



ORIENTEERING NSW

23rd Feb 2021

INTRODUCTION

This Plan replaces ONSW's 12 February COVID-19 Safety Plan. The Plan has been updated to reflect changes in NSW Government COVID rules.

Business details

Business name

Orienteering NSW

Business location

Quad 1, Level 2, 8 Parkview Drive, Sydney Olympic Park NSW 2127.

Specific Event location and date

Castle Cove Park, Holly Street, Castle Cove, 3rd March 2021

Completed by

President of Big Foot Orienteering

Requirements for organisations

Wellbeing of staff and customers

Exclude staff, volunteers, parents/carers and participants who are unwell.

Anyone with symptoms of COVID-19, even mild symptoms, should not attend an event or training session before they receive a negative COVID-19 test result. Symptoms of COVID-19 include: fever (37.5 ° or higher), cough, sore throat, shortness of breath (difficulty breathing), runny nose, loss of taste, loss of smell. [From NSW Health website]

In addition, organisers will refuse entry by participants who live in regions where the NSW or Australian Government has restricted travel. Organisers will also monitor whether participants have been to a current [COVID-19 case locations](#) in NSW and [interstate](#) and will refuse entry if that is appropriate.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning, and how to manage a sick visitor.

Some provisions of this plan might require the organiser to refuse entry, disperse people who are not social distancing or require some or all participants to leave. Organisers should ensure the

organisation team includes one or more people (COVID marshals) who have the appropriate skills and are ready to perform these roles if necessary.

Brief event officials on how to practice good hygiene and make it easy for event officials and attendees to practice good hygiene. Officials should wear masks when they cannot physically distance, eg providing first aid, giving map reading instruction.

First aid boxes should have both examination gloves and masks (resuscitation, medical). There is some advice available for first aiders, eg [Australia Wide First Aid](#), [Australian Resuscitation Council](#).

If someone is unwell and displaying respiratory symptoms (cough, sore/scratchy throat, fever or shortness of breath) they should be directed to go home, preferably with whoever they travelled to the event or session with. If appropriate, an ambulance should be called.

Display conditions of entry (website, social media, venue entry).

Pre-entry via Eventor is strongly recommended for all events. It is good practice for the part of this Plan relevant to participants to form part of the event entry information. The full plan must be available at the event/session and be provided to volunteers.

NSW recommends that pre-entry refunds be provided to those that absent themselves for COVID-19 related health or travel reasons.

If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.

Consult with land owners and follow any instructions, including COVID-19 Safety Plans, they might have.

Physical distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of space (excluding staff) to a maximum of 3000 people.

Organisers should ensure assembly and start areas have enough space to meet the 2 square metre rule (as applicable).

In Greater Sydney:

- Courses must avoid public transport waiting areas where people are likely to be waiting. These include rail stations, ferry wharves and major bus stops or taxi ranks. These areas must be shown as out of bounds on the map.
- If competition areas include public transport waiting areas where people are NOT likely to be waiting (eg bus stops, taxi ranks) competitors must stay at least 2 metres away from any waiting customers. Competitors should be warned about this. It would be helpful for these waiting areas to be marked on the map (use a single purple cross 711 Out-of-bounds route).

The previous paragraph is based on the [Public Health \(COVID-19 Mandatory Face Coverings\) Order 2021](#).

[Greater Sydney is bounded by Northern Beaches, Hornsby, The Hills, Hawkesbury, Blue Mountains, Wollondilly, Campbelltown City and Sutherland LGAs – plus Central Coast and Wollongong LGAs.]

Minimise co-mingling of participants from different games and timeslots where possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible.

Orienteering events have staggered starting times. If mass start events are held, organisers must ensure the participants follow the 2 square metre rule at the start and finish.

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Organisers should use the entry information, signs, markers on the ground to emphasise the need for 1.5m physical distancing. They should, if necessary, supplement this by using COVID Marshals to encourage participants to move further apart. Organisers can disqualify orienteers if they don't social distance, please give a warning before doing this (ONSW's Competitors' Rules require compliance with the COVID-19 Safety Plan). If necessary, organisers can stop the event on safety grounds.

