

NUsport is the Newcastle and Hunter's leading provider of quality health and wellbeing, fitness, sport and recreation services and facilities. NUsport sets the highest of standards within its operations to ensure that safe and effective fitness and sport programs and services are delivered throughout its popular Forum facilities, The Forum Sports and Aquatic Centre on the Callaghan Campus and Forum and Wellness Centre in the Newcastle CBD, with a mission of enabling the community to be more active, more often for better health, wellbeing and quality of life outcomes.

NUsport is committed to ensuring the safety, health and wellbeing of all staff and customers and in their interest, and that of all stakeholders, is taking a proactive role in the development, engagement and implementation of its COVID-19 Safety Plans. NUsport has developed two plans:

- **NUsport COVID-19 Safety Plan - Corporate and**
- **NUsport COVID-19 Safety Plan - NUsport Clubs and Sport**

The primary purpose of both is to ensure the organisation complies with all public health orders, statutory obligations and operates in a safe, responsible and measured manner in the management and response to COVID-19.

In accordance with the phased easing of restrictions to COVID-19 the Australian and NSW Government have provided recommendations for a staged return to sport and fitness and leisure centres over the ensuing months.

This plan is designed to provide guidance and information to NUsport members, staff and the wider community on requirements in support of a COVIDsafe workplace, facility and environment.

Introduction

Newcastle University Sport is taking a proactive role in in the development of a centralised and consistent COVID-19 Safety Plan. The purpose of this plan is to ensure all elements of its operations and associated entities are ready to recommence operations in a safe, responsible and low risk manner once the risks arising from COVID-19 are mitigated as far as reasonably practicable.

Development

The NUsport COVID-19 Safety Plan has been developed in conjunction with the NUsport Senior Executive, Chief Executive Officer, COVID-19 Safety Coordinator's and partners within the University of Newcastle.

COVIDSafe Governance Structure and Management

NUsport's COVIDSafe governance structure and management system is outlined in **Appendix A**.

NUsport's Corporate COVIDSafe Plan relies upon the advice and directives of:

- The 3-step framework for a COVIDSafe Australia
- National COVID-19 safe workplace principles (Safe Work Australia)
- Australian Health Protection Principal Committee (AHPPC)
- The AIS Framework for Rebooting Sport in a COVID-19 Environment (AIS Framework)
- National Cabinet Principles for Resumption of Sport and Recreation Activities

- NSW Government
- NSW Public Health COVID-19 Restrictions on Gathering and Movement Orders
- Fitness Australia
- University of Newcastle Policies and Directives.

General Principles and Key Public Health Recommendations NSW Government

From Friday 15 May the following activities are permitted in NSW:

- Public gatherings of up to 10 people.
- outdoor training of up to 10 people is permitted.
- Use of outdoor equipment in public places, with caution.
- Swimming in outdoor pools where there are no more than 10 people allowed in the pool.

From Saturday 13 June 2020, the following will be permitted in NSW:

- Indoor recreation facilities including gymnasiums, leisure centres, community halls, health and dance studios, and indoor pools can reopen. 100 people in an indoor venue
- Fitness, gyms, pilates, yoga and dance studios can reopen with up to 20 people per class plus instructor.

From Wednesday 1 July, Junior and Senior community sporting competitions, training and contact activities are permitted aligning with current NSW Public Health Orders.

Effective 16 July 2020 (received from Dr Kerry Chant PSM, NSW Chief Health Officer and Deputy Secretary Population and Public Health):

- Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.
- Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website <https://www.nsw.gov.au/covid-19/latest-news-and-updates>.
- Take all reasonable steps to minimise the number of spectators attending community sport events.
- If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.

Effective **1 August 2020** indoor gyms are required to have a dedicated COVID-19 Safe Hygiene Marshal on duty at all times.

Effective **7 December 2020**, Gyms may now operate ensuring there is at least 4 square metres of space for each person on the premises and can operate with a maximum of 50 persons per class including staff.

Gyms must not allow persons on the premises if the size of the premises is insufficient to ensure there is at least 4 square metres of space for each person on the premises.

