

# COVID-19 Event Safety Plan

## Community sporting competitions and full training activities

Organisation Details	
Organisation Name:	
Plan completed by:	
Approved By	

### > REQUIREMENTS FOR BUSINESS

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

Requirements	Actions
<b>Wellbeing of attendees</b>	
<b>Exclude volunteers, parents/carers, participants and visitors who are unwell</b>	<p>Ensure all officials, volunteers, parents/carers, participants and visitors declare that they HAVE NOT:</p> <ul style="list-style-type: none"><li>• Been diagnosed with COVID-19 or in close contact with a person with COVID-19 in the last 14 days</li><li>• Been tested for COVID-19 and currently awaiting the results</li><li>• Travelled overseas in the past 14 days</li><li>• Visited Victoria in the 14 days prior to the event</li><li>• Visited a location in NSW at a time and date that requires them to self-isolate (see <a href="https://www.nsw.gov.au/covid-19/latest-news-and-updates">https://www.nsw.gov.au/covid-19/latest-news-and-updates</a>)</li><li>• Show any COVID-19 symptoms including mild symptoms such as<ul style="list-style-type: none"><li>○ Runny nose</li><li>○ Fever</li><li>○ Cough</li><li>○ Sore or scratchy throat</li><li>○ Loss of smell or taste</li><li>○ Fatigue</li><li>○ Shortness of breath</li></ul></li></ul> <p>Entry should not be permitted if any of these are noted.</p>
<b>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.</b>	<p>Anyone with symptoms (even mild) should get tested as soon as possible and isolate at home until they get the result. Symptoms of COVID-19 include:</p> <ul style="list-style-type: none"><li>• Runny nose</li><li>• Fever</li></ul>

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	<ul style="list-style-type: none"><li>• Cough</li><li>• Sore or scratchy throat</li><li>• Loss of smell or taste</li><li>• Fatigue</li><li>• Shortness of breath</li></ul> <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"><li>• Not shake hands, hug or kiss as a greeting.</li><li>• Keep a distance of 1.5 metres between yourself and other people.</li></ul> <p>Suggested signage for the entry desk and at the rink entrance: <a href="https://www.health.gov.au/resources/publications/coronavirus-covid-19-keeping-your-distance">https://www.health.gov.au/resources/publications/coronavirus-covid-19-keeping-your-distance</a></p> <p>If volunteers reasonably suspect someone could have the virus or has been exposed they should:</p> <ul style="list-style-type: none"><li>• Instruct the person to go directly home to self-isolate and seek advice from the Coronavirus Helpline;</li><li>• Clean and disinfect the areas where the person and close contacts have been.</li></ul>
<b>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</b>	N/A, this is the responsibility of the venue operator.
<b>Display conditions of entry (website, social media, venue entry).</b>	<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"><li>• Markers on the floor to designate where to stand to ensure that social distancing is enforced;</li><li>• Entry and exit through separate doors, markers to direct traffic through the entryway where possible.</li></ul> <p>Suggested signage for the entry desk: <a href="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">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</a></p>

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	Venue entry conditions of the venue operators should be confirmed.
<p><b>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.</b></p>	<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><a href="https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Workplace-Checklist.pdf">https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Workplace-Checklist.pdf</a></p> <p><a href="https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Good-Hygiene-Checklist.pdf">https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Good-Hygiene-Checklist.pdf</a></p> <p><a href="https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf">https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf</a></p> <p><a href="https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf">https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf</a></p>
<p><b>Ensure COVID-19 Safety Plans are in place, where relevant, for:</b></p> <ul style="list-style-type: none"> <li>• Swimming pools</li> <li>• Indoor recreation facilities</li> <li>• Major recreation facilities</li> </ul> <p><b>Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with a food or drink premise must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.</b></p>	<p>Venue operator responsibility.</p> <p>Confirm with venue operators that they have a COVID Safety Plan in place, including a separate plan for the café, and have registered their business through nsw.gov.au.</p>
<p><b>Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria or have visited a location in NSW at a time and date that requires them to self-isolate, in the 14 days prior. Locations with self-isolate alerts are listed on the NSW website.</b></p> <p><b>Note: the exclusion of Victorian residents does not apply to those with border region resident permits.</b></p>	<p>Ensure all officials, volunteers, parents/carers, participants and visitors declare that they HAVE NOT:</p> <ul style="list-style-type: none"> <li>• Visited Victoria in the 14 days prior to the event.</li> <li>• Visited a location in NSW at a time and date that requires them to self-isolate.</li> </ul> <p>The latest list of locations should be downloaded daily (see <a href="https://www.nsw.gov.au/covid-19/latest-news-and-updates">https://www.nsw.gov.au/covid-19/latest-news-and-updates</a>), made available at the entry to the premises and all attendees should be asked if they have visited these locations at that time / date in question. Entry should not be permitted if this is noted.</p>
<b>Physical distancing</b>	
<p><b>Ensure the number of people in a facility does not exceed one person per 4 square metres (excluding staff) to a maximum of 500 people.</b></p>	<p>Ensure that noting that physical distancing of at least 1.5 metres must be maintained between people that are not from the same household.</p> <p>Spectators are limited to two parent/carers per skater for minors or one chaperone per skater for adult competitors where practical.</p>

