

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



Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	Northern NSW Helicopter Rescue Service Ltd
Business location (town, suburb or postcode)	Pirtek Park Singleton, Dunnolly Street, Dunolly NSW 2330
Completed by	Danny Eather
Plan approved by	Danny Eather
Email address	danny.eather@rescuehelicopter.com.au
Effective date	15 January 2021
Date completed	20 January 2021

Wellbeing of staff and customers

Exclude staff, volunteers, parents/carers and participants who are unwell.

Conditions of Entry signage displayed at the entry points of venue asking them to complete a self-assessment Wellness Check consisting of a series of questions to determine if they are unwell to enter advising that they will be denied entry to venue.

Self Assessment Wellness Check Questions

-Have you been diagnosed with COVID-19? YES / NO

-Have you been in close contact * with a person who has been diagnosed with COVID-

19? YES / NO

-Have you been in contact with someone who is suspected** of having COVID-19 YES / NO

-Do you have a cold or any flu like symptoms or have you had any symptoms in the last 24 hours? E.g. sore throat, fever, aches, nasal congestion, runny nose, headaches. YES / NO

-Have you travelled to or been in a known hotspot or case location in the last 14 days or otherwise been advised to self-isolate? YES / NO

-Have you travelled overseas in the last 14 days? YES / NO

Entry will be only granted for those that can answer NO to all questions.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning, and how to manage a sick visitor.

All staff and volunteers participating have undertaken Covid-19 Safety Training based on internal protocols and safety measures.

A Covid-19 Safety Briefing will be provided to all prior to competition day to refresh expectations and how to deal with certain situations that may arise.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Staff leave entitlements are available upon request. Staff have access to their leave accruals if required to self-isolate.

Display conditions of entry (website, social media, venue entry).

Conditions of entry will be displayed at entry points.

These will also be communicated via the events social media channel, website and press releases.

If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.

Discussions have been held with Singleton United Rugby League Football Club whom manage the venue and a full Covid Safety plan has been provided, however we will be enacting our Covid Safety plan for the duration of the use of the venue to ensure a consistent and controlled approach.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Covid-19 Safety Plan is in place for the Food & Beverage Service through the canteen facilities.

All attendees (staff, volunteers, participants and spectators) will be required to complete digital registration/check-in via the QR Code

Physical distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff) to a maximum of 3000 people.

In Greater Sydney, indoor areas must not exceed one participant per 4 square metres of publicly accessible space.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Maximum venue capacity will not be exceeded and capacity will allow for 1 person per 2 square metres.

Self imposed limited of 1000 people will be able to attend the venue.

In indoor areas, spectators should not sing or chant. In outdoor areas, spectators older

than 12 years should wear masks if singing or chanting.

Signage will be erected around the field advising that face masks should be worn if chanting or singing.

Announcements will be made too reminding people throughout the course of the day through the pa system.

Minimise co-mingling of participants from different games and timeslots where possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible.

Participants will be advised that unless moving between the field of play and their marquess, or transition between canteen and bar areas that they need to remain in their allocated team area around the field.

Participants will have stagger sign-on times in the morning to ensure reduced crowding numbers. Social distancing will be enforced through physical barriers and marking upon the ground.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Physical distancing will be strongly enforced throughout the venue inline with the 1 person per 2 square meters rule as contained within the Public Health Order. This will include points of mixing or queuing for food and bar facilities, toilets and entrance and exit point

The use of physical barriers and ground marking to keep distance will be used throughout the venue.

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.

Security will be posted to exit of the venue and all people will be polite advised to move on and not to gather outside the gates. Traditionally this has never been an issue.

Where possible, encourage participants to avoid carpools with people from different household groups.

Additional car parking will be provided and as a result of the reduce attendee numbers participants will have adequate vehicle parking.

Participants will be advise through pre-event communication that carpooling is discouraged.

Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.

Markers will be placed on the ground along with physical barriers to ensure physical distancing and overcrowding.

Areas at the venue that are traditional see high levels of crowding will be demarcated as transitional areas preventing people from crowding.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

All change rooms including showers will be closed for the duration of the day's competition.

Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.

All change rooms including showers will be closed for the duration of the day's competition.

Use telephone or video platforms for essential staff meetings where practical.

Were practical all team briefings, volunteer meetings will be conducted via Zoom.

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

Contact-less delivery and signing requested of suppliers where possible.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand washing and sanitising facilities available at the venue. Hand sanitisation stations will be set up at front of the venue and signage requesting hands to be sanitised before entry being displayed as per conditions of entry. Hand sanitiser will available on all counters and in high contact area. Hand washing and hand rub signage displayed throughout the venue.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

Hand Sanitisation stations will be located at the entry and throughout the venue in key locations.

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.

As part of event management procedure, bathrooms will be stocked with adequate hand soap, hand sanitiser and paper towels regularly throughout the day of the competition.

Hand washing signage will be place within bathrooms to advise of appropriate measures.

Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.

As part of the team briefing teams are being advised to bring their own water bottles, snacks, towels to avoid sharing.

Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.

All players have their own playing kit will not share uniforms.

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.

Cleaning Bathroom Facilities & Frequently touched surfaces will be cleaned hourly with disinfectant sprays and soapy water.

PPE will be supplied and readily available at all times for staff and volunteers.

Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.

Outdoor venue

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

All footballs will be sanitised between each game in accordance with Covid Safe guidelines provided by NSW Rugby League

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

Adequate supply of cleaning products and PPE will be adequately available from event office for the duration of competition day including setup and pack up days

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

All cleaning products will be used in accordance with manufacturers instructions

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

As per staff cleaning procedure all staff will wear PPE and wash hands thoroughly before and after cleaning.

Encourage contactless payment options.

Cash transactions will be discourage through signage encouraging contactless payment

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Windows and doors to be opened where practicable

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

All attendees register digitally via QR Code. It will be a condition of entry that register is to occur.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

Records only stored for contract tracing purposes and only available to select staff.

Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.

Signage recommending downloading of the app displayed on entrances, social media.

Community sport organisations should consider registering their business through nsw.gov.au.

Northern NSW Helicopter Rescue Service Ltd is registered through NSW government.

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.

Internal plan details how to manage positive cases and when and how to liaise with NSW Health and Safe WorkNSW.

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

Yes