

> HELPING BUSINESS GET BACK TO WORK



30 June 2020

COVID-19 Safety Plan

Effective 1 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:	The Valley Equestrian Club Kempsey Inc
Plan completed by:	Sharon Cross - Secretary
Approved by:	Sharon Cross - Secretary

> 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.	Advertise and Notify - Unwell Do Not Attend Send any home that present Unwell immediately
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.	COVID-19 info advertised on FB and Website for club so all entrants are aware. Encourage all read and make themselves aware of all contiditions. Signage posted at all Events.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	N/A - Volunteer Organisation therefore no leave entitlements.
Display conditions of entry (website, social media, venue entry).	Signage posted at all Events outlining conditions Club Facebook & Website

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.	Kempsey Showground have prepared Covid-19 Safety Plans for all areas which are available for Club
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 	Signage as above to alert all participants

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.	Volunteer Organisers educated on this practice to ensure entrants are following All Entrants are provided wristbands and complete entry forms to obtain numbers and details
Minimise co-mingling of participants from different games and timeslots where possible.	Regulated Group Events to assist in minimising contact
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.	Minimal Spectators allowed - advertise on Events No Spectators where possible
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.	Signage in areas to educate and remind entrants of distancing.
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	N/A - outside event unable to marker ground
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	In line with Kempsey Showground Covid-19 Safety Plan
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	N/A
Use telephone or video platforms for essential staff meetings where practical.	Committee Facebook Page in place for such meetings, along with Club Facebook Page & Website to provide information
Review regular business deliveries and request contactless delivery and invoicing where practical.	N/A

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Promote & Display Hygiene Practice guidelines.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Club to purchase appropriate Hand Sanitiser and have available in set areas, also advising entrants of these areas.
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.	In line with Kempsey Showground Covid-19 Safety Plan
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	Advertise requirements on Event Details
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.	N/A directly to Club, however will be in line with the Kempsey Showground Covid-19 Safety Plan for the share areas requiring cleaning.
Clean 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.	Advised Entrants to Not Share Equine Equipment or Personal Equipment
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Club to purchase gloves
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Provide Volunteers with Gloves when required.
Encourage contactless payment options.	Prompt Direct Deposit where possible. When accepting Cash - operator to have available hand sanitiser to use frequently.

REQUIREMENTS	ACTIONS
Record keeping	
<p>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.</p>	<p>Sign in Sheets Entry Forms for All Events will capture details.</p>
<p>Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Advise the availability of the CovidSafe App for entrants to upload.</p>
<p>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.</p>	<p>Yes.</p>