

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



Your COVID-19 Safety Plan

General

Business details

Business name	Engadine Dragons Cricket Club
Business location (town, suburb or postcode)	Engadine
Completed by	Alex John Mann
Email address	edcc_secretary@engadinedragonscc.org.au
Effective date	11 October 2021
Date completed	13 October 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Information posted at meeting rooms or outdoor facilities stating that entry or attendance at a venue under the operational control of EDCC is prohibited for persons

that:

- o Have tested positive for COVID-19
- o Required to isolate as per the requirements of public health orders
- o Have been a close contact with a person whom has tested positive for COVID-19
- o Display COVID like symptoms

Communication stating that entry or attendance at a venue not under the operational control of EDCC such as training facilities, external venues, parks or playing grounds shall consist of communicating that staff, visitors, players, parents and external parties are to vacate such locations if they:

- o Have tested positive for COVID-19
- o Are required to isolate as per the requirements of public health orders
- o Have been a close contact with a person whom has tested positive for COVID-19
- o Display COVID like symptoms

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

EDCC web site shall provide COVID instructions and guidance on measures to be taken for:

- o Vaccination requirements for participation in community sport and training
- o Information pertaining to when to get tested
- o Requirements for physical distancing
- o Circumstances of when and where masks shall be worn and;
- o Cleaning requirements

Display conditions of entry including requirements to stay away if unwell and record keeping.
Agree

Yes

Tell us how you will do this

Meeting rooms or outdoor facilities under the operational control of EDCC shall display the terms of conditions of entry to such premises that stipulate entry is prohibited if a person:

- o Has tested positive for COVID-19
- o Is required to isolate as per the requirements of public health orders
- o Has been a close contact with a person whom has tested positive for COVID-19
- o Displays COVID like symptoms

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Regular communication (via email) shall be disseminated via EDCC coordinators and committee members to obtain the COVID-19 vaccination as a condition of participation in sporting activity as a:

- o Player
 - o Coach
 - o Manager
 - o Support person acting in any other capacity that support the undertakings of ECCC
-

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Agree

Yes

Tell us how you will do this

Room capacities are assessed by qualified EDCC staff members to comply with

contemporary public health order regulations. Assessment of the public health orders with respect to room capacity limits are monitored weekly by the EDCC COVID-19 champion and updated as required and communicated to staff, visitors, players, coaches, managers, scorers, support personnel, parents and external parties via email and/or EDCC web site under "COVID 19 Information"

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

Requirements to ensure 1.5m physical distancing and spacing at points of mixing or queuing are communicated via the EDCC website under "COVID 19 information"

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

Communication (via email) shall be disseminated via EDCC coordinators and committee members to discourage the close congregation of staff, visitors, players, coaches, managers, scorers, support personnel, parents and external parties at venues such as playing ground, training facilities, meeting rooms, off site venues where presentations are to be arranged

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

For gathering outside of venues under the operational control of EDCC, the COVID-19 champion shall, where deemed necessary, undertake a formal risk assessment of such a gathering in consultation with EDCC committee members. Should a formal risk assessment be required, it shall be provided to the EDCC committee for consultation and subsequently put forward to the EDCC president for approval prior to the gathering being undertaken.

The risk assessment shall be made available through appropriate communication channels i.e. web site, email etc.

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

Ventilation of indoor gatherings shall be assessed prior to any meeting, or gathering and follow the following list of controls:

- o Persons present at the gathering shall don face mask coverings on entering the indoor facility removing only for health reasons i.e. refreshments, or breathing difficulty
- o Available windows, where practicable, shall be moved to the open position for the duration of the gathering
- o Doors of the venue, where practicable, shall remain open for the duration of the gathering
- o Where air conditioning systems are adequately maintained and properly functional, the first person present at the gathering shall switch the system on

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Gathering of persons shall be undertaken in outdoor venues in the first instance, where outdoor gathering cannot be achieved, indoor measures listed in the EDCC COVID safety plan shall be enacted

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

Agree

Yes

Tell us how you will do this

Refer to “Review the COVID-19 guidance on ventilation” in this COVID plan

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

Refer to “Review the COVID-19 guidance on ventilation” in this COVID plan

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

Any air conditioning system shall be maintained according to manufactures instructions

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

EDCC have engaged Alex Mann (GradCert Health Safety and Environment Mgt' - ACU) to advise on ongoing Health, Safety, Environmental and Hygiene requirements to assist compliance with statutory requirements.

