

> HELPING BUSINESS GET BACK TO WORK



11 October 2021

COVID-19 Safety Plan

Effective 14 November 2021

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:	Abbotsford Rowing Club (ARC)
Plan completed by:	Suzanne Jones
Approved by:	ARC Committee of Management

> 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	
<i>Exclude staff, volunteers, parents/carers and participants who are unwell.</i>	
<p>The Club has no staff and or parents or carers attending the shed.</p> <p>Club members (participants) and visitors have been asked "not come to the shed if you are feeling at all unwell or have come into contact with anyone that has Covid 19."</p>	
<i>Provide staff and volunteers with information and training on COVID-19.</i>	
<p>Club protocols and numerous updates have been prepared and distributed to all members and coaches in response to NSW's changing public health orders and various government departmental interpretations of the orders. Advice from government agencies including Service NSW, Office of Sport and NSW Maritime have been provided to all members and coaches when there has been updated orders.</p> <p>Abbotsford Rowing Club's Covid-19 plan and arrangements have been agreed by the club's Committee of Management to ensure the club's operations comply with all health orders. Changes in arrangements are provided by the Club President to all members and then posted on the Club's website where a specific Covid-19 section has been created.</p>	

The club's Covid-19 protocols are also displayed at the Club's entry. These include coverage of hand hygiene and physical distancing.

Members have regularly been requested to get tested if feeling unwell, apply physical distancing, thoroughly wash any equipment used, use hand sanitizer, to come to the shed dressed ready to row and enter and exit the shed quickly.

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

ARC has no employees/staff.

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

ARC Covid protocols have been distributed to all members and a notice has been placed at the entry to the shed.

The club's Covid-19 plan and ARC's protocols are on our club website.

Any update of conditions of entry are advised by Circular sent from the President to all members and coaches and then included in the Covid-19 section on the Club's 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.

The Club's Rowing shed is on a lease from Canada Bay Council. Council have been informed of the Club's operating procedures and the Club has promptly responded to all requests for information.

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- ***Swimming pools***
- ***Restaurants and cafes (or kiosks or canteens)***
- ***Major recreation facilities***
- ***Gyms***

The club has none of the above facilities.

There are two ergometric rowing machines. All members have been requested to wash and disinfect these machines any time that they have been used. Detergent and alcohol wipes are available at several locations within the shed.

REQUIREMENTS

ACTIONS

Physical distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of space (excluding staff) to a maximum of 500 people.

The Shed is approximately 19m by 10 m, so theoretically more than 80 people could be accommodated if the shed was empty. The shed contains boats, tinnies storage facilities and associated equipment.

As of 14 November, the Club has set a limit of ten people for any 30-minute time period. This limit on numbers may change from time to time and will be advised to all members and coaches by a Covid update from the Club President after agreement by the Committee of Management. Further, people have been asked to adhere to social distancing requirements, "ie, 1.5metres between people and 2 square metres per person when inside, limiting congregation in the oar rack area and the "lounge area".

Minimise co-mingling of participants from different games and timeslots where possible.

Rowers are currently limited to up to 10 for access to the shed for any thirty-minute period. There is potential for overlap of rowers both exiting the club about to row and returning to the shed from rowing. Even if this were to occur at the maximum of participants per time slot, that would be 20 which is well within the shed's 2 metre per person carrying capacity.

Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Prevent spectators from different games and timeslots co-mingling.

There are no spectators attending ARC.

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.

Since the commencement of the pandemic in early 2020, ARC has introduced and continues to use an electronic booking system. The main impact of this is twofold. The Google sheet limits the number of members that can be at the shed at any one time in accordance with the prevailing public health order. It also staggers start and finish times as people are booked into 30-minute time slots.

ARC has no drop off and pick up zones,

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

There is no queuing in the shed.

There are two main areas where crowding is most likely – ie accessing and putting away oars and where members place their bags and sometimes change clothes, colloquially known as "the lounge area".

Members have on a number of occasions been asked to maintain 1.5metres social distance. Markers on the floor are not considered appropriate as people are not standing around - they have been asked to "come to the shed dressed, ready to row and enter and exit quickly".

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

The shed has no showers, change rooms or lockers. Also, please see note above.

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

There are no showers or communal facilities and members have been asked to come to the shed "ready to row".

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

The Club has no staff. Committee of Management meetings have and will be held by electronic means when required by stay-at-home public health orders.

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

There are no business deliveries to the shed. The club maintains a Post Office box and the Club's Treasurer deals with invoices electronically.

REQUIREMENTS	ACTIONS
<p>Hygiene and cleaning</p>	
<p>Adopt good hand hygiene practices.</p> <p>Members have been asked to use hand sanitizer on entry and exit to the shed. Hand sanitizer has been provided at two locations. There are also disinfectant wipes available for use.</p>	
<p>Ensure hand sanitizer is accessible at the venue entry and throughout the facility or ground.</p> <p>Hand sanitizer has been provided at the club entry /exit and where members leave their bags.</p>	
<p>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.</p> <p>The shed has no bathrooms.</p>	
<p>Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.</p> <p>Members bring their own water bottles. There is no sharing of food and drinks within the shed.</p>	
<p>Ensure processes are in place to launder shared uniform items after use such as bibs or jerseys.</p> <p>Members provide their own rowing kit, come ready to row and members are responsible for their own laundering of training kit off-site.</p>	
<p>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.</p> <p>All equipment is cleaned with detergent/soap after each use. Single boats and sculling oars have been allocated by the boat captain to each member. Bigger boats and sweep oars are shared but thoroughly washed after each use.</p>	
<p>Clean areas used for high intensity sports with detergent and disinfect after each use.</p> <p>Physical activity takes place outside of the shed on salt water. The club has two ergonomic rowing machines. These are to be washed and disinfected after each use. Detergent and alcohol wipes are readily available.</p>	
<p>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.</p> <p>Sharing of equipment has been minimized. Some rowers own and use their own single boats or have been allocated single boats and sculling oars for their use. All equipment and boats of all sizes are thoroughly washed after each use with detergent/soap and water.</p>	
<p>Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.</p> <p>There is accessible detergent and hand sanitizer.</p>	
<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.</p> <p>Hand sanitizer has been purchased, has not been diluted and is being used as per instructions. Alcohol wipes have been purchased for use on hands and on the ergs and similarly have not been altered.</p>	
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p> <p>There are no staff. Cleaning is carried out by rowers post use of equipment in salt water.</p>	

REQUIREMENTS**ACTIONS**

Encourage contactless payment options.

No payment is required during attendance at the shed.
Club membership fees are paid once or twice a year electronically.

REQUIREMENTS	ACTIONS
<p>Record keeping</p> <p><i>Keep a record of name and a mobile number or email address for all staff, volunteers, participants & spectators. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</i></p> <p>There are electronic weekly booking Google sheets that anyone attending the shed must be listed on. These are stored confidentially by ARC's Treasurer.</p> <p>The Club Secretary has a record of all club members and coaches including emails and mobile phone numbers.</p>	
<p><i>Make sure that your staff and volunteers are aware of the COVIDSafe app and its benefits to support contact tracing if required.</i></p> <p>When the Covid safe application was created, all members and staff were made aware of the App and encouraged to use it as per the then recommendation from the Federal Government, State Government and Rowing NSW. It is now considered that this requirement is no longer best practice.</p>	
<p><i>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.</i></p> <p>ARC will cooperate with NSW Health and SafeWorkNSW. However, ARC has no employees.</p>	