

COVID-19 SAFETY PLAN

ISNSW MEMBER CENTRE

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COVID-19 SAFETY PLAN

TEMPLATE CREATED 12TH JUNE 2020

Indoor Sports NSW has developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your staff, your players, and the visitors to your centre.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes.

Businesses must follow the current COVID-19 Public Health Orders and 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

This plan template is put together from agreed principles and policies between Indoor Sports New South Wales Incorporated and the NSW Government. Once completed by a centre, these policies need to be enforced and maintain to ensure a safe return to play for all.

CENTRE NAME: _____

CENTRE DETAILS

ADDRESS: _____

PHONE: _____

EMAIL: _____

COMPLETED BY: _____

DATE OF EFFECT: _____ / _____ / _____

Complete the following steps:

☐ **READ THE COVID-19 SAFETY PLAN AND ENACT ITS POLICIES**

☐ **COMPLETE THE COVID-19 CHECKLIST**

Checklist is at the end of this document.

☐ **REGISTER AS A COVID SAFE BUSINESS**

<https://www.nsw.gov.au/covid-19/covid-safe-businesses>

You are then ready to return to play!

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“Get in – Play – Get Out” Strategy

This is a strategy aimed to ensure as minimal contact between participants as possible and hinges on the following considerations:

- Players should arrive dressed and ready to play.
- Players should change at home. Where possible, change rooms should be closed.
- Community sport members should eat off-site and not bring in outside food.
- Food & Beverage bought onsite should be consumed offsite where practical.
- Between halves/quarters/periods, players should maintain 1.5m of social distancing.
- Any tasks that can be done at home (strapping, recovery sessions, etc.) should be done so.

Capacity Restrictions

Any internal building there will be restricted to 1 person per 4 metres squared of a designated area.

A designated area would be defined as an area that is clearly separated from another area to prevent others entering that same space. A rebound court would be considered a designated area as it is an enclosed sporting space with floor to roof and surrounding wall nets.

Court Capacity

The maximum participants on an indoor sports court at any given time would be:

- Indoor Cricket 10 (8 fielders, 2 batsmen) & 6 players (waiting batsmen) off the court. 1 Umpire in a separate space. 2 off court Batsmen would potentially cross paths briefly at the changeover of Batters. Changeover would be approximately 15 seconds in a space where no physical contact would be made.
- Indoor Netball 16 (14 players & 2 official). Players would be moving into shared space during play.
- Indoor Soccer 13 (12 players & 1 official) Players would be moving into shared space during play.
- Tag Football 11 (10 players & 1 official) Players would be moving into shared space during play.
- Dodgeball 13 (12 players & 1 official) Players would be moving into shared space during play.

Movement Inside the Facility

- Initial opening plans should see no spectators present at any time during the facility. This restriction may ease under direction from the NSW Government.
- Players will be asked to exit the facility promptly upon completion of their activity.
- If physically possible, creation of a separate entrance and exit to the facility is mandatory. This allows for one single flow through of passage through the centre.
- At all counters and kiosks, floor markings will be in place to indicate the 1.5m distance that customers need to maintain while awaiting service.
- Contactless payment facilities will be made available wherever possible.
- Where practical, a thermometer should be used to check the temperature of all. Normal human body temperature remains around 36.5°C to 37°C, above this would see a player or staff member refused entry.

Gameplay

- A minimum of 10 minutes shall be scheduled between the scheduled completion of one game/booking timeslot, and the beginning of another.
- There will be no hand shaking, embracing or other forms of physical contact between players and officials at the completion of each fixture.
- Personal Hygiene Habits should be encouraged through:
 - Hand Sanitizer available at every court, as well as other high traffic areas.
 - Players and officials encouraged to hand sanitize directly before and straight after every game.

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Contact Tracing

A key component of managing the COVID-19 pandemic and recurring transmission of infection in the community, is rapid and effective contract tracing. Contact tracing is undertaken by public health authorities. To support public health authorities with contact tracing, all member centres must.

- maintain an accurate attendance record of all individuals that are present on site (members, staff, casuals, cleaners, contractors etc.).
- keep records for a minimum of 28 days.
- maintain accurate privacy controls over this data.

This shall be maintained through a simple contact register upon entrance to the centre, or any other means deemed compliant with state health authorities.

A sample contact register is available on the ISNSW Website.

Signage

- Clear signage of the National Health Guidelines during the COVID-19 pandemic must be clearly displayed in numerous areas around the venue.
- Clear signage must be displayed directing social distancing restrictions throughout the facility.
- Signage encouraging good hygiene habits should also be displayed throughout the facility.

Examples and templates for signage can be found on the ISNSW website.

Equipment

- There will be no sharing of personal protective equipment between players under any circumstances.
- Players/participants caught sharing non-essential equipment will be asked to stop immediately. Failure to comply will result in ejection from the centre.
- Where practical, every player should provide their own playing equipment, including any and all protective equipment.
- Any and all equipment supplied by the centre shall be changed over at the end of each game and sanitized and/or washed, prior to re-use. This includes, but is not limited to:
 - Match balls
 - Cricket keeping gloves
 - Netball Bibs
 - Tags and Tag belts for footy
- The sanitizing of umpire's boxes, laptop computers, remote scoring devices and match tools, such as witches' hats, form part of the sanitizing process required between matches.
- An equipment sanitizing registration should be created and maintained for the cleaning of all equipment throughout the centre.

