

> HELPING BUSINESS GET BACK TO WORK



COVID-19 Safety Plan

Effective 19 January 2021



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.

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

| ORGANISATION DETAILS | |
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| Organisation name: | BLACKTOWN DISTRICT SOCCER FOOTBALL ASSOCIATION & THE 24 AFFILIATED CLUBS |
| Plan completed by: | ADAM FAIRLEY |
| In alignment with: | The Return to Play Guidelines developed by Football NSW, NSW Health Guidelines |

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 |
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| Wellbeing of staff and visitors | |
| Exclude staff, volunteers, parents/carers and participants who are unwell: | <p>Before participating in any football activity, we have advised all players, team officials, parents/carers and other club members they must not attend training or matches, 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, or • attended any of the reported case locations listed on the NSW Health website (https://www.nsw.gov.au/covid-19/latest-news-and-updates). |

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| | <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>Sufficient numbers to field teams</p> | <p>If sufficient numbers to field teams cannot be achieved due to the reasons listed above, we will prioritise delaying the event rather than substituting with people from other teams or from the community.</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>We have worked with Football NSW to promote 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/ <p>Similarly, we have promoted 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>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p> | <p>Whilst our club’s workforce are volunteers, we have made them aware of the above-mentioned symptoms and stipulated that they should stay away from the club and self-isolate in the event that they experience any symptoms.</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 club house and venue.</p> <p>Where appropriate, we will identify and address potential language, cultural and disability barriers associated with communicating COVID-19 information to players, members and other stakeholders.</p> <p>In conjunction with our state governing body, Football NSW, we have developed and promoted amongst our members and stakeholders, a range of resources on COVID-19. These can be downloaded here:</p> |

Wellbeing of staff and visitors

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

We have to date and will continue to liaise and work with our venue owners - e.g. Local Councils or private owners to comply with any specific requirements they may have.

We have determined physical distancing protocols to be used within shared facility spaces (e.g. bar/canteen, change rooms, toilets, spectator viewing areas, entrance foyers, corridors and club house/rooms), and where appropriate, have clearly marked with tape and/or signage.

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.

When we conduct our canteen operations, we commit to implementing hygiene and social distancing measures including:

- marking social distancing for queues;
- having hand sanitiser at point of sale;
- providing gloves for canteen volunteers; and
- displaying hand washing directions above sinks

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Swimming pools**
- **Gyms**
- **Restaurants and cafes**

With respect to our canteen operations:

- We will comply with the NSW Government Public Health Order and Football NSW guidelines.
- As part of the operations of a canteen, we understand that the requirement of an indoor maximum of 1 person per 4 Square Metre rule is maintained at all times and it will be implemented.
- The Canteen will be cleaned before and after use.
- A written record of all attendees and contact details will be kept for 28 days after an event.
- Within the constraints of the venue/facility, customers will be requested to line up >1.5 metres apart from each other.

In addition to normal hygiene and other health and safety practices, we will be implementing the following:

- Increasing the frequency of cleaning and sanitising – cleaning surfaces thoroughly with water and detergent.
- Maintain frequent hand washing – e.g. when entering and leaving the canteen; between each food handling task; after going to the bathroom; and after touching face or hair (see below section on washing hands).
- Ensure appropriate glove use when preparing and handling food.
- Where possible, encourage the use of tongs so as to avoid touching food and packaging.
- Maintain social distancing measures of 1.5 metres between canteen staff.
- Have hand sanitiser on the canteen counter for staff and customers.

- As much as possible, create a barrier between customers and the food by covering it and moving it as far back from the counter front as the benchtop provides.
- Where we have sufficient staff/volunteers, one staff member is to be designated to handle money and the other(s) to serve (where possible).

Handwashing

- Hands will be washed both before and after working a 'canteen shift' (and regularly throughout);
- Soap and warm running water will be used;
- Hands will be rubbed together with lather for at least 20 seconds, ensuring between fingers are rubbed, under nails and the backs of hands are scrubbed;
- Hands will be rinsed well under running water;
- Hands will be dried thoroughly with a paper towel that is to be disposed of thoroughly; and
- If soap and water are unavailable, antiseptic wipes will be used to clean hands and a sanitising liquid or gel that contains at least 60% alcohol will be applied.

