

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



## Your COVID-19 Safety Plan

### Outdoor events

#### Business details

Business name	Glenmore Park Football Club
Business location (town, suburb or postcode)	2745
Select your business type	
COVID-19 Safe outdoor gatherings	
Completed by	Leah Lownds
Email address	<u><a href="mailto:admin@glenmoreparkfootball.com.au">admin@glenmoreparkfootball.com.au</a></u>
Effective date	8 November 2021
Date completed	3 December 2021

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### 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**

Advise all who are attending to exclude themselves if unwell and follow NSW Health guidelines in regards to testing and isolation.

**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**

Regular updates to committee members, coaches and managers at meetings and via targeted communications.

**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**

Through our social media messaging and have it displayed at the grounds and available on our website.

**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>**

Agree

Yes

**Tell us how you will do this**

QR Code check in for all training sessions, trials and meetings. Coaches, managers and committee will be responsible for checking vaccination status of all those 16 and over.

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**Physical distancing**

**Capacity must not exceed 1 person per 2 square metres of space of the premises in which the activity is conducted.**

Agree

Yes

**Tell us how you will do this**

Monitor attendance, fields are large and training, trials & games will be spread out as per Football NSW guidelines.

All indoor spaces will be sign posted with the max amount of people allowed at any one time.

**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**

If any queuing is required, spaces to be marked out to show the required 1.5m distance.

**Avoid congestion of people in specific areas where possible.**

Agree

Yes

**Tell us how you will do this**

Ensure the flow of people at the grounds avoids congregation, ask groups to move away if required.

**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**

For any events which means people are picking up gear or needing to speak with the committee, we would have committee members managing the space and marking out the 1.5m distancing.

**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**

Private transport is used for the majority of our members

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## **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**

Not required, ventilation is built into the change rooms. Office door and window are to be opened.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

We are primarily outdoor, limited indoor facilities include change rooms and single toilets

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

**Agree**

Yes

**Tell us how you will do this**

This can happen for the office and canteen area.

**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**

We dont have air conditioning

**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**

If required will request with council

**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**

Not required

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## **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**

Advise committee of this and provide face masks

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

**Agree**

Yes

**Tell us how you will do this**

Various hand sanitizer stations to be set up around the venue

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

**Agree**

Yes

**Tell us how you will do this**

Advise council when this is not completed and keep a stock of spares if needed.

**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**

Canteen and office will have cleaning supplies available and committee to attend to cleaning throughout the day

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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, attendees and contractors.**

**Agree**

Yes

**Tell us how you will do this**

Display our QR code and request everyone to sign in on arrival to the fields.

**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**

Committee, coaches and managers to help with the process within their teams and other spectators.

**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**

Have a sign in available at the office

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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**

Not applicable

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

Yes