

# > HELPING BUSINESS GET BACK TO WORK



## COVID-19 Safety Plan

Version 6 – 26 September 2020

### Major recreation facilities (including stadiums, showgrounds and racecourses)

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

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.

Organisations must follow the current COVID-19 Public Health Orders and 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 [www.nsw.gov.au](http://www.nsw.gov.au)

ORGANISATION DETAILS	
Organisation name:	Lake Macquarie Regional Football Facility
Plan completed by:	Kean Marshall – Venue Manager
In alignment with:	The Return to Play Guidelines developed by Northern NSW Football

### REQUIREMENTS FOR ORGANISATION?

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>	
<b>Exclude staff, volunteers, parents/carers and participants who are unwell:</b>	<p>Before participating in any football activity, we have advised all players, team officials, parents/carers and other club members they must not attend training or matches, if in the past 14 days if they have:</p> <ul style="list-style-type: none"> <li>- been unwell or had any flu-like symptoms, or</li> </ul>

	<ul style="list-style-type: none"> <li>- been in contact with a known or suspected case of COVID-19, or</li> <li>- any sudden loss of smell or loss of taste, or</li> <li>- are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions.</li> </ul> <p>We have advised that they should check the NSW Government website for advice regarding the full list of symptoms associated with COVID-19 infection: <a href="https://www.nsw.gov.au/covid-19/symptoms-and-testing">https://www.nsw.gov.au/covid-19/symptoms-and-testing</a></p>
<p><b>Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.</b></p>	<p>We have worked with to promote and encourage the use of the following resources and websites in order to obtain accurate information:</p> <ul style="list-style-type: none"> <li>- Australian Government Department of Health: <a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert</a></li> <li>- NSW Government Department of Health: <a href="https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx">https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx</a></li> <li>- World Health Organisation: <a href="https://www.who.int/">https://www.who.int/</a></li> <li>- Australian Institute of Sport: <a href="https://ais.gov.au/health-wellbeing/covid-19">https://ais.gov.au/health-wellbeing/covid-19</a></li> <li>- Sport Australia: <a href="https://www.sportaus.gov.au/">https://www.sportaus.gov.au/</a></li> </ul> <p>Similarly, we have promoted the range of COVID-19 “campaign resources” produced by the Federal Government, including posters outlining hygiene practices (e.g. promoting thorough hand washing) found at: <a href="https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources">https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources</a></p>
<p><b>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</b></p>	<p>All staff have been briefed on the return to work plan which included direction on self-isolating when required and managing any possible infections.</p> <p>All staff have been instructed to follow NSW Health directions in relation to COVID-19 and contact their manager in relations to leave entitlements.</p>
<p><b>Display conditions of entry (website, social media, venue entry):</b></p>	<p>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.</p> <p>Where appropriate, we will identify and address potential language, cultural and disability barriers associated with communicating COVID-19 information to players, members and other stakeholders.</p> <p>We have developed and promoted amongst our members and stakeholders, a range of resources on COVID-19. These can be downloaded <a href="#">here</a>:</p>

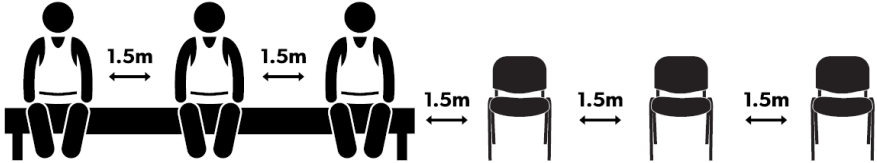
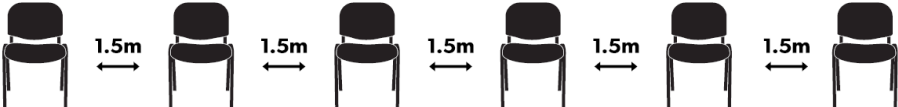
**Wellbeing of staff and visitors**

**Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).**

As we will not be preselling tickets to our matches this is not applicable.

Ensure COVID-19 Safety Plans are in place, where relevant, for:  
**Restaurants and cafes**  
**Functions and conferences**  
**Community centres and halls (if hiring out space)**  
**Community sports**

Sidelines Café has its own COVID Safety plan.

