

> HELPING BUSINESS GET BACK TO WORK



COVID-19 Safety Plan

Updated November 2021

Community sport

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.

The suggested answers below are merely suggestions – your organisation is responsible for its own responses, and will be responsible for ensuring that the completed plan is followed.

The organisation should complete this plan in consultation with your workers and volunteers then share it with them. Once your plan is submitted, you are required to ensure your workers and/or volunteers follow it.

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

<https://www.nsw.gov.au/covid-19/business/safety-plans/community-sport-covid-19-safety-plan>

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

Business details	
Business name	Willoughby Dalleys Football Club
Business location (town, suburb or postcode) If your business has multiple premises, complete a Safety Plan for each location. Provide contact details for the person responsible for the COVID-19 Safety Plan at each location.	Willoughby Park Oval McClelland St Willoughby East NSW 2068
Completed by	
Full name	Blazenko (Bob) Tomasic
Email address We will send a copy of the plan to your email.	secretary@wdfc.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.

Wellbeing of staff and customers	
REQUIREMENTS	ACTIONS
Exclude staff, volunteers, parents/carers and participants who are unwell.	<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"> - 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 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>
Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.	<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"> - 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/ <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: https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources</p>

Wellbeing of staff and customers	
REQUIREMENTS	ACTIONS
Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.	<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: https://footballnsw.com.au/covid-19-information/</p>
Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses	<p>We have widely publicised that only fully vaccinated adults and people with valid exemptions can attend.</p> <p>We have posters around our venue at the COVID-Safe check-in points reminding attendees that the vaccination requirements form part of the terms of entry, and notifying them of the acceptable forms of proof of vaccination.</p> <p>Our staff and volunteers have been trained on ways to check proof of COVID-19 vaccination status (or a valid exemption) and what to do if someone refuses to be checked or is not vaccinated.</p>

Physical distancing	
REQUIREMENTS	ACTIONS
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.	Our venue is sufficiently spacious that we will have more than 2 square metres per person at all times.

Physical distancing	
REQUIREMENTS	ACTIONS
<p>Ensure 1.5m physical distancing where possible, including:</p> <ul style="list-style-type: none"> • at points of mixing or queuing • between seated groups • between staff. 	<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>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.</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>Avoid congestion of people in specific areas where possible, such as change rooms and other communal facilities.</p>	<p>We have multiple COVID-Safe check-in points to ensure that we avoid crowding around any one check-in point.</p> <p>We will indicate the number of people that can occupy indoor spaces in accordance with the 2m2 guideline including toilets, change rooms, canteens, club rooms etc.</p>
<p>Strategies must be in place to reduce crowding and promote physical distancing in communal facilities such as showers, change rooms and lockers.</p>	<p>We will indicate the number of people that can occupy indoor spaces in accordance with the 2m2 guideline including toilets, change rooms, canteens, club rooms etc. We will encourage that only essential people enter change rooms, canteens and club rooms.</p>
<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 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>Where possible, encourage participants to avoid carpooling with people from different household groups.</p>	<p>We have discouraged and will continue to discourage carpooling.</p>

Ventilation	
REQUIREMENTS	ACTIONS
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.	We require masking whilst indoors, and we are limiting the number of people indoors at any time.
Use outdoor settings wherever possible.	Our sport is played outdoors.
In indoor areas, increase natural ventilation by opening windows and doors where possible.	Wherever possible, we will maximise natural ventilation by opening doors or windows.
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).	Wherever possible, we will maximise outside air intake and minimise recirculation of air.
Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).	Wherever possible, we will optimise mechanical ventilation.
Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.	

Hygiene and cleaning	
REQUIREMENTS	ACTIONS
Face masks must be worn by staff and customers in indoor areas, unless exempt. Note: People engaging in physical exercise are exempt	We require masking whilst indoors.
Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.	<p>We will:</p> <ul style="list-style-type: none"> - Promote and provide hand washing guidance to all participants and volunteers (https://www.who.int/gpsc/5may/How To HandWash Poster.pdf); - 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. <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>

Hygiene and cleaning	
REQUIREMENTS	ACTIONS
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	<p>We will:</p> <ul style="list-style-type: none"> - Refill soap in toilets regularly. - Refill paper towel dispensers in toilets when required. - Place bins around the venue. <p>We will promote and provide hand washing guidance to all participants and volunteers (https://www.who.int/gpsc/5may/How To HandWash Poster.pdf) and display hand washing guidance in all toilets, changerooms and canteens within our facility.</p>
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.	We will clean frequently used spaces, surfaces and objects regularly.

Record keeping	
REQUIREMENTS	ACTIONS
Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, attendees and contractors.	Our club utilises the Service NSW QR codes.
Note: Organisations are not required to keep proof of vaccination status in their records.	
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.	<p>We have posters around our venue at the COVID-Safe check-in points reminding attendees that the vaccination requirements form part of the terms of entry, and notifying them of the acceptable forms of proof of vaccination.</p> <p>Our staff and volunteers have been trained on ways to check proof of COVID-19 vaccination status (or a valid exemption) and what to do if someone refuses to be checked or is not vaccinated.</p>
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.	We provide the opportunity for people who are unable to check in electronically to check in manually, and then recorded in a spreadsheet.

Record keeping	
REQUIREMENTS	ACTIONS
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.	Not applicable.
I agree to keep a copy of this COVID-19 Safety Plan at the business premises	The COVID-19 Safety Plan will be kept at the premises, and all staff and volunteers have been advised where to find it.