

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:	Southern Highlands Mountain Bike Club
Plan completed by:	Meg Patey MTB secretary
Approved by:	Zac Hulm, Club President

REQUIREMENTS.	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers, parents/carers and participants who are unwell.	<ul style="list-style-type: none"> • Relevant announcements/warnings on SHCC website and social media sites. • Reference made to MTBA COVID guidelines on SHCC website and social media sites where necessary • Include relevant announcement/warning in on-line rider briefing. • If necessary, at site, COVID safety officer (see below) to reinforce the COVID safety guidelines - including information on penalties for breaking the guidelines - to any relevant persons and ask them to leave immediately.

<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>	<ul style="list-style-type: none"> • SHCC COVID safety officer to be appointed from club committee • All SHCC committee members to be provided a copy of the SHCC COVID safety plan and made aware of MTBA COVID safety guidelines_ https://COVID.mtba.org.au/club/COVID-19/ • All SHCC committee members to be provided with relevant other COVID safety information at_ https://COVID.nsw.gov.au/COVID-19 • COVID requirements to be a standing agenda item at SHCC monthly SHCC committee meetings • SHCC COVID safety plan to be stored on-line on SHCC website. • SHCC members be provided a copy of the SHCC COVID safety plan on request. • If necessary, at site, COVID safety officer to reinforce the COVID safety guidelines - including information on penalties for breaking the guidelines - to any relevant persons and ask them to leave immediately.
<p>Display conditions of entry (website, social media, venue entry).</p>	<ul style="list-style-type: none"> • All COVID safety requirements and conditions to be displayed on SHCC website and social media sites. • SHCC COVID safety plan to be on SHCC website • SHCC website and social media sites to contain all relevant COVID safety information. • Include relevant announcement/warning in on-line rider briefing
<p>REQUIREMENTS</p>	<p>ACTIONS</p>
<p>Physical Distancing</p>	
<p>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.</p>	<ul style="list-style-type: none"> • All COVID safety requirements and conditions to be displayed on SHCC website and social media sites including regulations concerning physical distancing. • On-line rider briefing to include specific information re: physical distancing before, during and after event (refer to MTBA guidelines where necessary) • COVID safety officer's to monitor and enforce at site. • Where possible event start times to be staggered

	<ul style="list-style-type: none"> • Physical distancing to be enforced on start line • Riders will be advised to remain at least 1.5m apart when riding • Riders will be advised to only overtake another rider when there is ample physical distancing space to do so i.e. riders can remain 1.5m apart during the overtaking. • Hard copy 'safety' reminder signs will be displayed in relevant areas (parking area, event trailer, port-a-loo) • Maximum of 2 people, 1.5m apart in event trailer at any time.
<p>Minimise co-mingling of participants from different games and timeslots where possible.</p>	<ul style="list-style-type: none"> • All COVID safety requirements and conditions to be displayed on SHCC website and social media sites including regulations concerning physical distancing. • On-line rider briefing to include specific information re: physical distancing before, during and after event (refer to MTBA guidelines) • COVID safety officer's to monitor and enforce at site. • Where possible event start times to be staggered • Physical distancing to be enforced on start line • Social mingling by people NOT from the same household will be actively discouraged as part of above on-line information • Hard copy 'safety' reminder signs will be displayed in relevant areas (parking area, event trailer, port-a-loo)
<p>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.</p>	<ul style="list-style-type: none"> • All COVID safety requirements and conditions to be displayed on SHCC website and social media sites including regulations concerning physical distancing. • On-line rider briefing to include specific information re: physical distancing before, during and after event (refer to MTBA guidelines) • COVID safety officer's to monitor and enforce at site. • Where possible event start times to be staggered • Hard copy 'safety' reminder signs will be displayed in relevant areas (parking area, event trailer, port-a-loo). These sign to cover the areas of physical distancing, hand hygiene, COVID safety app, stay home if unwell.
<p>Reduce crowding wherever possible and promote physical distancing with markers on the ground where</p>	<ul style="list-style-type: none"> • All COVID safety requirements and conditions to be displayed on SHCC website and social media sites

