# COVID-19 Safety Plan

Effective 26 August 2021

## Outdoor Events - Community sporting competitions and full training activities

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

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/)

Centres should have a COVID-19 Safety Coordinator/s in place who should ideally be responsible for the completion, review and upkeep of this document.

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| **ORGANISATION DETAILS** | |
| **Organisation name**: | **South Eastern Little Athletics Centre** |
| **Plan completed by**: | **Robyn Morris** |
| **In alignment with:** | **The Return to Little Athletics Guidelines developed by Little Athletics NSW** |

## REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe.

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| **REQUIREMENTS** | **ACTIONS** |
| **Wellbeing of staff and visitors** | |
| **Exclude staff, volunteers, parents/carers and participants who are unwell:** | 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](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nsw.gov.au%2Fcovid-19%2Flatest-news-and-updates&data=02%7C01%7C%7Cea082627d80948098eb008d82d2ce14c%7C8c96bd242c864345b5ac5dadb5b6b9ed%7C0%7C0%7C637309018069612444&sdata=Bx2qU2R7m1pOccoupb6ZGLN8x2Fxv7sjMfmML6B0504%3D&reserved=0)) * 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 heath conditions. |

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|  | 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-](https://www.nsw.gov.au/covid-19/symptoms-and-testing) [testing](https://www.nsw.gov.au/covid-19/symptoms-and-testing) |
| **Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor:** | 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](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](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-](https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources) [campaign-resources](https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources) |
| **Make staff aware of their leave entitlements if they are sick or required to self- isolate.** | Whilst our centre’s workforce are volunteers, we have made them aware of the above-mentioned symptoms and stipulated that they should stay away from the centre and self-isolate in the event that they experience any symptoms. |
| **Display conditions of entry (website, social media, venue entry):** | 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. |

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|  | 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](https://lansw.com.au/covid-19/). |
| **If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place:** | We have to date and will continue to liaise and work with our venue owners - Local Councils or schools (public/private), or private owners to comply with any specific requirements they may have.  We have determined physical distancing protocols to be used within shared facility spaces (e.g. canteen, toilets/change rooms, spectator viewing areas and club house/rooms), and where appropriate, have clearly marked with tape and/or signage. |
|  | We have and will continue to encourage individuals to be respectful of shared space, minimise time spent in these areas and observe physical distancing measures. |
|  | When we conduct our canteen operations, we commit to implementing hygiene and social distancing measures including: |
|  | - marking social distancing for queues and for canteen volunteers; |
|  | - having hand sanitiser at point of sale; |
|  | - regularly wiping down counters with detergent/disinfectant; |
|  | * providing gloves for canteen volunteers; and * displaying hand washing directions above sinks |
| **Ensure COVID-19 Safety** | We do not have a pool or gymnasium, and as stated above, we will |
| **Plans are in place, where** | implement the necessary protocols for the conduct of our canteen |
| **relevant, for:** | operations. |
| * **Swimming pools** |  |
| * **Gyms** |  |
| * **Restaurants and cafes** |  |

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| **REQUIREMENTS** | | **ACTIONS** |
| **Physical distancing** | | |
| **Ensure the number of people in a facility does not exceed one person per 2 square metres (excluding staff) to a maximum of 5000 people:** | **Consideration around the 5000 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 5000 participants, at any one time.  Participants include the following:   1. A person engaged in the sporting activity 2. An official involved in the conduct or organization of the sporting activity 3. 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 5000 participants limit | |
| **Minimise co-mingling of participants from different matches and timeslots where possible:** | 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. | |

