

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



Your COVID-19 Safety Plan

General

Business details

Business name	Newcastle University Sport
Business location (town, suburb or postcode)	Callaghan
Completed by	Natalie Tadros
Email address	natalie.tadros@theforum.org.au
Effective date	11 October 2021
Date completed	9 October 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Staff and members advised to remain at home if they are unwell or have been advised to self isolate by NSW Health and are a close contact

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

- 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
- Internal Standard operating procedures, including NUsport's COVID-19 Management and Response Standard Operating Procedure
- All staff have completed the Government Infection Control Training
- PPE packs are located at all facilities.
- University Subject Matter Experts provide advice and information updates

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

- Signage on entry to facilities
- 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
- 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.
- QR Code as requirement of entry displayed at entry points to facilities.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

- Information provided in all staff communications
 - Provide access to University Health Vaccination Clinic
-

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Agree

Yes

Tell us how you will do this

- Information on maximum capacity thresholds is displayed on all spaces and is communicated in all communications
- All areas will be marked appropriately to ensure distancing.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

All areas will be marked appropriately to ensure distancing and signage is displayed throughout the facilities

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

- All areas will be marked appropriately to ensure distancing.
- Encourage members to stagger the use of communal facilities or shower/change at home where possible.
- Covid-19 Safety Marshalls employed to provide compliance during peak periods

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

Agree

Yes

Tell us how you will do this

- Employing Covid-19 Marshalls to manage high traffic areas in peak periods.
 - 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.
 - Several large carpark options available to enter the premises. entry and exit points identified clearly and supervised by staff to ensure social distancing.
-

Ventilation

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

- Doors and windows will be opened to increase natural ventilation
- HVAC system in the Aquatic Centre will be set to allow maximum ventilation during peak periods

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Additional outdoor facilities are being built and outdoor spaces will be made available

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

Agree

Yes

Tell us how you will do this

- Louvres in indoor courts will be opened for ventilation
- Opening of windows and doors where possible.

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

- Opening of windows and doors where possible.
- HVAC ventilation system in the Aquatics Centre will be set to allow for the maximum

ventilation, particularly in peak periods

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

regular scheduled maintenance of all air conditioning systems and HVAC

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

consulted with a broad stakeholder group including facility management, safety team and health professionals

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Masks will be enforced as per the Public Health Orders. Medical exemptions will be verified. Regular information will be supplied to staff and customers in all communications and signage and updated as the public health measures change.

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

Agree

Yes

Tell us how you will do this

- Alcohol based hand sanitiser is provided at the entrance to facilities.
- Hand sanitiser stations are placed in prominent locations with dispensers checked regularly.
- All departmental cleaning standard operating procedures (SOPs) have been reviewed and updated in line with Safe Work Australia Guidelines.
- Promotion and training programs 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. All staff working within these teams will be trained as per the SOPs and provided PPE.

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

Agree

Yes

Tell us how you will do this

staff regularly check stock levels throughout the facilities to ensure supply of soap, towels, hand sanitiser and dryers are available.

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

- Daily professional cleaning of facilities
- High traffic and communal surfaces, both staff and customer facing, are regularly disinfected.
- Implementation of COVIDSafe Support Officers to provide additional cleaning throughout operations as required.
- Cleaning wipes available near all equipment, signage implemented to encourage cleaning of equipment before and after use.

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, customers and contractors.

Agree

Yes

Tell us how you will do this

created a QR code that must be used prior to entry

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.

Agree

Yes

Tell us how you will do this

There will be trained staff stationed at the front desk to check all members have checked in using the QR code and their proof of vaccination prior to their entry to facilities according to the NSW Public Health Orders

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.

Agree

Yes

Tell us how you will do this

An electronic spreadsheet is used to capture contact details if QR codes are not able to be used. This information is only retained for 28 days.

A person will not be able to enter the facility unless they have checked in and this is observed by staff stationed at the front desk

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

The business has a CRM system and uses a swipe card access for customers which collects their time of entry to the facility.

Staff also sign in using finger scanning on entry

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

Yes