Gymnasiums must continue to ensure there is a COVID-19 Safety Hygiene Marshal on the premises if the gym is open for use and more than 25 persons are being allowed to use the gymnasium at the same time.

Outdoor public gatherings are restricted to 100 people, with the following exception:

- up to 3,000 people (subject to 1 person per 2 square metres) can gather for **community sport** (with a COVID-19 Safety Plan in place)
- Indoor recreation facilities require electronic entry records

The **key recommendations** by public health authorities to control the transmission of the coronavirus are:

- Stay at home if you are unwell and have any symptoms of the virus.
- Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website <https://www.nsw.gov.au/covid-19/latest-news-and-updates>.
- Maintain the physical distancing principle of at least 1.5m separation and 1 person per 4 square metres.
- Practice good hand hygiene, clean and disinfect your environment.
- Contact tracing.

Premises details

Premises name:	The Forum Sport and Aquatic Centre – Callaghan	Prepared by:	Monique Smith
Type of premises:	Sport and Aquatic Centre	Position title:	Sport Development Coordinator
Street address:	University Drive, Callaghan, NSW 2308	Last Update:	21 December 2020
Contact no:	02 4921 7921	Revision date:	4 January 2021
Email:	info@theforum.org.au	COVID-19 Safety Coordinator (NUsport Clubs & Sport)	Monique Smith Monique.smith@theforum.org.au

Premises name:	NUsport managed facilities – Callaghan	Prepared by:	Monique Smith
Type of premises:	Ovals and Squash Pavilion	Position title:	Sport Development Coordinator
Street address:	University Drive, Callaghan, NSW 2308	Last Updated:	21 December 2020
Contact no:	02 4921 7921	Revision date:	4 January 2021
Email:	info@theforum.org.au	COVID-19 Safety Coordinator (NUsport Clubs & Sport)	Monique Smith Monique.smith@theforum.org.au

Premises name:	NUsport managed facilities	Prepared by:	Monique Smith
Type of premises:	Berry Park Rowing Facility	Position title:	Sport Development Coordinator
Street address:	Duckenfield Rd, Berry Park NSW 2321	Last Update:	21 December 2020
Contact no:	02 4921 7921	Revision date:	4 January 2021
Email:	info@theforum.org.au	COVID-19 Safety Coordinator (NUsport Clubs & Sport)	Monique Smith Monique.smith@theforum.org.au

Each area has the following capacity numbers:

The Forum - Callaghan	Area (m²)	Social Distancing (4sqm pp)
Reception and surrounds	105.88	26
Café Seated Area	32.73	8
Café Lounge Area	87.40	21
Childminding	56.82	14
Auchmuty Court	667.94	166
Stadium Court	732.75	183
Wellness Room (MyWellness Assessments)	7.28	1
Gymnasium	454.14	113
Cardio Room	187.04	46
RPM Room	56.10	14
Top Pool Deck	316.25	79
Pool Grandstand	299.93	74
Pool	1209.47	302
High Performance Gym	184.85	46
HPG Functional Space	69.48	17
NU Dive & Exploration Society Gear store	13.7	3
NU Mountaineering Club Gear store	88	22
Studio 2	280.80	70
Studio 1	266.90	66
Stadium Grandstand	172.50	43

Outdoor Facilities – *Capacity determined by current NSW Government and NSW PHO permissions in place per training group/per field		
Bernie Curran Oval	19000	2 Fields
Oval 2	13361	1 Field
Oval 3	22937	3 Fields
Ray Watt Oval	18350	2 Fields
Ray Watt Club Room	84.15	21
Squash Pavilion		
Squash Court x 1 (4 of)	62.72	15
Small Group Fitness Studio	127.14	31
Harry Bradford Lounge	32.4	8

Berry Park Rowing Facility		
Rowing Shed	288	(72) approved for 10
Mezzanine Level	72	18

1. Wellbeing of Staff, Customer, Tenants and Associated Entities

Exclude staff, customers and stakeholders who are unwell.

