

# > 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.

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](http://nsw.gov.au)

ORGANISATION DETAILS	
Organisation name:	Berowra RSL Youth Swimming Club
Plan completed by:	Graham Leslie
Approved by:	

### > 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
<b>Wellbeing of staff and visitors</b>	
Exclude staff, volunteers, parents/carers and participants who are unwell.	<p>Before participating in a swimming meet, we will advise all competitors, volunteers and parents/carers to not attend, if in the past 14 days if they have:</p> <ul style="list-style-type: none"> <li>- been unwell or had any flu-like symptoms, or</li> <li>- been in contact with a known or suspected case of COVID-19, or</li> <li>- been to a hot spot as per NSW government guidelines <a href="https://www.nsw.gov.au/covid-19/latest-news-and-updates#self-isolate-and-get-tested-immediately-if-youve-been-to-these-locations">https://www.nsw.gov.au/covid-19/latest-news-and-updates#self-isolate-and-get-tested-immediately-if-youve-been-to-these-locations</a></li> <li>- are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions.</li> </ul> <p>We will advise that they should check the NSW Government website for advice regarding the full list of symptoms associated with COVID-19 infection: <a href="https://www.nsw.gov.au/covid-19/symptoms-and-testing">https://www.nsw.gov.au/covid-19/symptoms-and-testing</a></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>Pre-meet announcements will include information relating to protocols to ensure the club is COVID safe. This will include excluding yourself if ill, physical distancing, cleaning.</p> <p>Members and their families will need to get tested if they show COVID symptoms before attending another meet. Hornsby Aquatic and Leisure Centre (HALC) has signage throughout the facility.</p> <p>BRSLYSC will review government updates to ensure current requirements are being met.</p>

Make staff aware of their leave entitlements if they are sick or required to self-isolate.	N/A as we are a volunteer organisation.
Display conditions of entry (website, social media, venue entry).	This is a part of the HALC COVID safe plan. Conditions of entry displayed at reception. Important information regarding each area has signage and is supervised by lifeguards. Links to the HALC COVID safety plan are provided on BRSLYC website.
<b>Wellbeing of staff and visitors</b>	
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	HALC has a COVID safety plan in place for the facility. BRSLYC will follow this plan. This plan is accounting for activities not covered in the HALC plan.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>Swimming pools</li> <li>Gyms</li> <li>Indoor recreation facilities</li> <li>Restaurants and cafes (for kiosks or canteens)</li> <li>Major recreation facilities</li> </ul>	HALC has a COVID safety plan in place for the facility.
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.	All members and spectators are advised to follow current NSW government self isolation rules if they have been to Victoria in the last 14 days.
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 members and spectators are advised to follow current NSW government guidance: <a href="https://www.nsw.gov.au/covid-19/latest-news-and-updates#self-isolate-and-get-tested-immediately-if-youve-been-to-these-locations">https://www.nsw.gov.au/covid-19/latest-news-and-updates#self-isolate-and-get-tested-immediately-if-youve-been-to-these-locations</a>
Take all reasonable steps to minimise the number of spectators attending community sport events.	Spectators will be limited to immediate family members or carers required for supervision or volunteering. No extended family or friends should attend.
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.	The club is a closed group of families from within the local community and doesn't have the need to substitute competitors from outside the membership.

REQUIREMENTS	ACTIONS
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Physical distancing	
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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.	HALC COVID safety plan covers the facility. The club consists of up to 100 swimmers and their families only. Queuing for registering will be controlled with spaced markers. Marshalling will be controlled through spaced lane slots. Parents accompanied very young swimmers will not be allowed in the marshalling area. They can assist the child just before, during and at the completion of the race when all kids and volunteers are suitably distanced. Volunteers involved with marshalling, timing and recording will be advised to remain physically distanced and where this cannot be achieved for short periods, like managing kids or handing over records, face masks will be made available.
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	<p>Timing of 25m swimming events will have only one timing official as these events cause close grouping of volunteers.</p> <p>Announcements will be made through a PA to allow members to not have to gather closely.</p>
Minimise co-mingling of participants from different games and timeslots where possible.	Extended race slots while waiting for a race.
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.	HALC has markings in the stadium to help family groups to stay separated.
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.	Members naturally finish at staggered times HALC has markings at reception to manage arrivals.
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	Registration to have markers for physical distancing. Marshalling for racing to have spaced race slots.
<b>Physical distancing</b>	
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	Covered by the HALC COVID safety plan
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	Families will be advised to shower at home where possible.
Use telephone or video platforms for essential staff meetings where practical.	Committee meetings are performed via teleconference.
Review regular business deliveries and request contactless delivery and invoicing where practical.	Not a concern for BRSLYSC

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	<p>We will wipe down key spaces, surfaces and objects (such as benchtops, chairs, timing equipment, clip boards etc regularly).</p> <p>Further we will:</p> <ul style="list-style-type: none"> <li>- Promote and provide hand washing guidance to all participants and volunteers <a href="https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others">https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others</a>;</li> <li>- Promote regular and thorough hand washing by volunteers and participants;</li> <li>- Provide sanitising hand rub within the venue and refill</li> </ul>

	regularly; .
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	<p>We will provide hand sanitiser within the venue and ensure it is regularly refilled.</p> <p>We will encourage competitors, volunteers, and/or their parents/carers to carry personal hand sanitiser to enable good personal hygiene.</p>
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.	Covered by HALC COVID safety plan
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	<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 players such as drink drums, packets of loose lollies, fruit etc.</p> <p>There is a small Freddo Frog draw for registered swimmers at the start of the meet. This will be done ensuring distancing and non-contact hand out of prizes.</p>
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	BRSLYSC has no shared items
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.	Covered by the HALC COVID safety plan
Clean areas used for high intensity sports with detergent and disinfectant after each use.	Covered by the HALC COVID safety plan
<b>Hygiene and cleaning</b>	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Volunteers usually stay with the one job for the full meet. If a job is passed on, wipes and sanitiser is on hand for disinfecting equipment.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	We will make sanitiser available in a central location <del>areas</del> for all competitors and families to access.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	COVID safe sanitiser will be made available.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	All volunteers will be encouraged to clean their hands before activities

Encourage contactless payment options.	Members registering for the season will be encouraged to use the EFTPOS facility or funds transfer.
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REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
<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, where this is practical, for a period of at least 28 days.</p> <p>Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>Swimmers register each time for races on the day. This is linked to their enrollment which includes family contact details.</p> <p>Registration is also required on entering HALC and any contact tracing required will be done in coordination with HALC.</p>
<p>Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>To further aid the fight against COVID-19, BRSLYSC supports the Australian Government's COVIDSafe app and has encouraged all members of the club to get behind this initiative.</p> <p>We will encourage members of our club 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</p>