

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Community sport

Business details

Business name	Bowral Little Athletics Club
Business location (town, suburb or postcode)	Bowral
Completed by	Mick Cooney
Email address	mikcooney@yahoo.com.au
Effective date	19 October 2021
Date completed	22 October 2021

Wellbeing of staff and customers

Exclude staff, volunteers, parents/carers and participants who are unwell.

Agree

Yes

Tell us how you will do this

Before participating at Little Athletics, we have advised all participants and their parents/carers, and all volunteers that they must not attend any Little Athletics activity, if in the past 14 days if they have:

- attended any of the reported case locations listed on the NSW Health website (<https://www.nsw.gov.au/covid-19/latest-news-and-updates>)
- been in contact with a known or suspected case of COVID-19, or
- are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions.
- been unwell or had any flu-like or below symptoms
- Fever (≥ 37.5 degrees),
- Cough
- runny nose
- shortness of breath
- sore or scratchy throat
- loss of smell or taste or appetite
- fatigue
- headache
- diarrhoea
- nausea/vomiting
- joint/muscle pain
- chills or sweats
- acute blocked nose congestion
- unexplained chest pain
- conjunctivitis

We have advised everyone that they should check the NSW Government website for advice regarding the full list of symptoms associated with COVID-19 infection: <https://www.nsw.gov.au/covid-19/symptoms-and-testing>.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.
Agree

Yes

Tell us how you will do this

We will recommend that our COVID-19 Safety Officer/s and other interested volunteers, complete the COVID-19 Infection Control Training <https://covid-19training.gov.au/login>

We have worked with Little Athletics NSW to promote and encourage the use of the following resources and websites to obtain accurate information:

- Australian Government Department of Health: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

- NSW Government Department of Health: <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx>
- World Health Organisation: <https://www.who.int/>
- Australian Institute of Sport: <https://ais.gov.au/health-wellbeing/covid-19>
- Sport Australia: <https://www.sportaus.gov.au/>
- Little Athletics NSW COVID-19 Resources: <https://lansw.com.au/covid-19-resources/>

Similarly, we have promoted the range of COVID-19 “campaign resources” produced internally along with those produced by the Federal Government, including the posters outlining hygiene practices (e.g. promoting thorough hand washing) found at: <https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources>.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

We will display posters, distribute and share information about COVID-19 across our digital channels and at appropriate locations around our club house and venue. Where appropriate, we will identify and address potential language, cultural and disability barriers associated with communicating COVID-19 information to participants, members and other stakeholders.

In conjunction with our state governing body, Little Athletics NSW, we have developed and promoted amongst our members and stakeholders, a range of resources on COVID-19.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible; remind players, officials, volunteers and spectators of vaccination requirements in marketing and communications materials; check vaccination status upon arrival and only accept valid forms of evidence of vaccination; train staff and volunteers on ways to check proof of COVID-19 vaccination status. Guidance for organisations is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: Staff and volunteers outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in

order to enter the premises.

Agree

Yes

Tell us how you will do this

Information will be provided to club members outlining current NSW Health public health order requirements. Where there are restrictions on access to our events, for example vaccination requirements, these will be managed in accordance with government guidance material.

This information will be broadcast on our social media platforms, signposted at various locations at the venue and will be verbally communicated by our COVID Officer at each event during the restricted period.

Vaccination status for people 16 years of age or older will be requested at the event during the restricted period.

Physical distancing

Capacity at an outdoor community sporting event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 1000 persons.

Agree

Yes

Tell us how you will do this

In order to ensure compliance with the order the following options will be considered when training or competition events are scheduled:

- Minimising spectators where necessary.
- Staggering start times- Tiny Tots will commence earlier on club nights
- Maintaining a 1.5m social distance between spectators.
- If necessary- placing a cap on registrations.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff / volunteers.**

Agree

Yes

Tell us how you will do this

- We will disperse spectators throughout the venue and by using signage and PA announcements to advise of the strict requirements. Each age group will meet in a separate location upon arrival. A distance of more than 1.5m will separate age groups.
- Each event is physically separated across 2 playing fields. Spectators will be reminded about social distancing.

Minimise mingling of participants from different games and timeslots where possible, particularly people aged under 16 who may not yet be fully vaccinated. For mass participation events, consider staggering the starting times for different groups to minimise crowding where possible.

Tell us how you will do this

We will have staggered commencement times for the following age groups-

- 4.15pm start for Tiny Tots
- 5.00pm start for U6 and U7
- 5.30pm start for U8-U17

Each event has generous distancing from the next event so age groups cannot easily mingle.

