

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

Your COVID-19 Safety Plan

Food processing

Business details

Business name	Kembla Joggers
Business location (town, suburb or postcode)	Lot 1 Darkes Road Kembla Grange NSW 2526 AUSTRALIA
Completed by	Ben Scollary
Email address	benscollary@gmail.com
Effective date	2 August 2021
Date completed	31 October 2021

Wellbeing of staff and visitors

Exclude staff and visitors who are unwell from the workplace.

Exclude committee (staff), parents/carers, spectators, marshals and runners (participants) who are unwell. Expectations set through pre-event communications & signage displayed at home venue, with screening questions at check-in. Questions to be in context with up to date NSW Health identified 'hot spots'.

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

Provide information to committee, parents/carers, marshals and runners. Relevant

resources referenced in communications, signage at check-in and other prominent areas.

Make staff aware of their leave entitlements if they are sick or required to self-isolate

N/A - Volunteers and attendees to not attend event if they are sick or required to self-isolate.

Display conditions of entry (website, social media, site entry).

Condition of entry & participation controlled by COVIDSafe plan & screening questions displayed on website, social media, email and at check-in point.

Encourage staff to access COVID-19 vaccination.

N/A - no staff. Under community sport all attendees must be fully vaccinated.

Physical distancing

Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing (including at meal breaks). Consider placing markers on the floor to assist with adequate distancing.

Where reasonably practical, ensure volunteers always maintain 1.5 metres physical distancing by limiting the maximum number of people allowed into areas.

Calculate the floor area in meeting rooms to determine the maximum capacity who can safely occupy this space (one person per 4 square metres). Use signs at entrances to communicate the maximum safe capacity.

Maximum capacity of rooms calculated and communicated in clubhouse signage. 3 people max in the Canteen. 4 people max in each bathroom. Only Kembla Joggers committee members to be in Clubhouse areas.

Move or remove seating and tables where reasonably practical to support 1.5m physical distancing.

Seating removed from Kembla Joggers events, unless needed for a medical emergency.

Use telephone or video platforms for essential meetings where practical.

Telephone or video platforms for essential meetings used where practical.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Participants encouraged to arrive 15 minutes prior to their race and leave as soon as possible afterwards, where practical. Check-in, sanitisation, toilet & access directions available on the day and sent via email.

Consider physical barriers such as plexiglass around counters with high volume interactions with visitors.

Canteen has security bars which act as a physical barrier to reduce distance of interaction with customers.

Review regular deliveries and request contactless delivery and invoicing where practical.

N/A.

Manage delivery times to minimise the number of vehicles and people in loading dock areas. Designate a space where they can carry out their duties at a safe distance.

N/A.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

All activities are conducted outside with less than 1000 persons at event and accessible public space providing more than one person per 2 square meters. Access to clubhouse is to be restricted, only committee members may have full access to clubhouse. Maximum 40 persons at any time.

Consider strategies for staff to be encouraged to take meal breaks outside, where practical in sufficiently shaded areas, or warm sheltered areas.

N/A.

Hygiene and cleaning

Adopt good hand hygiene practices

Hand washing signage on display in bathrooms at clubhouse. Good hand hygiene practices encouraged through communications and over PA.

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

Clubhouse bathrooms to be well stocked with hand soap and paper towels. Visual aids posted above hand wash basins to support effective hand washing. Maximum of 4 persons using the bathroom at any one time.

Have hand washing facilities or hand sanitiser at key points around the site, such as entry and exit points and meal areas. Hand sanitiser may not work well if hands are visibly dirty.

Hand sanitiser to be available at key points around the site, such as entry and exit points and check-in areas

Clean areas frequented by staff at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe.

Clean and disinfect check-in tables, toilets and canteen surfaces and other frequently touched areas and surfaces.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Disinfectant solutions to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Volunteers are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Where reasonably practical, consider methods to avoid the shared use of items, such

as pens and pencils, tools or workstations.

Where reasonably practical, consider methods to avoid the shared use of items, such as pens and pencils, tools or workstations will be implemented. New pens and consumable items to be available for volunteers.

If shared machinery is used, ensure there are processes in place to clean with a detergent solution or disinfectant wipe between use.

Shared machinery to be cleaned with a detergent solution or disinfectant wipe between use.

If sharing tools and equipment is unavoidable, ensure they are cleaned with a detergent solution or disinfectant wipes in between use.

Tools and equipment to be cleaned with a detergent solution or disinfectant wipes in between use.

Place visual aids about physical distancing, hygiene and hand washing practices around the workplace.

Visual aids about physical distancing, hygiene and hand washing practices to be placed around the venue.

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).

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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, visitors and contractors.

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.

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 premises.

A requirement of attendance is for all people to check-in using the NSW Government QR code system. QR codes to be clearly visible and accessible including at entrances to the event. All Kembla Joggers event participants are required to provide personal information for their membership and for the eligibility to compete in races.

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, customers 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.

All Kembla Joggers event participants are required to provide personal information for their membership and for the eligibility to compete in races. If it is not possible for digital check-in to occur, Kembla Joggers will keep a record of the event participants including name, contact number and entry time for all volunteers, attendees and spectators for a period of at least 28 days.

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.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at our venue, and notify the relevant authorities.

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

Yes