

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



## Your COVID-19 Safety Plan

### Community sport

#### Business details

Business name	Mudgee District Netball Association
Business location (town, suburb or postcode)	Pitts Lane, Glen Willow sporting Complex, Netball Courts Mudgee NSW 2850
Completed by	Kylie Marshall
Email address	<a href="mailto:kylieanddavid@bigpond.com">kylieanddavid@bigpond.com</a>
Effective date	19 October 2021
Date completed	22 October 2021

---

### Wellbeing of staff and customers

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

Agree

Yes

**Tell us how you will do this**

Before participating in any netball activity, we have advised all players, officials and parents/carers have:

\* been unwell or had flu like symptoms or

\* been in contact with a known or suspected case of Covid 19  
had any sudden loss of smell or loss of taste or  
are at high risk from a health perspective, including the elderly and those with pre  
existing medical health conditions.  
We have advised that they should check with the NSW Government website for advice  
regarding the full symptoms associated with Covid-19 infection.  
<https://www.nsw.gov.au/covid-19/symptoms-and-testing>

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

Yes

**Tell us how you will do this**

Ensure as far as reasonably practicable, all identified COVID-19 safety Co-Ordinators,  
have completed the COVID-19 infection control training.  
We have worked with NSW Netball to promote and encourage the use of the following  
resources and websites in order to obtain accurate information.  
\* Australian Government Department of Health  
\* NSW Government of Health  
\* NSW Office of Sport  
\* Netball NSW Covid-19 toolkit  
We have promoted the range of COVID-19 campaign resources produced by the Federal  
Government, including posters outlining hygiene practices.

**Display conditions of entry including requirements to stay away if unwell, COVID-19  
vaccination and record keeping.  
Agree**

Yes

**Tell us how you will do this**

We will display posters, distribute and share information about Covid-19 across our  
digital channels and at appropriate locations around our Association/club house and  
venue.  
In conjunction with our state governing body, Netball NSW, we have developed and

promoted amongst our members and stakeholders, a range of resources on Covid-19.

We have made our participants and officials aware of the above-mentioned symptoms and stipulated that they should stay away from the association and self isolate in the event that they experience any symptoms.

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible; remind players, officials, volunteers and spectators of vaccination requirements in marketing and communications materials; check vaccination status upon arrival and only accept valid forms of evidence of vaccination; train staff and volunteers on ways to check proof of COVID-19 vaccination status. Guidance for organisations is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: Staff and volunteers outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.**

Agree

Yes

**Tell us how you will do this**

We will take reasonable steps to ensure that all people aged 16 and over participating at the venue are fully vaccinated or have medical exemptions including participants, spectators and support staff. We will ensure that there is signage and a social media campaign that clearly displays vaccination requirements, and will train volunteers on ways to check vaccination.

---

## **Physical distancing**

**Capacity at an outdoor community sporting event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is**

**conducted, or 1000 persons.**

**Agree**

Yes

**Tell us how you will do this**

Proposed total numbers per court

Players (7) and substitutes (3) x 2 equals 20 participants

Coaches and team staff equals 4 members

umpires equals 2 umpires

scorers equals 2 members

Parents and spectators equals 20 people

Average sum of people per game is 48

We will increase our times between games to allow people to leave the complex before the next group arrives.

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff / volunteers.**

**Agree**

Yes

**Tell us how you will do this**

we will take the necessary precautions to minimise the risk of transmission including the dispersion of spectators around the perimeter of the court and across a range of viewing areas and designating the use of specific seats/areas that meet physical requirements and erecting signage to advise: we will encourage spectators to leave the facility as soon as possible following the conclusion of their training/matches.

**Minimise mingling of participants from different games and timeslots where possible, particularly people aged under 16 who may not yet be fully vaccinated. For mass participation events, consider staggering the starting times for different groups to minimise crowding where possible.**

### **Tell us how you will do this**

Competition Administrators have scheduled matches and have arranged training days and times to minimise contact, cross-over and avoid unnecessary gatherings of players, family members and staff.

When possible, we will schedule time between matches/training sessions, to enable all attendees to arrive and exit the venue safely, with minimal contact with others.

We will communicate with players and team staff to encourage personal equipment and bags are arranged to maintain adequate physical distancing of participants and separation between teams.

