

Westpac Rescue Helicopter Service



# HUNTER VALLEY MINING CHARITY RUGBY LEAGUE DAY COVID-19 SAFETY PROCEDURES

*The purpose of this procedures document is to reduce the risk to all staff/volunteers/participants/spectators contracting and passing on COVID-19 and to ensure that Northern NSW Helicopter Rescue Service is able to protect our staff, volunteers, players, spectators, suppliers who attend the event at Pirtek Park Singleton.*

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# HUNTER VALLEY MINNIG CHARITY RUGBY LEAGUE DAY

## COVID-19 SAFETY PROCEDURES



### 1. SCREENING / WELLNESS CHECK

In accordance with SURLFC policy screening of all individuals attending Pirtek Park, regardless of their capacity in which they are attending the event is mandatory (NNRHS Employee, SURLFC committee members, players, volunteers, media and general public spectators) prior to entry to club facilities.

#### PROCESS / TREATMENT

##### Screening/Sanitisation Stations

- Located at the pedestrian entry and vehicle entry to PIRTEK PARK for the duration of the event setup, event day and event pack up. Refer to Event Management Plan Appendix A for site plan identifying screening station locations.
- All attendees will be required to sanitise hands upon arrival, as per World Health Organisation Hand Rub Guidelines. Signage to reflect this procedure.
- All attendees will be required to complete self-assessment health screening /wellness. Questions reflective of SURLFC policy, and include:
  - Have you had any COVID-19 symptoms in the last 14 days? Yes/No
  - Have you been in contact with a confirmed/suspected COVID-19 case in the last 14 days? Yes/No
  - Have you travelled internationally within the last 14 days? Yes/No
  - Have been to the State of Victoria, Australia in the last 14 days? Yes/No
  - Have you visited an identified COVID-19 designated within NSW in the last 14 days? Yes/No
  - I have downloaded and using the COVIDSafe app Yes/No
  - I agree to comply with all NSW Government regulations in regards to COVID-19 required Yes/No
- Attendees that refuse to complete the registration, sanitise or are showing symptoms listed in the health check questionnaire, they will be asked to leave the venue immediately. Exemption will be provided to those that have medical reason for not being able to use hand sanitiser and will be requested to wash hands with soap and water.

##### Social Distancing

- Marking will be placed on the ground and physical barriers in place between workers and individuals completing health screening to ensure 2 sq metre rule is observe.

#### PPE

- Disposable Gloves,
- Clinell Wipes,
- Hand Sanitiser

#### RESOURCES

- Signage
- Hand Soap / Water
- Hand Sanitiser
- iPad for Attendee Registration

#### REFERENCE DOCUMENTS

- WRHS Operational Risk Profile – Hunter Valley Mining Charity Rugby League
- SURLFC Covid-19 Risk Assessment
- SURLFC Health Screening Procedure

# HUNTER VALLEY MINNIG CHARITY RUGBY LEAGUE DAY

## COVID-19 SAFETY PROCEDURES



## 2. ATTENDANCE REGISTER

*In accordance with SURLFC policy and State Government Public health orders all individuals attending Pirtek Park, regardless of their capacity in which they are attending the event it is mandatory upon entry to sign in via electronic register for potential contact tracing*

### PROCESS / TREATMENT

#### Screening/ Sanitisation Stations

- Located at the pedestrian entry and vehicle entry to PIRTEK PARK for the duration of the event setup, event day and event pack up. Additional sanitisation stations will be located around the venue during event day.
- All attendees will be required to sanitise hands upon arrival, as per World Health Organisation Hand Rub Guidelines. Signage to reflect this procedure.

#### Record of attendance

- All attendees to complete electronic registration via QR code on their smartphone. Register is managed by Singleton United Rugby League Club / NSW Rugby League
- Attendees that do not have access to a smart phone will be required to complete registration with event staff through a device provided.
- No paper/hand written registration are permitted.
- Attendees only permitted entry once registration is complete.

#### Social Distancing

- Marking will be placed on the ground and physical barriers in place between workers and individuals completing health screening to ensure 2 sq metre rule is observe.

#### Signage

- Signage will be displaying CovidSafe App placed on all doors, areas of high pedestrian traffic, at the entrance gate into PIRTEK Park and club common areas.

