

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

Your COVID-19 Safety Plan

Major recreation facilities (including stadiums and showgrounds)

Business details

Business name	Warringah Softball Club
Business location (town, suburb or postcode)	Beverley Job Oval
Completed by	Robert Glasson
Email address	treasurer@warringahsoftball.com.au
Effective date	28 September 2020
Date completed	13 October 2020

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

All members that have been in contact with a confirmed COVID-19 case in the previous 14 days, or are showing any of the symptoms of COVID-19 are to be excluded from any training sessions until tested and cleared.

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

All coaches and managers are required to familiarise themselves with the relevant current health guidelines

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).

Provided via website, social media platforms and through the use of a registration app - Visitance.

Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).

N/A

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

- Community centres and halls (if hiring out space)
- Cinemas, theatres and concert halls (for performances).

N/A

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

N/A

Venues taking bookings for weddings, funerals and corporate events (function centres only) should ensure there is a COVID-19 Safety Plan in place for the event. Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

N/A

Physical distancing

Capacity in a ticketed stadium must not exceed 25% of seated capacity, to a maximum of 10,000 people. Children count towards the capacity limit. If there are separate premises in the major recreational facility, such as a food and drink premises, the maximum capacity in those separate premises is one person per 4 square metres (whichever is the lesser).

N/A

For non ticketed events, the maximum capacity is 500 persons or one person per 4 square metres (whichever is the lesser).

We have used a conservative capacity of 200 for the training fields and monitor via registration process.

Seated groups should be separated by 1–2 empty seats on both sides to support physical distancing. Develop strategies to achieve this, such as ticketing arrangements or blocked seating. If non-ticketed or grass areas are being utilised, have strategies in place to ensure physical distancing between non-household groups.

Coaches and team managers are responsible.

Have strategies in place to prevent co-mingling of spectator groups, such as by using alternate sections and closing access corridors. Each section should have a designated entry/exit, toilets and food/drink service.

Coaches and team managers are responsible.

Consider exiting each section in staggered times to avoid crowding outside the venue. If a venue has multiple grounds, consider staggering the start times of different shows/matches to minimise crowding.

Coaches and team managers are responsible.

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or to order food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.

N/A

Use signage at entrances to halls or exhibit areas to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow of visitors.

N/A

Consider implementing a time-based booking or ticketing system for showground events or popular exhibits to minimise crowding.

Field bookings managed by Club Committee.

If there are security bag checking arrangements in place, have strategies to minimise crowding such as additional staffing and asking people to open their bags for quick visual inspection. If staff need to touch the bag or items within, have hand sanitiser available for them to use before and after.

N/A

Consider strategies to manage crowding during breaks, such as allowing people to bring their own food and drinks into the venue, or hiring additional personnel to assist with crowd control.

N/A

Promote online ticket purchasing and electronic ticket checking.

N/A

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).

Coaches and team managers are responsible.

Use telephone or video for essential staff meetings where practical.

N/A

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

N/A

Consider physical barriers such as plexiglass around counters with high volume interactions with customers. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if

practical.

N/A

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

N/A

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in staff meeting or break rooms.

N/A

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger shows/matches if crowding on public transport may occur.

N/A

Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

Players are encouraged to carry hand sanitizer in their kit bags

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

Managed by council

Have hand sanitiser at key points around the facility, such as entry and exit points.

Players are encouraged to carry hand sanitizer in their kit bags

Clean frequently used indoor hard surface areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.

N/A

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

N/A

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

Done.

Encourage contactless payment options.

N/A

Record keeping

Keep a record of the name and contact number for all staff, customers and contractors 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.

Managed via Visitance.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Done.

Major recreation facilities should consider registering their business through nsw.gov.au.

N/A

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.

Agreed.

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

Yes