



COVID-19 Safety Plan

Effective 17 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 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.

Organisations 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 www.nsw.gov.au

Association and clubs should have COVID-19 Safety Coordinators in place who should ideally be responsible for the completion, review and upkeep of this document.

ORGANISATION DETAILS	
Organisation name:	The Canobolas Endurance Riders Club Inc
Plan completed by:	Chris Bailey
In alignment with:	The NSW Government Guidelines for Community Sporting Organisations

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	Before participating (or attending) in any endurance activity, we will advise all athletes, team officials, parents/carers and other Association/club members

<p>participants who are unwell:</p>	<p>they must not attend the Matar Stables Bullio Cup, if in the past 14 days if they have:</p> <ul style="list-style-type: none"> - 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. <p>We have advised 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-and-testing</p>
<p>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:</p>	<p>Ensure, as far as reasonably practicable, all identified COVID 19 Safety Coordinators (at minimum) volunteers and staff complete the COVID-19 Infection Control Training https://covid-19training.gov.au/login</p> <p>We note and encourage the use of the following resources and websites in order to obtain accurate information:</p> <ul style="list-style-type: none"> - Australian Government Department of Health: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-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/covid-19 - Sport Australia: https://www.sportaus.gov.au/ - Netball NSW COVID-19 Toolkit: https://nsw.netball.com.au/covid-19-toolkit <p>Similarly, we note the range of COVID-19 “campaign resources’ produced by the Federal Government, including posters outlining hygiene practices (e.g. promoting thorough hand washing) found at: https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources</p>
<p>Display conditions of entry (website, social media, venue entry):</p>	<p>We will display posters, distribute and “share” information about COVID-19 across our digital channels and at appropriate locations around our venue.</p>

Wellbeing of staff and visitors

<p>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place:</p>	<p>We will continue to liaise and work with our venue owners - e.g. Local Council, Forrestry NSW, Newcrest or private owners to comply with any specific requirements they may have.</p> <p>We have determined physical distancing protocols to be used within shared facility spaces (e.g. marquee/canteen, toilets, spectator viewing areas, and where appropriate, will clearly mark with tape and/or signage.</p> <p>We have and will continue to encourage individuals to be respectful of shared space, minimise time spent in these areas and observe physical distancing measures.</p> <p>When we conduct our canteen operations, we commit to implementing hygiene and social distancing measures including:</p> <ul style="list-style-type: none"> - marking social distancing for queues and for canteen volunteers; - having hand sanitiser at point of sale; - regularly wipe down counters with detergent/disinfectant; - providing gloves for canteen volunteers; and - displaying hand washing directions above sinks
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> • Swimming pools • Gyms • Restaurants and cafes 	<p>For the purposes of this document, we do not have a pool or gymnasium, and as stated above, will implement the necessary protocols for the conduct of our canteen operations.</p>
<p>Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.</p>	<p>We will regularly (weekly) communicate that any participants, team officials, parents/careers and other Association or Club members must not attend training or matches, if they have visited Victoria in the past 14 days.</p> <p>This will be done through a combination of emails, direct communication, website, social media, and signage.</p>
<p>Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latest-news-and-updates).</p>	<p>We will communicate that any participants, team members, officials, parents/careers and other Association or Club members must not attend training or matches, if they have attended a reported case location.</p> <p>We will encourage everyone attending the venue to view the NSW Health website prior to attending to double-check the latest case locations at: https://www.nsw.gov.au/covid-19/latest-news-and-updates</p> <p>This will be done through a combination of emails, direct communication, website, social media, and signage.</p>

Take all reasonable steps to minimise the number of spectators attending community sport events.

Minimal spectators are allowed at the courts. Wherever possible we are limiting entry to one spectator (Parent or guardian) per participant for Junior sport. We understand this is not always possible, but we will endeavor to educate our members to be sensible in these exceptional times. For our senior timeslot where possible we will request that no spectators attend the matches.

Spectators not from the same household will be reminded to social distance on the sidelines of all games and in the congregation areas throughout the day. This will be done through PA announcements, social media, direct communication and signage.

