

> HELPING BUSINESS GET BACK TO WORK

COVID-19 Safety Plan

Version 9 - Updated 14 January 2022

Community sporting competitions and training activities

Fill in your business details and select your business type.

Review each of the actions in the checklist under each section:

- wellbeing of staff and customers
- physical distancing
- ventilation
- hygiene and cleaning
- record keeping.

Each requirement must be addressed in each section by briefly telling us how you will put these practices into place.

Once you complete the COVID-19 Safety Plan, a confirmation email will be sent to you with a copy of your plan attached as a PDF.

To complete the COVID-19 Safety Plan offline, print a blank copy of the form using the print button.

Remember to keep a copy of your COVID-19 Safety Plan on your premises at all times.

Business details	
Business name	<INSERT CLUB NAME>
Business location (town, suburb or postcode)	<INSERT CLUB LOCATION>
If your business has multiple premises, complete a Safety Plan for each location.	

REQUIREMENTS	Explain how you will do this
Wellbeing of staff and visitors	
Exclude staff, volunteers, parents/carers and participants who are unwell.	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 they have:

	<ul style="list-style-type: none"> - been unwell or had any flu-like symptoms, or - been in contact with a known or suspected case of COVID-19, or - any sudden loss of smell or loss of taste, or - are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions. <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: https://www.nsw.gov.au/covid-19/symptoms-and-testing</p>
<p>Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning:</p>	<p>We have worked with Northern NSW Football 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"> - 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/ <p>Similarly, we have promoted the importance of Covid-19 vaccination & 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: https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources</p>
<p>Display conditions of entry such as requirements to stay away if unwell.</p>	<p>Open community facilities have multiple entry & exit points. However, 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 players, members and other stakeholders.</p> <p>In conjunction with our state governing body, Northern NSW Football, we have developed and promoted amongst our members and stakeholders, a range of resources on COVID-19. These can be downloaded here:</p>
<p>Wellbeing of staff and visitors</p>	

<p>Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.</p>	<p>We will strongly encourage vaccinations however it is not mandatory to participate in community sport.</p>
<p>REQUIREMENTS</p>	<p>Explain how you will do this</p>
<p>Physical distancing</p>	
<p>Support 1.5m physical distancing where possible, including:</p> <ul style="list-style-type: none"> • at points of mixing or queuing • between seated groups • between staff. 	<p>All key areas of seating will be marked with a capacity and reminder of social distancing requirements. Key areas of mixing such as entry and canteen will have social distancing markers noted using tape / cones or similar types of marking.</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>We will encourage players and spectators to leave the facility as soon as possible following the conclusion of their training/games.</p>
<p>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.</p>	<p>We will stagger arrival and/or departure times when possible for different groups and teams, and within the constraints of the venue design, manage entry and exit points to allow a seamless flow of players/coaching staff and parents/attendees through the venue to limit the risk of overlap and congestion.</p>
<p>Avoid congestion of people in specific areas where possible, such as change rooms and other communal facilities.</p>	<p>Competition Administrators have scheduled matches and we have arranged training days and times to minimise contact, cross-over and avoid unnecessary gatherings of players, family members and staff.</p> <p>We will schedule time between games/training sessions when possible, to enable all attendees to arrive and exit the venue safely, with minimal contact with others.</p> <p>We will indicate the number of people that can occupy indoor spaces in accordance with the relevant guidelines including toilets, change rooms, canteens, club rooms etc.</p>
<p>Strategies must be in place to reduce crowding and promote physical distancing in communal facilities such as showers, change rooms and lockers.</p>	<p>We will stagger arrival and/or departure times when possible for different groups and teams, and within the constraints of the venue design, manage entry and exit points to allow a seamless flow of players/coaching staff and parents/attendees through the venue to limit the risk of overlap and congestion.</p>

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.	We will stagger arrival and/or departure times when possible for different groups and teams, and within the constraints of the venue design, manage entry and exit points to allow a seamless flow of players/coaching staff and parents/attendees through the venue to limit the risk of overlap and congestion. Competition Administrators have scheduled matches and we have arranged training days and times to minimise contact, cross-over and avoid unnecessary gatherings of players, family members and staff.
Where possible, encourage participants to avoid carpools with people from different household groups	We will encourage participants & parents/guardians to use private transport via social media platforms & direct communications.
REQUIREMENTS	Explain how you will do this
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.	We require mask whilst indoors, and we are limiting the number of people indoors at any time.
Use outdoor settings wherever possible.	Our sport is played outdoors.
In indoor areas, increase natural ventilation by opening windows and doors where possible.	Wherever possible, we will maximise natural ventilation by opening doors &/or windows.
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).	We will increase ventilation in indoor areas through opening doors & windows or the use of mechanical ventilation devices where available.
Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).	Wherever possible, we will maximise outside air intake and minimise recirculation of air.
Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.	Our sport is predominately outdoors & indoor spaces will be used sparingly.
REQUIREMENTS	Explain how you will do this
Hygiene and Cleaning	
Face masks must be worn by people aged over 12 in indoor areas, unless exempt. Note: People engaging in physical exercise are exempt.	Communication to all members will outline the requirement that face mask must be worn indoors when attending the facility.
Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.	We will wipe down key spaces, surfaces and objects (such as benchtops, door handles, team benches, keys etc regularly). Further we will:

	<ul style="list-style-type: none"> - Promote and provide hand washing guidance to all participants and volunteers; https://www.who.int/teams/integrated-health-services/infection-prevention-control - 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 encourage players, officials, volunteers, and/or their parents/carers to carry personal hand sanitiser to enable good personal hygiene.
<p>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.</p>	<p>We will:</p> <ul style="list-style-type: none"> - Refill soap in toilets regularly. - Refill paper towel dispensers in toilets when required. - Place bins around the venue. <p>We will promote and provide hand washing guidance to all participants and volunteers: (http://www.who.int/gpsc/clean_hands_protection/en/) and display hand washing guidance in all toilets, changerooms and canteens within our facility.</p>
<p>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.</p>	<p>We will clean frequently used spaces, hard surfaces and objects regularly.</p>
<p>REQUIREMENTS</p>	<p>Explain how you will do this</p>
<p>Record Keeping</p>	
<p>Consider having a NSW Government QR code available so that workers and customers can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.</p>	<p>We have downloaded the Service NSW QR code & will display these at various points around the venue. Communications & social media post will be used to alert all members & stakeholders of the need to scan in on arrival to our venue.</p>
<p>Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.</p>	<p>We have reviewed this guide & have a procedure in place in the event that a member test positive for COVID-19.</p>
<p>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 if a worker has tested positive. Visit https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronaviruslaunch for more information.</p>	<p>We will cooperate with NSW Health in the case of an identified positive COVID-19 case.</p>