

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



Your COVID-19 Safety Plan

Outdoor events

Business details

Business name	Hornsby District Little Athletics Centre INc
Business location (town, suburb or postcode)	Pennant Hills
Select your business type	
COVID-19 Safe outdoor gatherings	
Completed by	Fran Dorey
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Effective date	11 September 2021
Date completed	7 October 2021

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

Before participating at Little Athletics, we have advised all participants, parents/carers and volunteers that they must not attend any Little Athletics activity, if in the past 14 days they have:

- been unwell or had any flu-like symptoms, or
- been in contact with a known or suspected case of COVID-19, or
- any sudden loss of smell or loss of taste, or
- are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions.

We have advised everyone that they should check the NSW Government website for advice regarding the full list of symptoms associated with COVID-19 infection: <https://www.nsw.gov.au/covid-19/symptoms-andtesting>

Provide staff with information and training on COVID-19, including on when to get tested, physical distancing, wearing masks, and cleaning.

Agree

Yes

Tell us how you will do this

We will recommend that all our identified COVID-19 Safety Coordinator/s (at minimum) and a number of other interested volunteers (as much as practicable), complete the COVID-19 Infection Control Training <https://covid-19training.gov.au/login>

We promote and encourage the use of the following resources and websites to obtain accurate information:

- Australian Government Department of Health: <https://www.health.gov.au/news/health-alerts/novel-coronavirus2019-ncov-health-alert>
- NSW Government Department of Health: <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx>
- World Health Organisation: <https://www.who.int/>
- Australian Institute of Sport: <https://ais.gov.au/health-wellbeing/covid19>
- Sport Australia: <https://www.sportaus.gov.au/>

Similarly, we have promoted the range of COVID-19 “campaign resources” produced internally along with those produced by the Federal Government,

including the posters outlining hygiene practices found at:
<https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources>

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

We will display posters, distribute and share information about COVID-19 across our digital channels and at appropriate locations around our club house and venue.

Where appropriate, we will identify and address potential language, cultural and disability barriers associated with communicating COVID-19 information to participants, members and other stakeholders.

Other types of venues or facilities at the event must complete COVID-19 Safety Plans where applicable. 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

We have to date, and will continue to liaise and work with our venue owners - Local Councils or schools (public/private), or private owners to comply with any specific requirements they may have.

We have determined physical distancing protocols to be used within shared facility spaces (e.g. canteen, toilets/change rooms, spectator viewing areas and club house/rooms), and where appropriate, have clearly marked with

tape and/or signage.

There are no other sub-premises to note.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

All members are volunteers but we will promote via social media and web page the benefits of and need for vaccination.

Physical distancing

Capacity for a controlled outdoor event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 500 persons.

Capacity at a COVID-19 safe outdoor gathering must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 50 persons.

Agree

Yes

Tell us how you will do this

In order to ensure compliance with the order the following options will be used as required:

- We expect, as per previous years, to get no more than 300 or so registered athletes (and possibly less given covid impacts) and to have less than 280 compete at any given Saturday competition.
- We will limit if required the number of parents/guardians to one per family (Committee and officials exempt). All attending parents must act as officials/volunteers if possible

and sign on in that capacity, to a maximum of 130. Spectators are discouraged.

All attending must sign in by the QR code. Covid marshals will monitor attendance.

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

Covid marshals will monitor attendees and regular announcements will be made regarding social distancing requirements. Signage will also be placed at possible points of congestion as well as at sign-in points.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Covid marshals will monitor attendees and regular announcements will be made regarding social distancing requirements. Signage will also be placed at possible points of congestion as well as at sign-in points.

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

Encourage attendees to leave once activity is completed.

We will manage gate access onto the field and entry and exit points to buildings, allowing a seamless flow of people through the venue, to limit the risk of overlap and congestion.

Singing and dancing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

N/a to athletics

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

N/a

Ventilation

Review the 'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://www.nsw.gov.au) and consider which measures are relevant to your event before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

All aspects of the competition are held outdoors.

The canteen will have open doors and serving areas with maximum ventilation.

The interior clubhouse/computer room is a large space with multiple egress points. Doors will be left open to increase ventilation and numbers restricted.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Majority of administration activities including registration desk will be moved to an outdoor setting, where possible.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

The canteen will have open doors and serving areas with maximum ventilation.

The interior clubhouse/computer room is a large space with multiple egress points. Doors will be left open to increase ventilation and numbers restricted.

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

N/a no air con systems, will use open doors and widows.

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

N/a

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

N/a

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

Ask volunteers to wear masks in the required settings.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

We will wipe down key spaces, surfaces and objects (such as benchtops, door handles, keys etc regularly).

Further we will:

- Promote and provide hand washing guidance to all participants and volunteers ([http://www.who.int/gpsc/clean_hands_protection/en /](http://www.who.int/gpsc/clean_hands_protection/en/));
- Promote regular and thorough hand washing by volunteers and participants;
- Provide sanitising hand rub within the venue and refill regularly;
- Replace/refill soap in toilets regularly;
- Place bins around the venue.

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

Agree

Yes

Tell us how you will do this

We will:

- Refill soap in toilets regularly.
- Refill paper towel dispensers in toilets when required.

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

We will clean frequently used spaces, surfaces and objects regularly.

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 code at points of entry and stipulate all must sign in and out correctly and as part of the conditions for competition..

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

Volunteers will be stationed near the QR code to assist with sign-in and out. Reminders will be posted on the website and announcements made during competition.

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

We have additional devices and paper lists for those that need assistance with check-ins.

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

Yes