



COVID-19 Safety Plan

Effective 1 July 2020

Community sporting competitions and full training activities

We've developed this COVID-19 Safety Plan to create and maintain a safe environment for our committee, athletes and wider community.

The Ponds Little Athletics Centre will 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

This season we have changed our Officer of Volunteers to our Covid Officer.

ORGANISATION DETAILS	
Organisation name:	The Ponds Little Athletics Centre
Plan completed by:	David Kingcott/ Kelly Christie
In alignment with:	The Return to Little Athletics Guidelines developed by Little Athletics NSW

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:	<p>Before participating at Little Athletics, we have advised all participants and their parents/carers, and all volunteers that they must not attend any Little Athletics activity, 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.

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	<p>We have advised everyone 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> <p>We will be using our social media accounts to ensure all current mandates by NSW Health and LANSW are communicated to our members</p>
<p>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:</p>	<p>We will recommend that our nominated Covid Safety Officer, Committee and Age managers will complete the COVID 19 Infection Control certification prior to the season commencing.</p> <p>Will also advertise to those interested in our community to complete the COVID-19 Infection Control Training https://covid-19training.gov.au/login</p> <p>We have worked with Little Athletics NSW to promote and encourage the use of the following resources and websites 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/ - Little Athletics NSW COVID-19 Resources: https://lansw.com.au/covid-19-resources/ <p>Similarly, we have promoted the range of COVID-19 “campaign resources” produced internally along with those produced by the Federal Government, including the 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> <p>Posters clearly indicating the COVID strategies will be evident above all wash basins and through the venue where appropriate.</p>
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<p>Whilst our centre’s workforce are volunteers, we have made them aware of the above-mentioned symptoms and stipulated that they should stay away from the centre and self-isolate in the event that they experience any symptoms.</p>

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<p>Display conditions of entry (website, social media, venue entry):</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 participants, members and other stakeholders.</p>
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	<p>In conjunction with our state governing body, Little Athletics NSW, we have developed and promoted amongst our members and stakeholders, a range of resources on COVID-19. These can be downloaded here.</p>
<p>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place:</p>	<p>We have provided our Covid Strategy with Blacktown Council as per their 2020 Season regulations.</p> <p>We have determined physical distancing protocols to be used within shared facility spaces (e.g. canteen, toilets/change rooms, spectator viewing areas 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"> - marking social distancing for queues and for canteen volunteers; - having hand sanitiser at point of sale; - regularly wiping down counters with detergent/disinfectant; - providing gloves for canteen volunteers; and - displaying hand washing directions above sinks
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> • Swimming pools • Gyms • Restaurants and cafes 	<p>We do not have a pool or gymnasium, and as stated above, we will implement the necessary protocols for the conduct of our canteen operations.</p>

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REQUIREMENTS	ACTIONS
Physical distancing	
<p>Ensure the number of people in a facility does not exceed one person per 4 square metres (excluding staff) to a maximum of 500 people:</p>	<p>Consideration around the 500 participants</p> <p>The current Public Health Order directs the organiser of a community sporting activity must ensure that gathering for the activity involved has no more than 500 participants, at any one time.</p> <p>Participants include the following:</p> <ol style="list-style-type: none"> A person engaged in the sporting activity An official involved in the conduct or organization of the sporting activity A spectator of the sporting activity <p>In order to ensure compliance with the order the following options will be used as required:</p> <ul style="list-style-type: none"> Limiting the number of parents/family members from each family allowed at the venue to ONE parent per participant. Staggering Age Group competition throughout the evening. Our tiny tot, 6,7 8 age groups will compete 5:30-6:30. We will have a half an hour window to clear the field and recommence at the 7pm time slot for the remaining age groups. We will be encouraging all participants to use the QR code provided by LANSW. We will have age managers remind each to log out as they leave the field. The QR code will be displayed at all entry points and the back of the age manager folders to ensure all are logged into the covid register We have developed a separate QR code to be used as the log for all committee and age managers/ volunteers who are in contact with the children on the actual field. We will not be allowing parent spectators onto the actual field. They will be encouraged to social distance on the areas surrounding the field. Recording Temperature Checks each night for all participating committee and age group managers

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Minimise co-mingling of participants from different matches and timeslots where possible:

Wherever possible, we will allow time between age groups at each event (particularly field events), to enable one group to leave the event area before the next group arrives, to minimise congestion and contact.

