

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



## Your COVID-19 Safety Plan

### Community sporting competitions and full training activities

#### Business details

Business name	Glenmore Park Football Club
Business location (town, suburb or postcode)	Glenmore Park, 2745
Completed by	Leah Lownds
Plan approved by	Neil Ferrier
Email address	<a href="mailto:admin@glenmoreparkfootball.com.au">admin@glenmoreparkfootball.com.au</a>
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Date completed	18 February 2021

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#### Wellbeing of staff and customers

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

Volunteers, rostered community members, players and spectators will be excluded if unwell. Regular notifications will be sent through social media regarding attending training or games if unwell. Coaches and managers will be informed of the exclusion criteria at meetings and through communication channels.

**Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning, and how to**

### **manage a sick visitor.**

Training will be provided to all committee members on the COVID-19 safety requirements, including mask wearing within confined spaces where social distancing isn't possible, limiting the number of people inside our office/storeroom/canteen spaces to 1 per 2m<sup>2</sup>.

### **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).**

before the start of the season, including training and our other pre-season events. we will be advising the coaches/managers/players/community on social media, face to face and on our website what the requirements are for attending training, games and other associated events.

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

we hire from Penrith City Council, measures are in place regarding the cleaning of toilets and who has responsibility for each area

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises 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 where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

we don't have any sub premises

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## **Physical distancing**

**Ensure the number of people in a facility does not exceed one person per 2 square**

**metres of publicly accessible space (excluding staff) to a maximum of 3000 people.**

space size will be confirmed and signage posted on the number of people allowed

**In indoor areas, spectators should not sing or chant. In outdoor areas, spectators older than 12 years should wear masks if singing or chanting.**

this will be advised to all spectators/players/coaches/managers but as it is community sport it rare for chanting

**Minimise co-mingling of participants from different games and timeslots where possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible.**

times are staggered across the age groups ensuring available space on the side line and to minimise cross over of teams.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

signage at the canteen/toilets/merchandise areas and ground markings will highlight the requirements for 1.5m spacing. Spectators will be required to maintain 1.5m distancing on the sideline and around the grounds

**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.**

Games will have staggered start times, parking areas are spread out, there is no designated pick up/drop off zone.

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

This will be communicated at the team muster & coaches and managers meeting where they receive all the info regarding the season.

**Reduce crowding wherever possible and promote physical distancing with markers**

**on the floor where people stand or are asked to queue.**

markers will be placed in the canteen lines and the line for merchandise, the team marshal or manager will be responsible for promoting social distancing during the games with the committee helping out overall.

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

the spaces will be measured and signage placed regarding the allowed number in the change rooms at any one time. Signage on the benches will advise where they can sit.

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

due to our limited facilities this is already in practice and the norm for all players, we do have some new facilities opening but we will continue to advise to shower at home post match.

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

committee meetings are held over zoom. The pre-season coaches and managers meetings will also be help over zoom.

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

deliveries are infrequent and are able to be contactless

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

hand hygiene signage is located around the facilities, all committee members & visitors are encouraged to maintain good hand hygiene. Soap and paper towel dispensers have been installed in the public toilets.

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

## **ground.**

hand sanitiser is provided at various key locations around the facilities, outside the toilets, committee office, water station and canteen.

## **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.**

bathrooms are maintained by the council, they have installed hand soap and paper towel dispensers.

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

All players must provide their own drinks, drinks bottles are not to be kept in a common location i.e. drink caddy and there is no sharing of fruit at half time

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

players/parents are responsible for the laundering of their jersey/uniform post game. Bibs are not shared during the game and are laundered between each game

## **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.**

canteen areas are maintained as per food safety guidelines, there is a sink for hand hygiene and hand sanitiser is provided, there is equipment for cleaning all surfaces which happen repeatedly throughout the day.

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

not applicable

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

players are encouraged to supply their own ball for training, other equipment is cleaned between use.

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

not applicable for visitors as that would only be on a game day. It is available in the canteen if required.

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

completed

**Staff should wash hands thoroughly with soap and water before and after cleaning.**

this is encouraged, also after removal of gloves

**Encourage contactless payment options.**

this is our preferred payment, though we may still offer cash in the canteen

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

this is in place, change rooms have open vents that have a safety grill over them

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## **Record keeping**

**Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.**

QR codes will be used for all attendees as games and training, we will also have the ability to use icompman for player records as it is recorded in the system if they played

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au).**

This will be complied with as we will only have the ability to get spectators etc to use the QR codes. Our fields are open with no specific entry points but communication will be that they are required to check in via QR code when attending.

These are also public fields with a public playground utilised by the community, we will not be requiring those members of the public to check in, only those who are there for training or a game.

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

this has been completed but will be reinforced.

**Community sport organisations should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

this is the first step in that process as we want to register for a QR code.

**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.**

Our COVID safety officer works for NSW Health and has been involved with the COVID response and will cooperate fully.

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

Yes