Link to electronic attendance register form –

<https://www.cognitoforms.com/NSWRL11/AttendanceRegisterSingletonUnitedRLFC>

### PPE

- Disposable Gloves,
- Clinell Wipes,
- Hand Sanitiser
- Face Mask, if required

### RESOURCES

- Signage – QR Code, Social Distancing, Covid-19 Symptoms, Handwash, Hand Rubbing
- Tablet Device -

### REFERENCE DOCUMENTS

- WRHS Operational Risk Profile – Hunter Valley Mining Charity Rugby League
- SURLFC Covid-19 Risk Assessment
- SURLFC Health Screening

# HUNTER VALLEY MINNIG CHARITY RUGBY LEAGUE DAY

## COVID-19 SAFETY PROCEDURES



### 3. CLEANING/SANITISATION – PLAYER & PUBLIC FACILITIES

*In accordance with SURLFC policy all facilities are to be cleaned and sanitised before, during and after game day or event.*

#### PROCESS / TREATMENT

##### Covid-19 Hygiene Marshal

- A staff member/volunteer will be designated as the 'Covid-19 Hygiene Marshal' and be responsible to ensuring that all cleaning & sanitisation procedures are conducted throughout the day.
- Marshal will be easily identifiable with a hi-vis vest.

##### Sanitisation Stations

- Hand sanitisation stations will be located around the venue during event day in addition to the main entry gate.

##### Change Rooms

- All change rooms to be closed for the duration of event. Teams will be required to provide temporary change facilities within their dedicated areas at Pirtek Park.

##### Toilets

- During game day, toilets are to be cleaned at a minimum of hourly
- During event setup / pack down, toilets to be cleaned at a minimum of daily
- When cleaning, appropriate PPE to be worn at all times whilst cleaning
- Cleaning process to include; wiping down high touch points with antibacterial (Clinell wipes), spray disinfectant (Glen 20) on toilets buttons and seats.
- Ensure signage within toilets is in place – hand wash practices, Covid symptoms, social distancing.
- Adequate Liquid Handwash, Paper towel, Hand Sanitiser to be provided

##### Social Distancing

- Marking will be placed on the ground and physical barriers in place between workers and individuals completing health screening to ensure 2 sq metre rule is observed.
- Signage on doors stating the maximum number of individuals permitted in rooms at any one time.

##### Signage

- Signage will be displaying cleaning/sanitisation requirements placed on all doors, areas of high pedestrian traffic, at the entrance gate into PIRTEK Park and club common areas.

#### PPE

- Disposable Gloves,
- Clinell Wipes,
- Hand Sanitiser
- Face Mask, if required
- Safety Vest

#### RESOURCES

- Spray Disinfectant
- Signage
- Toilet Paper
- Hand Towel
- Hand Soap
- Hand Sanitiser

#### REFERENCE DOCUMENTS

- WRHS Operational Risk Profile – Hunter Valley Mining Charity Rugby League
- SURLFC Covid-19 Risk Assessment
- SURLFC Cleaning and Sanitisation Procedure
- SURLFC Max Room Number Policy
- WRHS SWP (Hazardous Manual Tasks)
- WRHS SWP (Slip, Trips & Falls)
- WRHS SWP (Work Safely in Weather)

# HUNTER VALLEY MINNIG CHARITY RUGBY LEAGUE DAY

## COVID-19 SAFETY PROCEDURES



### 4. CLEANING/SANITISATION – CANTEEN / FOOD VENDORS

*In accordance with SURLFC policy all canteen / food vendor facilities are to be cleaned and sanitised before, during and after game day or event to reduce the potential spread and transmission of Covid-19*

#### PROCESS / TREATMENT

##### Covid-19 Hygiene Marshal

- A staff member/volunteer will be designated as the 'Covid-19 Hygiene Marshal' and be responsible to ensuring that all cleaning & sanitisation procedures are conducted throughout the day.
- The Marshal will be easily identifiable with a hi-vis vest.

##### Sanitisation / Hand Washing

- Hand sanitisation stations will be located at the canteen area and bar area
- Additional sanitizer and cleaning equipment will be available in the event office.
- Workers will be required to ensure that hand washing is undertaken in accordance with signed procedures.

##### Cash Handling (iaw Covid-19 SWP Cash Handling Procedure)

- Gloves should be worn at all times when handling cash and regularly changed or sanitised. If gloves cannot be worn then sanitiser (or handwashing with disinfectant soap) must be used after each time cash is handled. Cash should also be wiped down with Clinell wipes regularly to avoid cross-contamination.
- Cashless payment preferred, signage to reflect

##### Maximum room numbers

- All persons attending the club are to follow the sign posted maximum numbers allowed in each room, area and comply with instructions given by the club's COVID 19 Officer or Ground Manager.

