

> HELPING BUSINESS GET BACK TO WORK



16 July 2020

COVID-19 Safety Plan

Effective 17 July 2020

Community sporting competitions and full training activities

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers, volunteers and your visitors.

Complete this plan in consultation with your workers and volunteers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely participate in activities. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Organisations must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

ORGANISATION DETAILS	
Organisation name:	Run Crew
Plan completed by:	Ben St Lawrence
Approved by:	

> REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers, parents/carers and participants who are unwell.	We have advised all our coaches and runners not to attend training if they are unwell, via our Members FB page and group messages.
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.	We have provided all of our coaches with links to the NSW Health Covid resources.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	We don't have any staff.
Display conditions of entry (website, social media, venue entry).	When training at a venue (ES Marks Track, Kensington), they have an up to date Covid Safety Plan including Conditions of Entry.

Wellbeing of staff and visitors	
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	We don't hire any facilities.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Swimming pools Gyms Indoor recreation facilities Restaurants and cafes (for kiosks or canteens) Major recreation facilities 	The ES Marks Track has a Covid 19 Safety Plan in place.
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.	We have communicated via our Social Media that anybody who has been to Victoria within the last 14 days cannot attend.
Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latest-news-and-updates).	We have communicated via our Social Media that anybody who has been to a case location within the last 14 days cannot attend. We have shared the link with our members.
Take all reasonable steps to minimise the number of spectators attending community sport events.	We are primarily a participant only training session, with no spectators.
If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.	We don't hold competitions, just outdoor training.

REQUIREMENTS	ACTIONS
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.	The only facility we use, ES Marks, has a strict 500 person limit.
Minimise co-mingling of participants from different games and timeslots where possible.	We encourage participants to go home as soon as they have completed their training.
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. Have strategies in place to prevent spectators from different games and timeslots co-mingling.	We don't have spectators/seating.
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.	We stagger start and finish times, sending small groups off to warm up and cool down at different times.
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	We use only large, outdoor spaces and encourage physical distancing.

Physical distancing	
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	All change-rooms and bathrooms have limits and physical distancing information at the door.
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	None of our participants shower at the facility.
Use telephone or video platforms for essential staff meetings where practical.	We don't have any staff meetings.
Review regular business deliveries and request contactless delivery and invoicing where practical.	We don't have deliveries.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	We strongly encourage good hand hygiene. All bathrooms at ES Marks and Centennial Park have hand hygiene information.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	There is hand sanitiser at the gate of ES Marks Athletics Track.
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.	ES Marks has done this.
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	We don't have any sharing of food/drinks.
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	We don't have any shared uniforms.
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.	We don't have any indoor locations.
Clean areas used for high intensity sports with detergent and disinfectant after each use.	We only use outdoor facilities.

Hygiene and cleaning	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	We don't share equipment.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	ES Marks provides full strength hand sanitiser
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	ES Marks provides full strength hand sanitiser.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	We don't have staff cleaning any premises.
Encourage contactless payment options.	We don't have any payment facilities.

REQUIREMENTS	ACTIONS
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. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	We have all of the contact information for everyone in our training group, including email, phone numbers and addresses.
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	We have shared the details of the Covid Safe app with our members.
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.	We will do so if needed.