

# > HELPING BUSINESS GET BACK TO WORK



16 July 2020

## COVID-19 Safety Plan

Effective 17 July 2020

### 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 – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Organisations must follow the current COVID-19 Public Health Orders, and also 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 [nsw.gov.au](http://nsw.gov.au)

ORGANISATION DETAILS	
Organisation name:	Graveleur Pty Ltd. Event name: Thunderbolts Adventure 13-15 November 2020
Plan completed by:	Mike Israel - Secretary
Approved by:	James Wilson - President

## > 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
<b>Wellbeing of staff and visitors</b>	
Exclude staff, volunteers, parents/carers and participants who are unwell.	<ul style="list-style-type: none"> <li>- Event attendees (ie. organisers, participants, volunteers, first aiders) will be sent a notice prior to the event that outlines COVID-19 symptoms and NSW Health testing advice.</li> <li>- Attendees will be advised not to attend if feeling unwell with any symptoms of COVID-19, if they have had symptoms in the last 14 days or if they are under any COVID-19 isolation restrictions (including recent travel to Victoria, waiting for test result, confirmed case).</li> <li>- Attendees will be advised they will be asked to leave the event if they are displaying obvious signs of COVID-19 symptoms whilst onsite at the event.</li> </ul>
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.	<ul style="list-style-type: none"> <li>- Attendees will be advised to be tested in line with NSW Health advice if they identify they have any COVID-19 symptoms or contact including when to get tested, physical distancing and cleaning, and how with a confirmed case.</li> <li>- Attendees will be advised physical distancing of 1.5m is to be observed wherever possible at the event (noting this is not a requirement for first aid treatment or for riders at the event or passing during the event).</li> <li>- Attendees will be advised that use of shared/common surfaces/equipment will be minimised. Cleaning of shared/common surfaces/equipment will occur using a suitable cleaning agent/disinfectant.</li> <li>- Staff and volunteers will be advised if they identify an event attendee displaying obvious COVID-19 symptoms that they must report this to the event organiser, who will arrange for a volunteer to evacuate the attendee from event and recommend they report to a COVID testing clinic.</li> </ul>
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Not Applicable
Display conditions of entry (website, social media, venue entry).	<ul style="list-style-type: none"> <li>- Attendees will be sent a notice prior to the event that outlines COVID-19 symptoms, 1.5m physical distancing requirement to be observed at event wherever possible, hygiene measures (including hand washing/sanitising, no spitting, nasal clearing etc whilst near others), event requirements (staggered start, no briefing) and conditions of entry noting anyone observed displaying obvious COVID-19 symptoms at the event will be asked to leave as a precaution.</li> <li>- Signage will be placed at key event locations displaying conditions of entry including no entry if under current imposed isolation restrictions (including confirmed case, having had contact with a confirmed case in the last 14 days, awaiting result from a COVID-19 test, visited Victoria in last 14 days) or have had any COVID-19 symptoms in last 14 days</li> </ul>

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.	Not applicable
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>Swimming pools</li> <li>Gyms</li> <li>Indoor recreation facilities</li> <li>Restaurants and cafes (for kiosks or canteens)</li> <li>Major recreation facilities</li> </ul>	<ul style="list-style-type: none"> <li>Work key event locations which are Roundabout Inn, Gloucester (RIG) and Victoria Hotel Moonan Flat (VHMF) to ensure they have appropriate facilities and measures in place to enable social distancing.</li> <li>Specifically for RIG to ensure signage and social distancing markings are in place for the duration of the event. For VHMF, marquees to be erected to enable congregations of the current group limits and social distancing (&lt;50 people under one marquee and &gt;4m<sup>2</sup> per person)</li> <li>Hand sanitizer to be available in multiple locations at both venues.</li> </ul>
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.	Participants will confirm that they have not visited Victoria within 14 days of the event start at sign on
Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website ( <a href="https://nsw.gov.au/covid-19/latest-news-and-updates">nsw.gov.au/covid-19/latest-news-and-updates</a> ).	<ul style="list-style-type: none"> <li>Attendees will sign to confirm that they have not visited any of the reported case locations listed on the NSW Health website</li> <li>The list will be printed and made available to all attendees at sign on</li> </ul>
Take all reasonable steps to minimise the number of spectators attending community sport events.	No spectators are expected to attend this event.
If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.	Not applicable

