

> HELPING BUSINESS GET BACK TO WORK



COVID-19 Safety Plan

V4 Updated 22 October 2020
(Effective from 24 October 2020)



ORGANISATION DETAILS	
Organisation name:	Ku-ring-gai Little Athletics Centre Inc.
Plan completed by:	Simon Clatworthy & Michael Hooton
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	
<p>Exclude staff, volunteers, parents/carers and participants who are unwell:</p>	<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"> - visited Victoria (including spectators and officials) - attended any of the reported case locations listed on the NSW Health website (https://www.nsw.gov.au/covid-19/latest-news-and-updates) - 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. <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>

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<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 have recommended that all our identified COVID-19 Safety Coordinators, Committee Members and Age Group Managers to 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/ <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 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 have identified and addressed 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 have implemented 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>Consideration around the 500 participants</p> <p>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 500 participants, at any one time.</p> <p>Participants include the following:</p> <ol style="list-style-type: none"> a) A person engaged in the sporting activity; b) An official involved in the conduct or organization of the sporting activity; and c) A spectator of the sporting activity. <p>In order to ensure compliance with the order the following options will be used as required:</p> <ul style="list-style-type: none"> • Restricting the number of parents/carers. • We have establish a protocol for parents/carers attendance to ensure the 500 participant number is not exceeded. We prohibit parent/care attendance unless they are fulfilling a helper role. • Staggering the participation of different Age Group • Spreading events throughout the day or holding some events on another day or evening • Restricting the number of events being held on any given day • Placing a cap on registrations <p>Consideration of available playing options to staying within the 500 participants limit.</p> <p>As at 22 October, we have the following Access and condition of entry process/protocol:</p> <p>Access / conditions of entry</p> <p>On entry we have registration points for each category of attendee.</p> <p>Athletes</p> <ul style="list-style-type: none"> - Register at tables using a QR Code - Temperature checks - Wrist bands are worn to confirm they are a registered athlete and do not have a temperature

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	<p>Officials (including committee members, Age Managers and parent helpers)</p> <ul style="list-style-type: none"> - Register at tables using a QR Code - Temperature checks - Identified with Team Manager polo shirt and/or official jacket and for parent helpers the wearing of a bib. - Briefing provided on guidelines for the day <p>Spectators</p> <ul style="list-style-type: none"> - Register at tables using a QR Code - Temperature checks - Child's athlete number add - No spectators is permitted on the Oval itself or in the designated competition area. <p>During the daily registration process, we track the total number of participants to ensure we are below the 500 participants limit.</p>
<p>Minimise co-mingling of participants from different matches and timeslots where possible:</p>	<p>Wherever possible, we 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 communicate with age managers, officials and members to limit personal equipment on the oval. Athletes are limited to having a named drink bottle and hat.</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>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 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 encourage members to leave the facility as soon as possible following the conclusion of their training session or last event.</p> <p>Only 1 parent/carer per registered athlete can attend the activity at the venue.</p> <p>We have lines marked out providing access to the canteen, kiosk and BBQ areas whilst adhering to minimum 1.5 metre distancing.</p> <p>We have established restricted areas in which spectators can stand.</p> <p>We have established designated areas where the athletes stand in their designated age groups.</p> <p>Age groups rotate between activities to ensure there is adequate separation and reduced likelihood of mingling between groups.</p> <p>In addition to our designated COVID Officer, we have additional COVID Assistances responsible for ensuring that physical distancing is maintained.</p>

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<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 manage access on to the oval and entry and exit points to the oval, 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 promote and communicate the importance of social distancing of 1.5 metres between spectators (e.g. parents/carers). This is done through PA announcements, social media, direct communication, and signage.</p> <p>We indicate the number of people that can occupy indoor spaces in accordance with the 2m² guideline including toilets/changerooms, canteens, shed, 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 don't permit any showering at the venue.</p> <p>We indicate the number of people that can occupy indoor spaces in accordance with the 2m² guideline including toilets/changerooms, canteens, shed, etc.</p> <p>Toilets are open for use and display clear signage to indicate the recommended number of people entering (dependent on the space of the amenities).</p> <p>We have requested Council to increase the regularity that they clean public amenities.</p>
<p>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible:</p>	<p>We don't permit any showering at the venue.</p> <p>We 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>We 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>Car pooling</p>	<p>We discourage participants from carpooling from different household groups.</p>

