

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

Your COVID-19 Safety Plan

Outdoor events

Business details

Business name	Volleyball NSW
Business location (town, suburb or postcode)	Olympic Park
Select your business type	
COVID-19 Safe outdoor gatherings	
Completed by	Ben Abbott
Email address	info@volleyballnsw.com.au
Effective date	18 October 2021
Date completed	19 October 2021

Wellbeing of staff and customers

Exclude staff, performers and attendees who are unwell from the event.

Agree

Yes

Tell us how you will do this

Communication to support the identification of signs & symptoms of COVID-19. Regulations amended to support the PHO and safety guidelines. Clear instructions on what to do in the case of a participant being identified as having signs, symptoms or a confirmed case of COVID-19.

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

All staff, volunteers, officials & Coaches to undertake training here - <https://www.openlearning.com/courses/covid-safe-sport-coach-certification/HomePage/>

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

Conditions of entry communicated to all clubs and participants (incl. players, coaches and officials) pre-tournament via email, website and social media. Regular digital, written and verbal reminders, especially upon arrival & sign in as required by each hired venue.

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

Note: Staff 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

Participants will be required via online competition entry, to provide a copy of their Vaccination Certificate. All copies of Vaccination Certificates will be available in hard copy onsite. There will be no spectators involved in the event.

Physical distancing

Capacity for a controlled outdoor 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 3,000 persons.

Capacity at a COVID-19 safe outdoor gathering must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 200 persons.

Agree

Yes

Tell us how you will do this

Capping the number of entrants. Restricting spectators and coaches

Ensure 1.5m physical distancing where possible, including:

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

Agree

Yes

Tell us how you will do this

Restricting numbers in tournament area which includes coaches, spectators etc.
Sufficient venue space to adhere to 2 square metre rule.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Restricting numbers in tournament area which includes coaches, spectators etc.

Have strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.

Agree

Yes

Tell us how you will do this

Social distancing policies reinforced. Venue specific regulations at council request.

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

N/A

Where practical:

- **encourage private transport options to minimise crowding on public transport**
- **coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.**

Agree

Yes

Tell us how you will do this

As much information as possible regarding timing communicated pre-event.
Designated pick up spots highlighted at council request.

Ventilation

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

N/A

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

N/A

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

Agree

Yes

Tell us how you will do this

N/A

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

N/A

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

N/A

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

N/A

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

N/A

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

Agree

Yes

Tell us how you will do this

Sanitiser available at venue. All clubs educated about suitable hand hygiene via written and infographic content.

Follow all regulations required by Local Council.

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

Agree

Yes

Tell us how you will do this

Sanitiser available at venue. All clubs educated about suitable hand hygiene via written and infographic content.

Follow all regulations required by Local Council.

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

N/A

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, attendees and contractors.

Agree

Yes

Tell us how you will do this

In regular communication with all officials to ensure all regulations are adhered to. Records will be kept via tournament entry platform through organisation website.

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

Record of all planned attendees kept via online registration system. All attendees must sign in upon arrival.

All match records will be kept to identify players, coaches & officials of each match and court area in case of community transmission of COVID.

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

Record of all planned attendees kept via online registration system. All attendees must sign in upon arrival.

All match records will be kept to identify players, coaches & officials of each match and court area in case of community transmission of COVID.

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

Record of all planned attendees kept via online registration system. All attendees must sign in upon arrival.

All match records will be kept to identify players, coaches & officials of each match and court area in case of community transmission of COVID.

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

Yes