

# > HELPING BUSINESS GET BACK TO WORK



16 July 2020

## COVID-19 Safety Plan

Effective 17 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](http://nsw.gov.au)

ORGANISATION DETAILS
Organisation name:
Plan completed by:
Approved by:

### > 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
<b>Wellbeing of staff and visitors</b>	
Exclude staff, volunteers, parents/carers and participants who are unwell.	PPE gear provided. Signage re Covid 19 posted at venue. Soap & sanitiser provided at venue. More detail contained in Oztag Safety Plan.
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.	All competition staff & Covid safety officers will or have completed the Infection Control Training Covid 19 certificate. The other requirements are detailed in the Oztag safety plan.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Yes
Display conditions of entry (website, social media, venue entry).	See Oztag safety plan.

<b>Wellbeing of staff and visitors</b>	
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	Oztag associations are liaising with local councils.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>Swimming pools</li> <li>Gyms</li> <li>Indoor recreation facilities</li> <li>Restaurants and cafes (for kiosks or canteens)</li> <li>Major recreation facilities</li> </ul>	Completed, sent to all associations and available on Oztag website.
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.	Post on all social media and email to delegate of teams. Make posters of this instruction and post at venue
Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website ( <a href="https://nsw.gov.au/covid-19/latest-news-and-updates">nsw.gov.au/covid-19/latest-news-and-updates</a> ).	Post on all social media and email to delegate of teams. Make posters of this instruction and post at venue
Take all reasonable steps to minimise the number of spectators attending community sport events.	COVID safety officers to police and reinforce this rule at the venue
If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.	Adhere to this rule and call game off

<b>REQUIREMENTS</b>	<b>ACTIONS</b>
<b>Physical distancing</b>	
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.	Contained in Oztag safety plan.
Minimise co-mingling of participants from different games and timeslots where possible.	Contained in Oztag safety plan.
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.	Associations intending to run shortened Winter competitions will abide by the Oztag safety plan re No spectators. Juniors will abide by 1 parent/guardian and police the social distancing.
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.	Addressed in Oztag safety plan.
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	Addressed in Oztag safety plan.

Physical distancing	
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	Showers and change rooms will remain locked
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	Addressed in Ozttag safety plan.
Use telephone or video platforms for essential staff meetings where practical.	Noted but not applicable at the venue.
Review regular business deliveries and request contactless delivery and invoicing where practical.	N/A

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Addressed in Ozttag safety plan.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Addressed in Ozttag safety plan.
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.	Showers and change rooms will remain locked
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	Addressed in Ozttag safety plan.
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	Addressed in Ozttag safety plan. Tags to be laundered after each night of competition.
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.	Addressed in Ozttag safety plan.
Clean areas used for high intensity sports with detergent and disinfectant after each use.	Addressed in Ozttag safety plan.

Hygiene and cleaning	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Addressed in Oztag safety plan.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Addressed in Oztag safety plan.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Noted
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Noted.
Encourage contactless payment options.	Addressed in Oztag safety plan.

REQUIREMENTS	ACTIONS
Record keeping	
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.	Addressed in Oztag safety plan.
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	Addressed in Oztag safety plan. Emailed all key association personnel to download the app several weeks ago.
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.	Noted.