



Your COVID-19 Safety Plan

Community sporting competitions and full training

activities Business details

Business name River Canoe Club

Business location (town, suburb or postcode)

Marrickville

Completed by Melissa Burgess

Plan approved by Club President Simon Wilkes **Email address**

secretary.rivercanoecub@gmail.com **Effective date** 24 September 2020

Date completed 18 November 2020

Wellbeing of staff and customers

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

Any participant (paddler, official, volunteer, spectator) who displays cold or flu-like symptoms shall not attend the event.

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.

Refer to NSW Government website <https://www.nsw.gov.au>

Make staff aware of their leave entitlements if they are sick or required to self-isolate. Not Applicable

Display conditions of entry (website, social media, venue entry).

This Safety Plan shall be displayed at all PaddleNSW event venues and affiliated club premises

If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.

Check the Safety Plan of third party facility providers.

Ensure COVID-19 Safety Plans are in place, where relevant, for:

Swimming pools

Indoor recreation facilities

Major recreation facilities

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with a food or drink premise must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

NA

Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria, or have visited a location in NSW at a time and date that requires them to self-isolate, in the 14 days prior. Locations with self-isolate alerts are listed on the NSW Government website.

Note: the exclusion of Victorian residents does not apply to those with border region resident permits.

Mandatory questioning during the registration process, and repeat during online briefing based on known hotspots including Victoria and Adelaide and wherever they may arise as the situation changes.

Physical distancing

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.

Event organisers shall monitor attendance numbers as per current Public Health Order.

Upstairs indoor space 106m² = max 26 people based on 1 person per 4 square metre rule.

Downstairs space in line with above, 1 person per 4 square meter rule being mindful that the boats take up a significant amount of space and therefore numbers should be minimised where possible.

Spectators singing in groups or chanting/cheering is a particularly high-risk activity and should be avoided where possible.

NA

Minimise co-mingling of participants from different games and timeslots where possible.

There shall be no end-of-event presentations, so once participants complete their activity they shall leave the venue or not exceed the limit of 26 persons in each of the 2 spaces.

Participants to move outside where possible once gathered required equipment utilising the roller door entry where practical.

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.

Spectators must comply with 1.5m distancing laws. Event organisers shall remind spectators if breaches occur

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.

Arrive. Participate. Disperse. No gathering or socialising in carparks in large groups being mindful of social distancing measures.

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

If car pooling, limit multiple car changes between participants. Ideally keep to

groups or limit to 2 where practical.

Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.

1.5m distancing applies to paddlers collecting and returning equipment. All registration for events should be managed online if possible. People should gather equipment and move outside the clubhouse as soon as practicable.

Limit overcrowding in bathrooms, kitchen and entry ways including stairwell.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

Limit use of bathrooms to two people at a time until further notice. Ideally arrive in paddling attire. Paddle. Disperse.

Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.

Limit use of bathrooms to two people at a time until further notice. Ideally arrive in paddling attire. Paddle. Disperse.

Use telephone or video platforms for essential staff meetings where practical. Approved

Review regular business deliveries and request contactless delivery and invoicing where practical.

Approved

Hygiene and cleaning

Adopt good hand hygiene practices.

Remind all attendees of expected personal hygiene requirements.

Use hand sanitiser. Wash down touch points with soapy water after activities, both kayaks and paddles.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

The club shall have hand sanitiser available for participants and guests at all occasions.

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.

Approved.

Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.

We are a sport and recreation industry, not a food and beverage industry. The only sale of food and beverage shall be pre-packaged products. Any serving of food shall be managed in a Covid safe manner including having people serve, utilising tongs and gloves and protective equipment.

Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.

Shared equipment shall be disinfected after use.

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.

Approved regular cleaners to clean the building. Kitchen equipment and benches shall be cleaned immediately after use.

Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.

NA

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

Personal items to be cleaned at home where practicable. All club items to be cleaned and sanitised after use.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

Shared equipment shall be sanitised after use.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Approved

Staff should wash hands thoroughly with soap and water before and after cleaning. Maintain sensible and appropriate personal hygiene practices.

Encourage contactless payment options.

All registration should be managed online. If transactions occur, use a cashless facility where possible.

Record keeping

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. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

All paddlers/participant shall register for events.

All officials and volunteers shall register attendance in the case of meetings where applicable to clubhouse.

Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.

Encourage usage of COVIDSafe app by all event attendees.

Community sport organisations should consider registering their business through nsw.gov.au

Approved

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.

Also notify PaddleNSW CEO

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