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
<p>The total number of people in a major recreation facility hosting a ticketed event with allocated seating areas must not exceed 25% of its capacity, to a maximum of 10,000 people.</p>	<p>All of our events will be non-ticketed for the 2020 season.</p>
<p>The total number of people in a major recreational facility hosting a nonticketed or non-seated event must not exceed one person per 4 square metres of publicly accessible space (excluding staff), to a maximum of 500 people.</p>	<p>Competition Administrators and club officials have considered the number of participants and fixtures to adhere to the maximum of 500 people per venue at one time.</p> <p>Our grandstand capacity is 25% of what it traditionally would be. Whilst members of the same household may sit together, this does not alter the capacity of our grandstand.</p> <p>Where team benches are permanent (fixed), we will limit the total number of seats to ensure a minimum of 1.5 metres between each member of the coaching staff and substitutes. Where possible, we will mark seats with masking tape and if necessary, provide additional seats to extend the length of the bench.</p>  <p>Where team benches are made up of plastic/other moveable chairs, we will position them so they are at least 1.5 metres apart. Further, we will place signage in technical areas promoting social distancing and reposition the chairs at the required distance between matches.</p> 
<p>Alcohol can only be served to seated patrons.</p>	<p>Throughout this time, we have elected not to serve alcohol to anyone in our venue.</p>
<p>Seated groups should be separated by 1–2 empty seats on both sides to support physical distancing. Develop strategies to achieve this,</p>	<p>Signage has been placed at the entrance to all grandstands, as well as signage in the fence in front of the grandstands to remind patrons to have 1-2 empty seats on both sides, and only sit with members of their household.</p> <p>We will also remind patrons through PA announcements to keep social distancing whilst seated in grandstands.</p>

<p>such as allocated seating or an allocated seating area. Have strategies in place to ensure physical distancing between non-household groups.</p>	
<p>Have strategies in place to prevent co-mingling of spectator groups, such as by using alternate sections and closing access corridors. Each section should have a designated entry/exit, toilets and food/drink service where practical.</p>	<p>The majority of our venue is outdoor open space. Our spectators do not generally come from distinct geographical locations and would otherwise be mingling outside of the venue. All areas of the venue will be reminded of social distancing principals.</p>
<p>Consider exiting each section in staggered times to avoid crowding outside the venue. If a facility has multiple grounds, consider staggering the start times of different shows/matches to minimise crowding.</p>	<p>We will ensure that there are multiple exits open for patrons to leave the facility at the end of the match if required, prior to the next match, helping to keep the overall number at the facility at one time as low as possible.</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or to order food or drinks, or in areas where people stand, such as along the railing at racetracks. Use separate doors or rope barriers to mark the entry and exit wherever practical.</p>	<p>The majority of the activity at the facility has been reduced to essential participants and one parent / carer only which will reduce numbers significantly.</p> <p>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 PA announcements, marked seating, social media, direct communication and signage.</p> <p>We will indicate the number of people that can occupy indoor spaces in accordance with the 4m<sup>2</sup> guideline including toilets, change rooms, canteens, club rooms etc.</p>
<p>Use signage at entrances to any halls or exhibit areas to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow</p>	<p>Signs confirming the maximum of 500 in our facility are places at the entry point of our facility.</p> <p>All change rooms will also include maximum capacity signage throughout our facility.</p>

<b>of visitors through these spaces if crowds are anticipated.</b>	
<b>Consider implementing a time-based booking or ticketing system for long events or popular exhibits to minimise crowding across the facility</b>	Our events are match time specific and as such most players and spectators leave after their match has been completed. The extra time allocated between matches discourages patrons from staying around.
<b>If there are security bag checking arrangements in place, have strategies to minimise crowding such as additional staffing and asking people to have their bags open ready for quick visual inspection. If staff need to touch the bag or items within, have hand sanitiser available for them to use before and after.</b>	Our matches do not generally require bag checks upon entry.  If any additional security measures are imposed on matches, we will ensure that this is taken into account in the risk assessment and security plan prepared.
<b>Consider strategies to manage crowding during breaks, such as allowing people to bring their own food and drinks into the venue, or additional personnel available to assist with crowd control.</b>	Patrons are always permitted to bring their own food or drink, with the exception of alcohol, into our venue.  Reminders will be broadcast over the PA throughout the day in relation to the capacity of the café and waiting outside until any order is ready, this is covered more specifically in the Sidelines Café Safety Plan.
<b>Promote online ticket purchasing and electronic ticket checking where these are available.</b>	As previously mentioned, our match days will not be ticketed.
<b>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times including at meal breaks and in any office or meeting rooms.</b>	Our staff have been briefed to ensure that they always adhere to the social distancing principals whilst on duty for our club, The staff kitchen and communal areas have been closed for anything other than food preparation.
<b>Use telephone or video for essential staff meetings where practical.</b>	When held, we will conduct club and team meetings via virtual meeting platforms such as Zoom, Facetime, Teams and so on, in place of face- to-face meetings. If we need to meet face to face, we will keep the time to a minimum,