- Managed internally via management and HR communications to staff via Safety Shares, as a verbal reminder at every departmental team meeting, via weekly CEO email communications
e.g. “If you have COVID-19 symptoms, get tested at a COVID-19 testing clinic. Symptoms include cough, sore / scratchy throat, shortness of breath or fever. Self- isolate until you get your results. If you need advice or have questions, call the National Coronavirus Health Information Line on 1800 020 080”.
- Staff, members, volunteers and visitors are informed of exclusion requirements via The Forum Safety Standards, The Forum website, Terms and Conditions, social media communications, rolling electronic TV screens, laminated signage, The Forum FAQs and The Forum App.
- Effective Monday 17 August 2020, NUsport will be implementing temperature screening as a part of the facility entry process for NUsport programs and facilities. Temperature screening will be applicable at The Forum University, The Forum Harbourside and The Forum Squads programs.
- Fever, whilst not present in all cases, is a common symptom of coronavirus (COVID-19). Temperature measurements in the context of a holistic assessment will help NUsport determine if a customer or staff member should refrain from entering facilities.
- Managed by nominated Covid-19 Safety Coordinators of NUsport Clubs and Hirers of NUsport managed facilities as per NUsport approved Covid-19 Safety Plans; reference to The Forum Safety Standards, The Forum website, Terms and Conditions, social media communications, rolling electronic TV screens, laminated signage and The Forum FAQs.

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.

- Staff are provided and trained in NUsport’s COVID-19 Management and Response Standard Operating Procedure. Details recorded in NUsport’s HRM system.
- PPE packs are located at all facilities.
- Communications include the following: “If you have COVID-19 symptoms, get tested at a COVID-19 testing clinic. Symptoms include cough, sore/scratchy throat, shortness of breath or fever. Self-isolate until you get your results. If you need advice or have questions, call the National Coronavirus Health Information Line on 1800 020 080”.
- Messaging included in facility signage, rolling electronic TV screens and via consistent social media and website messaging.

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

- Managed internally via management and HR communications to staff entitlements as per Fair Work Australia legislation.

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

- Conditions of entry are detailed within The Forum Terms and Conditions, available on The Forum website.
- [The Forum Safety Standards](#) are included on website, social media, program booking app and entry of facilities.
- Maximum room capacity signage implemented throughout facilities. NUsport Clubs and Hirers of NUsport Managed Facilities will be provided with maximum facility capacity upon application to hire NUsport facilities.

NUsport Tenants and Partners

- Clubs, Sporting Groups and Associated NUsport Entities will be guided by the NUsport COVID-19 Safety Plan NUsport Clubs and Sport.
- Tenants and Partners COVID-19 Safety Plans will be developed in alignment with NUsport COVID Safety Plans and Frameworks and University of Newcastle COVID-19 Safety Plans and policies.
- Tenants and Partners COVID-19 Safety Plans will be regularly reviewed, monitored and updated in line with the changing nature of the pandemic.
- All submitted COVID-19 Safety plans are retained within NUsport's document management system.

Vulnerable Populations

Vulnerable populations are those who are at increased risk of severe illness if they contract COVID-19. This includes Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions; people 65 years and older with one or more chronic medical conditions; people 70 years and older, and people with compromised immune systems.

Staff, customers and other stakeholders are encouraged to advise if they are a member of the vulnerable populations so that steps can be taken to minimise the risk of infection with COVID-19 in the workplace and facilities. This is achieved internally via departmental communications as well as CEO and HR communications. Externally this is communicated via The Forum terms and conditions.

For NUsport staff this will be managed on a case by case basis and may include modification of duties where reasonably practicable. The following actions may be undertaken:

- Risk assessment of the person's job and work environment.
- Request a medical certificate from their doctor if an employee advises they are a vulnerable person. The certificate should indicate work capacity (i.e. fit for modified duties or absence recommended) and the period of time of the certification.

NUsport commits to maintaining the privacy of employees and customers and avoiding discriminatory actions.

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

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Swimming pools** - COVID-19 Safety Plan for offsite aquatics programs completed for commencement date of 20 July 2020.
- **Restaurants and cafes** - Café Covid-19 Safety Plan is in place and monitored in line with adjustments to NSW Public Health Orders.
- **NUsport Clubs and Hirers of NUsport Managed Facilities**

All NUsport Clubs and Hirers of NUsport Managed Facilities must develop and submit to NUsport for approval Covid-19 Safety Plans before a Return to Sport and Activity will be approved.