With respect to our BBQ operations:

- We will comply with the NSW Government Public Health Order and the Football NSW guidelines.
- There will be no self-serve buffet style or service staff carrying trays.
- If food is provided or share style, one person will be allocated to serve food.
- Cleaning of the barbecue and surrounds will occur before and after use.
- As required by NSW Health, a written record of all attendees and their contact details will be kept for 28 days after an event.
- Within the constraints of the venue/facility, customers will be requested to line up >1.5 metres apart from each other.

In addition to normal hygiene and other health and safety practices, we will be implementing the following:

- Increasing the frequency of cleaning and sanitising – cleaning surfaces thoroughly with water and detergent.
- Maintain frequent hand washing – e.g. when entering and leaving the BBQ Area; between each food handling task; after going to the bathroom; and after touching face or hair (see below section on washing hands).
- Ensure appropriate glove use when preparing and handling food.
- Where possible, encourage the use of tongs so as to avoid touching food and packaging.
- Maintain social distancing measures of 1.5 metres between BBQ staff.
- Have hand sanitiser in proximity to the BBQ for staff and customers.

Handwashing

- Hands will be washed both before and after working a 'BBQ shift' (and regularly throughout);
- Soap and warm running water will be used;
- Hands will be rubbed together with lather for at least 20 seconds, ensuring between fingers are rubbed, under nails and the backs of hands are scrubbed;
- Hands will be rinsed well under running water;
- Hands will be dried thoroughly with a paper towel that is to be disposed of thoroughly; and
- If soap and water are unavailable, antiseptic wipes will be used to clean hands and a sanitising liquid or gel that contains at least 60% alcohol will be applied.

REQUIREMENTS

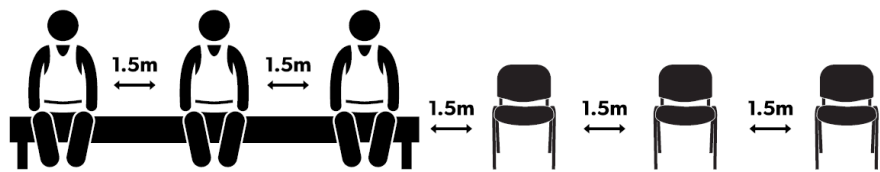
ACTIONS

Physical distancing

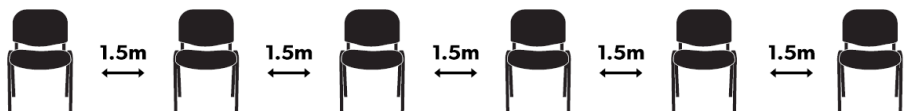
Ensure the number of people in a facility does not exceed the outdoor one person per 2 square metres (including staff and spectators):

We have considered the number of participants and fixtures to minimise the number of attendees in/on the venue at one time.

Where team benches are permanent (fixed), we will limit the total number of seats to ensure a minimum of 1.5 metres between each member of the coaching staff and substitutes. Where possible, we will mark seats with masking tape and if necessary, provide additional seats to extend the length of the bench.



Where team benches are made up of plastic/other moveable chairs, we will position them so they are at least 1.5 metres apart. Further, we will place signage in technical areas promoting social distancing and reposition the chairs at the required distance between matches.



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| <p>Minimise co-mingling of participants from different games and timeslots where possible:</p> | <p>Competition Administrators have scheduled matches and we have arranged training days and times to minimise contact, cross-over and avoid unnecessary gatherings of players, family members and staff.</p> <p>We will schedule time between games/training sessions when possible, to enable all attendees to arrive and exit the venue safely, with minimal contact with others.</p> <p>We will communicate with players and team staff to encourage personal equipment and bags are arranged to maintain physical distancing of participants (> 1.5 metres) and separation between teams.</p> <p>Where possible, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.</p> |
| <p>Ensure any spectators comply with 1.5 metres physical distancing 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> | <p>We will implement the Public Health Order and adhere to those guidelines relating to limited capacity, ticketing, spacing of spectators, the use of QR Code readers to record details of attending patrons and so on.</p> <p>We will take the necessary precautions to minimise the risk of transmission including the dispersion of spectators around the perimeter of the pitch and across a range of viewing areas and designating the use of specific seats/areas that meet physical distancing requirements and erecting signage to advise.</p> <p>We will encourage players and spectators to leave the facility as soon as possible following the conclusion of their training/games.</p> |
| <p>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:</p> | <p>We will stagger arrival and/or departure times when possible for different groups and teams, and within the constraints of the venue design, manage entry and exit points to allow a seamless flow of players/coaching staff and parents/attendees through the venue to limit the risk of overlap and congestion.</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 spectators (e.g. parents/carers). This will be done where applicable through PA announcements, 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, change rooms, canteens, club rooms etc.</p> |

