

# > HELPING BUSINESS GET BACK TO WORK

## COVID-19 Safety Plan – template answers

Version 3 - Updated 1 March 2021

### Community sporting competitions and full training activities

We've developed these template responses for the NSW Health 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.

The answers in this template can be cut and pasted into the NSW Government's form here:

<https://www.nsw.gov.au/form/covid-safety-plan/community-sporting-competitions-and-full-training-activities>

On completion of this plan on the NSW Government site, you can get your plan emailed to you. You must keep a copy of the plan available for inspection at your club at all times.

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

ORGANISATION DETAILS	
Business name	Woongarra Wildcats Football Club
Business location (town, suburb or postcode)	Minnesota Road Hamlyn Terrace NSW 2259
Completed by:	Kevin Wilson
Plan Approved by	Committee 2021
Email address	chairman@woongarrafc.com.au

### 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 customers</b>	
<p><b>Exclude staff, volunteers, parents/carers and participants who are unwell.</b></p>	<p>Before participating in any football activity, we have advised all players, team officials, parents/carers and other club members they must not attend training or matches, 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>- any sudden loss of smell or loss of taste, or</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 have advised 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>
<p><b>Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning, and how to manage a sick visitor.</b></p>	<p>We have worked with Football NSW to promote and encourage the use of the following resources and websites in order to obtain accurate information:</p> <ul style="list-style-type: none"> <li>- Australian Government Department of Health: <a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert</a></li> <li>- NSW Government Department of Health: <a href="https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx">https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx</a></li> <li>- World Health Organisation: <a href="https://www.who.int/">https://www.who.int/</a></li> <li>- Australian Institute of Sport: <a href="https://ais.gov.au/health-wellbeing/covid-19">https://ais.gov.au/health-wellbeing/covid-19</a></li> <li>- Sport Australia: <a href="https://www.sportaus.gov.au/">https://www.sportaus.gov.au/</a></li> </ul> <p>Similarly, we have promoted the range of COVID-19 “campaign resources” produced by the Federal Government, including posters outlining hygiene practices (e.g. promoting thorough hand washing) found at: <a href="https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources">https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources</a></p>
<p><b>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</b></p>	<p>Whilst our club’s workforce are volunteers, we have made them aware of the above-mentioned symptoms and stipulated that they should stay away from the club and self-isolate in the event that they experience any symptoms.</p>

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and customers</b>	
<p><b>Display conditions of entry (website, social media, venue entry).</b></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 players, members and other stakeholders.</p> <p>In conjunction with our state governing body, Football NSW, we have developed and promoted amongst our members and stakeholders, a range of resources on COVID-19. These can be downloaded here:  <a href="https://footballnsw.com.au/covid-19-information/">https://footballnsw.com.au/covid-19-information/</a></p>
<p><b>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.</b></p>	<p>We have to date, and will continue to liaise and work with our venue owners - e.g. Local Councils, 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. bar/canteen, change rooms, toilets, spectator viewing areas, entrance foyers, corridors 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"> <li>- marking social distancing for queues;</li> <li>- having hand sanitiser at point of sale;</li> <li>- providing gloves for canteen volunteers; and</li> <li>- displaying hand washing directions above sinks</li> </ul>

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and customers</b>	
<p><b>Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises 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 where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.</b></p>	<p>We will continue to liaise and work with our venue owners - e.g. Local Councils, schools (public/private), or private owners regarding their compliance with venue-specific requirements.</p>

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
<p><b>Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff) to a maximum of 3000 people.</b></p>	<p>Competition Administrators and club officials have considered the number of participants and fixtures so as to adhere to the maximum of 3,000 people per venue at one time.</p>
<p><b>In indoor areas, spectators should not sing or chant.</b></p>	<p>We will discourage any spectators from singing or chanting in indoor areas.</p>

