

# > 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:	North-Western Suburbs Tennis Association Inc. T/as Ryde Balmain Tennis
Plan completed by:	Alvin Maple - Administration
Approved by:	Ray Brennan - Court Manager and Resident Coach - Meadowbank Park Tennis Courts

### > 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.	Check with all who enter the site each day. Anybody that shows signs of not looking well will be requested to visit a COVID clinic to undertake a test and self isolate for 14 days as necessary
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.	We produced a 'one pager' doc. which covers the requirements for being on site. If a person is looking unwell, isolate on site and arrange for an emergency ambulance to hospital and a COVID clinic. The doc. also details about distancing protocols. We employ independent cleaning staff who also disinfect all seating, tables and benches.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	There are no staff employed direct but under contract arrangements.
Display conditions of entry (website, social media, venue entry).	Our 'one pager' doc. is displayed on the gates to each court and entrance to the courts complex as well on our Website. Copies are distributed to all who enter the site.

<b>Wellbeing of staff and visitors</b>	
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	The complex buildings are currently not for hire to the public. Entry to the site is for social & competition players. Also those in coaching & junior players can have one parent present off court in terms of WWWC requirements. No spectators are allowed. 'Come and play and go is the requirement.
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>	The 8 court centre caters only for tennis. Large signs are displayed on the entrance to the gates about exclusion of persons if they have visited Victoria and also Hot Spots as detailed by the Health Comm. NSW on its link.
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.	
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> ).	Signs are erected, at entrances to the complex and on site, regarding 'Hot Spots' notice issued on the NSW Health Comm. Website and also covering whether having visited Victoria, within the previous 14 days.
Take all reasonable steps to minimise the number of spectators attending community sport events.	<b>The tennis centre does not encourage spectators and operates on a 'play and go basis'</b>
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.	We have just resurrected our adult and junior competitions. Teams are composed of permanent players registered with the assoc. If we cant find reserves from those registered with us matches thus affected play without reserves being available. Our current aim is to have competitions played even on a social non comp basis !

<b>REQUIREMENTS</b>	<b>ACTIONS</b>
<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.	The site contains 8 courts and there is limited room to provide for spectators, so the policy is not to have any. Play and go is the requirement.
Minimise co-mingling of participants from different games and timeslots where possible.	The players are on court, usually playing doubles. Control is maintained so that there is no mingling of players from different courts, or groups. There are limited players off court.
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.	Policy is to have ALL players practice distancing, even if they are from the same family, so that other players do not get concerned as they have to practice 1.5ms distancing.
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.	There is an orderly movement of players from the car parks to the site but there are large playing fields within the park site where the courts complex is located but police patrol the park on shift and readily 'walk through'.
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	This is not a large site and entry is limited to play and go players with limited numbers off court and no spectators.

<b>Physical distancing</b>	
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	There is very limited use of showers / change rooms, with no more than one or two gents daily availing of the facilities. The ladies do not utilize the showers / change rooms.
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	As above limited use is make of showers /change rooms. We advocate that players shower and use home toilet facilities before coming to the site. Policy otherwise is to leave the site when finished playing.
Use telephone or video platforms for essential staff meetings where practical.	On site meetings are limited to no more that 4 persons; 1.5.ms distancing can be maintained in our clubroom.
Review regular business deliveries and request contactless delivery and invoicing where practical.	Deliveries to the site are very limited, no more than two a week as most purchases are off site with retailers.

<b>REQUIREMENTS</b>	<b>ACTIONS</b>
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	All toilets have soap dispensers and electric hand dryers available. In addition all sink areas have sanitisers and tissues available. These are also available off court uin the public areas.. There are many signs displayed in toilets and sink areas and notice boards about protocol for washing hands.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	As above.
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.	As above.
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	Participants bring their own water bottles and towels etc. Refreshments are not to be brought on site for sharing but each person can bring their own snacks, during competition play.
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	There are no uniforms provided all clothing is personal to each person who works on site.
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.	Our cleaners practice daily the cleaning of hard surfaces (bench tops and tables, seats and benches.
Clean areas used for high intensity sports with detergent and disinfectant after each use.	There is no high intensity sports conducted on site as we are a tennis centre and the courts are the only areas where play is condcuted.

Hygiene and cleaning	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Social and competition tennis players use their own racquets, similarly with juniors in coaching. Coaches equipment, tennis racquets and balls are sprayed with disinfectant.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Available on site.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Our cleaners are well practiced in cleaning methods and solutions.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Our cleaners at all times, use gloves when working on site (having had many years experience cleaning in schools) and ensure their own personal cleaning safety.
Encourage contactless payment options.	We endeavour to but that is not always possible.

REQUIREMENTS	ACTIONS
<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.	Records are maintained for those who enter the premises. .
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	Those working on site are aware of the COVIDSafe App and encouraged to install.
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.	We recognize this important requirement.