

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**

Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	Western and Hills Orienteers Incorporated
Business location (town, suburb or postcode)	The Club has no fixed premises. This plan Covers upcoming events : 24/1/20 at Tregear Reserve, Wilkes Cres, Tregear; 31/1/20 at Heritage Park, Heritage Park Drive, Castle Hill; 10/2/20 at Barton Park, Gladstone St, North Parramatta.
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Effective date	15 January 2021
Date completed	23 January 2021

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 the event before they receive a negative COVID-19 test result. Symptoms of COVID-19 include: fever (37.5 degrees or higher); cough; sore throat, shortness of breath (difficulty breathing); runny nose; loss of taste; loss of smell.

In addition, Organisers will refuse entry to 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 location in NSW 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.

Prior to the event, this plan will be distributed to the volunteers by email. The 'when to get tested' poster and 'physical distancing poster' will be displayed at the event. Instructions for use of each cleaning product in the WHO cleaning bucket are provided on the product labels and gloves are supplied for volunteers to use.

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

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Not applicable.

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

Conditions of entry are displayed on Eventor. Pre-entry people will be emailed prior to the event with the conditions of entry.

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

Event Organisers will liaise with landholders/councils.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Not applicable.

Physical distancing

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

In Greater Sydney, indoor areas must not exceed one participant per 4 square metres of publicly accessible space.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

This is an outdoor event.

The Starter will remind participants to keep 2m away from any people waiting at public transport stops.

In indoor areas, spectators should not sing or chant. In outdoor areas, spectators older than 12 years should wear masks if singing or chanting.

Not applicable.

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.

This event has a Start window of 9.30-11.00am. Participants will be reminded to "Arrive, Run, Leave". Organisers will ensure participants follow the 2 square metre rule at the Start and at the Finish.

Ensure 1.5m physical distancing where possible, including:

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

Cones will be used to remind people of separation at 'Enter on Day' and at 'Finish / Download'. There is a sign at the Meeting Point to remind people of physical distancing. There is a COVID Marshall to remind / warn people who don't comply. There will be no results posted at the event.

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

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

Cones will be used to remind people of separation at 'Enter on Day' and at 'Finish / Download'. There is a sign at the Meeting Point to remind people of physical distancing. There is a COVID Marshall to remind / warn people who don't comply. There will be no results posted at the event.

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

Not applicable at this event.

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

Not applicable at this event.

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

Event preparation has involved a small number of people meeting outdoors. Course planning review is conducted generally via email.

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

Not applicable.

Hygiene and cleaning

Adopt good hand hygiene practices.

Event information will include advice to competitors to wash and or sanitise their hands regularly. Event information asks competitors to bring their own hand sanitiser. Hand sanitiser will be provided at the Assembly area, the Start and at the Finish/Download area.

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

Hand sanitiser will be provided at the Assembly area, the Start and at the Finish/Download area.

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.

Soap and paper towels will be available for use at the toilets.

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

No water or food will be provided at the event.

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

Fluoro vests etc will not be used at the event.

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.

Gloves, cleaning materials and products are provided for volunteers to clean frequently touched areas and surfaces. Volunteers will wear gloves when cleaning (available in the

WHO cleaning bucket) and will wash or sanitise their hands before and after cleaning.

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

Not applicable.

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

Rental SI sticks and compasses will be cleaned using a Dettol solution after the event. A plastic tub is provided for used SI sticks until they can be cleaned.

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

Generally not applicable but items are available in Cleaning bucket.

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

Instructions are on the labels of the cleaning / disinfectant products, available in the WHO cleaning bucket, and will be followed.

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

Soap and paper towel are available for this purpose.

Encourage contactless payment options.

All payments are contactless.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Not applicable.

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.

Details are collected via Eventor for pre-entries and phone numbers will be checked. A QR code that collects this information is used for Enter-on-Day entries. After the event, a contact list of participants will be prepared and distributed to key club officials.

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, used for pre-entries, uses 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. The contact list will only be distributed to key club officials to support the provision of these details promptly if they are required.

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

Event information will recommend all orienteers and attendees download the COVIDSafe app and bring their phone to the event. Carrying a phone whilst competing is generally not practical.

Community sport organisations should consider registering their business through nsw.gov.au.

As a not-for profit sports club we don't have an ABN.

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 will cooperate with NSW Health.

As we are not a workplace with staff, we will not notify SafeWork NSW.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes