

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

Your COVID-19 Safety Plan

Community sport

Business details

Business name	Nowra Athletics Club
Business location (town, suburb or postcode)	Ron Brown Sporting Complex, Shoalhaven High School
Completed by	Darlene Musgrove
Email address	lmuzza@tpg.com.au
Effective date	1 November 2021
Date completed	1 November 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

Signage will be displayed on noticeboard at venue, alerting people, if unwell, not to attend or participate.

Social media will be used to relay messages encouraging people who are unwell, not to

attend.

Email correspondence sent alerting all members/committee members not to attend if unwell.

If anyone is displaying obvious symptoms of being unwell, a committee member will ask them to leave.

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

Information provided by Athletics NSW and Office of Sport is shared with committee members.

NSW Health and NSW Government websites consulted for information and this is shared, as appropriate with committee members.

Email correspondence sent regularly to remind all committee members of covid safe guidelines to follow., including vaccination requirements, when to get tested, physical distancing, mask wearing and cleaning.

Signage displayed on noticeboard at venue, alerting people about covid safe guidelines to follow as a condition to enter/participate in competition.

Social media used to relay messages about covid safe rules to follow.

Covid safe guidelines discussed at committee meetings.

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

Signage about conditions of entry displayed on notice board at venue.

QR code displayed at venue and everyone is asked to sign in/out.

Social media and email communication used to convey information about conditions of entry.

Website displays information about conditions of entry including requirements to stay away if unwell, vaccination and record keeping.

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>

Agree

Yes

Tell us how you will do this

Signage displayed on noticeboard at venue, alerting people about needing to be vaccinated as a condition to enter/participate in competition.

Social media and website used to relay messages about needing to be vaccinated to participate/spectate in competition.

Email correspondence sent alerting all members and committee members to vaccination requirements.

Covid safe guidelines and vaccination requirements discussed at committee meetings.

All committee members shown how to check proof of COVID-19 vaccination status.

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

We will not exceed the 1 person per 2 square metres of space or 1000 persons

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

Signage displayed at entrance to venue, alerting people about physical distancing where possible.

Social media used to relay messages about physical distancing.

Email correspondence sent alerting all members and committee members to physical distancing whenever not participating in an athletic event.

Physical distancing and arrangements of events to encourage physical distancing discussed at committee meetings

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 are an athletics club with mixed ages competing. All competitors and spectators will be encouraged verbally, and through written signage and correspondence to minimise

gathering in a crowd wherever possible

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

Signage displayed at venue, alerting people about not gathering in large groups.

Social media used to relay messages about not gathering in large groups when not competing.

Email correspondence sent alerting all members and committee members to the need to avoid congestion of people.

Covid safe guidelines including discouraging congestion of people discussed at committee meetings.

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

Signage displayed at venue, alerting people about not gathering in large groups near communal facilities such as the toilets.

Social media used to relay messages about not gathering in large groups near the toilets.

Email correspondence sent alerting all members and committee members to the need to avoid congestion of people.

Covid safe guidelines including discouraging congestion of people discussed at committee meetings.

Covid marshall appointed at the venue to speak to people where required to ask them

to disperse/not gather in large groups.

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

Signage displayed at venue, alerting people about not gathering in large groups outside the venue.

Social media used to relay messages about not gathering in large groups outside the venue.

Email correspondence sent alerting all members and committee members to the need to avoid congestion of people.

Covid safe guidelines including discouraging congestion of people discussed at committee meetings.

Covid marshal appointed at the venue to speak to people where required to ask them to disperse/not gather in large groups

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

Agree

Yes

Tell us how you will do this

Signage displayed at venue, alerting people about not gathering in large groups outside the venue.

Social media used to relay messages about not gathering in large groups outside the venue.

Email correspondence sent alerting all members and committee members encouraging them to avoid carpools.

Covid safe guidelines including discouraging carpooling discussed at committee meetings.

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

NA - there is no singing in our athletics events

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

NA - we only compete outdoors

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

We only compete outdoors

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

Agree

Yes

Tell us how you will do this

NA - we only compete outdoors

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

NA - we only compete outdoors

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

NA - we only compete outdoors

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

NA - we only compete outdoors

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

NA - we only compete outdoors where masks are 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

Sanitiser available at various positions around the grounds.

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

Agree

Yes

Tell us how you will do this

Toilets will be stocked with handsoap and papertowel and toilets will be cleaned before/after competition.

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

Tables/chairs used at entry/recording area will be wiped down after use. Any equipment used during conducting of competition will be cleaned after use.

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

QR Code will be displayed at entry to venue.

Signage displayed at venue, asking people to sign in/out as a condition to enter/participate in competition.

Social media used to relay messages about needing to check in/out in order to participate/spectate in competition.

Email correspondence sent alerting all members and committee members about QR code requirements.

Covid safe guidelines and QR code requirements discussed at committee meetings. All committee members shown how to check proof of sign in status

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

QR Code will be displayed at venue.

Signage displayed at venue, asking people to sign in/out as a condition to enter/participate in competition.

Social media used to relay messages about needing to check in/out in order to participate/spectate in competition.

Email correspondence sent alerting all members and committee members about QR code requirements.

Covid safe guidelines and QR code requirements discussed at committee meetings

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

Paper sign in available if someone cannot check in with the QR code. These records will be retained for 28 days and provided in an electronic format within 4 hours upon request from an authorised officer.

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

NA - no sub premises

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

Yes