

> HELPING BUSINESS GET BACK TO WORK

COVID-19 Safety Plan

Effective 1 July 2020

Updated 17 January 2021

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 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

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.

ORGANISATION DETAILS	
Organisation name:	Quakers Hill Little Athletics
Plan completed by:	Garth Quinn
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.

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers, parents/carers and participants who are unwell:	<p>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:</p> <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.

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	<p>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</p>
<p>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:</p>	<p>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</p> <p>We have worked with Little Athletics NSW to promote and encourage the use of the following resources and websites 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/ - Little Athletics NSW COVID-19 Resources: https://lansw.com.au/covid-19-resources/ <p>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</p>
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<p>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.</p>
<p>Display conditions of entry (website, social media, venue entry):</p>	<p>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.</p> <p>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.</p>

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	<p>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.</p>
<p>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place:</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>When we conduct our canteen operations, we commit to implementing hygiene and social distancing measures including:</p> <ul style="list-style-type: none"> - 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
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> • Swimming pools • Gyms • Restaurants and cafes 	<p>We do not have a pool or gymnasium, and as stated above, we will implement the necessary protocols for the conduct of our canteen operations.</p>

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REQUIREMENTS	ACTIONS
Physical distancing	
<p>Ensure the number of people in a facility does not exceed one person per 4 square metres (excluding staff) to a maximum of 500 people:</p>	<p>Due to the very large size of our facilities, it's only the 500 people limitation which is relevant. We had a maximum of 250 athletes attend on our biggest night last season. Our new policy this season is 1 adult/spectator per athlete allowed. So we should always be below the 500 limit. However we are implementing a split start time for sections of age groups. Which will ensure we are substantially below the 500 person limit.</p> <p>Physical distancing measures:</p> <ul style="list-style-type: none"> • We will no longer hold a muster to gather athletes prior to competition. We will advertise each groups starting event each week. And athletes will meet their Age Manager/Group at their first event on a running night. • Maximum 1 spectator/adult per athlete • We will implement 2 sessions- tots, 6's, 7's, and 8's at 6.00pm. Then all other age groups start at 7.30pm • Additional ropes/bunting to be placed in the following areas to maximise social distancing near events and administrative areas: <ul style="list-style-type: none"> ○ Around the computer/results recording desks to protect the timing gates officials ○ Around Long Jump and High Jump competition areas to clearly identify the "field of competition" for those events • We will place an additional table between server and customers at Canteen and BBQ
<p>Minimise co-mingling of participants from different matches and timeslots where possible:</p>	<p>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.</p> <p>We will communicate with age managers, officials and members to encourage personal equipment and bags be arranged to maintain adequate physical distancing between individuals.</p> <p>Wherever necessary, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.</p> <p>Around our buildings, we will have entering people to stay to the left of the canteen/toilet block and those exiting will pass on the other side of the building between it and the storage shed.</p>

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<p>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.</p>	<p>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.</p> <p>We will encourage members to leave the facility as soon as possible following the conclusion of their training session or last event.</p>
<p>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:</p>	<p>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.</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor:</p>	<p>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.</p> <p>We will indicate the number of people that can occupy indoor spaces in accordance with the 4m² guideline including toilets/changerooms, canteens, club house rooms etc.</p>
<p>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:</p>	<p>We will not permit any showering at the venue.</p> <p>We will indicate the number of people that can occupy indoor spaces in accordance with the 4m² guideline including toilets/changerooms, canteens, club house rooms etc.</p> <p>17/1 - Masks will be worn in Canteen area</p> <p>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).</p> <p>We will also request Council to increase the regularity that they clean public amenities.</p>

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

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
<p>Adopt good hand hygiene practices:</p>	<p>We will wipe down key spaces, surfaces and objects (such as benchtops, door handles, keys etc regularly).</p> <p>Further we will:</p> <ul style="list-style-type: none"> - Promote and provide hand washing guidance to all participants and volunteers (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.
<p>Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground:</p>	<p>We will provide hand sanitiser within the venue and ensure it is regularly refilled.</p> <p>We will encourage participants, volunteers, and/or parents/carers to carry personal hand sanitiser to enable good personal hygiene.</p>