REQUIREMENTS	ACTIONS																
Physical distancing																	
<p>Ensure the number of people in a facility does not exceed one person per 4 square metres (excluding staff) to a maximum of 500 people:</p>	<p>Proposed maximum numbers per court</p> <table border="1" data-bbox="512 477 1259 772"> <thead> <tr> <th></th> <th>Num.</th> </tr> </thead> <tbody> <tr> <td>Riders (220) and Support (220)</td> <td>220</td> </tr> <tr> <td>Vets and Officials</td> <td>20</td> </tr> <tr> <td>Volunteers</td> <td>50</td> </tr> <tr> <td>Committee Members and family</td> <td>20</td> </tr> <tr> <td>Sponsors</td> <td>10</td> </tr> <tr> <td>Spectators</td> <td>0</td> </tr> <tr> <td>Maximum Total</td> <td>500</td> </tr> </tbody> </table> <p>Consideration around the 500 participants</p> <p>The current Public Health Order directs the organiser of a community sporting activity must ensure that gathering for the activity involved has no more than 500 participants, at any one time.</p> <p>Participants include the following</p> <ol style="list-style-type: none"> a) A person engaged in the sporting activity b) An official involved in the conduct or organization of the sporting activity c) A spectator of the sporting activity <p>In order to ensure compliance with the order depending on the amount of nominations received we will consider limiting the number of supporters allowed, to one per participant</p>		Num.	Riders (220) and Support (220)	220	Vets and Officials	20	Volunteers	50	Committee Members and family	20	Sponsors	10	Spectators	0	Maximum Total	500
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<p>Minimise co-mingling of participants from different events and timeslots where possible:</p>	<p>The committee have scheduled events to minimise contact, cross-over and avoid unnecessary gatherings of participants, support personell.</p> <p>We will communicate with participants and support personell to encourage personal equipment (crewing equipment etc) are arranged to maintain adequate physical distancing of participants and separation between teams.</p> <p>Wherever necessary, we will identify separate entry and exit points to the venue via signage and communicate this to participants and support personell.</p>																
<p>Ensure compliance with 1.5 metres physical distancing where practical. People who live in the same household are not required to distance.</p>	<p>We will take the necessary precautions to minimise the risk of transmission including the dispersion of support personell across a range of viewing areas and designating the use of specific areas that meet physical distancing requirements and erecting signage to advise.</p> <p>We will encourage participants and support personell to leave the facility as soon as possible following the conclusion of the event.</p>																

<p>Have strategies in place to prevent co-mingling.</p>	
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor:</p>	<p>We will promote and communicate the importance of social distancing of 1.5 metres between participants and support personell. This will be done through PA announcements, marked seating, social media, direct communication and signage.</p> <p>We will indicate the number of people that can occupy indoor spaces in accordance with the 4m² guideline including toilets, canteens, marquee etc.</p>
<p>Assess the safe capacity of communal facilities such as showers, marquees etc. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing:</p>	<p>We will indicate the number of people that can occupy indoor spaces in accordance with the 4m² guideline including toilets, marquees, canteens etc.</p> <p>Toilets will be open for public use and will be single portaloos with space only for 1 person. We will encourage ll particip[ants to bring their own camp toilet where possible.</p>
<p>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower at home where possible:</p>	<p>We will limit the use of showers to essential participants and team officials and clean regularly.</p> <p>We will encourage all participants to shower at home where possible.</p> <p>We will not have change rooms.</p> <p>Regular cleaning of toilet and shower facilities is a must as well as provision of soap and disinfectant.</p>
<p>Use telephone or video platforms for essential staff meetings where practical:</p>	<p>When held, we will conduct club and team meetings via virtual meeting platforms such as Zoom, Facetime, Teams and so on, in place of face- to-face meetings. If we need to meet face to face, we will keep the time to a minimum, implement social distancing requirements by ensuring maximum room allowances are not exceeded and ask participants sit more than 1.5m apart.</p>
<p>Review regular business deliveries and request contactless delivery and invoicing where practical:</p>	<p>We will contact all suppliers and seek their support for contactless deliveries to the club and electronic invoicing where practical.</p>

