

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



## Your COVID-19 Safety Plan

### Community sport

### Business details

Business name	Port Macquarie Oztag Inc.
Business location (town, suburb or postcode)	Port Macquarie
Completed by	Pamela Potts
Email address	<a href="mailto:portseniors@oztag.com.au">portseniors@oztag.com.au</a>
Effective date	19 October 2021
Date completed	24 October 2021

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### Wellbeing of staff and customers

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

Agree

Yes

**Tell us how you will do this**

Appointment of Covid safe officer who will ensure we adhere to safety plan. Masks will be available for staff & volunteers. Signage re Covid 19 posted at venue. Soap & sanitiser provided at venue. Staff numbers limited indoors (canteen & office) Social

distancing encouraged & enforced. QR code used for spectators. Sign on sheets for players.

**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 competition staff & Covid safety officers will or have completed the Infection Control Training Covid 19 certificate. Staff have been encouraged to get vaccinated. The other requirements are detailed in the Oztag safety plan.

**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**

Email information to team delegates & post on social media. Where applicable place posters and any instructions related to the competition.

**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

Staff have been educated on government regulations re 16+ fully vaccinated until the 1st December. QR codes will be used for spectators & players will need to show their vaccinated status prior to the competition commencing. A flyer has been circulated to all associations to post on social media and physically at their venue.

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## 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

With the size of our venue and the scheduling of games we will not exceed this limit.

### 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

Staff will ensure we adhere to this regulation through education on social media and

physically at the venue.

**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**

Spreading the games out around the venue, scheduling of the games and encouraging and educating participants to vacate the venue quickly after finishing their game.

**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**

By the scheduling of games & spreading the games throughout the venue.

**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 don't use change-rooms, showers & lockers. Signs are posted outside toilets re social distancing and number allowed in at anyone time.

**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**

Staff will continue to monitor this but is rarely an issue at our outdoor venues.

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

**Agree**

Yes

**Tell us how you will do this**

Through education and information emails to teams.

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

**Agree**

Yes

**Tell us how you will do this**

Not relevant to our sport.

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## **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**

In canteens & admin offices we limit the number of staff. Keep windows & doors open where possible.

**Use outdoor settings wherever possible.**

Agree

Yes

**Tell us how you will do this**

Use outdoor under cover areas where possible.

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

Agree

Yes

**Tell us how you will do this**

Noted

**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**

Noted

**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**

Noted

**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**

Noted

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## **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**

Staff have been briefed on this regulation.

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

**Agree**

Yes

**Tell us how you will do this**

Signs will be posted in relevant areas. Soap & Sanitiser will be placed in relevant areas.

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

**Agree**

Yes

**Tell us how you will do this**

Noted

**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**

Staff will clean several times.

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**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**

All staff will be required to check in when starting their shift.

**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**

Staff will check on arrival.

**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**

Staff will have a spread sheet to capture the required data.

**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**

Noted

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

Yes