

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



Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	Peel Valley Team Penning Association
Business location (town, suburb or postcode)	Currabubula
Completed by	Melanie Jarrett, Secretary
Plan approved by	Committee
Email address	peelvalleytpnoms@gmail.com
Effective date	21 December 2020
Date completed	13 January 2021

Wellbeing of staff and customers

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

Participants unwell or in contact with unwell persons within the last 14-days to be advised not to attend

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.

Provide COVID-19 information links to participants

Committee to be united on the management of a sick visitor

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

Ensure participants unwell are advised of their requirement to self-isolate

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

Social media and email information to be distributed before each planned event

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

A copy of the Liverpool Plains Shire Council (LPSC) COVID-19 Safety Plan has been obtained.

Peel Valley Team Penning (PVTP) to provide the PVTP COVID-19 Safety plan to LPSC.

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.

Not applicable

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.

Activities and events located in the Liverpool Plains Shire Council LGA (NOT in Greater Sydney)

All participants participate in outdoor activity only.

In indoor areas, audience members should not sing or chant. In outdoor areas, spectators 12 years and older should wear masks if singing or chanting.

Only Committee permitted in the indoor office.

The use of face coverings encouraged whilst participants are not competing and/or mounted on horseback.

Spectators encouraged to use face coverings.

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.

All events are outdoors

Participants are on horseback, reducing the physical possibility of co-mingling

Support 1.5m physical distancing where practical, including:

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

Toilets and catering areas to be sign posted.

Seating is not provided to spectators, they must bring their own

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.

Outdoor premises, varied finish times due to event draws

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

All participants are to travel to the event location by their own private transport

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

Outdoor events

Set draws, allowing participants to distance in other areas of the location when not participating

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

Signage on display

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

For those utilising shower facilities

Male showers: 2 showers located within a single room of 3x3.5m (10.5sqm)

Female showers: 2 showers located within a single room of 3x3.5m (10.5sqm)

Max of 2 people in the male, and 2 people in the female shower at any given time.

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

Meetings held with Committee - 7 or less participants

Make attendance available via video link or telephone link for members wanting to attend larger meetings of all members

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

Invoicing processed electronically (electronic receipts via sms and/or email)

Hygiene and cleaning

Adopt good hand hygiene practices.

Display relevant signage at entry points

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

Ensure hand sanitiser and signage is available at main entry gate, office, judges area and the entrance to the competition arena

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.

Signage on display

Toilets to be stocked before each event by LPSC

Toilets to be monitored and restocked if required throughout the events

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

BBQ and snacks for purchase only, using disposable supplies for take away

No seated catering

All consumption outdoors

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

Not applicable

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.

Office to maintain surface sanitiser for frequently touched areas

All other facilities outside

BBQ volunteers to exercise safe hygiene practices

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

Events and activity in the outdoors

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

Sporting equipment (panels and judges area set up) is set up by the Committee or persons nominated by the Committee

Sporting equipment (cattle collars) should not be touched throughout events

Judges equipment (timers, buzzers, score sheets) to be regularly disinfected

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

Supplies to be available from the office

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

Alcohol base of 70+% for hand sanitiser

Cleaning products to be used as directed on the label

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

Display hand washing signage in any areas required to be cleaned

Encourage contactless payment options.

Pre-payment of entry fees preferred

Cash handling discouraged, however if done, undertaken with hand sanitisation between each transaction

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).

Office to be completely opened (doors and awnings)

All other areas are outside

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.

QR code Check In through Service NSW App

For those without smartphone or cellular access, provide device to Check In (check in with a Committee member, or nominated person)

Sanitise between any communal use of devices

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.

Use of the Service NSW App only

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

Advertise the COVIDSafe App in communications

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

The PVTP COVID-19 Safety Plan is Registered

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.

Agreed and accepted

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

Yes