

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



Your COVID-19 Safety Plan

Community sport

Business details

Business name	Newcastle University Sport (NUsport)
Business location (town, suburb or postcode)	Callaghan
Completed by	Monique Smith
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Effective date	1 November 2021
Date completed	8 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

Staff, members, volunteers, visitors and event participants will be advised to remain at home if they are unwell with symptoms of COVID-19, or have been advised to self isolate by NSW Health

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 at departmental team meetings
Regular CEO email communications
Internal Standard operating procedures which include NUsport's COVID-19
Management and Response Standard Operating Procedure
University Subject Matter Experts provide advice and information updates

All staff have completed the Government Infection Control Training.

PPE packs are located at all facilities.

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

Clear signage to confirm conditions of entry and record keeping is displayed at entry to facilities.

All community sport activities and events will have COVID-19 Safety Plans in place.

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

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

Managed internally via management and HR communications to staff .

Marketing materials are used to clearly communicate vaccination requirements for for all staff, members, volunteers, visitors and event participants.

Staff and COVID-19 Safety Marshals have been trained how to check proof of COVID-19 vaccination status via use of related NSW Government resources and will be positioned at all facility entrances and at outdoor venues to check vaccination status, with only valid forms of evidence of vaccination accepted for entry and participation.

COVID-19 Safety Plans will be in place for all community sport activities and events.

Physical distancing

Capacity at an outdoor community sporting event must not exceed 1 person per 2 square metres of space of the premises in which the activity is conducted.

Agree

Yes

Tell us how you will do this

All community sport activities and events will be planned to ensure they do not exceed 1 person per 2 square metres of space where the activity is conducted.

NUsport Clubs and External hirers of NUsport Facilities will be required to submit a COVID-19 Safety Plan for approval by NUsport prior to any confirmation of hire of venue or facility for community sport activities and events.

Signage will be used at all venues and facilities to re-enforce capacity limits.

All outdoor community sport activities and events must have a dedicated COVID-19 Safety Marshal and/or NUsport staff member in attendance to monitor compliance.

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

All areas will be marked appropriately to ensure distancing and signage is clearly displayed throughout venues and facilities.

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

All community sport activities and events are structured to minimise mingling of participants from different activities/games and timeslots where possible. This includes staggered start/finish times with the provision of clear drop off/pick up zones.

NUsport staff and/or COVID-19 Safety Marshals will assist to manage as necessary

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

All areas will be marked appropriately to ensure distancing and capacities together with signage clearly displayed throughout venues and facilities.

COVID-19 Safety Marshals will assist to manage as necessary.

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

All areas will be marked appropriately to ensure distancing and capacities together with signage clearly displayed throughout venues and facilities.

NUsport staff and/or COVID-19 Marshals will manage high traffic areas in peak periods.

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 community sport activities and events are structured to manage gatherings which may occur outside premises. Start/finish times are staggered and clear drop off/pick up zones are clearly communicated via event communications to participants and via signage.

NUsport staff and/or COVID-19 Marshals will manage high traffic areas in peak periods.

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

Agree

Yes

Tell us how you will do this

All community sport participants will be encouraged not to carpool with people from different household groups. This will be managed via direct communications to all participants via event organisers and in line with the COVID-19 Safety Plans in place.

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

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

Outdoor venues will be used where possible for all community sport activities and events.

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 occurs.

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 in indoor areas, unless exempt.

Note: People engaging in physical exercise are 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 by staff and or COVID-19 Safety Marshals.

Clear signage is in place around mask wearing.

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 paced in prominent locations with dispensers checked regularly.

Hygiene and handwashing signage implemented throughout facilities.

Promotion and training programs of regular and thorough hand washing for employees, customers and contractors etc.

All departmental cleaning standard operating procedures (SOPs) have been reviewed and updated in line with Safe Work Australia Guidelines.

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

NUsport 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.

Cleaning wipes available near all equipment, signage implemented to encourage cleaning of equipment before and after use.

Implementation of COVIDSafe Support Officers to provide additional cleaning

throughout operations as required.

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

QR codes have been created and must be scanned before entry to all NUsport facilities and venues.

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

Clear signage is in place and accessible at all facilities and venues for staff and customers to scan prior to entry.

Trained NUsport staff and or COVID-19 Safety Marshals will be stationed at the entry points to facilities and venues to check all members have scanned the QR code and shown their proof of vaccination prior to entering facilities and venues 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, 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

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 or attend a venue unless they have provided their contact details.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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

All community sport activities and events will operate under NUsport approved COVID19 Safety Plans.

COVID-19 Safety Marshals and or NUsport staff will ensure QR Codes are scanned and contact details are captured for all staff and participants via electronic spreadsheet (This information is only retained for 28 days) if QR Codes are unable to be used.

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

Yes