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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:	<p>We 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.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground:	<p>We provide hand sanitiser within the venue and ensure it is regularly refilled.</p> <p>We encourage participants, volunteers, and/or parents/carers to carry personal hand sanitiser to enable good personal hygiene.</p>
Ensure bathrooms are well stocked with hand soap and paper towels:	<p>We:</p> <ul style="list-style-type: none"> - Refill soap in toilets regularly. - Refill paper towel dispensers in toilets when required. <p>Bathrooms are sanitised on a frequent basis</p> <p>Pump sanitisers are provided for the periodic cleaning of the boys and girls bathrooms.</p>

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<p>Provide visual aids above hand wash basins to support effective hand washing:</p>	<p>We 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 stipulate that all participants are to provide their own clearly labelled drink bottle for their use only.</p> <p>We communicate to all participants the importance of not sharing any food or drinks.</p> <p>We do 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 avoid the sharing of articles of clothing such as volunteer high visibility vests.</p> <p>Each week we launder the parent helper bibs to re-use the following week.</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 clean frequently used spaces, surfaces, objects and equipment 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>Other matters that have been considered</p>	<p>All athletes are responsible for the carrying of their own water bottles and hats/caps.</p> <p>There is no sharing of water bottles.</p> <p>At the end of competition any water bottles left are disposed of.</p> <p>Athletes shall only compete within their own age group.</p>
<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 implement arrangements to minimise the shared use of equipment where possible.</p> <p>Participants are encouraged to not share personal items such as drink bottles and towels.</p> <p>We 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) is washed and wiped with antibacterial wipes or alcohol-based sanitiser prior to use by each age group.</p> <p>After competing in each field event athletes sanitise their hands.</p> <p>Equipment, where appropriate is sanitised between age groups.</p>
<p>Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish:</p>	<p>We have soap or disinfectant/sanitiser 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 store sanitisers, disinfectant solutions and detergents appropriately and use in accordance with the manufacturer's instructions.</p>
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water:</p>	<p>We encourage volunteers to wear gloves when cleaning and wash their hands thoroughly before and after with soap and water.</p>

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<p>Encourage contactless payment options:</p>	<p>We encourage appropriate food/beverage and cash handling arrangements are in place including the use of correct monetary value to minimise contact. We are currently waiting for our contactless electronic payment solution to be activated.</p>
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REQUIREMENTS	ACTIONS
<p>Record keeping</p>	
<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. We ` cross reference athletes records with the QR registration records</p> <p>Athletes results are recorded centrally by designated officials.</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>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>

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<p>Parent Help Protocols</p>	<p>KLAC has the following Parent Helper Protocols:</p> <p>Parent helpers register their interest online using Signup Genius prior to Saturday's Competition, identifying the activity they will fulfil on the day (age group helper, registration, set-up, pack-up, BBQ, Canteen).</p> <p>Parent helpers register using the QR Code</p> <p>Parent helpers have their temperature taken at time of registration</p> <p>Parent helpers are supplied with a coloured bib to wear during competition</p> <p>Parent helpers are allocated an age group to remain with that age group as they complete their programme of events</p> <p>Parent helpers will leave the oval when all events have been completed and return their bib to the bucket.</p> <p>Age Managers will determine the number of parent helpers they need to manage/look after.</p> <p>Older age groups will only be assisted by the Age Manager. If they require parent help it will be only on a case by case basis.</p> <p>If an Age Manager is away, they will assign/coordinate with another parent to cover the duties for the day.</p> <p>If any parent has a child with special needs (medical/physical) that requires supervision they are to contact the Age Manager to be included in the parent help for the day.</p> <p>It is anticipated that this will help reduce the number of parents on ground each day so we can have more kids participating.</p>
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