

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



Your COVID-19 Safety Plan

Community sport

Business details

Business name	South Eastern Little Athletics Centre
Business location (town, suburb or postcode)	Kensington NSW
Completed by	Robyn Morris
Email address	info@southeasternlac.org.au
Effective date	19 October 2021
Date completed	21 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 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.

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 all our identified COVID-19 Safety Coordinator/s (at minimum) and a number of other interested volunteers (as much as practicable), 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/>

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. These can be downloaded here.

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

We will inform all people of the entry requirements prior to the event. Upon arrival at the venue all will be required to check in via the Service NSW QR code. Vaccination status (or exemption) will be checked by COVID-19 officers.

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

Consideration around the 1000 participants

The current Public Health Order directs the organiser of a community sporting activity must ensure that gathering for the activity involved has no more than 1000 participants, at any one time.

Participants include the following:

- a) A person engaged in the sporting activity
- b) An official involved in the conduct or organization of the sporting activity
- c) A spectator of the sporting activity

In order to ensure compliance with the order the following options will be used as required:

- 1 parent/carer only per registered athlete can attend the venue per activity
- Spreading competitions/events across more than one day or evening
- Placing a cap on registrations

Consideration of available playing options to staying within the 1000 participants limit

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 take the necessary precautions to minimise the risk of transmission by dispersing spectators throughout the venue and by using signage and PA announcements to advise of the strict requirements.

We will encourage members to leave the facility as soon as possible following the conclusion of their training session or last event.

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

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.

Wherever necessary, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.

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

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.

We will indicate the number of people that can occupy indoor spaces in accordance with the 2m² guideline including toilets/changerooms, canteens, 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 not permit any showering at the venue.

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

Toilets will be open for use and will display clear signage to indicate the recommended number of people entering (dependent on the space of the amenities).

We will also request Council to increase the regularity that they clean public amenities.

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

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

Smoking shall not be permitted in any competition or spectator area during any little

athletics activity including competitions and training sessions.

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

Agree

Yes

Tell us how you will do this

N/A

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

Access will be reduced to any indoor area. If access is permitted for members of the centre, they will be supervised by a committee member or the COVID Safety Officer to ensure all restrictions are followed.

Little Athletics NSW has a zero tolerance on the consumption of alcohol during any sanctioned event. There will be no sale or consumption of alcohol during the conduct of any Little Athletics activity.

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

If an indoor area is open for the use by the organisation, all windows and doors, where possible, will be opened by the COVID Safety Officer to optimise the flow of natural ventilation.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

All competition is run outside.

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

Agree

Yes

Tell us how you will do this

If an indoor area is open for the use by the organisation, all windows and doors, where possible, will be opened by the COVID Safety Officer to optimise the flow of natural ventilation.

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

If an indoor area is open for the use by the organisation, all windows and doors, where

possible, will be opened by the COVID Safety Officer to optimise the flow of natural ventilation.

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

We will advertise on our website and social media channels that all participants and volunteers attending our Centre competition and training days are to obey the current health orders regarding face masks. We will make announcements over the PA system

through-out our activities reminding participants and volunteers if masks must be worn.

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 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

N/A

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

Our Centre will be using the Service NSW QR Code system.

All paper-based registers will be transferred to an electronic spreadsheet by the COVID Safety Officer within 4 hours.

Centre weekly results are recorded in an online Competition Management System. This allows the Competition Administrator to identify which members were in attendance on any given day.

Officials/volunteers are required to sign-on each week for insurance purposes, and this sign-on information will double as an attendance register for the purpose of contract tracing.

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

The Service NSW QR Codes will be visible and available at various entry points throughout the facility where attendees will be requested to utilise QR Codes to check in on entry and out on conclusion of activity.

Volunteers will be placed at entry points ensuring all attendees are checking-in using the Service NSW QR Code.

Announcements will be made throughout the activity requesting all participants to ensure they have checked in.

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

A manual entry sheet will be available at the entry point.
We will transfer these to the electronic format within 4 hours.

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