people stand or are asked to queue.	<p>including regulations concerning physical distancing.</p> <ul style="list-style-type: none"> • On-line rider briefing to include specific information re: physical distancing before, during and after event (refer to MTBA guidelines) • COVID safety officer's to monitor and enforce at site. • Where possible event start times to be staggered • Parking, spectator areas and queues will be marked out with witches hats, bunting, tape etc. according to physical distancing guidelines • Hard copy 'safety' reminder signs will be displayed in relevant areas (parking area, event trailer, port-a-loo)
Use telephone or video platforms for essential staff meetings where practical.	<ul style="list-style-type: none"> • Where possible/necessary SHCC committee meetings will be held using on-line platforms such as 'zoom'
Review regular business deliveries and request contactless delivery and invoicing where practical.	n/a
REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	<ul style="list-style-type: none"> • Hand sanitiser/soap will be freely available on and around the site - at event table, and in spectator area.

	<ul style="list-style-type: none"> • Hard copy 'safety' signs to encourage use of hand sanitiser and good hand hygiene practices. • Plastic gloves, detergent and disinfectant products to be purchased and utilised where required. • Avoid hand-to-hand transfers wherever possible e.g. - race plates/chips be taken by rider from box rather than passed to them • Good hygiene practices will be encouraged generally - no spitting or clearing of nasal passages at site.
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	<ul style="list-style-type: none"> • No BBQ or drink sales to take place until further notice. • BYO information to be included in SHCC on-line information noted above - website/social media sites/rider briefing.
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.	<ul style="list-style-type: none"> • Communal equipment (tables) to be cleaned and disinfected at the start, during and end of event. • Large containers of water to be brought on site.
Clean areas used for high intensity sports with detergent and disinfectant after each use.	<ul style="list-style-type: none"> • Communal equipment (tables) to be cleaned and disinfected at the start, during and end of event. • Race plates/Race chips to be cleaned and disinfected after each event (if required) and stored in air tight disinfected container.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	<ul style="list-style-type: none"> • Minimal use of shared equipment to be enforced
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	<ul style="list-style-type: none"> • Hand sanitiser/soap to be freely available on and around the site - at event trailer, in port-a-loo, outside of port-a-loo, in spectator area. • Plastic gloves to be freely available to riders, members and spectators.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions	<ul style="list-style-type: none"> • Detergent and disinfectant products to be purchased and utilised where required. • COVID safety officers to ensure products are used

	appropriately in accordance with the manufacturers guidelines and stored according to WHS safe housekeeping procedures.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water	<ul style="list-style-type: none"> • Tubs of soap and water to be prepared and utilised throughout event. • All volunteers to be wearing gloves when required.
Encourage contactless payment options	<ul style="list-style-type: none"> • All registrations for events/activities to be on-line where possible. • Information relating to any 'contact' that is essential (e.g. exchange of forms, any cash payments) be included in on-line information. • In the rare exception when contact for the above activities is essential riders will be guided to stand 1.5 metres apart when queuing for registration / activity and required to have exact amount of money for their rego/activity. • Any cash purchase of items will require the exact amount of money.
REQUIREMENTS	ACTIONS
Bookkeeping	
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.	<ul style="list-style-type: none"> • An electronic register recording the name & mobno. of all in attendance at the event/activity to be completed. All registers to be stored securely and confidentially. • On-line registrations will also store relevant information on riders.
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	<ul style="list-style-type: none"> • COVID safe app information to be included in SHCC on-line information noted above – website/social media sites/rider briefing. • Hard copy 'safety' reminder signs to include this information
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.	<ul style="list-style-type: none"> • SHCC committee to formally commit to this action. • COVID safety officers to monitor, report and make any notifications as required.