All Covid-19 Safety Plans approved by NUsport will be retained within NUsport's document management system.

All NUsport Clubs, their members and all NUsport stakeholders are referred to [The Forum Dedicated COVID-19 web page](#) for all information, including COVID-19 Safety

Plans, Forum Safety Standards and Resources. These plans are monitored in line with adjustments to NSW Public Health Orders.

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.

NUsport Clubs and Hirers of NUsport Managed Facilities

- All NUsport Clubs and Hirers of NUsport Managed Facilities must develop and submit to NUsport for approval Covid-19 Safety Plans before a Return to Sport and Activity will be approved. These Covid-19 Safety Plans state methods of recording attendance via electronic methods if not captured at the main premise.
- All Covid-19 Safety Plans approved by NUsport will be retained within NUsport's document management system.
- All NUsport Clubs, their members and all NUsport stakeholders are referred to [The Forum Dedicated COVID-19 web page](#) for all information, including COVID-19 Safety Plans, Forum Safety Standards and Resources. These plans are monitored in line with adjustments to NSW Public Health Orders.

Indoor gyms must assign one staff member as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping. The identified Safety Marshal/s must be present at all times when there are more than 25 patrons in the gym.

- NUsport Hygiene Marshals are identifiable via the NUsport uniform and yellow lanyard.
- All NUsport staff are trained and responsible for enacting our COVID Safety Plan. This comes in the form of (but is not limited to) Member Relations Consultants who track and manage bookings and sign ins. Facilities and Maintenance Staff who lead the best practice procedures on cleaning and maintaining the facilities. Gym Instructors who supervise the gym floor and oversee social distancing and COVID Support staff who assist with additional cleaning and hygiene measures.
- Both of our facilities, The Forum - University and The Forum – Harbourside are fully staffed throughout operating hours with a combination of Management, Gym Instructors, Member Relations Consultants and COVID Support Staff.

Ensure processes are in place to exclude participants (including spectators and officials) if they have in the 14 days prior attended any of the reported case locations listed on the NSW Health website <https://www.nsw.gov.au/covid-19/latest-news-and-updates>

- Communication to participants occur via messaging included in facility signage, rolling electronic TV screens and via consistent social media. This will be monitored and updated as a priority upon advice from NSW Health.
- All NUsport Clubs and Hirers of NUsport Managed Facilities have been advised to update their Covid-19 Safety plan to include this new advice from NSW Health and to communicate this to all members and participants via communication methods committed to in their Covid-19 Safety plans.

- All NUsport Clubs, their members and all NUsport stakeholders are referred to [The Forum Dedicated COVID-19 web page](#) for all current information, including COVID-19 Safety Plans, Forum Safety Standards and Resources. These plans are monitored and updated in line with adjustments to NSW Public Health Orders and advice.

2. Physical and Social Distancing

Ensure the number of people in a facility does not exceed one person per 4 square metres (including staff).

- Each area is marked with signage regarding maximum occupancy numbers.
- All program participation is via bookings which include time period and capacity limits.
- Continuous monitoring of compliance (by staff) with physical distancing requirements, with particular regard to areas where members of the public might congregate.

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.

- All NUsport sport competition programs and events and those of stakeholders hiring NUsport Managed Facilities will be reviewed and monitored by NUsport to ensure they only proceed with sufficient legitimate member participants of that team. Registration of participants via online portal and event day sign in is a requirement before any participation can occur.
- NUsport has communicated via email to all NUsport Clubs and Stakeholders to incorporate controls to ensure they only proceed with sufficient legitimate member participants for community sport and to update their COVID-19 Safety Plans accordingly.

Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting. N/A

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.

- Training and match schedules will be coordinated to allow patrons to arrive and leave activity sessions to avoid mixing groups of participants. Participants will be directed to turn up no earlier than 15 minutes before their training/activity session. Participants are required to leave the venue immediately after training/activity. Get In, Train, Get Out.
- NUsport Clubs and Hirers of NUsport managed facilities will document proposed scheduling in COVID-19 Safety Plans submitted to and approved by NUsport. These will be reviewed and amended as required. All Covid-19 Safety Plans are stored in NUsport's Document Management System.

Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable, including in non-ticketed or grass areas.

- All indoor and outdoor programs have been reviewed and restructured to ensure social distancing.

- NUsport Clubs and Hirers of NUsport managed facilities to adhere to restrictions in place by the NSW Government, to NSW Public Health Orders and align with the current guidelines for sport and activity.

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.

- All indoor and outdoor programs have been reviewed and restructured to manage social distancing, including staggered start finish times and clear drop off/pick up zones.
- COVIDSafe Support Officers have been implemented to support internal traffic control.
- All staff are trained to manage the COVIDSafe process with managers. As per their re-engagement induction and training, stored electronically within NUsport's document management system.
- Entry and exit points have been adjusted to increase traffic flow efficiency.
- NUsport Clubs and Hirers of NUsport Managed Facilities to manage the COVIDSafe process as per COVID-19 Safety Plans submitted to and approved by NUsport and in line with NUsport Covid-19 Safety Plans and The Forum Safety Standards.

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

- NUsport Clubs and Hirers of NUsport Managed Facilities to update and manage the COVIDSafe processes as per COVID-19 Safety Plans submitted to and approved by NUsport and in line with NUsport Covid-19 Safety Plans and The Forum Safety Standards.

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

- Signage and floor markings have been implemented to guide physical distancing.
- COVIDSafe Support Officers have been implemented to support internal traffic control. Induction and training completed for all COVIDSafe Support Officers prior to engagement.

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

- Effective 11 September 2020, showers, changerooms and lockers are re-open for use and all toilets and basins have been re-opened at both The Forum University and Harbourside sites.
- Room capacity and social distancing signage is in place.
- Water bottle filling stations are available, however, bubblers remain deactivated.

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

- Effective 11 September, showers, changerooms and lockers are re-open for use and all toilets and basins are in use at The Forum University and Harbourside sites.
- Room capacity and social distancing signage in place.
- Water bottle filling stations are available, however, bubblers remain deactivated.
- Members have been informed via the website – FAQs.
- NUsport Club participants and Hirers of NUsport managed facilities to inform participants

and volunteers as per their COVID-19 Safety Plans submitted to and approved by NUsport. Communications include email and social media.

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

- NUsport utilises Zoom and Microsoft Teams for remote meetings.
- NUsport Clubs utilise various online platforms.

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

- Reduction in deliveries and implementation of contactless.

Maximum Occupancy

- Maximum participants per venue will be managed via the following measures:
 - Indoor program review and adjustments.
 - Outdoor program review and adjustments.
 - Implementation of outdoor training.
 - Visitation will be managed via a booking system within [The Forum App](#).
 - Facilities are open to existing members only.
 - Floor plan reviews and equipment moved.
 - Stickers and signage to guide members within the facility.
 - NUsport programs to be gradually introduced relative to permissions
 - NUsport Clubs and Hirers of NUsport managed facilities to operate in accordance with current NSW Government, NSW Public Health Orders and governing bodies informing members and participants, reviewing and adjusting Covid-19 Safety Plans as required.

3. Hygiene

Adopt good hand hygiene practices.

- All departmental cleaning standard operating procedures (SOPs) have been reviewed and updated in line with Safe Work Australia Guidelines.
- Promotion of regular and thorough hand washing for employees, customer and contractors etc.
- Hygiene and handwashing signage implemented throughout facilities.
- Facilities cleaning, maintenance and waste management will follow operational standard operating procedures (**Appendix B**). All staff working within these teams will be trained as per the SOPs and provided PPE.
- Effective Monday 10 August 2020 all frontline, customer facing NUsport staff will be utilising face coverings in the form of face masks. NUsport acknowledges that the use of a mask is not a substitute for physical distancing and that masks should be considered a fourth line of defence after staying home if unwell and getting tested, maintaining 1.5-metre social distancing and good hand hygiene.
- NUsport Clubs and Hirers of NUsport Managed Facilities to communicate regularly to participants and volunteers as per COVID-19 Safety Plans submitted to and approved by NUsport.