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
<p><b>Minimise co-mingling of participants from different games and timeslots where possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible.</b></p>	<p>Competition Administrators have scheduled matches and we have arranged training days and times to minimise contact, cross-over and avoid unnecessary gatherings of players, family members and staff.</p> <p>We will schedule time between games/training sessions when possible, to enable all attendees to arrive and exit the venue safely, with minimal contact with others.</p> <p>We will communicate with players and team staff to encourage personal equipment and bags are arranged to maintain physical distancing of participants (&gt; 1.5 metres) and separation between teams.</p> <p>Where possible, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.</p>
<p><b>Ensure 1.5m physical distancing where possible, including:</b></p> <ul style="list-style-type: none"> <li>• <b>at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points</b></li> <li>• <b>between seated groups</b></li> <li>• <b>between staff.</b></li> </ul>	<p>We will encourage that only essential participants and parents/guardians should attend matches. Senior crowds should be minimised unless at a 'major recreational facility' where we will implement the Public Health Order and adhere to those guidelines relating to limited capacity, ticketing, spacing of spectators, the use of QR Code readers to record details of attending patrons and so on.</p> <p>We will take the necessary precautions to minimise the risk of transmission including the dispersion of spectators around the perimeter of the pitch and across a range of viewing areas and designating the use of specific seats/areas that meet physical distancing requirements and erecting signage to advise.</p> <p>We will encourage players and spectators to leave the facility as soon as possible following the conclusion of their training/games.</p>
<p><b>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.</b></p>	<p>We will stagger arrival and/or departure times when possible for different groups and teams, and within the constraints of the venue design, manage entry and exit points to allow a seamless flow of players/coaching staff and parents/attendees through the venue to limit the risk of overlap and congestion.</p>
<p><b>Where possible, encourage participants to avoid carpools with people from different household groups.</b></p>	<p>We have discouraged and will continue to discourage carpooling.</p>

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
<p><b>Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.</b></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 4m<sup>2</sup> guideline including toilets, change rooms, canteens, club rooms etc.</p>
<p><b>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</b></p>	<p>Where they need to be used, we will limit the use of changerooms, gym, wet or inside areas to essential players and team officials and clean these spaces regularly. We will indicate the number of people that can occupy indoor spaces in accordance with the 4m<sup>2</sup> guideline including toilets, change rooms, canteens etc.</p> <p>Toilets will be open for public use and will display clear signage to indicate the recommended number of people entering (dependent on the space of the amenities).</p> <p>We also commit to collaborating with our Competition Administrator to request Councils increase the regularity that they clean public amenities.</p>
<p><b>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.</b></p>	<p>We will limit the use of changerooms, gym, wet or inside areas to essential players and team officials and clean regularly.</p> <p>We will encourage all participants to shower/change at home where possible.</p>
<p><b>Use telephone or video platforms for essential staff meetings where practical.</b></p>	<p>When held, we will conduct club and team 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><b>Review regular business deliveries and request contactless delivery and invoicing where practical.</b></p>	<p>We will contact all suppliers and seek their support for contactless deliveries to the club and electronic invoicing where practical.</p>

REQUIREMENTS	ACTIONS
<b>Hygiene and Cleaning</b>	
<b>Adopt good hand hygiene practices.</b>	<p>We will wipe down key spaces, surfaces and objects (such as benchtops, door handles, team benches, keys 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.who.int/gpsc/5may/How_To_HandWash_Poster.pdf">https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf</a>);</li> <li>- Promote regular and thorough hand washing by volunteers and participants;</li> <li>- Provide sanitising hand rub within the venue and refill regularly;</li> <li>- Replace/refill soap in toilets regularly;</li> <li>- Place bins around the venue.</li> </ul>
<b>Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.</b>	<p>We will provide hand sanitiser within the venue and ensure it is regularly refilled.</p> <p>We will encourage players, officials, volunteers, and/or their parents/carers to carry personal hand sanitiser to enable good personal hygiene.</p>
<b>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.</b>	<p>We will:</p> <ul style="list-style-type: none"> <li>- Refill soap in toilets regularly.</li> <li>- Refill paper towel dispensers in toilets when required.</li> <li>- Place bins around the venue.</li> </ul> <p>We will promote and provide hand washing guidance to all participants and volunteers: (<a href="https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf">https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf</a>) and display hand washing guidance in all toilets, changerooms and canteens within our facility.</p>
<b>Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.</b>	<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 lollies, fruit etc.</p>
<b>Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.</b>	<p>We will encourage players to be responsible for the cleaning of their own playing and training strip (including bibs) and will avoid the sharing of articles of clothing such as volunteer high visibility vests (jacketed marshals will take their own vest home to wash).</p> <p>Where it is not possible for individuals to wash individual items, we encourage safe processes are in place to launder shared uniform items such as non-contact collection of these items (ie. players to place gear directly into a plastic bag) and the wearing of gloves when laundering.</p>

