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Community sport | COVID-19 Safety Plan

Resources and guidance on how to complete a COVID-19 Safety Plan for outdoor community sport.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

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- 1 **Keep your business COVID Safe** 
 - 2 **Developing your COVID-19 Safety Plan** 
 - 3 **How to complete the COVID-19 Safety Plan** 
 - 4 **Keep your COVID-19 Safety Plan up to date** 
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Effective 24 December 2021

Business details

Business name

Newcastle University Sport

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

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Wellbeing of staff and customers



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

Explain 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.

Explain 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 racks are located at all facilities

Display conditions of entry such as requirements to stay away if unwell.

Explain 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.

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

Explain how you will do this

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NUsport requests proof of vaccinations for anyone to enter The Forum facilities: 16 years and above MUST be fully vaccinated to enter The Forum venues... either to participate in activities or as a spectator. - Children under 14 must be accompanied by a fully vaccinated adult to enter the facilities. - Children aged 14 – 16 who are NOT fully vaccinated themselves MUST be accompanied by an adult (from their household) who is FULLY vaccinated.

Physical distancing

Support 1.5m physical distancing where possible, including:

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

Explain 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

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.

Explain 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.

Avoid congestion of people in specific areas where possible, such as at change rooms and other communal facilities.

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Explain 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.**Explain 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**Explain 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 carpool with people from different household groups.**Explain 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.

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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> (<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.

Explain 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.

Explain 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.

Explain 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)
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and reducing or avoiding recirculation of air).

Explain 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).

Explain 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.

Explain 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 people aged over 12 in indoor areas, unless exempt.

Note: People engaging in physical exercise are exempt.

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Explain 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.**Explain 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.

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

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Record keeping



Consider having a NSW Government QR code available so that workers and customers can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.

Explain how you will do this

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

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this

Tell the worker to return home directly, ensure the safety of the workplace and workers, including cleaning and disinfecting all areas used by the person who tested positive for COVID-19.

Assess how much contact other workers had with the person who tested positive for COVID-19, using the Contact Classification Tool.

Advise workers and contractors and consult with workers about the identification

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 if a worker has tested positive. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> for more information.

Explain how you will do this

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Cooperate with NSW Health

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 24 December 2021