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

- Alcohol based hand sanitiser is provided at the entrance to facilities.
- Hand sanitiser stations to be placed in prominent locations with dispensers checked regularly.

- NUsport Clubs and Hirers of NUsport Managed Facilities to manage the provision and use of hand sanitiser as per COVID-19 Safety Plans submitted to and approved by NUsport. This includes all members to carry personal hand sanitiser, hand sanitiser provided at venues and facilities.

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.

- Cleaning SOPs include frequent stock checks.
- Bathrooms supplied with soap and running water for handwashing.
- Hand drying facilities are made available. Provision of disposable paper towels or hand dryers only.
- Hygiene and handwashing signage implemented throughout facility as per Safe Work Guidelines and Health Department Resources.

Encourage visitors to bring their own water bottle, snacks, sweat towels and exercise mats. Avoid shared food and drinks.

- As per The Forum Safety Standards, social media communications and website information / FAQs.
- Water bottles and sweat towels available for cashless purchase at The Forum Sports and Aquatic Centre.
- NUsport Clubs and Hirers of NUsport managed facilities to regularly communicate to participants and volunteers as per COVID-19 Safety Plans submitted to and approved by NUsport.

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

- Shared uniform items are not permitted. All uniforms items must be laundered as per NUsport departmental SOPs.
- NUsport Clubs and Hirers of NUsport managed facilities manage and communicate processes for laundering of uniform items and instruct not to share uniform items, including positional bibs as per COVID-19 Safety Plans submitted to and approved by NUsport.

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.

- High traffic and communal surfaces, both staff and customer facing, are regularly disinfected.
 - Updated cleaning and maintenance roster.
 - Cleaning SOPs reviewed for all areas / departments.
 - Implementation of COVIDSafe Support Officers to provide additional cleaning throughout operations.

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

- All departmental cleaning, standard operating procedures (SOPs) have been reviewed and updated in line with Safe Work Australia Guidelines.
- All equipment will be cleaned and disinfected post class/activity session.
- NUsport Clubs and Hirers of NUsport managed facilities will implement cleaning and disinfecting of areas used for high intensity sports and activities as per COVID-19 Safety

Plans submitted to and approved by NUsport using appropriate PPE.

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

- Programs have been reviewed and restructured to eliminate the need for equipment e.g. bodyweight.
- Where equipment is used in classes, equipment packs will be assigned to individuals for the session.
- Equipment will not be shared between participants, where this unavoidable, equipment will be cleaned and disinfected between contact.
- Within the gym environment, equipment will be cleaned by members after each use and additionally by staff such as Gym Instructors and COVIDSafe Support Officers. Facilities will also be cleaned by cleaning staff.
- NUsport Clubs and Hirers of NUsport managed facilities will limit sharing of equipment and implement cleaning and disinfecting of equipment frequently; before, during and after use as per COVID-19 Safety Plans submitted to and approved by NUsport.

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

- All high traffic areas have been updated and equipped with cleaning stations including disinfectant, paper towel and hand sanitiser e.g. gym, studios, shower/changerooms etc.
- NUsport managed facilities such as the Squash Pavilion, Ray Watt and the Berry Park Rowing Facility is stocked with cleaning stations including disinfectant, paper towel, hand sanitiser and gloves. Stock levels to be monitored by NUsport staff and NUsport Clubs.

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

- Oversight of chemicals by Facilities Maintenance Manager.
- Updated cleaning SOPs.
- Review and update of Safety Data Sheets.

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

- As per updated departmental SOPs.
- All staff trained and inducted in COVIDSafe procedures, documented, saved and electronically retained in the NUsport Document Management System.
- All staff provided with PPE.

Encourage contactless payment options.

- Review of Member Relations procedures to eliminate cash payments.
- Communication of cashless payments to members via website / FAQs ad social media.

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).

