

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

Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	Spit Swimming Club
Business location (town, suburb or postcode)	Mosman
Plan completed by	Patrick Durrant
Plan approved by	Patrick Durrant
Email address	spitswim100@hotmail.com
Date	11 October 2020

Wellbeing of staff and customers

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

Advice provided on website and race registration page that swimmers are not to attend the swim meet if they are feeling unwell and experiencing cold or flu-like symptoms.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.

Information provided via links on website to relevant NSW health guidelines on COVID-19. Club officials advised/trained in procedures regarding cleaning of equipment, physical distancing, management of sick visitors and registration process for spectators

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

N/A

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

Conditions of entry to be posted at clubhouse entry, poolside, website and social media.

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

N/A

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

- **Swimming pools**
- **Indoor recreation facilities**
- **Major recreation facilities**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with a food or drink premise must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

N/A

Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria, or have visited a location in NSW at a time and date that requires them to self-isolate, in the 14 days prior. Locations with self-isolate alerts are listed on the NSW Government website.

Note: the exclusion of Victorian residents does not apply to those with border region resident permits.

Advise via website using links to the self-isolate alerts listed by the NSW Government.

Physical distancing

Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people.

Advice provided at entry to clubhouse of maximum number of persons permitted inside at any one time. This will also be advised via the website.

Spectators singing in groups or chanting/cheering is a particularly high-risk activity and should be avoided where possible.

Spectators advised via COVID safety officer, signage and website to observe strict social distancing measures.

Minimise co-mingling of participants from different games and timeslots where possible.

N/A

Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.

Spectators advised via COVID safety officer, signage and website to observe strict social distancing measures.

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.

Advice provided via website and club officials that currently social gatherings both within and outside the clubhouse either before or after the swim meet are not permitted.

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

N/A

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

COVID Safety officer to enforce and remind people of their social distancing obligations. Signage where possible.

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

Clubhouse shower/toilet facilities will be off-limits and members and spectators will be encouraged to use the adjacent council facilities or those at home.

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

As above.

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

Committee meetings, where practicable to be held via video platforms. Current committee size conforms to limits on indoor gatherings.

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

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

Advice provided via signage, website, COVID safety officer and club officials.

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

Available at clubhouse and poolside.

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.

N/A as club facilities off-limits.

Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.

N/A as no shared food and drinks to be made available. Members spectators advised not to bring share plates.

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

N/A

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.

Admin equipment such as clubhouse tables, computer and printer to be wiped down after each use as per cleaning checklist

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

N/A

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

Timing watches to be wiped down with alcohol wipes (also to be provided) after each use.

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

A COVID-19 kit will be made available at each swim meet with wipes, gloves and hand sanitiser. Cleaning checklist to be followed on each occasion.

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

N/A will not be preparing own solutions

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

As per cleaning checklist.

Encourage contactless payment options.

Merchandise transactions to be conducted via EFT only.

Record keeping

Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practical, for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

Members to provide contact details during registration prior to season start. QR code to be available for registration of spectators/non-members

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

Advice provided via website and signage.

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

Registered as a COVID-safe organisation.

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.

Yes.

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

Yes