We will communicate with age managers, officials and members to encourage personal equipment and bags be arranged to maintain adequate physical distancing between individuals. This will involve marked areas which do not allow co-mingling on both running tracks.

We have the option of using the outside lanes for long jump to ensure no contact is made with other age groups

Shot put will also ensure no co-mingling due to their modified location this season

We will have a clear exit point for all participants in the earlier time slot to ensure that we avoid any co-mingling.

Participants will be directed to arrive no earlier than 5 minutes before their session to avoid any unnecessary crowds

All age groups will be kept separate at all times on the field. Our tracks will have clear areas for them to wait for their races so they are not in contact with other age groups. No pack starts between different age groups will be allowed for this season

Wherever necessary, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.

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<p>Ensure any spectators comply with 1.5 metres physical distancing 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 matches and timeslots co-mingling.</p>	<p>We will take the necessary precautions to minimise the risk of transmission by dispersing spectators throughout the venue and by using signage and PA announcements to advise of the strict requirements.</p> <p>We will encourage members to leave the facility as soon as possible following the conclusion of their training session or last event.</p> <p>Our Covid Officer and Committee will ensure the dedicated spectator areas are clearly known prior to the first running night</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 manage gate access onto the field and entry and exit points to buildings, allowing a seamless flow of people through the venue, to limit the risk of overlap and congestion.</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor:</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 4m² guideline including toilets/changerooms, canteens, club house rooms etc.</p>
<p>Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing:</p>	<p>We will not permit any showering at the venue.</p> <p>We will indicate the number of people that can occupy indoor spaces in accordance with the 4m² guideline including toilets/changerooms, canteens, club house rooms etc.</p> <p>Toilets will be open for use and will display clear signage to indicate the recommended number of people entering (dependent on the space of the amenities).</p> <p>We will also request Council to increase the regularity that they clean public amenities.</p>

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<p>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible:</p>	<p>We will not permit any showering at the venue.</p> <p>We will limit the use of toilets/changerooms as far as possible and clean as required.</p>
<p>Use telephone or video platforms for essential staff meetings where practical:</p>	<p>When possible, we will conduct centre committee 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>Review regular business deliveries and request contactless delivery and invoicing where practical:</p>	<p>We will contact all suppliers and seek their support for contactless deliveries to the centre and electronic invoicing where practical.</p>

REQUIREMENTS	ACTIONS
<p>Hygiene and cleaning</p>	
<p>Adopt good hand hygiene practices:</p>	<p>We will wipe down key spaces, surfaces and objects (such as benchtops, door handles, keys etc regularly).</p> <p>Further we will:</p> <ul style="list-style-type: none"> - Promote and provide hand washing guidance to all participants and volunteers (http://www.who.int/gpsc/clean_hands_protection/en/); - 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. - Signage promoting good hand hygiene practices will be posted above all water sources
<p>Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground:</p>	<p>We will provide hand sanitiser within the venue and ensure it is regularly refilled.</p> <p>All participants will need to bring their own bottle of hand sanitizer to be used before and after each event. They will be keeping this in their own bag with their drink bottle which will be carried around the venue.</p>

