

CENTRAL COAST ORIENTEERS COVID-19 SAFETY PLAN

INTRODUCTION

This Plan is based on NSW Health's COVID-19 Safety Plan guidelines for "outdoor community sport", and the template for orienteering use provided by Orienteering NSW.

Business name

Central Coast Orienteers Inc.

Business location (town, suburb or postcode)

Central Coast, NSW.

Please note that each orienteering event organised by Central Coast Orienteers is at a different location. It is not practical to complete a plan and register each location.

Completed by

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Plan approved by

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What we will do

Requirement

Wellbeing of staff and customers

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

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

What we will do

All volunteers, competitors and other attendees will be instructed not to attend if they are unwell. This will be done via the event instructions on Eventor, as well as on signs at all likely arrival points to the Assembly Area.

Volunteers who are observing QR code check-ins and vaccination status will be on the lookout for anyone who appears unwell and will ask any such person to leave.

Participants who have pre-paid an entry fee and who cannot attend due to genuine COVID-related concerns will be offered a full refund.

The organiser will ensure that all relevant volunteers understand the COVID-related expectations attached to their role.

Officials will be instructed to wear masks when they cannot physically distance, eg when providing first aid, giving map reading instruction, etc.

First aid boxes will include both examination gloves and masks.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

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/business-es-and-employment/covid-safe-business/vaccination-compliance-for-businesses>.

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.

Ensure 1.5m physical distancing where possible, including:

- at points of mixing or queuing
- between seated groups
- between staff / volunteers.

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.

- Conditions of entry will be clearly stated in the event instructions on Eventor as well as on signs at all likely arrival points to the Assembly Area. These conditions will include:
 - o Stay away if unwell
 - o Be prepared to check in using QR code
 - o Be prepared to show proof of COVID vaccination status
 - o Be aware that attendance records may be made available to NSW Health if required for contact tracing purposes
- The requirement to be fully vaccinated (or to have a valid exemption) will be communicated to attendees via the event instructions on Eventor as well as on signs at all likely arrival points to the Assembly Area.
- The vaccination status of all attendees (16 years and over) vaccination status will be checked on arrival by an allocated volunteer. The organiser will ensure prior to the start of the event that all such officials are aware of the acceptable forms of evidence.
- The assembly area will be outdoors in parkland or a forest setting with at least enough space for 2 sq meters per person for the largest potential number of participants.
- There will be no accessible indoor areas other than toilets.
- All locations related to the conduct of the event (eg registration, start, finish, download) will be well-spaced so that people at one can stay well away from people at another.
- Where queueing might occur (eg registration, start, download), cones or other marking will be used up to identify 1.5m spacing.
- Officials will be on the lookout for close groups forming. Where necessary they will ask them to spread out.
- The event will use a “start-when-ready” approach, with only limited requirements for waiting between starters.
- The event instructions on Eventor will encourage an “Arrive, Compete, Depart” approach to limit the time people remain at the assembly area.

Avoid congestion of people in specific areas where possible, such as change rooms and other communal facilities.

Strategies must be in place to reduce crowding and promote physical distancing in communal facilities such as showers, change rooms and lockers.

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.

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

Singing by audiences is not allowed in indoor areas.

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.

Use outdoor settings wherever possible.

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

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).

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Hygiene and cleaning

Face masks must be worn in indoor areas, unless exempt.

- There will be no results displayed at the event. Results will be available on-line only.
- If rain or other weather issues cause crowding in under-cover areas, event officials will request that attendees return to their cars to wait.

Not applicable – access will not be provided to communal facilities such as showers, change rooms and lockers.

- It is anticipated that most participants will arrive by car, and carpooling is discouraged with people from other household groups. This is expected to limit the needs for waiting in areas such as car parks.
- Competitors may Arrive, Compete, Depart” any time during the event time window. As a result, arrivals and departures will be staggered in line with competitor’s start times.
- The event instructions on Eventor will discourage participants from carpooling with people from other household groups.

Not applicable – the event will be in a fully outdoor area.

Not applicable – the only indoors areas are toilets where we have no control over the ventilation.

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- Signs will be displayed outside toilets directing attendees to wear masks while in the toilets.
- There will be no other indoors areas.

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

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

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.

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.

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.

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.

- Hand sanitiser will be available at the registration, start, download area and the toilets.
- The event instructions on Eventor will encourage competitors to bring their own sanitiser.
- SI units will be firmly attached to stands/trees/etc so that competitors can "punch" without touching the SI unit to steady it.
- Bathrooms will be checked prior to the arrival of competitors, and periodically during the event, to ensure adequate hand soap, paper towel and toilet paper is available.
- Hand sanitizer will be available outside toilets.
- Officials at each of the registration, start, and download areas will clean all hard surfaces regularly during the event.
- Central Coast Orienteers is registered as a COVID-19 safe business.
- The club's allocated QR code will be displayed at all likely arrival points to the Assembly Area together with signage directing all attendees to check in.
- The organiser will assign volunteers to confirm that all attendees check in, and at the same time confirm their vaccination status.
- Where an attendee is unable to check in using the QR code (eg because they don't have a suitable mobile phone), the official checking sign-ins and vaccine status will direct them to the registration desk to have their name, their contact number or email address, and their arrival time recorded, and their vaccination status confirmed.
- The official checking sign-ins will do their best to confirm that the attendee does so.
- Manual records (if any) will be kept for a minimum of 28 days after the event.
- If requested by NSW Health, the organiser will arrange to have any manual records converted to electronic form within 4 hours.

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.

Not applicable – there will be no other services offered (such as food or retail sales).

I agree to keep a copy of this COVID-19 Safety Plan at the event.

Updated: 3-November-2021