Cleaning and Sanitizing

All high traffic areas of a facility should be cleaned and sanitized at regular intervals.

These include, but are not limited to:

- Benchtops, desks and countertops.
- Doorknobs and door hardware throughout the centre.
- Mobile phones, keys, iPods, laptops, keyboards, computer mice, cash registers, EFTPOS facilities and all other tools of trade for your centre.
- Toilets and change rooms, including basins, seating and hand dryers.
- Hand rails, fridge/freezer handles, chairs, tables, arm wrests.

All efforts should be made to increase the flow of fresh air in the facility by opening doors and windows.

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An adequate supply of hand sanitizer, soap and personal hygiene supplies should be maintained for both staff and customers. These supplies should meet all Australian standards as well as those set by any State & Federal Health Authorities.

COVID-19 Policy

ANY PERSON DISPLAYING FLU LIKE SYMPTOMS OR SYMPTOMS OF COVID-19 SHOULD BE REFUSED ENTRY TO THE CENTRE.

Officials and staff should constantly monitor players for signs of COVID-19. Any player or staff member showing signs or symptoms of COVID-19, should be asked to immediately leave the facility and seek medical advice. These persons should have follow up contact made with them within 24 hours to ensure their wellbeing and the wellbeing of your playing community. A record should be kept of this process.

COVID-19 Positive

If a person tests positive to COVID-19, and has visited the facility in the previous 72 hours, the following procedures should take place:

- Contact will be made with all relevant medical advisors and agencies, both local and state.
- All players and staff that may have come in contact with that person are to be notified immediately and any advice from health authorities passed on to those persons.
- The centre will be closed as soon as practical, and prior to resumption of any sport, to undergo a complete sanitization.

Returning to sport after COVID-19 Recovery

Any person returning to sport after recovering from COVID-19, should satisfy the following points:

- Ensure they no longer pose any infection risk to their community, and
- Ensure they have sufficiently recovered to safely participate in exercise.

IN BOTH INSTANCES, CLEARANCE FROM A DOCTOR IS REQUIRED PRIOR TO RETURN TO PLAY.

COVID-19 CHECKLIST ON NEXT PAGE...

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COVID-19 CHECKLIST

This checklist has been designed to aid ISNSW Member Centres to become COVID-19 compliant.

This checklist should be completed as your centre becomes compliant with both the COVID-19 Safety Plan and any other relevant government restrictions. Completion of this checklist alone is no guarantee that all aspects of your business operations would be compliant with government regulations and centres should seek advice and clarification on any matters of concern.

WELLBEING OF STAFF AND VISITORS

- ☐ Exclude staff, volunteers and visitors who are unwell
- ☐ 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.
- ☐ Make staff aware of their leave entitlements if they are sick or required to self-isolate.
- ☐ Display conditions of entry (website, social media, centre entry). Consider displaying a maximum number of people allowed in each room shown at a clear place of entry
- ☐ Ensure COVID-19 Safety Plans are in place, where relevant, for:
 - Restaurants & Cafes
 - Gyms
 - Bars
 - Or any other venue requiring a safety plan.

PHYSICAL DISTANCING

- ☐ Ensure the total number of people in your centre do not exceed one person per 4 square metres (including staff).
- ☐ Ensure all sports activities are non-contact as much as practical. Accidental contact may occur but no deliberate body contact training exercises.
- ☐ Where practical, stagger the use of communal facilities.
- ☐ Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to que.
- ☐ Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating (household contacts are not required to distance).
- ☐ Assess the safe capacity of communal facilities such as showers, lockers, change rooms, etc. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.
- ☐ Have strategies in place to manage gatherings that may occur immediately outside the premises.
- ☐ Use telephone or video platforms for essential staff meetings where practical.
- ☐ Review regular business deliveries and request contactless delivery and invoicing where practical.

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HYGIENE AND CLEANING

- ☐ Adopt good hand hygiene practices.
- ☐ Ensure hand sanitizer is accessible at the venue entry and throughout the centre.
- ☐ Ensure bathrooms are well stocked with hand soap and paper towels.
- ☐ Provide visual aids above hand wash basins to support effective hand washing.
- ☐ Encourage visitors to bring their own water bottles, sweat towels, and equipment.
- ☐ 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 communal facilities, several times per day.
- ☐ Clean areas used for high intensity cardio exercise with detergent and disinfectant after each use.
- ☐ Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.
- ☐ 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.
- ☐ Encourage contactless payment options.

RECORD KEEPING

- ☐ Keep a record of name and a mobile number or email address for all staff, volunteers, participants, visitors, and contractors for a period of at least 28 days. Ensure records are used solely for the purposes of tracing COVID-19 infections and are stored confidentially and securely.
- ☐ Make your staff aware of the COVIDSafe app and its benefits to support contact tracing.
- ☐ 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.

COVID SAFE BUSINESS

- ☐ Register as a COVID Safe Business on the NSW Government Website
<https://www.nsw.gov.au/covid-19/covid-safe-businesses>

**UPON COMPLETION OF THESE PROCESSES YOU
ARE READY TO RETURN TO PLAY**