

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



## Your COVID-19 Safety Plan

### Outdoor events

### Business details

Business name	Newcastle University Sport (NUsport)
Business location (town, suburb or postcode)	Callaghan
Select your business type	
COVID-19 Safe outdoor gatherings	
Completed by	Monique Smith
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Effective date	8 November 2021
Date completed	8 November 2021

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### Wellbeing of staff and customers

**Exclude staff, performers and attendees who are unwell from the event.**

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 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, as a verbal reminder at every departmental team meeting

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 on entry to facilities.

Managed internally via management and HR communications to staff via Safety Shares, as a verbal reminder at departmental team meetings and regular CEO email communications.

Staff, members, volunteers, visitors and event participants are informed of exclusion requirements via EDMs, The Forum Safety Standards, The Forum website, Terms and Conditions and 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.

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses 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 and via marketing materials for all staff, members, volunteers, visitors and event participants.

Entry and or attendance requirements signage is placed on entry to facilities and at all outdoor venues for events and activities.

QR Codes are provided and must be used at all entry points to facilities and at all outdoor venues for outdoor events and activities.

Staff and COVID-19 Safety Marshals have been trained how to check proof of COVID-19 vaccination status, for those whom this is a condition of entry, via use of related NSW Government resources.

A dedicated COVID-19 Safety Marshal and or NUsport member of staff will be positioned outside of all facility entrances and at outdoor venues to check for compliance for entry and or participation in events of all people. Use of QR code and Vaccination status and will be checked with only valid forms of evidence of vaccination accepted.

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## **Physical distancing**

**Capacity 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 outdoor events will be planned to ensure they do not breach the maximum capacity limits allowed (1 person per 2 square metres of space in which the activity is conducted).

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

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

All outdoor 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.**

Agree

Yes

**Tell us how you will do this**

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

**Avoid congestion of people in specific areas where possible.**

Agree

Yes

**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 Marshals employed to provide compliance during peak periods.

**Have strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.**

Agree

Yes

### **Tell us how you will do this**

All indoor and outdoor programs and events have been reviewed and restructured to manage social distancing, including staggered start finish times and clear drop off/pick up zones.

To manage gatherings directly outside any facilities or venue entrances, entry and exit points will be identified and communicated to all staff, members, volunteers and visitors via EDMs, signage and via event program information communications.

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

### **Where practical:**

- **encourage private transport options to minimise crowding on public transport**
- **coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.**

Agree

Yes

### **Tell us how you will do this**

Private transport options will be encouraged within current NSW Public Health Orders versus public transport for all outdoor events.

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## **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**

N/A Outdoor events CSP.

**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.

HVAC ventilation system in the Aquatics Centre will be set to allow for the maximum ventilation, particularly in peak periods.

**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.

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## **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 by staff and or COVID-19 Safety Marshals.

Regular information will be provided to staff and customers in all communications and signage and will be updated as the NSW Public Health orders 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.

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.

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## **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, attendees and contractors.**

**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 clearly 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 outdoor events will operate under NUsport approved Covid-19 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