

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



Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	Western and Hills Orienteers Incorporated
Business location (town, suburb or postcode)	Sporting Club that holds events in various locations.
Completed by	Robert Bradley
Plan approved by	Maureen Fitzpatrick
Effective date	21 December 2020
Date completed	25 December 2020

Wellbeing of staff and customers

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

Anyone with symptoms of COVID-19, even mild symptoms, should not attend an event or training session before they receive a negative COVID-19 test result. Symptoms of COVID-19 include: fever (37.5 ° or higher), cough, sore throat, shortness of breath (difficulty breathing), runny nose, loss of taste, loss of smell. [From NSW Health website]. Sign at event meeting point reminding attendees of requirement.

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

Signage at meeting point advising to get tested and isolate if unwell and to maintain social distancing. Reminders in club newsletter. COVID marshal allocated at events. Sick people at events asked to leave. If first aid is urgently required then masks are available in the first aid kit if assistance is required.

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

No staff so not applicable.

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

Pre-entry via Eventor is strongly recommended for all events. This Plan will be posted with the the event entry information. The full plan will be available at the event/session and will be emailed to all club members who will be the volunteers.

Signage of social distancing requirement at event meeting point.

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

Subject to landowner requirements at each event

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises 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 where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Not applicable to orienteering.

Physical distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff) to a maximum of 3000 people.

In Greater Sydney, indoor areas must not exceed one participant per 4 square metres of publicly accessible space.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Maximum entries at club orienteering events are such that it is easy to maintain one person per 2 square meters. Events are conducted in outdoor spaces. Event course setters choose Assembly/Start/Finish to ensure appropriate space.

In indoor areas, audience members should not sing or chant. In outdoor areas, spectators 12 years and older should wear masks if singing or chanting.

Not applicable

Minimise co-mingling of participants from different games and timeslots where possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible.

Orienteering events have a start window that allows for staggered start times. This also staggers finish times.

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Plan posted with entry information. Sign at meeting point. Meeting Point person to remind runners of physical distancing requirements. Markers on the ground to emphasise the need for 1.5m physical distancing at Enter-On-Day and Download. COVID Marshal to encourage participants to move further apart.

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.

The nature of orienteering events means that large gatherings do not occur outside the assembly and start areas.

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

Participants should avoid shared travel arrangements such as carpooling. For long journeys, please balance this with the need to have a second driver.

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

See section on “Support 1.5m physical distancing” above. See section on “Support 1.5m physical distancing” above.

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

Communal facilities are rarely available at orienteering. If they are, the event organiser will devise an appropriate strategy; this could be “the facilities are closed to orienteers”.

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

See previous section.

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

Minimal requirements for meetings. Club meetings generally held using zoom.

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

Orienteering has almost no regular business deliveries.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand sanitiser gel available at assembly area and download station. Event information including hand hygiene posted with event information. Competitors to wash and/or sanitise their hands regularly. Competitors should also bring their own hand sanitisers. If competitors are likely to finish the event with visibly dirty hands, they should be encouraged to bring extra water and soap. Hand sanitisers are less effective if the dirt is not washed off. Soap to be provided at handbasin at toilets

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

Hand sanitiser gel available at assembly area and download station.

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.

Hand soap and paper towel to be provided at handbasin at toilets

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

No snacks or water will be provided at events. Participants should bring their own drink bottles, snacks, towels or other personal gear. They should not share them.

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

Hi-vis vests are not to be used at events. Requirements otherwise not relevant to orienteering.

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.

The WHO club has a large bucket with cleaning equipment. This should be at the event and used to clean frequently touched surfaces like tables and SI units. Officials will wear gloves when cleaning and wash hands thoroughly before and after with soap and water or gel.

Clean indoor hard surface areas used for high intensity sports with detergent and

disinfectant after each use.

Not applicable to orienteering.

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

Used rental SI sticks and compasses will be cleaned and disinfected between uses/events. The club cleaning bucket has details for this purpose.

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

Not necessary for orienteering.

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

Various cleaning options are provided in the club cleaning bucket. The instructions on the bottle/packet should be followed.

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

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

Encourage contactless payment options.

Entry is either pre-entry with payment on line or Enter on Day (EOD) with tap option. No cash accepted at events. Back-up option of post payment by electronic transfer

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

Generally not applicable.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Details collected for pre-entries via electronic orienteering entry system. Enter on day via QR coded that collects this information.

Spectators can use these systems to record attendance.

Key club officials have administrator access to Eventor and can download contact lists.

EOD details to be shared with key club officials.

President, vice president, secretary, treasurer and event organiser to have file to ensure deadlines can be met.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

Eventor entries will use the Eventor database of Australian orienteering members and casual orienteers. The database, Orienteering Australia and Orienteering NSW have privacy rules.

Records gathered only for COVID-19 tracing purposes will comply with this requirement.

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

Event information will recommend all orienteers and other attendees download the COVIDSafe app and bring their phone to the event or training session.

Carrying a phone whilst competing or training is optional at events.

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

Not applicable

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 this

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

Yes