- Natural ventilation will be increased in indoor areas via opening windows and doors where possible

4. Staff Workplace, Training and Education

- All staff have undertaken Department of Health – Infection Control Training. Mandatory requirement for frontline / customer facing staff and facilities / maintenance team. <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- Senior management engaged in workshops with:
 - The University of Newcastle Health Response Team and Pro Vice-Chancellor (COVID-19 Response Leader) – Professor Liz Burd.
 - Infection control subject matter experts, Professor Brett Mitchell.
 - University of Newcastle Risk and Insurance team.
- All re-engaged staff have completed COVIDSafe inductions and training as per the relevant departmental standard operating procedure. This documentation is retained electronically in the NUsport Document Management System.
- All staff, visitors and customers are provided guidance to exclude themselves from the facilities when unwell. This is via staff training, membership terms and conditions, Forum Safety Standards, social media communications, The Forum App and website, COVID-19 Safety Plans submitted to NUsport by NUsport Clubs and Hirers of NUsport managed facilities.
- Team meetings and training sessions to communicate and implement changes to procedures.
- Implementation of FAQs and supporting resources for departments, NUsport Clubs and stakeholders. All staff and NUsport Clubs are provided with NUsport COVID-19 Management and Response SOP.
- Hygiene, social distancing signage and PPE provided for all staff and within staff areas.
- Regular communications regard mental health support resources such as NUsport Employee Assistance Program.
- NUsport managed, staged return to work for staff including consideration for room capacity numbers, rostering and compliance with JobKeeper Scheme.
- Adjustment to team operations to remote work (where reasonably practicable). Use of Zoom and Teams, online meetings.
- Two NUsport Club information and education sessions have been held via Zoom to support NUsport Clubs with the return to sport and activity, including the process. Resources and a process for the Return to Sport and Activity has been communicated via email in addition.
- NUsport Club committees must appoint a COVID-19 Safety Coordinator who is responsible for the development of and monitoring of their Club Covid-19 Safety Plan. Special consideration is given around who is appointed to ensure the Safety of all Club members; commitment to review and modifications to their plan as required; and communications with all stakeholders during this pandemic. NUsport Club COVID Safety Coordinator and at least three members of each NUsport Club Executive Committee must complete Department of Health – Infection Control Training. <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- Covid-19 Safety Coordinators of NUsport Clubs are provided with regular communications

via email, phone and zoom meetings as required to provide further guidance around implementing and monitoring their Club Covid-19 Safety Plans.

- All hirers of NUsport managed facilities to appoint a COVID-19 Safety Coordinator who must complete the Department of Health – Infection Control Training and is responsible for the implementation and monitoring of their COVID-19 Safety Plan.
<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- Inductions will be held for all Hirers of NUsport managed facilities.

5. Compliance

What have we done to comply with existing legislation and regulations?

- Compliance with NSW Government
<https://www.nsw.gov.au/covid-19>
- Compliance with NSW Government Public Health Orders
<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/public-health-orders.aspx>
- Review of emergency management plans for consideration of restrictions e.g. emergency evacuation procedure and social distancing.
- Compliance with Safe Work Australia and National COVID-19 Safe Workplace Principles.
<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/other-resources/national-covid-19-safe-workplace-principles>
- Compliance with Fair Work Act and directions.
- Alignment with University of Newcastle COVID-19 Safety Frameworks and policies.
- Compliance with Privacy Act.
<https://www.oaic.gov.au/assets/privacy/guidance-and-advice/coronavirus-covid-19-understanding-your-privacy-obligations-to-your-staff.pdf>
- Compliance with National Principles for the resumption of Sport and Recreation activities.
<https://www.pm.gov.au/sites/default/files/files/attach-national-principles-resumption-sport-recreation-activities.pdf>
- Compliance with The Australian Institute of Sport (AIS) Framework for Rebooting Sport in a Covid-19 Environment.
https://ais.gov.au/data/assets/pdf_file/0008/730376/35845_AIS-Framework-for-rebooting-sport_FA.pdf
- [The Forum Terms and Conditions](#) and [The Forum Safety Standards](#) outline conditions of entry and participation for members and visitors.
- NUsport staff will monitor (NUsport approved) COVID-19 Safety Plans of NUsport Clubs and Hirers of NUsport managed facilities for compliance

6. 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.