REQUIREMENTS	ACTIONS
Hygiene and Cleaning	
Adopt good hand hygiene practices:	<p>We will wipe down key spaces, surfaces and objects (such as benchtops, door handles, benches, keys etc regularly).</p> <p>Further we will:</p> <ul style="list-style-type: none"> - Promote and provide hand washing guidance to all participants and volunteers (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 hand sanitiser is accessible at the venue entry and throughout the facility or ground:	<p>We will provide hand sanitiser within the venue and ensure it is regularly refilled.</p> <p>We will encourage participants, officials, volunteers, and support personell to carry personal hand sanitiser to enable good personal hygiene.</p>
Ensure bathrooms are well stocked with hand soap and paper towels:	<p>We will:</p> <ul style="list-style-type: none"> - Refill soap in toilets regularly. - Refill paper towel dispensers in toilets when required. - Place bins around the venue.
Provide visual aids above hand wash basins to support effective hand washing:	<p>We will promote and provide hand washing guidance to all participants and volunteers: (http://www.who.int/gpsc/clean_hands_protection/en/) and display hand washing guidance in all toilets, changerooms and canteens within our facility.</p>
Encourage participants to bring their own food and drinks:	<p>We will communicate to all participants the importance of not sharing any food or drinks.</p> <p>We will not provide any self serve communal drink or food for participants such as drink drums, packets of lollies, fruit etc. Any food items to be provided on course will be individually packageg and not self serve.</p>
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys:	<p>We will encourage participants to be responsible for the cleaning of their own equioment and will avoid the sharing of articles of clothing such as volunteer high visibility vests and participant bibs.</p> <p>Where it is not possible for individuals to wash individual items, we encourage safe processes are in place to launder shared uniform items such as non-</p>

	<p>contact collection of these items (ie. participants to place gear directly into a plastic bag) and the wearing of gloves when laundering.</p> <p>We understand that participants may require someone else to trot their horse for the vet, and we will ask the vets and officials to not require the swapping of vests to facilitate this.</p>
<p>Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfectant:</p>	<p>Not applicable</p>
<p>Clean frequently touched areas and surfaces, including in communal facilities, several times per day:</p>	<p>We will clean frequently used spaces, surfaces and objects regularly.</p>
<p>Clean areas used for high intensity sports with detergent and disinfectant after each use:</p>	<p>Not applicable</p>
<p>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use:</p>	<p>Within the constraints of the sport, we will implement arrangements to minimise the shared use of equipment where possible.</p> <p>Participants and support personell will be encouraged to not share personal equipment including uniforms, bibs, drink bottles and towels.</p> <p>We will discourage the sharing of common stationery (pens, clip boards etc.) and other personal IT equipment (laptops, iPads, headphones, etc).</p> <p>Our Competition Administrators will remind Technical officials to not share personal equipment such as pens.</p>
<p>Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish:</p>	<p>We will make soap or disinfectant/sanitiser available in common areas for visitors to access.</p>
<p>Disinfectant solutions need to be maintained at an appropriate strength</p>	<p>We will store sanitisers, disinfectant solutions and detergents appropriately and use in accordance with the manufacturer's instructions.</p>

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:	We will encourage volunteers and committee to wear gloves when cleaning and wash their hands thoroughly before and after with soap and water.
Encourage contactless payment options:	We will encourage appropriate food/beverage and cash handling arrangements are in place including the use of correct monetary value to minimise contact and where possible, we encourage contactless electronic payment.

REQUIREMENTS	ACTIONS
Record Keeping	
Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities 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>All participants, support personell, officials, vets, and volunteers are required to register and provide contact details on entry to the facility.</p> <p>For the purposes of contact tracing, accompanying personell will also be able to be contacted through the relevant participants mandatory online registration.</p> <p>We will encourage all participants to download the COVIDSafe App.</p>
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required:	<p>So as to further aid the fight against COVID-19, the Canobolas Endurance Riders Club inc supports the Australian Government's COVIDSafe app andwill strongly encourage all attendees to get behind this initiative.</p> <p>We have encouraged members of our club to download the app from the Apple App store and Google Play.</p>
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your	We commit to cooperate fully with NSW Health if contacted in relation to a positive case of COVID-19 and notify SafeWork NSW on 13 10 50.

**workplace, and notify
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13 10 50:**

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