

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



Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

| | |
|--|---|
| Business name | Carlingford Cougars Junior Rugby League Club |
| Business location (town, suburb or postcode) | Carlingford |
| Completed by | Pat Patterson |
| Plan approved by | Pat Patterson (Covid Safety Officer) and Damien Mackey (Club President) |
| Email address | pyslape@gmail.com |
| Effective date | 15 January 2021 |
| Date completed | 31 January 2021 |

Wellbeing of staff and customers

Exclude staff, volunteers, parents/carers and participants who are unwell.

Regular communication via Social Media, signage at ground, emails to members, and notifications on our website will be made to all members and spectators advising anyone unwell or with cold and flu symptoms they are not to attend games, events or training sanctioned by the club or league. Our Club also has 1-2 Covid Safety Champions per team led by the Covid Safety Officer who will promote requirements. Participants or attendees who fall ill at an event will be given a mask and where available be given a

specific quarantine room at match, event and training venues. This room will be assigned ONLY for an unwell participant to enable that person/s to be quarantined whilst waiting for them to depart the venue. Once they have left the room will be cleaned and locked back up so they can be used. The person will be advised to follow NSW Health guidelines, undergo a COVID-19 test and self isolate until a negative result is returned, or undergo further testing if required by NSW health.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning, and how to manage a sick visitor.

Regular NSW Health updates and information is shared and distributed to all club officials meeting so all are aware of requirements and recorded on minutes of such meetings. In addition COVID Safety signage will be displayed at all training and game days in most visible locations advising. Messaging will promote HAVE Symptoms STAY HOME AND GET TESTED, physical distancing will be promoted, hygiene practices followed including cleaning in highly frequented areas.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Communication will be made to advise club members and staff of requirements to self isolate if they are sick and relief arrangements while unable to attend training and or games.

Display conditions of entry (website, social media, venue entry).

COVID Safety requirements will be promoted via Social Media, signage at ground, emails to members, and notifications on our website via social media, plus signage at venue entry with direct communication to officials, members, players and parents. Our Club also has 1-2 Covid Safety Champions per team led by the Covid Safety Officer who will promote requirements.

If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.

COVID Safety event plans will be updated in conjunction with owners and operators of the venue/s to communicate any updated requirements from the general club COVID Safety Plan.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises 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 where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Electronic contact details of attendees are captured on entry via online ticketing process or tracking app. When using clubhouse Service NSW check-in sheet will be supplied for attendees enabling check-in and check-out times to be entered. Attendees will also be asked to ensure their COVID Safety App is open and active.

Physical distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff) to a maximum of 3000 people.

In Greater Sydney, indoor areas must not exceed one participant per 4 square metres of publicly accessible space.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Attendees will be restricted to one person per 2 square metres with a maximum 3000 people. Identified COVID Safety Champions will be appointed to monitor crowd numbers and encourage physical distancing.

Plan will be adjusted in the event of government COVID Safety restrictions tightened or relaxed.

In indoor areas, spectators should not sing or chant. In outdoor areas, spectators older than 12 years should wear masks if singing or chanting.

Attendees intending to sing or chant will be advised to wear a mask where required under the Public Health Order.

Singing and chanting will be discouraged indoors. Wearing masks for spectators older than 12 years old will be promoted (if required) in line with the Public Health Order at the time.

Minimise co-mingling of participants from different games and timeslots where

possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible.

Where possible draws and schedules for game day will be staggered to reduce mingling of participants/spectators from different groups. Pending government restrictions schedules will be adjusted to comply. Participants will be advised to help minimise risk and where possible asked to GET IN, PLAY/TRAIN, GO HOME. Our club will ensure 1.5m physical distancing where possible, including at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points, and between seated/standing groups and between staff.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Seating areas will be marked to encourage physical distancing between groups, players, officials and spectators as per physical distancing needs.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.

Game times will be staggered to minimise gatherings outside the venue. Pending restrictions and public health order requirements attendees maybe restricted to one primary carer per child. Participants will be advised to help minimise risk and where possible asked to GET IN, PLAY/TRAIN, GO HOME.

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

Where practical, members/players/spectators will be encouraged not to travel to events with people from different households to and from events.

Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.

Markers and ground signage will be placed at minimum 1.5m spacing to encourage physical distancing where possible.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

Match day schedule will be staggered and change room use, with change rooms only used if required. If change rooms are used entry will be restricted allowing essential personnel only limited to players and team staff for a reduced time-frame.

Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.

Participants will be advised to help minimise risk and where possible asked to GET IN, PLAY/TRAIN, GO HOME. Where practical participants will be required to shower/change at home.

Use telephone or video platforms for essential staff meetings where practical.

Where practical online video platforms will be utilised for essential club meetings, or if held at a venue other than club follow the venues Covid Safe policies/protocols.

Review regular business deliveries and request contactless delivery and invoicing where practical.

Contactless delivery and invoicing business deliveries will be requested.

Hygiene and cleaning

Adopt good hand hygiene practices.

Promotion of this following information will continue from last season for eg clean your hands with soap and water for 20 seconds, or use an alcohol-based hand sanitiser. Cover your nose and mouth with a tissue when coughing and sneezing or use your elbow, not your hands.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

Hand sanitising stations will be erected around the venue and at entry/exit points. Each team will be required to have hand sanitiser readily available for specific participants.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.

Supplies of anti-bacterial wash and paper towels will be made available in all bathrooms and toilets. Effective hand wash signage will be displayed.

Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.

Players, officials, trainers, referees and other participants will be encouraged to bring their own water bottle/s and sweat towels clearly labelled with their names. Shared snacks/fruit slices will be discouraged.

Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.

Players/officials will not be permitted to share unclean jumpers. All communal team uniform items, protective items etc will be washed before being re-used.

Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.

When in use high frequented surfaces will be cleaned and disinfected. Regular cleaning carried out at toilets, dressing sheds, canteen.

Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.

Any indoor surfaces used for high intensity exercises will be cleaned between use.

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

Match balls, bench seats and other shared equipment will be cleaned between games/use. Official tables cleaned regularly throughout the event.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

Detergent and disinfectant along with gloves will be made available in communal facilities and near the official table.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Disinfectant and detergent will be maintained at appropriate strength and used in accordance with product instructions.

Staff should wash hands thoroughly with soap and water before and after cleaning.

Staff will wash hands thoroughly with soap and water after carrying out routine Covid safety cleaning.

Encourage contactless payment options.

Contactless payment options will be provided where possible.

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).

For indoor areas effective ventilation will be maximised, enabling intake of air from outside where possible.

Members will be advised of risks associated recirculating air.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Our club will maintain an electronic attendee contact lists and keep the records for a minimum period of 28 days. Records will be provided to authorised officer/s on request.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au).

Our club will use the contact records only for the designated purpose being COVID-19 contact tracing. The records will be stored confidentially and securely with password protected access. On collecting data our Covid Safety Officer understands the information provided on <https://www.nsw.gov.au/covid-19/covid-safe/customer-record-keeping>

Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.

The national COVIDSafe app and its benefits will be promoted to members.

Community sport organisations should consider registering their business through [nsw.gov.au](https://www.nsw.gov.au).

Our club will register as a business through [nsw.gov.au](https://www.nsw.gov.au)

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.

In the event of a positive case or suspected positive case our club will cooperate with NSW Health.

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

Yes