

COVID-19 Event 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](https://www.nsw.gov.au).

Organisation Details	
Organisation Name:	New South Wales Ice Skating
Plan completed by:	Terri Probert
Approved By	NSWISA Board

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your visitors and workers safe

Requirements	Actions
Wellbeing of attendees	
Exclude volunteers, parents/carers, participants and visitors who are unwell	<p>Ensure all officials, volunteers, parents/carers, participants and visitors declare that they HAVE NOT:</p> <ul style="list-style-type: none">• Been diagnosed with COVID-19 or in close contact with a person with COVID-19 in the last 14 days• Been tested for COVID-19 and currently awaiting the results• Travelled overseas in the past 14 days• Visited Victoria in the 14 days prior to the event• Attended any of the reported case locations listed on the NSW Health website• Shown COVID-19 symptoms including<ul style="list-style-type: none">○ Fever○ Cough○ Sore Throat○ Fatigue○ Shortness of breath <p>Entry should not be permitted if any of these are noted.</p>

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<p>Provide volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.</p>	<p>Anyone with symptoms should have a COVID-19 test. Symptoms of COVID-19 include:</p> <ul style="list-style-type: none">• Fever• Cough• Sore Throat• Fatigue• Shortness of breath <p>They should ring 1800 020 080 to speak to the National Coronavirus Helpline for information on coronavirus or help with the COVIDSafe app.</p> <p>Physical distancing means reducing close physical contact with one another. To do this you must:</p> <ul style="list-style-type: none">• Not shake hands, hug or kiss as a greeting.• Keep a distance of 1.5 metres between yourself and other people. <p>Suggested signage for the entry desk and at the rink entrance: https://www.health.gov.au/resources/publications/coronavirus-covid-19-keeping-your-distance</p> <p>If volunteers reasonably suspect someone could have the virus or has been exposed they should:</p> <ul style="list-style-type: none">• Instruct the person to go directly home to self-isolate and seek advice from the Coronavirus Helpline;• Clean and disinfect the areas where the person and close contacts have been.
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<p>N/A, this is the responsibility of the venue operator.</p>
<p>Display conditions of entry (website, social media, venue entry).</p>	<p>Promote that all events will be run as COVID safe events through website, social media, newsletter and entry forms.</p> <p>Ensure that entry conditions, including declaration and requirements to collect names and contact details, are available.</p> <p>The venue entry check-in desk should be setup with:</p> <ul style="list-style-type: none">• Markers on the floor to designate where to stand to ensure that social distancing is enforced;• Entry and exit through separate doors, markers to direct traffic through the entryway where possible. <p>Suggested signage for the entry desk: https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-print-ads-simple-steps-to-stop-the-spread-coronavirus-covid-19-print-ads-simple-steps-to-stop-the-spread.pdf</p>

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	Venue entry conditions of the venue operators should be confirmed.
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	<p>Confirm with venue operators that they have a COVID Safety Plan in place.</p> <p>Consider the SafeWork Australia COVID-19 Checklists / information</p> <p>https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Workplace-Checklist.pdf</p> <p>https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Good-Hygiene-Checklist.pdf</p> <p>https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf</p> <p>https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf</p>
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> • Swimming pools • Gyms • Indoor recreation facilities • Restaurants and cafes (for kiosks or canteens) • Major recreation facilities. 	<p>Venue operator responsibility.</p> <p>Confirm with venue operators that they have a COVID Safety Plan in place.</p>
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior	<p>Ensure all officials, volunteers, parents/carers, participants and visitors declare that they HAVE NOT:</p> <ul style="list-style-type: none"> • Visited Victoria in the 14 days prior to the event. <p>Entry should not be permitted if this is noted.</p>
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 (nsw.gov.au/covid-19/latestnews-and-updates).	<p>Ensure all officials, volunteers, parents/carers, participants and visitors declare that they HAVE NOT:</p> <ul style="list-style-type: none"> • Attended any of the reported case locations listed on the NSW Health website. <p>Entry should not be permitted if this is noted.</p>
Take all reasonable steps to minimise the number of spectators attending community sport events.	Where practical, spectators should be limited to one parent, carer or guardian per skater as per government guidelines.
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	N/A
Physical distancing	
Ensure the number of people in a facility does not exceed one person per 4 square	Venue operator responsibility.

