

> HELPING BUSINESS GET BACK TO WORK

30 June 2020

COVID-19 Safety Plan

Effective 1 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

> 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.	Notify all involved that they are not to attend if unwell/have symptoms.
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.	Provide club members with ONSW protocols. Volunteers are to ask sick competitors and volunteers to leave the event arena.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	N.A.
Display conditions of entry (website, social media, venue entry).	Conditions are part of the event entry process. Website and Facebook to advertise conditions of entry along with a club newsletter. Signage.

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.	N.A.
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 	N.A.

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.	N.A.
Minimise co-mingling of participants from different games and timeslots where possible.	Competitors have been instructed to arrive ready to compete and leave after completing their course. Not expecting more than 100 people.
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.	No seating, social distancing signage. Leave event after competing - discourage socialising.
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.	Competitors have been instructed to arrive ready to compete and leave after completing their course.
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	Markers to space out people while waiting to start.
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	N.A.
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	No facilities provided. Encouraged to use toilets before arriving.
Use telephone or video platforms for essential staff meetings where practical.	Meetings are held by Zoom.
Review regular business deliveries and request contactless delivery and invoicing where practical.	N.A.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Bring own sanitiser and water/soap for hand cleaning. Requested to clean before and after competing.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Hand sanitiser provided at finish/download table.
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.	N.A.
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	No water or food sold or provided. Told to bring own water.
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	N.A.
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.	N.A.
Clean areas used for high intensity sports with detergent and disinfectant after each use.	N.A.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Hire SI sticks used once and cleaned after event.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	There will be no sharing or touching of equipment by competitors/visitors.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Checked by organiser.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Instruct volunteers in handling equipment after event using gloves (supplied).
Encourage contactless payment options.	No payment will be taken at event.

REQUIREMENTS	ACTIONS
Record keeping	
<p>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.</p>	<p>Competitor information is recorded through the Eventor online entry system. Volunteers to record their name and contact details on sheet.</p>
<p>Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Publicise through Facebook and newsletter.</p>
<p>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.</p>	<p>Yes</p>