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| <p>Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing:</p> | <p>In line with NSW Health Guidelines</p> <ul style="list-style-type: none"> • The indoor 1 person per 4 square Metre rule must be adhered to. • Social distancing arrangements of having people 1.5 Metres apart are to be in place. • Appropriate levels of hygiene are to implemented which includes the washing of hands and regular cleaning of changerooms and toilet facilities. • The only people that may enter and use changerooms are players and essential staff. • Where practical, we will stagger the use of changerooms and communal facilities. It is strongly recommended that participants are encouraged to change and shower at home. • Participants and guardians where applicable, “arrive, play and leave immediately” at the end of their training session or competitive fixture. |
| <p>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible:</p> | <p>In line with NSW Health Guidelines:</p> <ul style="list-style-type: none"> • Where practical, we will stagger the use of changerooms and communal facilities. • It is strongly recommended that participants are encouraged to change and shower at home. |
| <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 on Zoom, 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 |
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| Hygiene and Cleaning | |
| Adopt good hand hygiene practices: | <p>We will wipe down key spaces, surfaces and objects (such as benchtops, door handles, team 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 (https://www.hha.org.au/local-implementation/promotional-materials/posters); • Promote regular and thorough hand washing by volunteers and participants; • Provide sanitising hand rub within the venue and refill 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 players, officials, volunteers, and/or their parents/carers 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"> • Provide hand sanitiser. • 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: (https://www.hha.org.au/local-implementation/promotional-materials/posters) and display hand washing guidance in all toilets, changerooms and canteens within our facility.</p> |
| Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks: | <p>We will stipulate that all participants are to provide their own clearly labelled drink bottle for their use only.</p> <p>We will communicate to all participants the importance of not sharing any food or drinks.</p> <p>We will not provide any communal drink or food for players such as drink drums, packets of lollies, fruit etc.</p> |

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| <p>Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys:</p> | <p>We will encourage players to be responsible for the cleaning of their own playing and training strip (including bibs) and will avoid the sharing of articles of clothing such as volunteer high visibility vests (jacketed marshals will take their own vest home to wash).</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-contact collection of these items (i.e. players to place gear directly into a plastic bag) and the wearing of gloves when laundering.</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 game, we will implement arrangements to minimise the shared use of equipment where possible.</p> <p>Players and coaching staff will be encouraged to not share personal equipment including playing equipment, playing kits, 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 Match Officials to not share personal equipment such as whistles, flags, cards and pens.</p> <p>Shared equipment (particularly footballs) will be rotated or washed and wiped with antibacterial wipes or alcohol-based sanitiser prior to each match.</p> |

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| Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish: | We will make sanitiser available in common areas for visitors to access. |
| Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions: | We will store sanitisers, disinfectant solutions and detergents appropriately and use in accordance with the manufacturer's instructions. |
| Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water: | We will encourage volunteers and staff to wear gloves when cleaning and wash their hands thoroughly before and after with sanitiser. |
| 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 |
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| 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 players, coaches, team officials, match officials and volunteers are required to register and provide contact details through Football Federation Australia's National online registration system - PlayFootball.</p> <p>All fixtures are administered through an online Competition Management System (CMS). If required the Competition Administrator can identify which clubs, specific teams, players, team officials and match officials participated in any given fixture. The CMS is also complemented by team sheets.</p> <p>For the purposes of contact tracing, accompanying parents/spectators will be able to be contacted through the relevant players' mandatory online registration.</p> <p>We have encouraged all participants to download the COVIDSafe App.</p> |

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| <p>Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required:</p> | <p>So as to further aid the fight against COVID-19, Football NSW and the BDSFA supports the Australian Government’s COVIDSafe app and has strongly encouraged all members of the football community 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> |
| <p>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:</p> | <p>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.</p> |