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

Refer to "Review the COVID-19 guidance on ventilation" in this COVID plan

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

Agree

Yes

Tell us how you will do this

EDCC will communicate the requirements for all team controlling staff and volunteers i.e. team managers, coaches and captains to provide hand sanitiser or non-allergenic disinfectant substances to be available at all EDCC venues when participating in EDCC endorsed events that it has operational or non operational control

Such chemical disinfectant shall be made available through standard team kits and packs and be the responsibility of assigned responsible persons i.e. team managers, captains etc to monitor and maintain stocks of such equipment

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

Agree

Yes

Tell us how you will do this

EDCC will assign positions to regularly monitor operational controlled facilities to maintain cleanliness standards and have sufficient hygiene equipment and materials to ensure that sanitisation can be maintained including, but not limited to the provision of:

- Potable water
- Disposable hand towels
- Soap
- Rubbish disposal measures
- Regular cleaning practices
- Availability of hygienic apparatus to clean surfaces and high touch areas

Public bathrooms whereby operational control of the facility is out of scope for this assessment

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

EDCC will assign positions to regularly monitor operational controlled facilities to maintain cleanliness standards to ensure a regime of cleaning is performed following the use of operational controlled facilities that includes, but is not limited to:

- Meeting rooms
- Training apparatus and ancillary equipment
- Storage rooms
- Other items shared in the act of administering club duties i.e. flash drives etc.

EDCC will assign positions to regularly monitor operational controlled equipment to maintain cleanliness standards to ensure a regime of cleaning or maintenance of cleanliness is undertaken on the supply or use of EDCC equipment. This includes, but is not limited to:

- Team kits and contents therein
 - o Stumps and bails
 - o Boundary markers
 - o Helmets
- Scorebooks
- Banners
- Promotional material
- Fundraising events
- Game and practice balls
- Provision of awards, trophies or memorabilia

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, customers and contractors.

Agree

Yes

Tell us how you will do this

EDCC shall have QR codes assigned to monitor the whereabouts and movement of persons at venues or locations where EDCC operational activities occur. This includes

but is not limited to having QR codes located to identify:

- Staff, visitors, players, parents and external parties that congregate in the one location
- The duration the aforementioned have attended that location

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 premises.

Agree

Yes

Tell us how you will do this

All EDCC staff, visitors, players, parents and associated persons affiliated with EDCC shall be required to submit contact details that includes, but is not limited to a contact number and addresses for the purpose of contact in the event of transmission. Reference to WHS act SECT 38.

EDCC has assigned the responsibility of encouraging team captains and managers to monitor only properly vaccinated persons are in attendance at fixtures and training sessions or other club related gathering and discourage visitors who cannot demonstrate their vaccinated status

EDCC shall communicate a requirement to be properly vaccinated according to the public health orders in order to participate in EDCC functions or gatherings. This requirement will be monitored by the EDCC committee and enforced by assigned team positions such as managers, coaches and captains and be audited by the club COVID champion at intervals no less than monthly. This shall be accompanied by a COVID safety audit report and submitted to the EDCC committee with any recommendations for improvement.

QR codes – refer to “Use the NSW Government QR code system to collect an electronic record”

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, customers 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

In the event that persons, staff, visitors, players, parents affiliated with EDCC shall be required to notify the EDCC Covid safety champion in the event they are unable to check into an event or fixture and submit the time date and location that they attended that location

The records shall be electronic and be made available on request to an authorised officer following notification to the EDCC President and committee

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Refer to "Use the NSW Government QR code system to collect an electronic record"

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

Yes