- Attendance monitored and retained via The Forum App and CRM software (Perfect Gym).
- NUsport Clubs and Hirers of NUsport managed facilities will maintain attendance records for all activities as per COVID-19 Safety Plans submitted to NUsport (utilising QR Codes or entered into an electronic spreadsheet).
- Information is only retained for 28 days.

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.

- Records must not be used for purposes other than contact tracing (i.e. contact information is not to be used for marketing purposes).
- Records must be maintained in line with the Privacy Act.
- Collecting only the necessary personal information e.g. name and contact number.
- Individuals are informed via terms and conditions and direct interactions that their personal details are required for contact tracing
- Information is stored securely and electronic within NUsport's document management system.
- The captured information is only provided to authorised NSW Health representatives.

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

- Engagement with COVIDSafe app is a recommendation only.

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

- NUsport COVID Safety Plan registered with nsw.gov.au as of 13 June 2020.
- NUsport COVID Safety Plans are publicly accessible via this link:
<https://www.theforum.org.au/COVID-safety-plan>

The occupier of an indoor gym must register their COVID-19 Safety Plan through nsw.gov.au

- NUsport COVID Safety Plan registered with nsw.gov.au as of 13 June 2020.
- NUsport COVID Safety Plans are publicly accessible via this link:
<https://www.theforum.org.au/COVID-safety-plan>

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.

Responses to a COVID-19 Incident will be:

- As per the NUsport COVID Management and Response SOP based on Safe Work Australia Principles.
- All staff are informed of and trained in the procedures.
- All NUsport Clubs and Hirers of NUsport managed facilities are informed of and

communicate the process to their participants and volunteers as per COVID-19 Safety Plans submitted to NUsport.

- COVID-19 Management and Response PPE packs are in place within NUsport facilities
- NUsport COVID-19 Management and Response Standard Operating Procedure
Appendix C.

7. Duty of Care

During the COVID-19 pandemic NUsport recognises its duty of care to the health and wellbeing of staff and the community whilst operating the businesses. The impact of COVID-19 on the Australian community will evolve and change over time and with that the requirements for how NUsport will operate.

NUsport makes a commitment to:

- Maintain effective, two-way communication with staff and the community
- Consider the impact of decisions made in relation to COVID-19, on the physical and mental health of their staff
- Consider innovative solutions so that the workplace can remain safely operational and staff can remain in their roles as far as possible
- Plan ahead and be flexible to accommodate the changing nature of the pandemic
- Ongoing review and modification of COVID-19 Safety Plans and Frameworks

8. Resources and References

Australian Government Department of Health

<https://www.health.gov.au/>

NSW Government

<https://www.nsw.gov.au/covid-19>

Fitness Australia

National Fitness Industry Code of Practice

<https://fitness.org.au/articles/policies-guidelines/national-fitness-industry-code-of-practice/4/1603/20>

Framework for Safely Operating a Fitness Facility Under COVID-19 Restrictions

<https://fitness.org.au/articles/business-news/available-now-framework-for-safely-operating-a-fitness-facility-under-covid-19-restrictions/30/2071>

Safe Work Australia

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/other-resources/national-covid-19-safe-workplace-principles>

Mental Health Resources

NUsport Employee Assistance Program

Life Matters

Ph: 4965 3530 or www.lifematters.com.au

Beyond Blue

Ph: 1800 512 348 or <https://coronavirus.beyondblue.org.au/>

Black Dog Institute
<https://www.blackdoginstitute.org.au/>

This Way Up
<https://thiswayup.org.au/how-we-can-help/courses/>
World Health Organisation
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

National Principles for the resumption of Sport and Recreation activities.
<https://www.pm.gov.au/sites/default/files/files/attach-national-principles-resumption-sport-recreation-activities.pdf>

The Australian Institute of Sport (AIS) Framework for Rebooting Sport in a Covid-19 Environment.
https://ais.gov.au/data/assets/pdf_file/0008/730376/35845_AIS-Framework-for-rebooting-sport_FA.pdf

University of Newcastle
<https://www.newcastle.edu.au/covid-19>

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