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
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.	<ul style="list-style-type: none"> <li>The event takes place entirely outdoors.</li> <li>Maximum 500 people allowed for outdoor venue that is managed by online registration for participants.</li> <li>Sign on/sign off at start and end of Saturday and Sunday will be held outdoors.</li> <li>This is not a spectator event.</li> </ul>
Minimise co-mingling of participants from different games and timeslots where possible.	<ul style="list-style-type: none"> <li>Online registrations</li> <li>Starting on both days will be split into 4 waves of 50 riders, separated by 10 minutes. Each wave will be designated a separate area at the start location.</li> <li>No presentations or whole group gatherings for briefings will be held</li> </ul>
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. Have strategies in place to prevent spectators from different games and timeslots co-mingling.	<ul style="list-style-type: none"> <li>This is not a spectator event</li> <li>Support crew will keep a remote distance from all participants except in case of First Aid required</li> </ul>
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.	Not applicable. Attendees are driving themselves to and from the event.
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	<ul style="list-style-type: none"> <li>Where possible any meetings relating to the event will be by phone or video platform where practical such as zoom or at an outdoor site where the 1.5m distancing rule will be observed</li> <li>If any indoor meetings the 4m<sup>2</sup> rule and 1.5m distancing requirement will be observed</li> </ul>

Physical distancing	
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	Attendees will be advised that due to COVID-19 safety, communal showers will be unavailable on Saturday night at Moonan Flat camping ground
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	Attendees will be advised that due to COVID-19 safety, communal showers will be unavailable on Saturday night at Moonan Flat camping ground
Use telephone or video platforms for essential staff meetings where practical.	Zoom, telephone, email and chat programs are being used for all organising activities
Review regular business deliveries and request contactless delivery and invoicing where practical.	Not applicable

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	<ul style="list-style-type: none"> <li>- Hand sanitiser and hand hygiene signage provided for the toilet facilities (if in use)</li> <li>- Hand sanitiser to be located at the event desk/finish area</li> <li>- Hand sanitiser provided with all support crew vehicles and at the water locations</li> <li>- All attendees reminded to practice hand hygiene (including cough/sneeze etiquette into elbow, use of hand sanitiser after blowing nose, touching face etc.)</li> </ul>
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	<b>Both event locations to provide multiple locations for hand sanitiser at entry/exit, toilets and public areas</b>
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.	- Toilet facilities will be stocked with hand soap and paper towels, and hand sanitiser will be provided immediately outside.
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	<ul style="list-style-type: none"> <li>- All participants are responsible for providing their own bikes, equipment, tools, spares, drinks, food, towels etc.</li> <li>- Individual sealed water bottles will be provided to participants en-route.</li> </ul>
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	<b>Not applicable</b>
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.	<b>Not applicable</b>
Clean areas used for high intensity sports with detergent and disinfectant after each use.	<b>Not applicable</b>

Hygiene and cleaning	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	<ul style="list-style-type: none"> <li>- Sharing of any equipment was minimal already and has been eliminated as much as possible</li> <li>- Organisers and volunteers will observe hand hygiene practices should any equipment need to be passed between them, such as a first aid kit, hand sanitiser supplies, radios</li> <li>- Camping equipment (tent) for each rider will be transported in a van by a designated volunteer. Riders will be reminded to only touch their own kit.</li> </ul>
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	<b>- Organisers will carry detergent and gloves with bucket and cleaning cloths during the event in a support vehicle should anyone need to use it.</b>
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	<ul style="list-style-type: none"> <li>- Disinfectants will be used in line with manufacturer instructions and the SDS</li> <li>- Hand sanitisers will be alcohol based at a concentration of at least 60% ethanol or 70% isopropanol</li> </ul>
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<ul style="list-style-type: none"> <li>- Gloves will be provided and must be worn if the SDS of the cleaning product identifies this is necessary PPE</li> <li>- Hands must be washed thoroughly after using cleaning products with soap and water</li> </ul>
Encourage contactless payment options.	<ul style="list-style-type: none"> <li>- All race registrations will use the MTBA online platform</li> <li>- No cash handling will occur onsite. Riders will be advised to use contactless payment methods only.</li> </ul>

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, where this is practical, 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.	<ul style="list-style-type: none"> <li>- All registrations will be online and records will be kept for 28 days</li> <li>- All event attendees (ie. organisers, participants, volunteers, first aiders) will be required to register online</li> </ul>
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	<b>All attendees recommended to download the COVIDsafe app, noting this is not compulsory</b>
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.	The company will cooperate with NSW Health in relation to any notified positive case of COVID-19 and will notify SafeWork NSW if this occurs where an attendee of the event is affected.