

> HELPING BUSINESS GET BACK TO WORK



16 July 2020

COVID-19 Safety Plan

Effective 17 July 2020

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

| ORGANISATION DETAILS |
|----------------------------------------------------------|
| Organisation name: Lismore Basketball Association |
| Plan completed by: Kay Simpson |
| Approved by: LBA Committee |

> 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 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wellbeing of staff and visitors | |
| Exclude staff, volunteers, parents/carers and participants who are unwell. | Signage at entrance of venue, on website & social media as well as emails to nominated players advising do not enter the stadium if you exhibiting any of the symptoms - refer poster Covid-19 Information, Player & Team information |
| 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. | Bio safety officer briefing with all coaches and volunteer staff - refer to NSW Health Website for updated information. Watch the Basketball Australia COVID 19 Bio Safety Training Video |
| Make staff aware of their leave entitlements if they are sick or required to self-isolate. | Not applicable - no staff with leave entitlements |
| Display conditions of entry (website, social media, venue entry). | Signage at entrance of venue including conditions of entry and refer poster Covid-19 Information, Player & Team information. Info graphic of same posted on social media and website. |

| Wellbeing of staff and visitors | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place. | Not applicable Hirers of facility will need to provide their own COVID safety plan and comply with our COVID Safety plan |
| Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Swimming pools Gyms Indoor recreation facilities Restaurants and cafes (for kiosks or canteens) Major recreation facilities | All stadium actions include attached canteen space |
| Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior. | Notice to all nominated players & teams regarding this prior to commencement of competition and included on conditions of entry displayed at venue |
| Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latest-news-and-updates). | Notice to all nominated players & teams regarding this prior to commencement of competition and included on conditions of entry displayed at venue |
| Take all reasonable steps to minimise the number of spectators attending community sport events. | Any activity in stadium requires at least one person present who has attended Bio safety briefing & is responsible for following guidelines including completing checklists and recording attendance Limit of 1 spectator per player where practical |
| If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community. | Advise court controller/competition supervisors of requirement Juniors are not permitted to play in multiple age groups Seniors must play for one team only |

| REQUIREMENTS | ACTIONS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Physical distancing | |
| Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people. | Limit of 1 spectator per player. Any activity in stadium requires at least one person present who has attended Bio safety briefing & is responsible for following guidelines including completing checklists and recording attendance |
| Minimise co-mingling of participants from different games and timeslots where possible. | Separate entrance & exit for games on court 1 & 2. No entry to stadium until previous game participants have exited and stadium has been cleaned |
| 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. | Signage on fixed stands showing seating spacing and maintain 1.5m physical distance. Remove surplus non-fixed seating on court 2 and place signage on walls to maintain 1.5m physical distance Separate entrance & exit for games on court 1 & 2. No entry to stadium until previous game participants have exited |
| 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. | Separate entrances for games on court 1 & 2. Separate exits for games on court 1 & 2 |
| Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue. | Signage at entrance and foyer, including floor decals. Separate entrances and exits for Court 1 & Court 2 Request for upfront payment of game fees to reduce gathering in foyer entrance for canteen. Request for any purchases from canteen to be made during game to reduce gatherings before and after game in foyer entrance. |

| Physical distancing | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.. | Signage around stadium, on social media & website to Shower at home before & after your training/game - refer poster Covid-19 Information, Player & Team information |
| Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible. | Signage around stadium, on social media & website to Shower at home before & after your training/game - refer poster Covid-19 Information, Player & Team information |
| Use telephone or video platforms for essential staff meetings where practical. | Use of Microsoft Teams for communication including video meetings |
| Review regular business deliveries and request contactless delivery and invoicing where practical. | Not applicable - no deliveries to stadium |

| REQUIREMENTS | ACTIONS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hygiene and cleaning | |
| Adopt good hand hygiene practices. | Signage around stadium, including at hand sanitiser stations and bathrooms -wash your hands & use hand sanitiser stickers |
| Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground. | Hand sanitser stations at each entrance & exit, canteen, scorebenches and bathrooms |
| 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. | Bathroom stocks checked at start and end of each training session and competitions. Cleaner to attend daily and also check supplies |
| Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks. | Information provided to members via social media, website & coaches to advise to bring own water bottles and sweat towels |
| Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys. | Junior competition singlets washed after use |
| 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. | Coaches to clean all touched surfaces after training, including scorebenches and bathrooms if used during session. Court controllers to clean all touched surfaces in between games. Cleaner contracted to attend stadium daily |
| Clean areas used for high intensity sports with detergent and disinfectant after each use. | Coaches to clean all touched surfaces after training, including scorebenches and bathrooms if used during session. Court controllers to clean all touched surfaces in between games. Cleaner contracted to attend stadium daily |

| Hygiene and cleaning | |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. | Coaches to minimise use of training equipment that requires contact with players. All equipment used during training session to be wiped with anti-bacterial wipes after use, basketballs to be washed with detergent after each training session & in between games. Players advised not to bring own basketballs & equipment |
| Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish. | Cleaners store stocked with disinfectant wipes, sprays and gloves |
| Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions. | All volunteers & cleaner advised of requirements |
| Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water. | All volunteers & cleaner advised of requirements |
| Encourage contactless payment options. | Players requested to pay game fees upfront via EFT & SportsTG |

| REQUIREMENTS | ACTIONS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Record keeping | |
| Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practical, 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. | Attendance register to be completed for each training session & retained in COVID folder All players to be marked on attendance sheets for relevant competitions and saved in teams for seniors and paper retained in stadium for Juniors. QR Code displayed at entrances, linked to Microsoft Form which collects name/s & contact number, saved in Office 365. Book provided for anyone without mobile to use QR code to record name & contact number. |
| Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required. | Posted on social media and advised in conditions of entry to consider app |
| 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. | All volunteers advised of requirement |