

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

Your COVID-19 Safety Plan

Community sport

Business details

Business name	Ku-ring-gai Little Athletics Centre Inc.
Business location (town, suburb or postcode)	PYMBLE
Completed by	Rob Hughes
Email address	rcbhughes@hotmail.com
Effective date	19 October 2021
Date completed	20 October 2021

Wellbeing of staff and customers

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

Agree

Yes

Tell us how you will do this

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:

- 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.

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.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.
Agree

Yes

Tell us how you will do this

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.

We have worked with Little Athletics NSW to promote and encourage the use of the following resources and websites to obtain accurate information:

Australian Government Department of Health: <https://www.australia.gov.au/health-advice>

NSW Government: <https://www.nsw.gov.au/covid-19/stay-safe>

Sport Australia (AIS): <https://www.ais.gov.au/health-wellbeing/covid-19>

NSW Little Athletics Covid Resources: <https://lansw.com.au/covid-19/>

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:

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

We display posters, distribute and “share” information about COVID-19 across our digital channels and at appropriate locations around our club house and venue.

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. 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: <https://lansw.com.au/covid-19/>

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible; remind players, officials, volunteers and spectators of vaccination requirements in marketing and communications materials; check vaccination status upon arrival and only accept valid forms of evidence of vaccination; train staff and volunteers on ways to check proof of COVID-19 vaccination status. Guidance for organisations is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: Staff and volunteers outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

Ensure posters outlining vaccination requirements are clearly visible.
Remind athletes, officials, volunteers and spectators of vaccination requirements in marketing and communications materials.
Check vaccination status upon arrival and only accept valid forms of evidence of vaccination.

Train staff and volunteers on ways to check proof of COVID-19 vaccination status.

Physical distancing

Capacity at an outdoor community sporting event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 1000 persons.

Agree

Yes

Tell us how you will do this

The Bannockburn Oval competition area has a footprint over 22,000 square metres. We will ensure 1.5m physical distancing where possible, including:

- at points of mixing or queuing
- between seated groups
- between staff / volunteers

We will have signs reminding participants of this.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff / volunteers.**

Agree

Yes

Tell us how you will do this

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.

We encourage members to leave the facility as soon as possible following the conclusion of their training session or last event.

We have lines marked out providing access to the canteen, kiosk and BBQ areas whilst adhering to minimum 1.5 metre distancing.

We have established restricted areas in which spectators can stand.

We have established designated areas where the athletes stand in their designated age groups.

Age groups rotate between activities to ensure there is adequate separation and reduced likelihood of mingling between groups.

In addition to our designated COVID Officer, we have additional COVID Assistances responsible for ensuring that physical distancing is maintained.

Minimise mingling of participants from different games and timeslots where possible, particularly people aged under 16 who may not yet be fully vaccinated. For mass participation events, consider staggering the starting times for different groups to minimise crowding where possible.

Tell us how you will do this

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.

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.

Wherever necessary, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.

Agree

Yes

Avoid congestion of people in specific areas where possible, such as change rooms and other communal facilities.

Agree

Yes

Tell us how you will do this

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.

We indicate the number of people that can occupy indoor spaces in accordance with the guidelines including toilets/changerooms, canteens, shed, etc.

Strategies must be in place to reduce crowding and promote physical distancing in communal facilities such as showers, change rooms and lockers.

Agree

Yes

Tell us how you will do this

We don't permit any showering at the venue.

We indicate the number of people that can occupy indoor spaces in accordance with the 2m²

guideline including toilets/changerooms, canteens, shed, etc.

Toilets are open for use and display clear signage to indicate the recommended number of people entering (dependent on the space of the amenities).

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

Agree

Yes

Tell us how you will do this

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.

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.

Wherever necessary, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.

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

Agree

Yes

Tell us how you will do this

We will discourage carpooling amongst participants - by including this as a memo for age managers.

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

We won't allow any singing indoors.

Ventilation

For indoor areas, review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

We will follow the Government advice at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance>.

Our indoor areas will always have open doors, we will maintain spacing requirements and maintain appropriate signage.

We will also:-

- reduce the number of people in an indoor space at any one time
- avoid peak activity times and the places where people gather together indoors
- reduce the length of time that people spend indoors together.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

We will, as much as possible, look to complete as many activities outside as possible.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Our indoor areas will always have open doors and in the case of the canteen open windows., we will maintain spacing requirements and maintain appropriate signage.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

Our indoor areas will always have open doors and in the case of the canteen open windows.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

n/a - we don't have mechanical ventilation systems

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

We will seek counsel from the local council.

Hygiene and cleaning

Face masks must be worn in indoor areas, unless exempt.

Note: People engaging in physical exercise are exempt, unless they are participating in an indoor gym class or dance class

Agree

Yes

Tell us how you will do this

We will require anyone working inside to wear a mask.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

We wipe down key spaces, surfaces and objects (such as benchtops, door handles, keys etc regularly).

Further we will:

- Promote and provide hand washing guidance to all participants and volunteers ([http://www.who.int/gpsc/clean_hands_protection/en /](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.

We encourage participants, volunteers, and/or parents/carers to carry personal hand sanitiser to enable good personal hygiene.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

We:

- Refill soap in toilets regularly.
- Refill paper towel dispensers in toilets when required.

Bathrooms are sanitised on a frequent basis

Pump sanitisers are provided for the periodic cleaning of the boys and girls

bathrooms.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

Children's play areas - not applicable.

We clean frequently used spaces, surfaces, objects and equipment regularly.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, attendees and contractors.

Note: Organisations are not required to keep proof of vaccination status in their records.

Agree

Yes

Tell us how you will do this

We will display NSW Government QR codes at various locations for signing in. We will encourage all participants to sign in, and we will ensure that all parent helpers do register.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes

should be clearly visible and accessible including at entrances to the event.

Agree

Yes

Tell us how you will do this

We will display NSW Government QR codes at various locations for signing in. We will encourage all participants to sign in, and we will ensure that all parent helpers do register.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, attendees and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

We will make available a sign-in sheet for all patrons who cannot sign-in via the NSW Government QR code. We will, each week, collate these into an electronic format, and we commit to cooperating fully with NSW Health / authorised officer if contacted.

Other types of venues or facilities at the event must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the event 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 if the event has sub-premises that are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

n/a

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

Yes