REQUIREMENTS	ACTIONS
<b>Hygiene and Cleaning</b>	
<p><b>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.</b></p>	<p>We will clean frequently used spaces, surfaces and objects regularly.</p>
<p><b>Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.</b></p>	<p>Not applicable</p>
<p><b>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.</b></p>	<p>Within the constraints of the game, we will implement arrangements to minimise the shared use of equipment where possible.</p> <p>Players and coaching staff will be encouraged to not share personal equipment including playing equipment, playing kits, bibs, drink bottles and towels.</p> <p>We will discourage the sharing of common stationery (pens, clip boards etc.) and other personal IT equipment (laptops, iPads, headphones, etc).</p> <p>Our Competition Administrators will remind Match Officials to not share personal equipment such as whistles, flags, cards and pens.</p> <p>Shared equipment (particularly footballs) will be rotated or washed and wiped with antibacterial wipes or alcohol-based sanitiser prior to each match.</p>
<p><b>Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.</b></p>	<p>We will make soap or disinfectant/sanitiser available in common areas for visitors to access.</p>
<p><b>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers’ instructions.</b></p>	<p>We will store sanitisers, disinfectant solutions and detergents appropriately and use in accordance with the manufacturer’s instructions.</p>
<p><b>Staff should wash hands thoroughly with soap and water before and after cleaning.</b></p>	<p>We will encourage volunteers and staff to wear gloves when cleaning and wash their hands thoroughly before and after with soap and water.</p>

REQUIREMENTS	ACTIONS
<b>Hygiene and Cleaning</b>	
<b>Encourage contactless payment options.</b>	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.
<b>In indoor areas, increase natural ventilation by opening windows and doors where possible, and 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).</b>	Wherever possible, we will maximise natural ventilation and minimise recirculation of air.

REQUIREMENTS	ACTIONS
<b>Record Keeping</b>	
<b>Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.</b>	<p>[if using the Service NSW QR codes] Our club utilises the Service NSW QR codes.</p> <p>[if using the Football NSW QR codes] Our club utilises QR codes provided by Football NSW, and can retrieve records from their database on request.</p> <p>[if not using QR codes] All players, coaches, team officials, match officials and volunteers are required to register and provide contact details through Football Australia's national online registration system - PlayFootball.</p> <p>All fixtures are administered through an online Competition Management System (CMS). If required the Competition Administrator can identify which clubs, specific teams, players, team officials and match officials participated in any given fixture. The CMS is also complemented by team sheets.</p> <p>For the purposes of contact tracing, accompanying parents/spectators will be able to be contacted through the relevant players' mandatory online registration.</p>

REQUIREMENTS	ACTIONS
<b>Record Keeping</b>	
<p><b>Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of <a href="http://nsw.gov.au">nsw.gov.au</a>.</b></p>	<p>Our club does not use attendance records for any purpose other than to provide to authorised officers on request.</p>
<p><b>Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.</b></p>	<p>So as to further aid the fight against COVID-19, Football NSW supports the Australian Government's COVIDSafe app and has strongly encouraged all members of the football community to get behind this initiative.</p> <p>We have encouraged members of our club to download the app from the Apple App store and Google Play.</p>
<p><b>Community sport organisations should consider registering their business through <a href="http://nsw.gov.au">nsw.gov.au</a>.</b></p>	<p>We are registered on <a href="http://nsw.gov.au">nsw.gov.au</a>.</p>
<p><b>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.</b></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>

REQUIREMENTS	ACTIONS
<b>Other Documents</b>	
<p><b>Resource and other linked documents related to this COVID 19 Plan</b></p>	<ul style="list-style-type: none"> <li>• Online football related attendance register including volunteers, meetings, and any other activity where CCF players management system does not cover tracing ability.</li> <li>• Online cleaning register</li> <li>• Online training register – If Required</li> <li>• COVID 19 testing and symptoms form</li> </ul>