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<p>metres (excluding staff) to a maximum of 500 people.</p>	
<p>Minimise co-mingling of participants from different activities and timeslots where possible.</p>	<p>Consider the timing of the activities to maintain safe distancing and avoid congestion in high traffic areas.</p> <p>Attendees should be limited to only those who are required to attend and should leave following the presentation or conclusion.</p> <p>For competitions, medal presentation areas are to be setup with 1.5m distancing.</p> <p>Persons handing out medals must use hand sanitiser prior to each presentation and hand the medal / trophy to the participant only avoiding physical contact.</p> <p>Medal presentations should be conducted in small groups e.g. after every second event to reduce the number of people gathering at any one time.</p>
<p>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 activities and timeslots co-mingling.</p>	<p>Information on social distancing to be provided via website, social media and at the venue.</p> <p>COVID-19 Safety coordinator to monitor for adherence.</p>
<p>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.</p>	<p>Ensure that there is time between sessions where possible to allow for entry and exit to limit cross contact. Set up an area for drop off and pick up with markers in place to ensure social distancing.</p> <p>Ensure that there is adequate signage to make people aware of the requirements to not mingle and maintain social distancing.</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.</p>	<p>Venue operator responsibility.</p> <p>Mark areas in hallways, entry / exits and spectator areas, etc.</p> <p>Clearly label entry/exit and flow through the building.</p> <p>Where possible, access to and egress from the Ice should be at separate places.</p>
<p>Ensure communal facilities such as showers, change rooms and lockers and have strategies in place to reduce crowding and promote physical distancing.</p>	<p>Use floor markings where possible and encourage attendees to come dressed to limit access to change rooms.</p> <p>Appoint a monitor for change-room / toilet access.</p>
<p>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.</p>	<p>All warm-ups should be done outside of the building, weather permitting, or in a designated warm up area.</p> <p>Locker rooms should be closed; skaters should come prepared to take the ice including hair and makeup done and just put on their boots at the rink.</p> <p>Leave all personal equipment in skating bag or car.</p>

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<p>Use telephone or video platforms for essential volunteer of committee meetings where practical.</p>	<p>Meetings to be completed via telephone or video conferencing with follow up via email rather than in person.</p>
<p>Review regular business deliveries and request contactless delivery and invoicing where practical.</p>	<p>N/A – venue operator responsibility.</p>
<p>Hygiene and cleaning</p>	
<p>Adopt good hand hygiene practices.</p>	<p>Reinforce through the newsletter, website, and social media and at the venue.</p>
<p>Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.</p>	<p>Confirm with venue.</p> <p>Ensure that hand sanitiser is available at all entry and high touch point areas.</p> <p>Consider use of posters to instruct on correct usage https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf</p>
<p>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.</p>	<p>Confirm with venue.</p> <p>Ensure that adequate supplies are available and check throughout the day to ensure that they remain in supply. Suggested signage: https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1 https://www.health.gov.au/resources/publications/coronavirus-covid-19-print-ads-good-hygiene-is-in-your-hands</p>
<p>Encourage participants to bring their own water bottles, sweat towels and equipment</p>	<p>Promote requirements through all channels including website, social media and signage.</p>
<p>Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.</p>	<p>N/A</p>
<p>Clean frequently used indoor hard surface areas, including children’s play areas, at least daily; first with detergent and water, and then disinfect.</p> <p>Clean frequently touched areas and surfaces, including in communal facilities, several times per day.</p>	<p>Venue operator responsibility.</p> <p>Consider the SafeWork Australia Cleaning Checklist https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Cleaning-Checklist_26May2020.pdf https://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19</p> <p>Gate marshall to wipe down gate after each event. IJS equipment to be wiped down between panel changes.</p>

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Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	Venue operator responsibility.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Venue operator responsibility.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Venue operator responsibility. A COVID-19 Safety Kit should be available at each event with supplies and PPE if required.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Venue operator responsibility.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Venue operator responsibility.
Encourage contactless payment options.	Promote use of electronic payments through website, social media and at the venue. Encourage coaches to use electronic payment methods.
Record keeping	
Keep a record of name and a mobile number or email address for all 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.	Keep meticulous records of anyone attending the facility by date/time including name and mobile phone or email in case of need for contact tracing. Ensure that records are securely stored and destroyed once no longer required.
Make attendees and volunteers are aware of the COVIDSafe app and its benefits to support contact tracing if required.	Provide information on the COVIDSafe app via website, social media and signage. Consider https://www.health.gov.au/resources/publications/covid-safe-app-we-need-your-help https://www.health.gov.au/resources/publications/covid-safe-app-download-today https://www.health.gov.au/resources/publications/covid-safe-app-know-faster-if-youve-come-in-contact-with-coronavirus
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.	Ensure that volunteers are aware of the requirements to comply with regulations and notify SafeWork Australia if contacted by NSW Health.