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| **Ensure any spectators comply with 1.5 metres physical distancing where practical, such as through staggered seating. People who live in the same household are not required to distance. Have strategies in place to prevent spectators from different matches and timeslots co-mingling.** | 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.  Only 1 parent/carer per registered athlete can attend the activity at the venue. |
| **Have strategies in place to manage gatherings that may occur immediately outside the premises, including designated smoking areas:** | 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. |
| **Singing by audiences is not allowed in indoor areas.**  **Patrons can only consume alcohol when seated in indoor areas.**  **Dancing is not allowed in indoor hospitality venues or nightclubs (except for**  **weddings, where no more than 20 people from the wedding party are permitted to**  **dance):** | 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. |
| **Where practical:**  **encourage private transport options to minimise crowding on public transport**  **coordinate with public transport to minimise COVID-19 risks associated with**  **transportation to and from the venue if crowding may occur:** | Not applicable |
| **Reduce crowding wherever possible and promote physical distancing with markers on the floor:** | 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. |
| **Assess the safe capacity of communal facilities such as showers, change rooms and lockers.**  **Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing:** | 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. |

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| **Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible:** | We will not permit any showering at the venue.  We will limit the use of toilets/changerooms as far as possible and clean as required. |
| **Use telephone or video platforms for essential staff meetings where practical:** | When possible, we will conduct centre committee 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. |
| **Review regular business deliveries and request contactless delivery and invoicing where practical:** | We will contact all suppliers and seek their support for contactless deliveries to the centre and electronic invoicing where practical. |

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| **REQUIREMENTS** | | **ACTIONS** |
| **Hygiene and cleaning** | | |
| **Adopt good hand hygiene practices:** | 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. | |
| **Face masks must be worn by staff and customers, unless exempt:** | We will advertise on our website and social media channels that all participants and volunteers attending our Centre competition and training days are required to where face mask. We will make announcements over the PA system through-out our activities reminding participants and volunteers masks must be worn.  We will Inform and educate all participants and volunteers about the relevant government websites that have up to date information on what effects COVID-19 is having in the Community and how wearing masks will lower the chances of contracting COVID-19 resulting in a significantly lower chance of serious ill health. | |
| **Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground:** | 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. | |

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| **Ensure bathrooms are well stocked with hand soap and paper towels:** | We will:   * Refill soap in toilets regularly. * Refill paper towel dispensers in toilets when required. |
| **Provide visual aids above hand wash basins to support effective hand washing:** | 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. |
| **Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks:** | We will stipulate that all participants are to provide their own clearly labelled drink bottle for their use only.  We will communicate to all participants the importance of not sharing any food or drinks.  We will not provide any communal drink or food for participants or volunteers such as drink containers etc. |
| **Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys:** | We will avoid the sharing of articles of clothing such as volunteer high visibility vests. |
| **Clean frequently used indoor hard surface areas, including children’s play areas, at least daily; first with detergent and water, and then disinfectant:** | Not applicable |
| **In indoor areas, increase natural ventilation by opening windows and doors where possible, and 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):** | 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. |
| **Clean frequently touched areas and surfaces, including in communal facilities, several times per day:** | We will clean frequently used spaces, surfaces and objects regularly. |
| **Clean areas used for high intensity sports with detergent and disinfectant after each use:** | Not applicable |

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| **Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use:** | 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.  We will discourage the sharing of common stationery items (pens, clip boards etc.) and other personal IT equipment (laptops, iPads, headphones, etc).  Shared equipment (particularly throws equipment) will be washed and wiped with antibacterial wipes or alcohol-based sanitiser prior to use by each age group. |
| **Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish:** | We will make soap or disinfectant/sanitiser available in common areas for visitors to access. |
| **Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers’ instructions:** | We will store sanitisers, disinfectant solutions and detergents appropriately and use in accordance with the manufacturer’s instructions. |
| **Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water:** | We will encourage volunteers to wear gloves when cleaning and wash their hands thoroughly before and after with soap and water. |
| **Encourage contactless payment options:** | 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. |

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| **REQUIREMENTS** | | **ACTIONS** |
| **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, attendees and contractors:** | 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:** | 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. | |
| **Cooperate with NSW** | We commit to cooperate fully with NSW Health if contacted in relation to a | |
| **Health if contacted in** | positive case of COVID-19 and notify SafeWork NSW on 13 10 50. | |
| **relation to a positive** |  | |
| **case of COVID-19 at your** |  | |
| **workplace, and notify** |  | |
| **SafeWork NSW on** |  | |
| **13 10 50:** |  | |