

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

Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	Avalon Bilgola Amateur Swimming Club Inc
Business location (town, suburb or postcode)	Bilgola Beach pool
Plan completed by	Richard Vander Reyden
Plan approved by	Richard Vander Reyden
Email address	info@avalonbilgolaswimming.asn.au
Date	5 October 2020

Wellbeing of staff and customers

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

Communicate to all participants that they are not to participate in any club event if they display symptoms of COVID-19 (fever, cough, sore/scratchy throat, shortness of breath, loss of smell, loss of taste) or have displayed those symptoms during the past 14 days.

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.

Encourage active club officials/volunteers to complete the Australian Government's 'COVID-19 Infection Control Training' and/or provide them with access to all relevant

Govt information.

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

Apply this requirement to all club officials/volunteers who are not employees and do not have leave entitlements.

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

Conditions of entry to be advertised to all participants prior to any club event, with clear signage available on the day of the event. In addition to displaying COVID-19 advice, this will also illustrate that a club event is currently underway on the day of the swimming event (per NBC).

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

Obtain direct contact details of the relevant individual at Northern Beaches Council and liaise with them directly and as necessary.

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

- **Swimming pools**
- **Indoor recreation facilities**
- **Major recreation facilities**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with a food or drink premise must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

COVID-19 Safety Plan for Bilgola rock pool is responsibility of Northern Beaches Council

Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria, or have visited a location in NSW at a time and date that requires them to self-isolate, in the 14 days prior. Locations with self-isolate alerts are listed on the NSW Government website.

Note: the exclusion of Victorian residents does not apply to those with border region

resident permits.

Communicate to all stakeholders (via email and social media) that they are not to participate in any club event if they have attended any of the reported case locations on the NSW Health website. Questions asked of participants to also occur on the day of the event.

Physical distancing

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.

Amount of competitors, officials/volunteers and spectators not to exceed 500 participants at any swimming event (gathering)

Bilgola Pool area is 1700m², max capacity is 425

Spectators singing in groups or chanting/cheering is a particularly high-risk activity and should be avoided where possible.

Announcements to be made to discourage groups of spectators singing or cheering.

Minimise co-mingling of participants from different games and timeslots where possible.

COVID-19 Marshal to direct any competitor not competing to sit in their family group.

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.

COVID-19 Marshal to ensure 1.5 metres physical distancing between spectators and direct participants to sit down when not competing.

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.

No action. Northern Beaches Council parking facilities provide sufficient space to ensure

gatherings do not occur. Direct all participants to leave immediately after the conclusion of any club event.

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

Communications will be sent to members to discourage carpooling. In practice this does not occur as participants arrive in their family groups

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

COVID-19 Marshal to disperse any crowds and promote physical distancing at all times. Signage regarding physical distancing to be prominently displayed.

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

If possible, prohibit access to showers, change rooms and locker/club rooms. Allow access to toilet as per Northern Beaches Council.

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

Communications will be sent to members to discourage showering at the pool

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

Club President to encourage the use of telephone or video platforms for all meetings of the Committee, Sub-Committees, etc.

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

Request contactless delivery and invoicing from all suppliers.

Hygiene and cleaning

Adopt good hand hygiene practices.

Encourage all participants to practice good hand and personal hygiene practices. Eg: clean your hands with soap and water for 20 seconds, use alcohol based sanitiser, cover your nose and mouth with a tissue coughing/sneezing and do so into your elbow, do not touch your face and avoid shaking hands.

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

Hand sanitiser will be provided at a number of locations, including the entry area to the pool and canteen area.

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.

Liaise with Northern Beaches Council to ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

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

Communicate to all participants (via email and social media) that they should bring their own water bottle, consumables and towels. Encourage participants not to share food and drink.

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.

Not applicable, we use an outdoor area

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

Not applicable, we use an outdoor area

Reduce sharing of equipment where practical and ensure these are cleaned with

detergent and disinfectant between use.

Roster one official/volunteer to handle certain equipment (starting gun, stopwatches, etc) throughout the event to reduce sharing of equipment.

Have enough whistles for each official requiring one, have sanitiser wipes to wipe down equipment such as stop watches

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

Ensure the provision of at least one cleaning kit inclusive of detergent/disinfectant and gloves for use of all participants.

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

Ensure disinfectant solutions are maintained at an appropriate strength and are used in accordance with the manufacturer's instructions.

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

Ensure that gloves are worn by cleaning volunteers at all times and that they wash their hands thoroughly before and after cleaning duties with soap and water (this includes BBQ operation volunteers).

Encourage contactless payment options.

We have contactless payment option available

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, where this is practical, for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

Committee to ensure a record of the names and contact details of all participants is maintained and kept for a period of at least 28 days, with all information stored

confidentially and securely.

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

Provide all participants with access to the COVIDSafe app and associated information with a request they download the app prior to participating in any club event.

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

Register as a Safe Business with NSW Govt

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.

Designate a senior club official to be the liaison with NSW Health to ensure complete cooperation with any NSW Health requests.

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

Yes