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<b>Spectators singing in groups or chanting/cheering is a particularly high-risk activity and should be avoided where possible.</b>	Spectators should be advised that they should not chant/cheer or sing.
<b>Minimise co-mingling of participants from different activities and timeslots where possible.</b>	<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. More than one parent may now attend if physical distancing of at least 1.5 metres can be maintained between people that are not from the same household.</p> <p>Attendees should leave following the presentation or conclusion of their event and not remain on premise to watch other events.</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>Any photos taken must abide by the 1.5m social distancing rules.</p> <p>Follow the guidance in the <a href="#">NSWISA017 NSWISA IJS Covid Policy</a>.</p>
<b>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.</b>	<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>
<b>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.</b>	<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>
<b>Where possible, encourage participants to avoid carpools with people from different household groups.</b>	Information on avoiding carpools to be provided to all competitors.
<b>Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.</b>	<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>

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<p><b>Ensure communal facilities such as showers, change rooms and lockers and have strategies in place to reduce crowding and promote physical distancing.</b></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><b>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.</b></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>
<p><b>Use telephone or video platforms for essential staff meetings where practical.</b></p>	<p>Staff meetings are a venue operator responsibility. Meetings to be completed via telephone or video conferencing with follow up via email rather than in person.</p>
<p><b>Review regular business deliveries and request contactless delivery and invoicing where practical.</b></p>	<p>N/A – venue operator responsibility.</p>
<p><b>Hygiene and cleaning</b></p>	
<p><b>Adopt good hand hygiene practices.</b></p>	<p>Reinforce through the newsletter, website, and social media and at the venue.</p>
<p><b>Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.</b></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  <a href="https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf">https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf</a></p>
<p><b>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.</b></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:  <a href="https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1">https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1</a>  <a href="https://www.health.gov.au/resources/publications/coronavirus-covid-19-print-ads-good-hygiene-is-in-your-hands">https://www.health.gov.au/resources/publications/coronavirus-covid-19-print-ads-good-hygiene-is-in-your-hands</a></p>
<p><b>Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.</b></p>	<p>Promote requirements through all channels including website, social media and signage.</p>
<p><b>Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.</b></p>	<p>N/A – there are no shared uniform items.</p>

## **COVID-19 Safety Plan**

<p><b>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.</b></p>	<p>Venue operator responsibility.</p> <p>Consider the SafeWork Australia Cleaning Checklist <a href="https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Cleaning-Checklist_26May2020.pdf">https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-19_Cleaning-Checklist_26May2020.pdf</a></p> <p><a href="https://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19">https://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19</a></p> <p>Gate marshalls to wipe down gate after each event. IJS equipment to be wiped down between panel changes. Cleaning to be performed regularly of entry and exit touch points.</p>
<p><b>Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.</b></p>	<p>Venue operator responsibility.</p>
<p><b>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.</b></p>	<p>Venue operator responsibility.</p>
<p><b>Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.</b></p>	<p>Venue operator responsibility.</p> <p>A COVID-19 Safety Kit should be available at each event with supplies and PPE if required.</p>
<p><b>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers’ instructions.</b></p>	<p>Venue operator responsibility.</p>
<p><b>Staff should wash hands thoroughly with soap and water before and after cleaning.</b></p>	<p>Venue operator responsibility.</p>
<p><b>Encourage contactless payment options.</b></p>	<p>Promote use of electronic payments through website, social media and at the venue. Encourage coaches to use electronic payment methods.</p>
<p><b>Record keeping</b></p>	
<p><b>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. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</b></p>	<p>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 preferably using an app.</p> <p>Ensure that records are securely stored and destroyed once no longer required.</p>

## **COVID-19 Event Safety Plan**

**Make your staff 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>

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

NSWISA to consider registering as a COVID Safe business.

**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.