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<p>Ensure bathrooms are well stocked with hand soap and paper towels:</p>	<p>We will:</p> <ul style="list-style-type: none"> - Refill soap in toilets regularly. - Refill paper towel dispensers in toilets when required.
<p>Provide visual aids above hand wash basins to support effective hand washing:</p>	<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.</p>
<p>Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks:</p>	<p>We will stipulate that all participants are to provide their own clearly labelled drink bottle for their use only.</p> <p>We will communicate to all participants the importance of not sharing any food or drinks.</p> <p>We will not provide any communal drink or food for participants or volunteers such as drink containers etc.</p>
<p>Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys:</p>	<p>We will avoid the sharing of articles of clothing such as volunteer high visibility vests.</p>
<p>Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfectant:</p>	<p>Not applicable</p>
<p>Clean frequently touched areas and surfaces, including in communal facilities, several times per day:</p>	<p>We will clean frequently used spaces, surfaces and objects regularly.</p>
<p>Clean areas used for high intensity sports with detergent and disinfectant after each use:</p>	<p>Not applicable</p>

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<p>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use:</p>	<p>Within the constraints of the competition, we will implement arrangements to minimise the shared use of equipment where possible.</p> <p>Participants will be encouraged to not share personal items such as drink bottles and towels.</p> <p>We will discourage the sharing of common stationery items (pens, clip boards etc.) and other personal IT equipment (laptops, iPads, headphones, etc).</p> <p>Shared equipment (particularly throws equipment) will be washed and wiped with antibacterial wipes or alcohol-based sanitiser prior to use by each age group.</p> <p>Athletes will be required to sanitise hands prior to entering the competition area for throws events.</p> <p>Equipment used for Tots activities must only be used by those in the Tots age group. Siblings will not be allowed to play on the equipment before or after the event/competition. The equipment will be sprayed with disinfectant/sanitizer before and after each group use it.</p> <p>High Jump mats will be sprayed with disinfectant/sanitizer before and after each age group event.</p> <p>All equipment used by volunteers to run an event (measuring equipment, hand brooms, trowels, shovels, rakes) will be sprayed with disinfectant/sanitizer before and after each age group event.</p> <p>There will be no self-serve of food, condiments or other items around Canteen and BBQ.</p> <p>17/1 - Masks to be worn by those serving at BBQ</p>
<p>Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish:</p>	<p>We will make soap or disinfectant/sanitiser and gloves available in common areas for visitors to access.</p>
<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions:</p>	<p>We will store sanitisers, disinfectant solutions and detergents appropriately and use in accordance with the manufacturer's instructions.</p>

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<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water:</p>	<p>We will encourage volunteers to wear gloves when cleaning and wash their hands thoroughly before and after with soap and water.</p>
<p>Encourage contactless payment options:</p>	<p>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.</p>

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REQUIREMENTS	ACTIONS
Record keeping	
<p>Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators, and contractors attending community sports activities 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:</p>	<p>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.</p> <p>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.</p> <p>Accompanying parents/spectators will be able to be contacted through the relevant members mandatory online registration.</p> <p>As a further measure of contact tracing, we will have a QR Code with each Age Group. And also on the external wall of the club house. Every adult attending the venue will be required to scan the QR code and enter their contact information. Which will automatically record the date and time with the entry metadata. We will store this information for more than the required 30 days.</p> <p>We have encouraged all participants to download the COVIDSafe App.</p>
<p>Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required:</p>	<p>So as to further aid the fight against COVID-19, Little Athletics NSW supports the Australian Government’s COVIDSafe app and has strongly encouraged all members of the Little Athletics NSW community to get behind this initiative.</p> <p>We have encouraged members of our centre to download the app from the Apple App store and Google Play.</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:</p>	<p>We commit to cooperate fully with NSW Health if contacted in relation to a positive case of COVID-19 and notify SafeWork NSW on 13 10 50.</p>