

COVID-19 Safety Plan

Community sporting competitions and full training activities

Effective 21 December 2020



How to complete the COVID-19 Safety Plan

Record the action/s you will put in place under all the Safety Plan sections:

- wellbeing of staff and customers
- physical distancing
- hygiene and cleaning
- record keeping.

Each requirement must be addressed in each section. If a requirement does not apply to your premises, briefly describe why.

Once you complete the COVID-19 Safety Plan, a confirmation email will be sent to you with a copy of your plan attached as a PDF.

To complete the COVID-19 Safety Plan offline, print a blank copy of the form using the print button.

Remember to keep a copy of your COVID-19 Safety Plan on your premises at all times.

Business details

Business name

Lismore Basketball Association

Business location (town, suburb or postcode)

Lismore, NSW 2480

If your business has multiple premises, complete a Safety Plan for each location. Provide contact details for the person responsible for the COVID-19 Safety Plan at each location.

Completed by

Kay Simpson

Full name

Plan approved by

Lismore Basketball Association Committee

Requirements for organisations

Wellbeing of staff and customers

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, wearing masks 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

If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.

Not applicable – our facility
Hirers of facility need to provide their own COVID safety plan and comply with our COVID Safety plan

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

All actions include all areas of stadium including attached canteen space

Physical distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff) to a maximum of 3000 people.

In Greater Sydney, indoor areas must not exceed one participant per 4 square metres of publicly accessible space.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

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 recording attendance

In indoor areas, audience members should not sing or chant. In outdoor areas, spectators 12 years and older should wear masks if singing or chanting.

Court controllers are to enforce no singing or chanting in stadium

Minimise co-mingling of participants from different games and timeslots where possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible.

Separate entrance & exit for games on court 1 & 2. No entry to stadium until previous game participants have exited (via rear doors) and stadium has been cleaned

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

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

Volunteers to remind waiting participants to practice physical distancing

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

Advise members to avoid carpools with people from different household groups.

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.

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

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 sanitiser 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. Signage – wash your hands & use hand sanitizer stickers

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.

Singlets / bibs and any towels used to wipe sweat from floor are 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 ensure all surfaces are cleaned in between games – blue matting on walls, chairs, metal stands and scorebenches. Cleaner contracted to attend stadium daily

Clean indoor hard surface 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 ensure all surfaces are cleaned in between games – blue matting on walls, chairs, metal stands and scorebenches. Cleaner contracted to attend stadium daily

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. Additional supplies in back change room for ball cleaning and in canteen for easy access.

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 should wash hands thoroughly with soap and water before and after cleaning.

All volunteers & cleaner advised of requirements

Encourage contactless payment options.

Players requested to pay game fees upfront via EFT and SportsTG. Where payment is made at stadium, payment by card is encouraged.

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

All stadium doors to be fully open during all competitions and training sessions. Exhaust fans to be on as much as possible.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Attendance for all representative training sessions to be kept via scanning of QR codes and complete form for each team. Details are stored in LBA Office 365, forms.

Attendance for all players for competitions is to be recorded in relevant spreadsheet, saved in Microsoft Teams.

All spectators and officials (non-players) to use Service NSW QR code, displayed at various places at entrance of stadium. If they do not have Service NSW app, details to be recorded via webform (open with QR code. If no smart phone, volunteer to collect details and record via Service NSW concierge form.

No paper based attendance records.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

Electronic attendance records for players and training sessions are recorded in Microsoft Office 365, only accessible by authorised persons within association – committee and court controllers. All other attendance recorded via Service NSW and not retained by LBA.

Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.

Communication to all volunteers regarding COVID Safe app.

Community sport organisations should consider registering their business through nsw.gov.au.

Lismore Basketball Association has been registered

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 requirements.



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