Where possible, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.

### **Agree**

Yes

### **Avoid congestion of people in specific areas where possible, such as change rooms and other communal facilities.**

### **Agree**

Yes

### **Tell us how you will do this**

We have determined physical distancing protocols to be used within shared facility spaces (eg canteen, change rooms, toilets and spectator viewing areas 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.

We have also taken the necessary precautions to minimise the risk of transmission including the dispersion of spectators around the perimeter of the court 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.

We will encourage players and spectators to leave the facility as soon as possible as possible following the conclusion of their training.

### **Strategies must be in place to reduce crowding and promote physical distancing in communal facilities such as showers, change rooms and lockers.**

**Agree**

Yes

**Tell us how you will do this**

We will limit the use of changerooms, gym, wet or inside areas to essential players and team officials and clean these spaces regularly.

We will indicate the number of people that can occupy indoor spaces in accordance with the guidelines including toilets, change rooms and canteen.

Toilets will be open for public use and will display clear signage to indicate the permitted number of people entering.

We also commit to collaborating with our Competition Administrator to request that the local council increase the regularity that they clean public amenities.

**Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up/drop-off zones and staggered start/finish times.**

**Agree**

Yes

**Tell us how you will do this**

We will stagger arrival and/or departure times when possible for different groups, and within the constraints of the venue design, manage entry and exit points to allow a seamless flow of gatherings in groups through the venue to limit the risk of overlap and congestion.

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

**Agree**

Yes

**Tell us how you will do this**

Where possible we will educate and encourage participants to utilise private transport options.

**Singing by audiences is not allowed in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

Not applicable

---

## **Ventilation**

**For indoor areas, review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

**Agree**

Yes

**Tell us how you will do this**

Not applicable

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

All of our competitions (gatherings) take place in outdoor settings.

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

**Agree**

Yes

**Tell us how you will do this**

Not Applicable

**In indoor areas, 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).**

**Agree**

Yes

**Tell us how you will do this**

Not applicable

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

Not applicable

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Agree**

Yes

**Tell us how you will do this**

Not applicable

---

**Hygiene and cleaning**



**Face masks must be worn in indoor areas, unless exempt.**

**Note: People engaging in physical exercise are exempt.**

**Agree**

Yes

**Tell us how you will do this**

Provide masks in the amenities block and use signage that masks must be worn at all times whilst inside.

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

**Agree**

Yes

**Tell us how you will do this**

We will wipe down key spaces, surfaces and objects (such as benchtops, door handles, team benches regularly

We will:

- \* Promote and provide hand washing guidance to all participants and volunteers
- \* Promote regular and thorough hand washing by volunteers and participants;
- \* Provide sanitising hand rub within the venue and refill regularly;
- \* Replace/Refill soap in toilets regularly;
- \* Place bins around the venue.

We will provide hand sanitiser within the venue and ensure it is regularly refilled.

We will encourage players, officials, volunteers, and/or their parents/carers to carry personal hand sanitiser to enable good hygiene.

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

**Agree**

Yes

### **Tell us how you will do this**

We will:

- \* refill soap in toilets regularly.
- \* refill paper towel dispensers in toilets when required.
- \* Place bins around the venue.

We will promote and provide hand washing guidance to all participants and volunteers and display hand washing guidance in all toilets, changerooms and canteens within our facility.

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

Agree

Yes

### **Tell us how you will do this**

We will clean frequently used spaces, surfaces and objects regularly.

---

## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, attendees and contractors.**

**Note: Organisations are not required to keep proof of vaccination status in their records.**

Agree

Yes

**Tell us how you will do this**

We agree to utilising the NSW Government QR code system to collect an electronic record of all participants and attendees to our gathering.

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the event.**

Agree

Yes

**Tell us how you will do this**

We will ensure that the Association representatives will ensure that all persons are confirmed with a green tick on check in. QR codes are accessible at all entry points of the facility and at the location of the gathering.

**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 it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, attendees and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

Agree

Yes

**Tell us how you will do this**

We will provide an alternative paper registration method for any person whom is unable to check in electronically.

**Other types of venues or facilities at the event must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the event 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 if the event**

**has sub-premises that are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

**Agree**

Yes

**Tell us how you will do this**

Not applicable

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

Yes