

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

Your COVID-19 Safety Plan

Community sport

Business details

Business name	VOLLEYBALL NSW
Business location (town, suburb or postcode)	INDOOR VENUES
Completed by	BRIIANKA NEST
Email address	info@volleyballnsw.com.au
Effective date	19 October 2021
Date completed	28 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 each event, Volleyball NSW (NSW) will advise all participants, support staff and volunteers that they must not attend the competition/event 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

Participants, support staff and volunteers will be continually advised that they should check the NSW Government website for advice regarding the full list of symptoms associated with COVID-19 infection and case locations:

<https://www.nsw.gov.au/covid-19/nsw-covid-19-case-locations>

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

Volleyball NSW staff have been provided information regarding cleaning protocols and relevant procedures relating to COVID-19.

Staff are and will be constantly reminded to maintain physical distancing, wear a mask where required & clean/sanitise their hands.

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

Volleyball NSW has various COVID display posters around each facility, reminding attendees "check-n", wash/sanitise their hands, stay 1.5m apart and to clean their equipment.

VNSW will also share reminders across our digital channels and via venue announcements throughout the day.

Detailed conditions of entry will be placed on the Volleball NSW website and communicated to all members/participants

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 have widely publicised that only fully vaccinated adults and people with valid exemptions can attend.

Volleyball NSW will request that all participants are willing to show their Vaccination status when registering.

Use social media to ensure that anyone attending the venue must be ensure they are complying with Public Health Order (PHO) and vaccination requirements.

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

OUTDOORS (Beach or Grass) - Ensure the number of people in a facility does not exceed one person per 2 square metres and outdoor gathering must not exceed 1000 persons. Registration will be required prior to the event so numbers can be accounted for.

Signage will be displayed around the venue, including announcements throughout the day to ensure people maintain the required distance.

INDOORS - Ensure the number of people in a facility does not exceed one person per 4 square metres of publicly accessible space (excluding staff)

Signage will be displayed around the venue, including announcements throughout the day

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

Entry to the event will be via queuing. This will be staggered based on entry time for playing.

We have encourage that only essential participants and parents/guardians should attend.

Seating indoor will be marked for where they can and cannot sit.

We will encourage players and spectators to leave or remain seated in the facility as soon as practical following the conclusion of their training/games.

Staff and Volunteers, where customer facing will require masks.

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

We have multiple COVID-Safe check-in points prior to entry to avoid congestion of people.

Teams will be required to stay on their allocated courts where possible.

Anyone aged 16yo or younger will be informed of the risk if unvaccinated.

Timeslots will allow for teams to get on and off the courts without and increase in mingling.

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 will limit the use of change rooms where possible

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

Change room access will be removed where possible.

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 promote and communicate the importance of social distancing of 1.5 metres

between spectators (e.g parents/carers). This will be done through PA announcements, marked seating, social media, direct communication and signage.

Pick up and Drop Off space outside the facility ensures there distance between fellow attendees.

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

Agree

Yes

Tell us how you will do this

Direct communication with participants

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

We will promote that no singing/cheering is allowed by spectators or post-match singing in change rooms.

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

We require masking whilst indoors, and we are limiting the number of people indoors at any time.

Windows and Air Vents will be open where possible.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Wherever possible, we will allow participants to use outdoor areas.

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

Agree

Yes

Tell us how you will do this

Wherever possible, we will maximise natural ventilation by opening air vents or windows.

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

Wherever possible, we will maximise natural ventilation by opening air vents or windows where there is no mechanical ventilation

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

We will discuss with all facility owners/operators

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

We will discuss with all facility owners/operators

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

We require masks to be worn whilst indoors unless exempt or if people are engaging in physical exercise.

Coaches/Volunteers will be required to wear a mask when indoors.

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

Agree

Yes

Tell us how you will do this

Sanitiser will be provided at all entry points of each facility.

Sanitiser will be on all competition desks & score tables

We will wipe down key spaces, surfaces and objects (such as tabletops, team benches, scoreboards etc).

We will encourage players, officials, volunteers, and/or their parents/carers to carry personal hand sanitiser to enable good personal 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 discuss with all facility owners/operators to ensure soap is refilled and papertowels available.

Bins to be provided on all areas around the volleyball courts.

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

Volleyball NSW to ensure that a QR code is available if the venue does not directly have one.

We will ensure use of the Service NSW QR codes system.

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

Posters to be displayed around the venue at the COVID-Safe check-in points reminding attendees that the vaccination requirements form part of the terms of entry, and notifying them of the acceptable forms of proof of vaccination.

Our staff and volunteers have been trained on ways to check proof of COVID-19 vaccination status (or a valid exemption) and what to do if someone refuses to be checked or is not vaccinated

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 provide the opportunity for people who are unable to check in electronically to check in manually, and then recorded in a spreadsheet.

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

All patrons accessing facilities located at the venue will be required to utilise the Services NSW QR code.

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

Yes