

> 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.

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 – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

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

ORGANISATION DETAILS

Organisation name: Greta Branxton Touch Football Association (GBTFA)

Plan completed by: Carissa Norton (Treasurer)

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
Wellbeing of staff and visitors	
Exclude staff, volunteers, parents/carers and participants who are unwell.	For anyone feeling unwell they will be escorted by the Covid Officer to our nominated isolation space (under awning in front of the canteen). They will then be asked to leave the grounds and recommended to seek a covid test and feel well prior to returning the following week to their next game.
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.	Prior to the start of the first game on 14th October GBTFA and the Covid Safety Managers of each team will engage with players and parents on an information session on the covid standards and regulations. This information will also be accessible on our website and displayed on our Facebook page.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	GBTFA is ran by volunteers. All volunteers will have our Covid Safety Managers contact details. If they are unwell and cannot attend they will contact our manager prior to the game and a substitute volunteer will fill in until the unwell person can return to the game.
Display conditions of entry (website, social media, venue entry).	We will have printed education posters displayed on our hand sanitising stations and displayed on the building at Miller Park. We will also post these conditions of entry on both our website and social media pages.

Wellbeing of staff and visitors	
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	Miller Park is an external venue. We will have our protocols in place which will adhere with NSW Touch. Including hygiene, social distancing measures, unwell players, parents, spectators, referees etc.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Swimming pools Gyms Indoor recreation facilities Restaurants and cafes (for kiosks or canteens) Major recreation facilities 	GBTFA will follow the current safety procedures in place and set out by NSW Touch and our government. Including social distancing measures, hygiene, check register for attendees, facility maximum attendees, cleaning of equipment.
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.	Players, parents, referees and covid safety managers will all be made aware via our website, social media page and also via our initial information session that they will be unable to attend our touch football games if they have visited Victoria or any of the NSW Covid-19 hotspots in the past 14 days or currently have any of the covid-19 symptoms.
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).	
Take all reasonable steps to minimise the number of spectators attending community sport events.	Parents will be advised that it is recommended that they drop their child off to their team Covid Safety Managers 10 minutes prior to their game. Although if they require to stay during the game they are to stand in the allocated areas and follow the social distancing measures which will be displayed via educational posters on the fields. All spectators for senior games are also required to follow the social distancing measures as set out by the government.
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.	If teams forfeit, the game/s will not go ahead for that day. This will be advised on our social media page and website.

REQUIREMENTS	ACTIONS
Physical distancing	
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.	Due to our time slots of the games there will not be in excess of 500 people at Miller Park at one time, although our Covid Safety Managers will be there to police this if it does occur and spectators will be asked to leave the area. We will advertise on our social media and website that it is advisable that spectators do not attend the games to help minimise more people than need to be there.
Minimise co-mingling of participants from different games and timeslots where possible.	Two teams will be allocated to a field each with 15mins between games. Players are asked to arrive only 10 minutes prior to their game and leave directly after.
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.	Any parents wishing to stay will be required to stand in the allocated areas. We will ensure we have signage displayed with the correct social distancing measures. We will highly recommend parents drop their children for their game to limit the amount of people in the area. We will also recommend players to leave directly after their games.
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.	Each team will have a Covid Safety Manager assigned to it. The players will be dropped off directly to their manager where check in and hand sanitising will take place. Our Covid Safety Managers will have had read and signed off on documentation stipulating the correct social distance, hygiene and covid practices that need to take place. These will be emailed to each Covid Safety Manager prior to the season commencing.
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	An allocated area will be provided away from each field where parents / spectators can stand if they need to stay during their child's game. We will have signage advertising the correct social distancing measures in place. Our Covid Safety Managers will be monitoring this during the games.

Physical distancing	
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	There will be no facilities open. Including dressing sheds, toilets or canteen.
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	
Use telephone or video platforms for essential staff meetings where practical.	Covid Safety Managers for each team, parents and players will all be provided our Covid-19 Safety protocols and plan via email. This will also be accessible on our website. All registrations and payments are to be made online.
Review regular business deliveries and request contactless delivery and invoicing where practical.	N/A

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	On check in with the teams Covid Safety Manager, all players, parents, spectators etc at the games are to use the provided hand sanitiser prior to entering / playing
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	There will be a hand sanitiser station provided on each field. No player will enter the field prior to play without sanitising their hands first.
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.	N/A
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	Players are to bring their own water bottles and not share with another player. Food is not permitted. These stipulations will be provided to each of the players prior to the commencement of the season via email, website and social media.
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	N/A Players will attend their games wearing their own uniforms.
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.	Balls, hand sanitising stations will be wiped over and sanitised at the beginning and end of each game. Referees will provide their own whistles.
Clean areas used for high intensity sports with detergent and disinfectant after each use.	Balls, hand sanitising stations will be wiped over and sanitised at the beginning and end of each game.

Hygiene and cleaning	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Balls will be cleaned with disinfectant provided by GBTFa before and after each game
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Hand Sanitiser and gloves will be provided at each hand sanitising station on each field for use as they wish
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Disinfectant and hand sanitiser will be shop bought and provided by GBTFa.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Disinfectant, hand sanitiser and gloves will be provided to the referees to clean their hands and sanitise the balls prior to and after each game.
Encourage contactless payment options.	All registrations, payments and communication will be made online via email, social media and our website.

REQUIREMENTS	ACTIONS
Record keeping	
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. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	All hand sanitising stations on each field will have a QR code and a paper copy check in sheet provided by NSW Touch for all players, spectators and referees to check in at. This will be kept on file with our Covid Safety Officer.
Make your staff and volunteers aware of the COVidsafe app and its benefits to support contact tracing if required.	GBTFA will promote the CovidSafe app on our website and Facebook page and highly recommend that all players and parents download this app prior to the season commencing.
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.	GBTFA will be more than willing to work with NSW Health to provide any details of players, parents, spectators, referee who has been confirmed with a positive case of Covid-19.