	implement social distancing requirements by ensuring maximum room allowances are not exceeded and ask participants sit more than 1.5m apart.
<b>Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.</b>	Our match day staff do not adhere to a strict roster as it is based on the times of matches and flow of patrons. They have been briefed to ensure that they always remain 1.5m apart from each other.
<b>Consider physical barriers such as plexiglass around counters with high volume interactions with customers.</b>	Currently only our entry point which is outdoors is a high interaction area. We will investigate the use of physical barriers for the key areas and implement if when required. During inclement weather entry for players and spectators will be made available via the main entrance doors.
<b>Review regular deliveries and request contactless delivery and invoicing where practical.</b>	We do not generally get deliveries to the venues for matchday equipment.

<p><b>Have strategies in place to manage gatherings that may occur immediately outside the premises, such as before and after events.</b></p>	<p>We will ensure our venue is open early enough to prevent any gathering of players outside the venue. It is highly unlikely that patrons gather outside our venue after a match due to the location.</p>
<p><b>Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events, if crowding on public transport may occur.</b></p>	<p>With a cap of 500 person in our ground, and our ground location – we do not rely on public transport for mass transportation of patrons.</p>
<p><b>Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.</b></p>	<p>With a cap of 500 person in our ground, and our ground location – we do not rely on public transport for mass transportation of patrons.</p>



REQUIREMENTS	ACTIONS
<b>Hygiene and Cleaning</b>	
<b>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.</b>	<p>We will:</p> <ul style="list-style-type: none"> <li>- Refill soap in toilets regularly.</li> <li>- Refill paper towel dispensers in toilets when required.</li> <li>- Place bins around the venue.</li> </ul> <p>We will promote and provide hand washing guidance to all participants and volunteers: (<a href="http://www.who.int/gpsc/clean_hands_protection/en/">http://www.who.int/gpsc/clean_hands_protection/en/</a>) and display hand washing guidance in all toilets, changerooms and canteens within our facility.</p>
<b>Have hand sanitiser at key points around the facility, such as entry and exit points.</b>	<p>We will provide hand sanitiser within the venue and ensure it is regularly refilled.</p> <p>We will encourage players, officials, volunteers, and/or their parents/carers to carry personal hand sanitiser to enable good personal hygiene.</p>
<b>Avoid handing out pamphlets, signs or other sponsored materials. Consider digital alternatives.</b>	<p>We will refrain from printing hard copies of our match day programs, or any other promotional material and move them to be available on social media and online.</p>
<b>Clean frequently used indoor hard surface areas at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces such as door handles and handrails several times per day.</b>	<p>We will clean frequently used spaces, hard surfaces and objects regularly.</p>
<b>Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.</b>	<p>We will store sanitisers, disinfectant solutions and detergents appropriately and use in accordance with the manufacturer's instructions.</p>
<b>Staff should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</b>	<p>We will encourage volunteers and staff to wear gloves when cleaning and wash their hands thoroughly before and after with soap and water.</p>
<b>Encourage contactless payment options.</b>	<p>We will encourage appropriate food/beverage and cash handling arrangements are in place including the use of correct monetary value to minimise contact and where possible, we encourage contactless electronic payment.</p>

REQUIREMENTS	ACTIONS
<b>Record Keeping</b>	
<p><b>Keep a record of name and a mobile number or email address for all staff, customers and contractors for a period of at least 28 days. For group bookings, one contact is sufficient to support contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</b></p>	<p>All players, coaches, team officials, match officials and volunteers are required to register and provide contact details through Football Federation Australia's National online registration system - PlayFootball.</p> <p>All fixtures are administered through an online Competition Management System (CMS). If required the Competition Administrator can identify which clubs, specific teams, players, team officials and match officials participated in any given fixture. The CMS is also complemented by team sheets.</p> <p>For the purposes of contact tracing, accompanying parents/spectators will be able to be contacted through the relevant players' mandatory online registration.</p> <p>All patrons, with the exception of staff as outlined above entering the venue will be required to provide their name and a contact number either via the QR code provided, which is held centrally by Northern NSW football for 28 days. In the event a patron is unable to use the QR code there is also a manual sign in form which the club will keep for 28 days also.</p> <p>The sign in form also asks patrons to confirm they have not been to Victoria, or an identified NSW Hotspot in the previous 14 days.</p>
<p><b>Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.</b></p>	<p>We have encouraged all participants and staff to download the COVIDSafe App and the logo is on all Northern NSW Football Signage at the ground.</p>
<p><b>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.</b></p>	<p>We commit to working closely with NSW Health should any positive cases be linked to the venue or the club and provide any information necessary.</p>