

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



## Your COVID-19 Safety Plan

Major recreation facilities, stadiums, showgrounds, racecourses

### Business details

Business name	Northern NSW Football
Business location (town, suburb or postcode)	SPEERS POINT
Completed by	Kean Marshall
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Effective date	3 January 2021
Date completed	6 January 2021

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### Wellbeing of staff and customers

Review the 'COVID-19 safety guidance for large events' available on [nsw.gov.au](https://nsw.gov.au) and consider which risks and mitigation measures are relevant to your event before completing this COVID-19 Safety Plan.

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:

- 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.

We have advised that they should check the NSW Government website for advice regarding the full list of symptoms associated with COVID-19 infection:

### **Exclude staff and customers who are unwell from the premises.**

Staff or patrons must not enter the site if they have any symptoms and should proceed to be tested and self isolate until they have received their test results.

### **Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.**

We have worked with to promote and encourage the use of the following resources and websites in order to obtain accurate information:

- 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/>

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>

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

All staff have been briefed on the return to work plan which included direction on self-isolating when required and managing any possible infections.

All staff have been instructed to follow NSW Health directions in relation to COVID-19 and contact their manager in relations to leave entitlements.

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

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.

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.

We have developed and promoted amongst our members and stakeholders, a range of resources on COVID-19. These can be downloaded.

**Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).**

As we will not be preselling tickets to our matches this is not applicable.

**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.**

We have a cafe onsite and the same entrance is used for all spectators.

**In indoor areas, alcohol should only be consumed by seated customers. There should be no dancefloors.**

We have a designated seating area where alcohol can be consumed.

**Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.**

We do not host wedding or funerals.

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## **Physical distancing**

Outdoor major recreation facilities can have 100% of seated capacity if ticketed and seated. Unstructured seating areas must not exceed one person per 2 square metres of publicly accessible space.

Indoor major recreation facilities can have 75% of seated capacity if ticketed and seated, OR one person per 4 square metres of publicly accessible space (Greater Sydney) and one per 2 square metres (other regions).

If there are separate premises in the major recreational facility, such as a food and drink premises, the maximum capacity in those separate premises is one person per 2 square metres and one person per 4 square metres in indoor areas in Greater Sydney. Children count towards capacity limits.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Competition Administrators and club officials have considered the number of participants and fixtures to adhere to the maximum of 3000 people per venue at one time.

Our grandstand capacity is 25% of what it traditionally would be. Whilst members of the same household may sit together, this does not alter the capacity of our grandstand.

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

**In Greater Sydney, face masks must be worn by anyone 12 years and over in any retail premises and by staff in any hospitality premises, unless exempt.**

We are located in the Lake Macquarie City Council LGA. Face masks don't apply.

**Support 1.5m physical distancing where practical, including:**

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

All the area that have queues are highlighted with floor and wall signage to social distance whilst in queues.

**Have strategies in place to prevent co-mingling of spectator groups, such as by using alternate sections and closing access corridors. Each section should have a designated entry/exit, toilets and food/drink service.**

Fixtures can be timed as such each match can have a time buffer to ensure there isn't co-mingling of groups especially if they are from Greater Sydney.

**Consider exiting each section in staggered times to avoid crowding outside the venue. If a venue has multiple grounds, consider staggering the start times of different shows/matches to minimise crowding.**

Ground announcements are made at the completion of fixture to ensure there aren't unnecessary volumes of spectators crowding the venue.

**Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or to order food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.**

Effective fixture timings will be put in place to ensure over crowding doesn't occur.

**Use signage at entrances to halls or exhibit areas to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow of visitors.**

All entry points indicate the maximum number of patrons and condition of entry. In addition to this all signage recommends taking responsible action around social distancing.

**Consider implementing a time-based booking or ticketing system for showground events or popular exhibits to minimise crowding.**

Not applicable

**If there are security bag checking arrangements in place, have strategies to minimise crowding such as additional staffing and asking people to open their bags for quick visual inspection. If staff need to touch the bag or items within, have hand sanitiser available for them to use before and after.**

Bag checks are not applicable to our venue.

**Consider strategies to manage crowding during breaks, such as allowing people to bring their own food and drinks into the venue, or hiring additional personnel to assist with crowd control.**

The staggering of fixture will help minimise large queues.

**Promote online ticket purchasing and electronic ticket checking.**

Not applicable

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).**

All staff are aware of their obligations around social distancing.

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

Zoom meetings take place when applicable to reduce the amount of external stakeholders needing to come on site.

**Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.**

The nature of our workplace allows adequate space for staff to take breaks.

**Consider physical barriers such as plexiglass around counters with high volume interactions with customers. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.**

Both our main reception counter and cafe area have 1.7m high plexi glass to reduce the spread of infection.

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

All deliveries that come to site are contactless.

**Have strategies in place to manage gatherings that may occur immediately outside the premises, or in staff meeting or break rooms.**

At the completion of meeting and fixtures all staff or spectators are asked to avoid mingling.

**Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger shows/matches if crowding on public transport may occur.**

Not applicable

**Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.**

Not applicable.

**No more than 5 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate in singing or chanting. In outdoor areas, audience members 12 years and older should wear masks if singing or chanting.**

Not applicable.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

All spectators and patron are required to hand sanitise upon entry to the venue and this is supplied by Northern New South Wales Football.

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

All bathrooms are cleaned daily and have an adequate supply of hand soap.

**Have hand sanitiser at key points around the facility, such as entry and exit points.**

All entrance points have hand sanitiser and can be used by all spectators and or players

**Clean frequently used indoor hard surface areas at least daily with detergent or**

**disinfectant. Clean frequently touched areas and surfaces several times per day.**

A contract cleaner is engaged to clean our venue each day.

**Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.**

Our contract cleaner uses cleaning agents in accordance with the manufacturers instructions.

**Staff are to wash hands thoroughly with soap and water before and after cleaning.**

All cleaning contractors wear gloves which is inline with their induction protocols.

**Encourage contactless payment options.**

The majority of our transactions are completed by EFT or Eftpos.

**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).**

The nature of our facility is we can open our double sliding doors to ensure adequate natural air flow.

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## **Record keeping**

Keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect

contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

We have acquired the Service NSW QR Code and will ensure appropriate sign in.

**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](https://nsw.gov.au).**

We will be using the Service NSW QR code as of the 4th January 2021

**Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.**

All staff have been advised to download the CovidSafe app.

**Major recreation facilities should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

Our business 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.**

Northern New South Wales Football will cooperate with contacting positive cases.

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

Yes