

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



Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	Albury Wodonga Table Tennis Association
Business location (town, suburb or postcode)	471 North St, Albury, NSW, 2640
Completed by	Terry Caldwell (President and Associate COVID-19 Compliance Officer). Updated 7/12/2020
Plan approved by	Ian Radley (Vice-President and Associate COVID-19 Compliance Officer)
Email address	President@awtta.org.au
Effective date	7 December 2020
Date completed	7 December 2020

Wellbeing of staff and customers

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

Member email. Website (re bookings) and Pennant players as per playing list. Sign at door. Also exclude those who have been at hotspots. A touchless thermometer will be used at the entrance.

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.

Document to all session leaders and one in office.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

N/A, volunteers only.

Display conditions of entry (website, social media, venue entry).

Conditions to be posted on website and Facebook; emailed to members; and displayed at entrance.

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

N/A

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.

Electronic bookings with name, email address and phone number. Added by session leader if unbooked person arrives.

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.

Bookings on-line with a maximum of 100 participants per timeslot.

Pennant players as per payment sheet for the night. Night limited to Pennant only

No robot (hygiene issues).

Waiting maximums: foyer 12; aisle 28; clubroom 40; office 4.

Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.

N/A

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.

No interclub events. Break between sessions.

Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable, including in non-ticketed or grass areas.

Markers in queuing areas.

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.

There is a large parking area and participants tend to leave the building individually. There will be a sign at the exit reminding people to social distance in the car park.

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

The Club recommends that members and spectators from different households do not carpool.

Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.

Markers in queuing areas. Chairs suitably spaced in the aisle, the foyer and the club room. Keep number in foyer to twelve - with some tape markings here while queuing for sanitiser and balls.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

Kitchen, only accessible to nominated persons per session.

Serving of items to be provided by nominated persons to people once they are seated.

Gloves to be used for preparation and serving.

Tea / Coffee to be served and pre packaged food items only

Maximum of 40 people (Plus those serving) in club room for one sitting.

Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.

No showers or change rooms at the venue.

Only one person in each toilet area at a time.

Use telephone or video platforms for essential staff meetings where practical.

Committee (9 members) has been meeting via Zoom but the club has a big area for appropriate social distancing at physical meetings.

Review regular business deliveries and request contactless delivery and invoicing where practical.

Re Stocking of the canteen is being done by members of the committee only. Only Pre Packaged items stocked.

Hygiene and cleaning

Adopt good hand hygiene practices.

Players use hand sanitiser on entry; when returning from toilets. Disposable gloves for non-playing hand are available and recommended regular use.

Players are to avoid touching the tables as much as possible. Players are to have their own hand towels and no wiping of hands on tables. No hand shakes or high-fives at the end of games.

Canteen items are only pre packaged items.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or

ground.

Hand sanitiser on table in the foyer; in office; and on 3 benches in the aisle between courts. Soap dispensers to be available in all toilet areas, no bars of soap.

The recorder of attendees and signs will encourage its use.

Disposable gloves available for non-serving hand, near sanitiser.

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.

Cleaning service will check with each weekly service.

Session leaders are to check at the beginning of each session.

Printed signs will be posted.

Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.

Use of own drink bottles will be included in an email to members. The bubbler will be covered and off-limits. Players to provide their own sweat towels.

Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.

N/A

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.

Before and after use, players clean own chair, table, umpire chair and ball, with gloves, solutions, rinse water and paper towels provided.

Session leader responsible overall. Volunteers to assist.

Door handles are a key touch point.

Tables are cleaned with disinfectant solution at the end of each session.

Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.

Any moisture on table is to be cleaned by players using solution provided at table.

Reduce sharing of equipment where practical and ensure these are cleaned with

detergent and disinfectant between use.

Balls: Disposable gloves are available for non-serving hand and use only that hand to retrieve balls and move barriers. Balls are to be cleaned after session - tub of solution provided.

Players provide their own bats.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

Disposable gloves, disinfectant and paper towels will be available next to the hand sanitiser on a foyer table.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

The professional cleaning service will assist with this supply. Instructions highlighted on containers.

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

Disposable gloves will be provided and session leaders given adequate instruction.

Encourage contactless payment options.

Square device used as much as possible.

If paying by cash, participants are to have exact amount to drop into money tin, to reduce handling. Session leader provided with gloves to wear when handling money.

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).

Doors will be open on cooler days.

Evaporative air conditioners will be run with doors open on warmer days.

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.

The booking system requires mobile and email. Pennant players are recorded against the nightly record sheet. Extras are to have details recorded on the daily list and lists are stored on office shelf for at least 28 days.

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.

Shredding of hard copies done on a weekly basis for records that older than 28 days.

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

The attendance recorder will request attendees to ensure that the COVID-19 app is open as well as notices on window.

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

We have registered via <https://www.nsw.gov.au/register-your-business-as-covid-safe>

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.

The President or Vice-President (the Associate COVID-19 Compliance Officers) will report any positive cases to SafeWork NSW. Both will have the phone number stored on their phones.

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

Yes