

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



Your COVID-19 Safety Plan

Community sport

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	1 November 2021
Date completed	1 November 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

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 COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.

Agree

Yes

Tell us how you will do this

Provide information to committee, parents/carers, marshals and runners. Relevant resources referenced in communications, signage at check-in and other prominent areas.

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

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

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>

Agree

Yes

Tell us how you will do this

Communicate updated COVIDSafe plan and conditions of attendance before events recommence. 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.

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

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.

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

Ensure 1.5m physical distancing where possible, including use of cones at points of queuing, between seated volunteers, and between volunteers and spectators at events by announcements and reminders.

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

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.

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

Clubhouse areas closed to non-committee members. Common clubhouse areas such as entrance, exit and toilets to have traffic flow plan to reduce interaction points and congestion of people. Use of a staggered start line to ensure competitors are at least 1.5 metres apart, for mass starts.

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

Clubhouse areas closed to non-committee members. Common clubhouse areas such as entrance, exit and toilets to have traffic flow plan to reduce interaction points and congestion of people. Clubhouse common area to have a maximum of 8 people at one time.

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

All venue premises have vast areas outside of event course to reduce gatherings that may occur immediately outside the event area. Races scheduled during an event have staggered start times.

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

Agree

Yes

Tell us how you will do this

All venues have adequate parking for all participants to arrive in cars of their own, or their own household. Discourage carpooling through communications

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

No chanting to occur indoors. At all venues, outdoors spectators have ample room to socially distance.

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

Use outdoor settings wherever possible. Only committee members to enter Clubhouse areas. Take steps to improve ventilation in indoor settings for committee members.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

All events are held outdoors. Only events held at the Clubhouse have a component of volunteer administration that can occur indoors. Indoor administration will be limited to days of in-climate weather.

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

Agree

Yes

Tell us how you will do this

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

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

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning and ensuring cross room air flow.

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

No mechanical ventilation systems used.

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

Clubhouse designed to optimise indoor ventilation being a hall with a large seating capacity. Ensure clubhouse systems and air conditioning are operational and well maintained.

Hygiene and cleaning

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

Note: People engaging in physical exercise are exempt.

Agree

Yes

Tell us how you will do this

Face masks to be available to those entering the clubhouse and a condition of entering. A marshal to be stationed at the clubhouse entry point. Attendees encouraged to bring their own face masks.

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

Agree

Yes

Tell us how you will do this

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 or hand dryers.

Agree

Yes

Tell us how you will do this

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.

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

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

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

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 event.

Agree

Yes

Tell us how you will do this

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, 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

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.

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

Kembla Joggers to provide their COVID-19 Safety Plans where their events may take place, such as Beaton Park Leisure Centre. All event participants to firstly check-in to the public venue using the venue's check-in process and adhere to the requirements of the

venue.

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

Yes