

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



Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	North Coast Academy of Sport
Business location (town, suburb or postcode)	Lismore
Completed by	D'Arcy Van den Bossche
Plan approved by	D'Arcy Van den Bossche
Email address	mgmt@ncas.org.au
Effective date	18 February 2021
Date completed	22 February 2021

Wellbeing of staff and customers

Exclude staff, volunteers, parents/carers and participants who are unwell.

Communication leading up to each session for all participants and their households to 1/ stay home if unwell; 2/ notify the Academy. Advice & Comm's via regular communication channels e.g. Team App/Email. NCAS staff are available to help answer any questions.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning, and how to

manage a sick visitor.

- All staff to complete a COVID Safe Sport Coaches & Officials Certification, and Infection Control Training
- Return to Training protocols circulated to all staff/volunteers/participants
- Lead staff to host regular meetings to update on possible changes, reminders, information delivered in line with COVID safe requirements of each venue, National & State Sporting Organisation guidelines and public health orders;

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

Regular meetings and communication

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

- In line with individual venues including the use of physical signage; timely updates via social media and team app group chats
- NCAS staff are working with a combination of office (QR codes supplied by SCU) and working from home

If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.

- To be done in advance of any session with a follow up close to session;
- Participants made aware of procedures and measures to be followed before each session

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises 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 where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Where applicable, all staff to observe indoor gym contact detail collection requirements. Staff to communicate before sessions with facility management.

Physical distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff) to a maximum of 3000 people.

Lead staff to communicate before sessions with facility management to confirm requirements.

In indoor areas, spectators should not sing or chant.

Communicated to spectators before sessions; enforced by staff

Minimise co-mingling of participants from different games and timeslots where possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible.

Coordinated appropriately in line with facilities. All staff to be made aware of process. 'Get in, train, get out' approach to sessions.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Coordinated appropriately in line with facilities. All staff to be made aware of process. Acknowledgement of safety marshal before sessions where applicable. Floor markings where appropriate.

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.

Get In, Train, Get Out approach to training, no co-mingling of participants not in same sessions.

Make families and participants aware of pick up and go procedures before sessions.

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

household groups.

Where possible

Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.

In coordination with facilities

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

Where appropriate, shower/change at home;

In line with each venue's rules and policies.

Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.

As above.

Allowing participants appropriate time to use communal facilities safely where practical.

Use telephone or video platforms for essential staff meetings where practical.

Zoom/phone meetings in place

Team app used for individual squads

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

Online payment transactions in place.

Contactless delivery in place where possible.

Hygiene and cleaning

Adopt good hand hygiene practices.

World Health Organisation 'how to wash hands' steps shown to all participants and available via NCAS website <https://ncas.org.au/covid-safe-courses-and-links-for-the-ncas-community/>

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

All lead staff/managers to have ample supplies as part of first aid kits. Placement at venue entry and easily accessible areas of venues.

All staff to contact NCAS office for supplies at any time.

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.

Checks before each session run in conjunction with individual venues

Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.

- BYO water bottle, towel, food is enforced where appropriate.
- Pack your bags early, it is up to each individual to be COVID Safe.

Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.

Lead staff/managers of each squad to organise. Staff to contact NCAS office for laundering supplies.

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.

Regular cleaning as described above

Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.

Regular cleaning as described above

Reduce sharing of equipment where practical and ensure these are cleaned with

detergent and disinfectant between use.

Participants made aware of procedures before each session e.g. BYO netball, wipes available for equipment.

Supplies such as wipes and sanitizer made available to all participants.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

Always available at NCAS events. Staff to contact NCAS office for supplies where necessary.

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

Appropriate staff to check before use

Staff should wash hands thoroughly with soap and water before and after cleaning.

All staff responsibility

Encourage contactless payment options.

Available for all transactions with NCAS

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).

Walk throughs by lead staff before start of sessions with facility staff

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Attendee lists as part of existing event reports by appropriate staff member. QR codes of facilities to be utilised. All records held by NCAS office digitally.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

As per NCAS privacy policy and in line with state and federal legislation.

Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.

Within updated COVID correspondence to all staff.

Community sport organisations should consider registering their business through nsw.gov.au.

NCAS is registered.

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.

All staff encouraged to do the same.

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

Yes