

# COVID-19 Safety Plan

25 September 2020

## ORGANISATION DETAILS

**Organisation name:** NARRABEEN LAKES AMATEUR SWIMMING CLUB  
**Plan completed by:** Debra Graham (Secretary)

## REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe.

- *Comments made in italics are how NLASC will be ensuring actions required are adhered to.*

| REQUIREMENTS  | ACTIONS  |
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| <b>Wellbeing of staff and visitors</b>  |  |
| 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. <i>This will be achieved by questioning and signage at registration of swimming races</i>  |
| 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. <i>There will be a link via email and social media; signage.</i>  |
| 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. <i>This will be highlighted in communication email etc.</i>  |
| 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). <i>Club banner &amp; sign board to be placed in prominent position with signage attached.</i><br><i>Floor space to be marked on where to stand for registration; timekeepers; judge; marshaller; starter etc.</i> |
| 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. <i>This will be the role of secretary or Covid marshal of club</i>  |
| 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> |  |

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| Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.  | 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. <i>Signage and questioning at registration of each swim meet.</i>   |
| 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 (nsw.gov.au/covid-19/latestnews-and-updates).  | 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. <i>Signage and questioning at registration of each swim meet.</i>   |
| Take all reasonable steps to minimise the number of spectators attending community sport events.  | Communicate to all stakeholders (via email and social media) the NSW Govt requirement at the time regarding spectator numbers. <i>Requirement to be enforced on the day by the COVID-19 Marshal.</i>   |
| 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.   | All swimming events to be comprised of registered members of the host club only.   |
| <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.   | <p>Number of competitors, officials/volunteers and spectators not to exceed 500 participants at any swimming event (gathering)</p> <p><i>This will be achieved by the following:</i></p> <ul style="list-style-type: none"> <li>-Using every 2<sup>nd</sup> lane for swim races &amp; timekeepers,</li> <li>-Judge; Starter &amp; Marshaller ONLY on boardwalk permanently, with the exception of swimmers to starting position and timekeepers for shorter races who will observe social distancing rules.</li> <li>-Chief Timekeeper to maintain social distancing and wear a mask when documenting/receiving swim times.</li> <li>-Timekeepers, Race swimmers &amp; Chief timekeeper ONLY to be on western end of pool deck at any time.</li> <li>-Marshalling area to be cordoned off with ropes and red cones plus use of club shade structure –the sand area western end of pool will be utilised for this (subject to tidal restrictions)</li> <li>-Computer Registration for swim races ENTRY via western stairs to clubhouse EXIT via eastern stairs, one person or family member at a time. Chalk or mat will display where swim entrants are to stand.</li> </ul> <p><i>ALL OF THE ABOVE OVERSEEN by club COVID MARSHALLER Who will wear a high vis vest displaying 'COVID MARSHAL'</i></p> |
| 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. Have strategies in place to prevent spectators from different games and timeslots co-mingling. | COVID-19 Marshal to ensure 1.5 metres physical distancing between spectators and direct participants to sit down or remain on sand 1.5mtrs away when not competing.  |

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| 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.   |
| 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.   | If possible, prohibit access to communal facilities. Encourage all participants to shower/change at home where possible.<br><i>This and above points will be achieved via comms notice to club members</i><br><i>Also Access to lane ropes storage to be 1 person or from same family – using sanitiser before &amp; after handling this equipment.</i> |
| 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.  |
| BBQ operation: Reduce crowding and promote physical distancing with markers on the floor where people are asked to queue.   | If selling BBQ goods, mark spots 1.5 metres apart in a designated queue to ensure physical distancing.  |
| BBQ operation: Where possible, ensure staff maintain 1.5 metres physical distancing and assign workers to specific workstations. If a premises has multiple food and drink areas, staff should work in an assigned area and do not work across different areas. | If operating a BBQ, ensure volunteers are maintaining 1.5 metres physical distancing. Assign one worker to cook, one to serve and one to collect contactless payment and ensure they remain in that one position.   |
| <b>Hygiene and cleaning</b>   |   |
| 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.   | Provide hand sanitiser stations at main entry points to the pool and at other key locations.  |
| 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. Install signage above hand wash basins to support effective hand washing.   |
| 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. <i>Via comms email/social media and signage</i>   |

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| 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.   |
| Clean areas used for high intensity sports with detergent and disinfectant after each use.  | Not applicable.   |
| 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. Ensure all equipment is cleaned with detergent and disinfectant at the end of each club event. <i>Chief Timekeeper to disinfect Pens; Folders; stopwatches BEFORE and AFTER every race meets. At each race meet Stopwatches are not to be shared.</i> |
| 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. <i>Elected Covid Marshal to will ensure this is provided</i>  |
| 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. <i>As above</i>  |
| Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.  | 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). <i>As above</i>  |
| Encourage contactless payment options.  | Encourage contactless payment options where possible. <i>Registration for season is done via trybooking website.</i>  |
| BBQ operation: Reduce the number of surfaces touched by customers wherever possible.  | Do not allow customers to touch any BBQ area surface. Server to provide food, sauces, serviettes, etc.  |
| BBQ operation: No self-serve buffet style food service areas, communal bar snacks, communal condiments, or hookahs. If condiments are on individuals tables, such as salt and pepper shakers, these should be cleaned between each customer.  | No self-serve buffet style food service areas, communal bar snacks, communal condiments, or hookahs are not permitted. BBQ areas to be controlled by minimal volunteers and no customer access to condiments.   |
| <b>Record keeping</b>   |   |
| 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. | 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. <i>This will be achieved by computer registrations and covid marshal completing a spreadsheet of unregistered/non swimmers &amp; officials attending.</i>   |
| 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. <i>Via comms email/social media/ signage</i>  |

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. *Elected Covid Marshal*