COVID-19 SAFETY PLAN GARINGAL ORIENTEERS JANUARY 29 2021

INTRODUCTION

This Plan replaces Garingal Orienteers 3 January COVID-19 Safety Plan. The Plan has been updated to reflect changes in NSW Government COVID rules.

Where there are more than 100 participants at an orienteering event or training session (30 in Greater Sydney), the event organiser must prepare and follow a COVID-19 Safety Plan. The Plan prepared by the organiser must be signed off by the Club's Public Officer.

The following document is derived from a COVID-19 Safety Plan template for NSW orienteering clubs. It is based on NSW Health's COVID-19 Safety Plan webpage for Community sporting competitions and full training activities (as at 21 December), the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020 and other the other Public Health Orders mentioned.

Business details

Business name

Garingal Orienteers Inc

Business location (town, suburb or postcode)

c/- Mark Lusher, Secretary, Garingal Orienteers: secretary@garingal.com.au Please note that each orienteering event and training session organised by Garingal Orienteers is at a different location. It is not practical to complete a plan and register each location.

Website

www.garingal.com.au

Completed by
Warwick Selby (COVID officer)

Plan approved by
Mark Lusher (secretary and public officer)

Email address

secretary@garingal.com.au

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 or 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.

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. 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.

ONSW 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.

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 to orienteering.

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.

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.]

Organisers should ensure assembly and start areas have enough space to meet the 2 or 4 square metre rule (as applicable).

In Greater Sydney:

- Assembly and start areas and all parts of the course must not be indoors. Indoors "does not include an area with at least 2 sides open to the weather."
- Courses must indoor avoid shopping centres if there is a roof and two or more sides have walls (eg an arcade). Avoiding other shopping centres or areas where the public congregates is a good idea.
- 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

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.

Nearly all 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 (4 square metres if indoors in Greater Sydney).

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 do not 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.

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 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.

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.

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.

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

Not applicable to orienteering.

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

No pin punch only controls. If manual control cards are used then participants should supply their own pen or pencil.

Used rental SI sticks and compasses should 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.

Organisers should refer to the World Health Organisation guidance on cleaning surfaces which is available on the ONSW 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.

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).

Indoor facilities are rarely used at orienteering. If they are organisers must devise an appropriate strategy; this could be “the facilities are closed to orienteers”.

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 do not enter using Eventor, as well as organisers, parents, young children who do not compete at an event must be recorded, preferably electronically. This will be done by QR code process. If by chance 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 QR Codes, organisers must ensure participants contact details are retained for a period of at least 28 days.

The club’s Public Officer, COVID Officer or their appointee 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 specifically permits it.

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

ONSW is doing this and encourages all clubs to register.

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 do this.

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