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<p>Ensure bathrooms are well stocked with hand soap and paper towels:</p>	<p>We will:</p> <ul style="list-style-type: none"> - Refill soap in toilets regularly. - Refill paper towel dispensers in toilets when required. - We will ensure they are regularly inspected by the covid inspectors each competition and training night
<p>Provide visual aids above hand wash basins to support effective hand washing:</p>	<p>We will promote and provide hand washing guidance to all participants and volunteers: (http://www.who.int/gpsc/clean_hands_protection/en/) and display hand washing guidance in all toilets/changerooms and canteens.</p>
<p>Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks:</p>	<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 participants or volunteers such as drink containers etc.</p> <p>Each participant will need to carry their drink bottle and hand sanitizer in their own bag. To ensure no cross contamination the normal drink carriers will not be used this season.</p>
<p>Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys:</p>	<p>All age manager bibs will be washed after each competition night. They will only be worn by the age manager allocated to each age group.</p> <p>All Covid officers will wear a high vis vest and will be washed after each competition night. We have ensured we have sufficient so no sharing or swapping will occur during training or competition nights</p>
<p>Clean frequently used indoor hard surface areas, including children’s play areas, at least daily; first with detergent and water, and then disinfectant:</p>	<p>Not applicable</p>

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<p>Clean frequently touched areas and surfaces, including in communal facilities, several times per day:</p>	<p>We will clean frequently used spaces, surfaces and objects regularly.</p> <p>All central areas will be wiped down using antiseptic wipes or hospital grade disinfectant prior to competition, during and after. The wipes will be disposed of in the bins clearly marked and placed in all thoroughfares</p> <p>Bathrooms will be wiped down and sanitized between use if council permit their use on our training and running nights.</p>
<p>Clean areas used for high intensity sports with detergent and disinfectant after each use:</p>	<p>Not applicable</p>

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<p>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use:</p>	<p>Within the constraints of the competition, we will implement arrangements to minimise the shared use of equipment where possible.</p> <p>Participants will be encouraged to not share personal items such as drink bottles and towels. Each will have their own bag</p> <p>We will discourage the sharing of common stationery items (pens, clip boards etc.) and other personal IT equipment (laptops, iPads, headphones, etc). The use of the QR code will replace our normal register. We also will have a backup paper register. Pens will be sanitized at the start and end of each session. We will be encouraging all age managers to be providing their own pens to record the information over the night.</p> <p>Shared equipment (particularly throws equipment) will be washed and wiped with antibacterial wipes or alcohol-based sanitiser prior to use by each age group.</p> <p>All measuring equipment for throws and jumps and tools such as the rake will be wiped after the volunteer has finished and dispose of the wipes in the bins clearly marked at each event.</p> <p>All throwing devices will be disinfected inbetween each athlete using them. Children will be asked to sanitise when they arrive at each event and at the end of each event with the exception of the running events.</p>
<p>Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish:</p>	<p>We will make soap or disinfectant/sanitiser available in common areas for visitors to access.</p> <p>We will also be making gloves and masks available for those who wish to use them.</p>
<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions:</p>	<p>We will store sanitisers, disinfectant solutions and detergents appropriately and use in accordance with the manufacturer's instructions under locked key in our canteen and storage shed.</p>
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water:</p>	<p>We will encourage volunteers to wear gloves when cleaning and wash their hands thoroughly before and after with soap and water.</p>

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Encourage contactless payment options:

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.

We have arranged a eftpos machine to encourage cashless sales with all uniform sales.

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REQUIREMENTS	ACTIONS
Record keeping	
<p>Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators, and contractors attending community sports activities 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:</p>	<p>Centre weekly results are recorded in an online Competition Management System. This allows the Competition Administrator to identify which members were in attendance on any given day.</p> <p>Officials/volunteers are required to sign-on each week for insurance purposes, and this sign-on information will double as an attendance register for the purpose of contact tracing. We will be using a separate QR code for all committee members, Age Managers and helpers that will be on the field. Only those who have signed on will be able to go onto the field.</p> <p>Accompanying parents/spectators will be able to be contacted through the relevant members mandatory online registration with the QR code provided by LANSW. We will be encouraging spectators to log on and off after each session</p> <p>We have encouraged all participants to download the COVIDSafe App.</p>
<p>Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required:</p>	<p>So as to further aid the fight against COVID-19, Little Athletics NSW supports the Australian Government’s COVIDSafe app and has strongly encouraged all members of the Little Athletics NSW community to get behind this initiative.</p> <p>We have encouraged members of our centre to download the app from the Apple App store and Google Play.</p>
<p>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:</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>