##### Social Distancing

- Marking will be placed on the ground and physical barriers in place between workers and individuals completing health screening to ensure 2 sq metre rule is observed. Where required barricades will be used to delineate areas of limited or no access for non-essential personnel.
- Signage on doors stating the maximum number of individuals permitted in rooms at any one time.

##### Signage

- Signage will be displaying cleaning/sanitisation requirements placed on all doors, areas of high pedestrian traffic, at the entrance gate into PIRTEK Park and club common areas.

#### PPE

- Disposable Gloves,
- Clinell Wipes,
- Hand Sanitiser
- Spray Disinfectant
- Face Mask, if required

#### RESOURCES

- Spray Disinfectant
- Signage
- Toilet Paper
- Hand Towel
- Hand Soap
- Hand Sanitiser
- Ground Markers
- Crowd Control Barriers

#### REFERENCE DOCUMENTS

- WRHS Operational Risk Profile – Hunter Valley Mining Charity Rugby League
- SURLFC Covid-19 Risk Assessment
- SURLFC Cleaning and Sanitisation Procedure
- SURLFC Bar and Canteen Procedure
- WRHS Covid-19 SWP (Safe Food Handling)
- WRHS Covid-19 SWP (Operate a Barbeque)
- WRHS Covid-19 SWP (Cash Handling)

# HUNTER VALLEY MINNIG CHARITY RUGBY LEAGUE DAY

## COVID-19 SAFETY PROCEDURES



### 5. CLEANING/SANITISATION – PLAYING EQUIPMENT (FOOTBALLS)

*In accordance with SURLFC policy all footballs to be used games prior to commencement of the scheduled games, at regular intervals and at the completion of all scheduled events must be sanitized.*

#### PROCESS / TREATMENT

##### Sanitisation Process

- Wipe the surface of the ball using a single use anti-bacterial (Clinell) wipe.
- Once ball is sanitized, ball to be placed in the plastic tub on sideline in preparation of use.
- Dispose of the wipe in rubbish bin
- Wash your hands thorough in line with hand washing procedure.

#### PPE

- Disposable Gloves,
- Clinell Wipes,
- Hand Sanitiser

#### RESOURCES

- Plastic storage tub

#### REFERENCE DOCUMENTS

- WRHS Operational Risk Profile – Hunter Valley Mining Charity Rugby League
- SURLFC Covid-19 Risk Assessment
- SURLFC Football Sanitising Procedure

# HUNTER VALLEY MINNIG CHARITY RUGBY LEAGUE DAY

## COVID-19 SAFETY PROCEDURES



### 6. SOCIAL DISTANCING – PLAYERS / SPECTATORS

*In accordance with SURLFC policy all footballs to be used games prior to commencement of the scheduled games, at regular intervals and at the completion of all scheduled events must be sanitized.*

#### PROCESS / TREATMENT

Social distancing is an effective measure to reduce exposure. It is however recognized that it cannot be practiced in all situations and the aim is generally reduce the potential for transmission by:

- Attempt to keep 1.5m between themselves and other people where possible
- Avoid shaking hands, hugging and/or high fiving other people

#### Signage

- ☑ Signage will be display social distancing requirements placed on all doors, areas of high pedestrian traffic, at the entrance gate into PIRTEK Park and club common areas.

#### Ground Markings

- ☑ Marking will be placed on the ground and physical barriers in place between workers and individuals completing health screening to ensure 2 sq metre rule is observe. Where required barricades will be used to delineate areas of limited or no access for non-essential personnel.
- ☑ Area the would attract crowding of people to be demarcated as 'no standing' areas to ensure flow of people. These area primarily are around the clubhouse.

#### Room Limits

- ☑ Signage on doors stating the maximum number of individuals permitted in rooms at any one time.
- ☑ Remove excess furniture (Chairs/tables) that would accommodate the ability for overcrowding.

#### PPE

- ☑ Hand Sanitiser

#### RESOURCES

- ☑ Floor / Ground Markings
- ☑ Crowd Control Barriers
- ☑ Trestle Tables
- ☑ Signage

#### REFERENCE DOCUMENTS

- WRHS Operational Risk Profile – Hunter Valley Mining Charity Rugby League
- SURLFC Covid-19 Risk Assessment
- SURLFC Max Room Number Policy