowding. We will not be using shower facilities.
Use telephone or video platforms for essential staff meetings where practical.	Club meetings are conducted via Zoom or phone.
Review regular business deliveries and request contactless delivery and invoicing where practical.	Club purchases are made by members of the executive and are irregular and on an as needed basis.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Advise participants and others to practice good hand hygiene and bring their own towels, water and sanitiser. This will be outlined in the event information.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Sanitiser will be available at the information desk and finish download.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.	We will provide supplies and regularly check they are stocked.
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	Information provided at event entry on line will outline the need to bring your own towel, food and drink. We will not be selling or providing these.
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	Not applicable - we do not have team uniforms that are shared.
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.	Tables, computers, timing units and other common equipment will be cleaned before and after the event. Measures will be in place to ensure these are not touched by competitors.
Clean areas used for high intensity sports with detergent and disinfectant after each use.	We do not have areas that require cleaning.

Hygiene and cleaning	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	There is no shared equipment during the event. Borrowed equipment is disinfected between events.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	These items will be available at the information table.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	We only use commercially available products that are pre mixed. Users are instructed to follow the instructions on the packaging.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Instruction is given to wear gloves when cleaning surfaces and equipment, and to wash hands with soap and water.
Encourage contactless payment options.	Entry is via an on line portal (Eventor) and is therefore contactless. If there is need for payment at the event it can be done via PayPal or direct debit.

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, where this is practical, 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.	Registration and pre-entry is via Eventor (an on line portal) which captures all necessary contact details. Any other people, including volunteers, will be asked to use the club's Services NSW QR code to log in.
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	The use of the COVIDSafe app is noted in the event information flier.
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.	We are registered with Services NSW and have agreed with their requirements for having a contact who can provide information in the case of a positive case.