Agree

Yes

Avoid congestion of people in specific areas where possible, such as change rooms and other communal facilities.

Agree

Yes

Tell us how you will do this

Wherever possible, we will allow time between age groups at each event (particularly field events), to enable one group to leave the event area before the next group arrives, to minimise congestion and contact.

We will communicate with age managers, officials and members to encourage personal equipment and bags be arranged to maintain adequate physical distancing between individuals.

We will promote and communicate the importance of social distancing of 1.5 metres between spectators (e.g. parents/carers). This will be done through marked spectator areas, social media, direct communication, and signage.

We will indicate the number of people that can occupy indoor spaces in accordance with the 2m² guideline including toilets/changerooms, storage shed, club house rooms etc.

Strategies must be in place to reduce crowding and promote physical distancing in communal facilities such as showers, change rooms and lockers.

Agree

Yes

Tell us how you will do this

We will manage access onto the field and entry and exit points to the venue, allowing a seamless flow of traffic and of people through the venue, to limit the risk of overlap and congestion.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up/drop-off zones and staggered start/finish times.

Agree

Yes

Tell us how you will do this

Age groups finish at staggered time due to the staggered start times. When restrictions

are in place, club members will be encouraged to leave the venue upon completion of their final event. This information will be communicated directly to members.

Where possible, encourage participants to avoid carpools with people from different household groups.

Agree

Yes

Tell us how you will do this

High vaccination rates are in place in our region. Club members come from long distances to complete so will be provided appropriate information from NSW Health to make decisions on transport to the venue.

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

The event is an outdoor event- singing and dancing inside is not relevant.

Ventilation

For indoor areas, review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

The events are located in an outdoor venue.

The clubs storage shed doors will remain open on club meets and training sessions as equipment is accessed and stored.

Windows and external doors of the bathroom facilities will remain open.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

The events are located in an outdoor venue.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

The club storage shed door will be left open when accessed and a capacity limit will be applied.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

N/A

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

N/A

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

N/A

Hygiene and cleaning

Face masks must be worn in indoor areas, unless exempt.

Note: People engaging in physical exercise are exempt.

Agree

Yes

Tell us how you will do this

Where a Public Health order requires the usage of masks, the club will communicate this to all members and have this as a condition of entry.

The events are located in an outdoor venue- masks are currently not required.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

We will wipe down key spaces, surfaces and objects (such as benchtops, door handles, keys etc. regularly).

Further we will:

- Promote and provide hand washing guidance to all participants and volunteers ([http://www.who.int/gpsc/clean_hands_protection/en /](http://www.who.int/gpsc/clean_hands_protection/en/));
- Promote regular and thorough hand washing by volunteers and participants;
- Provide sanitising hand rub within the venue and refill regularly;
- Replace/refill soap in toilets regularly;
- Place bins around the venue.

We will provide hand sanitiser within the venue and ensure it is regularly refilled.

We will encourage participants, volunteers, and/or parents/carers to carry personal hand sanitiser to enable good personal hygiene.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

We will:

- Refill soap in toilets regularly.
- Refill paper towel dispensers in toilets when required.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

We will clean (with sanitiser spray solution) frequently used spaces, surfaces and objects before each meet and training session.

Within the constraints of the competition, we will implement arrangements to minimise the shared use of equipment where possible.

Participants will be encouraged to not share personal items such as drink bottles and towels.

Shared laptops and pens will be wiped down before and after use.

Shared equipment (particularly throws equipment) will be washed and wiped with antibacterial wipes or alcohol-based sanitiser prior to use by each age group.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, attendees and contractors.

Note: Organisations are not required to keep proof of vaccination status in their records.

Agree

Yes

Tell us how you will do this

All members will be advised of the requirement to sign into all scheduled events and training via the clubs QR code.

We will maintain a record of all staff, volunteers, athletes, spectators and contractors that attend a scheduled competition event or training session via the club's QR code-supported by Service NSW.

Where contact tracing is required, NSW Health will have access to data via the QR code sign in.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the event.

Agree

Yes

Tell us how you will do this

Club members sign in details will be checked for each club meet.

The clubs COVID Officer will ensure members have signed in upon entry to the venue.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, attendees and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

We will maintain paper records of all staff, volunteers, athletes, spectators and contractors that attend a scheduled competition event or training session via the age group folders. These records are used in the clubs Results HQ online reporting platform.

Where contact tracing is required, NSW Health will be provided access as required.

Other types of venues or facilities at the event must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the event 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 if the event

has sub-premises that are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

N/A

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

Yes