In planning for events, organisers should pay attention to areas where crowding may occur. For example: toilets, start areas, relay changeovers, download stations, drinks at the finish, result boards, returning collected maps to competitors, presentations.

Organisers should liaise with the managers of any food or clothing store at an orienteering event (the store has to have its own COVID-19 Safety Plan).

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.

The nature of orienteering events means that large gatherings do not occur outside the assembly and start areas.

Where possible, encourage participants to avoid carpools with people from different household groups.

Participants should avoid shared travel arrangements such as carpooling. For long journeys, please balance this with the need to have a second driver.

Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.

See section on "Support 1.5m physical distancing" above.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

Communal facilities are rarely available at orienteering. If they are organisers must devise an appropriate strategy; this could be "the facilities are closed to orienteers".

Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.

See previous section.

Use telephone or video platforms for essential staff meetings where practical.

Event planning and other orienteering staff or volunteer meetings should be held by telephone or video platforms where this practical.

Hygiene and Cleaning

Adopt good hand hygiene practices.

Event information should encourage competitors to wash and/or sanitise their hands regularly. The information should ask competitors to bring their own hand sanitisers. If competitors are likely to finish the event with visibly dirty hands, they should be encouraged to bring extra water and soap. Hand sanitisers are less effective if the dirt is not washed off.

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

Provide hand sanitiser facilities at the assembly area (eg registration, key boxes, portaloos, finish), the start and at any refreshment points.

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.

Organisers should ensure public toilets are well stocked with hand soap and paper towels or hand dryers. A poster should be placed so it encourages people to hand wash effectively. A suitable poster is available on the Orienteering NSW COVID-19 Updates webpage.

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

Avoid shared food and drinks.

Participants should be encouraged to bring their own drink bottles, snacks, towels or other personal gear. They should not share them.

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.

Event organisers should provide some protective equipment, cleaning materials and disinfectant for event officials. Officials should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

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

Organisers should eliminate as far as possible multiple people touching a surface.

1. No drinks controls or organiser supplied water at the start or finish for competitors. If there is no town water near the finish, organisers should have an emergency supply of water (for first aid).
2. Contactless punching is preferable followed by traditional SPORTident punching. SI units should be firmly affixed to a solid object such as a post, to avoid the need for competitors to touch the unit.
3. Used rental SI sticks and compasses should be cleaned and disinfected between uses/events.
4. Control descriptions should be printed on the map and/or made available to be printed by participants prior to the event.

5. Maps will be kept by competitors when they finish.

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

Organisers should refer to the World Health Organisation guidance on cleaning surfaces which is available on the NSW COVID-19 Updates webpage.

Staff should wash hands thoroughly with soap and water before and after cleaning.

Noted.

Encourage contactless payment options.

Contactless event registration or entry and electronic payment is recommended.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

The entry process must capture all participants contact details. Entry using Eventor is recommended.

COVID contact details of competitors who don't enter using Eventor, organisers, parents, young children who do not compete at an event must be recorded, preferably electronically. Ideally, this should be done using the Services NSW QR code process. If the details are not provided electronically, the paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

If entries are taken by means other than Eventor or Services NSW QR Codes, organisers must ensure participants contact details are retained for a period of at least 28 days.

The club's Public Officer must be an Eventor administrator, know which QR Code system is used and receive electronic contact information from the event organiser within a few hours after the event. The Public Officer will provide records as soon as possible, but within 4 hours, upon request from an authorised officer.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

Eventor entries will use the Eventor database of Australian orienteering members and casual orienteers. The database, Orienteering Australia and Orienteering NSW have privacy rules.

Records gathered only for COVID-19 tracing purposes will comply with this requirement.

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

Event information should recommend all orienteers and other attendees download the COVIDSafe app and bring their phone to the event or training session.

Carrying a phone whilst competing or training is optional at events up to State League level. Carrying a phone at a NSW Championships or higher-level event is not permitted, unless the organiser permits it.