

> HELPING BUSINESS GET BACK TO WORK



16 July 2020

COVID-19 Safety Plan

Effective 17 July 2020

Community sporting competitions and full training activities

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers, volunteers and your 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 – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Organisations must follow the current COVID-19 Public Health Orders, and also 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 nsw.gov.au

ORGANISATION DETAILS	
Organisation name:	Manning Park Amateur Sailin Club
Plan completed by:	John Skewes
Approved by:	Bruce McWhirter

> REQUIREMENTS FOR ORGANISATIONS

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

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers, parents/carers and participants who are unwell.	All staff, volunteers, parents/carers and participants will be asked to leave the Club and seek medical assessment should they feel unwell
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.	All volunteers have been provided the appropriate information and briefings
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	N/A
Display conditions of entry (website, social media, venue entry).	Notice on conditions of entry have been posted to the Club's website, on social media and at the Clubhouse

Wellbeing of staff and visitors

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

N/A

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- Swimming pools
- Gyms
- Indoor recreation facilities
- Restaurants and cafes (for kiosks or canteens)
- Major recreation facilities

Covid-19 Safety Plan in place

Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.

All staff, volunteers, parents/carers and participants will be asked if they have visited Victoria in the last 14 days and if they have they will be asked to leave the Club and seek medical assessment.

Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latest-news-and-updates).

All staff, volunteers, parents/carers and participants will be asked if they have attended any of the reported case locations in NSW and if they have they will be asked to leave the Club and seek medical assessment.

Take all reasonable steps to minimise the number of spectators attending community sport events.

Participants will be directed to limit the number of spectators accompanying them.

If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.

N/A

REQUIREMENTS

ACTIONS

Physical distancing

Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people.

The Clubhouse will be limited to just 10 at any one time, the front patio area to just 20 at any one time, and the foreshore rigging area to just 100 at any one time.

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

Fleet start times are staggered throughout the day.

Ensure any spectators comply with 1.5 metres physical distance 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 games and timeslots co-mingling.

Club Marshall's will police social distancing requirements.

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.

For Catamarans and dinghies crews will be directed to the rigging area immediately upon arrival.

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

Distancing markers have been placed within the Clubhouse to ensure people remain at a social distance when queuing.

Physical distancing	
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	Competitors will be directed to limit the number who can use the shower facilities to just 2 people at any one time.
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	Competitors will be asked to shower/change at home where possible.
Use telephone or video platforms for essential staff meetings where practical.	For meeting above 10 in number social media is used to conduct meetings e.g. emails
Review regular business deliveries and request contactless delivery and invoicing where practical.	N/A

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand sanitiser and soap is provided and clear signage for people to practice good hand hygiene.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Hand sanitiser stations are provided at the entry and throughout the clubhouse.
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.	Hand soap and hand dryer are available in the club's toilets
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	Drinks and a range of foods are available from the Club's canteen.
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	N/A
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.	A cleaning routine has been established with the Duty Boat Crews
Clean areas used for high intensity sports with detergent and disinfectant after each use.	N/A

Hygiene and cleaning

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

All shared equipment will be sanitised after each use.

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

Provided from the canteen area.

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

Complying

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Duty staff directed to wear gloves and to practice good hand hygiene.

Encourage contactless payment options.

EFTPOS facility available in canteen

REQUIREMENTS**ACTIONS****Record keeping**

Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practical, for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

All volunteers, participants, and spectators attending the club will be required to sign in and provide contact details.

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

Volunteers have been made aware of the COVIDSafe app and its benefits to support contact tracing if required.

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.

The Club's management has been briefed on the requirement to cooperate fully with NSW Health if the need arises.