

# > HELPING BUSINESS GET BACK TO WORK



30 August 2020

## COVID-19 Safety Plan

Effective 1 July

### Community sporting competitions and full training activities

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers, volunteers and your visitors.

Complete this plan in consultation with your workers and volunteers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely participate in activities. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Organisations must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](http://nsw.gov.au)

ORGANISATION DETAILS	
Organisation name:	DOGS NSW
Plan completed by:	Schnauzer Club of NSW Inc
Approved by:	

### > REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and visitors</b>	
Exclude staff, volunteers, parents/carers and participants who are unwell.	<ul style="list-style-type: none"> <li>All entrants will be advised in writing before attendance of show not to attend if unwell.- See copy of <b>Conditions of Entry</b> attached</li> <li>Signage will also be displayed advising not to enter ground if unwell</li> </ul> <p><b>Responsible person for action: Show Manager</b></p>
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.	<p>All Schnauzer Club of NSW Inc committee members and volunteers for the specialty show will be provided with written advice prior to show.</p> <p><b>Responsible person for action: All committee members</b></p>
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Not applicable

Wellbeing of staff and visitors	
Display conditions of entry (website, social media, venue entry).	Website to be updated with Covid Safe conditions of entry- <b>Responsible person- S. Ansell</b> Schnauzer Club of NSW Facebook page <b>Responsible person – L Gallagher'</b> Venue Entry- <b>Responsible Person- Show Manager</b>
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	DogsNSW have provided suitable measures
Ensure COVID-19 Safety Plans are in place, where relevant, for: • Swimming pools, Gyms, Cafes	Not applicable

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
Ensure the number of people in a facility does not exceed one person per 4 square metres (including staff and spectators).	Venue at Dogs NSW, Orchard Hills is suitable to meet this requirement.
Minimise co-mingling of participants from different show classes where possible.	<ul style="list-style-type: none"> <li>• See CONDITIONS of ENTRY FORM –</li> <li>• Covid Safety Marshal to oversee and facilitate</li> </ul> <b>Responsible person for action: Show Covid Safety Marshal</b>
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. Have strategies in place to prevent spectators from different games and timeslots co-mingling.	<ul style="list-style-type: none"> <li>• See CONDITIONS of ENTRY FORM</li> <li>• Covid Safety Marshal to oversee and facilitate</li> </ul> <b>Responsible person for action: Show Covid Marshal</b>
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.	Not Applicable
Reduce crowding wherever possible and promote physical distancing with markers on the floor.	Mark the hard cover marquee with tape for entrants to enter ring and exit <b>Responsible person for action: Schnauzer Club of NSW Inc Committee, Show Covid Marshal</b>
Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.	Change room at OH – place temporary sign with number allowed into change room areas <b>Responsible person for action: Dogs NSW</b>
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	See above
Use telephone or video platforms for essential staff meetings where practical.	Not applicable

Physical distancing	
Review regular business deliveries and request contactless delivery and invoicing where practical.	Not applicable

REQUIREMENTS	ACTIONS
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Hygiene and cleaning	
Adopt good hand hygiene practices.	See CONDITIONS of ENTRY FORM  Hand sanitizer to be purchased and made available at entry to ring <b>Responsible person for action: Schnauzer Club of NSW Inc Committee/ Show Covid Marshal</b>
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Hand sanitizer to be purchased and made available at entry to ring <b>Responsible person for action: Schnauzer Club of NSW Inc Committee / Show Covid Marshal</b>
Ensure bathrooms are well stocked with hand soap and paper towels.	Dogs NSW.
Provide visual aids above hand wash basins to support effective hand washing.	Dogs NSW venue responsibility
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	See CONDITIONS of ENTRY FORM
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	Not applicable
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.	Schnauzer Club of NSW Inc committee members
Clean areas used for high intensity sports with detergent and disinfectant after each use.	Schnauzer Club of NSW Inc committee members
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Schnauzer Club of NSW Inc committee members
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Schnauzer Club of NSW Inc committee members

Hygiene and cleaning	
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Not Applicable
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Schnauzer Club of NSW Inc committee members
Encourage contactless payment options.	Not applicable

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	See CONDITIONS of ENTRY FORM
Make your staff and volunteers aware of the COVID Safe app and its benefits to support contact tracing if required.	See CONDITIONS of ENTRY FORM
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.	