



ORIENTEERING NSW

COVID-19 SAFETY PLAN FOR SOUTHERN HIGHLANDS ORIENTEERS INC – 1 January 2021

INTRODUCTION

The following document is based on NSW Health's COVID-19 Safety Plan [webpage](#) for Community sporting competitions and full training activities.

Business details

Business name

Southern Highlands Orienteers Inc (SHOO)

Business location (town, suburb or postcode)

Camden and Campbelltown LGAs. Please note that each orienteering event organised by Southern Highlands Orienteers is at a different location. It is not practical to complete a plan and register each location.

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

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.

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 shall 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.

Event officials shall be briefed on how to practice good hygiene.

First aid kit has examination gloves and masks (resuscitation, medical).

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

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

Pre-entry refunds shall 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.

Not applicable.

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 space (excluding staff) to a maximum of 300 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 Greater Sydney – which is bounded by Northern Beaches, Hornsby, The Hills, Hawkesbury, Blue Mountains, Wollondilly, Campbelltown City and Sutherland LGAs – plus Central Coast and Wollongong LGAs.]

Our assembly and start areas have enough space to meet the 4 square metre rule.

In indoor areas, audience members should not sing or chant. In outdoor areas, spectators 12 years and older 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.

Participants are required to arrive ready to run and leave after their run. We expect no more than 20 people shall be around the assembly area at any one time.

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.**

Entry information, signs, markers on the ground shall emphasise the need for 1.5m physical distancing. There shall be a COVID Marshal to encourage participants to move further apart and manage the start procedure.

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 shall be requested to 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.

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.

Not applicable.

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

Not applicable.

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

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

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

Orienteering has almost no regular business deliveries.

Hygiene and Cleaning

Adopt good hand hygiene practices.

Event information encourages competitors to wash and/or sanitise their hands regularly. The information asks competitors to bring their own hand sanitisers.

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

Hand sanitiser facilities shall be provided at the assembly 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.

Not applicable.

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

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

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

Not relevant to orienteering.

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.

Not applicable.

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.

Used rental SI sticks and compasses shall be cleaned and disinfected between uses/events.

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

Not necessary for orienteering.

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

Noted.

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

Noted.

Encourage contactless payment options.

Online pre-entry shall be encouraged with limited enter-on-day (payment by direct debit preferred).

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.

Entry using Eventor shall be strongly encouraged.

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

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

The club's Public Officer is an Eventor administrator. They know the Services NSW QR Code system is used and shall receive electronic contact information from the event organiser within a few hours after the event. The Public Officer shall 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 shall 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.

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

SHOO has registered through Services NSW.

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.

SHOO will do this.

I agree to keep a copy of this COVID-19 Safety Plan at the event.

Noted.