

# > HELPING BUSINESS GET BACK TO WORK



13 June 2020

## COVID-19 Safety Plan

Effective 1 July

[https://www.nsw.gov.au/sites/default/files/2020-06/covid-19-safety-plan-community-sporting-competitions\\_0.pdf](https://www.nsw.gov.au/sites/default/files/2020-06/covid-19-safety-plan-community-sporting-competitions_0.pdf)

### 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](https://www.nsw.gov.au)

ORGANISATION DETAILS	
Organisation name:	Northern Suburbs Dog Training Club (NSDTC)
Plan completed by:	NSDTC Secretary
Approved by:	NSDTC 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.	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room shown at a clear place of entry.</li> <li>• If hiring the facility, consult with the owners/operators to address the requirements below to understand what measures may already be in place.</li> </ul>
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>Criteria have recently been expanded to recommend anyone with respiratory symptoms, unexplained fever and loss of taste or smell should be tested for COVID-19.</p> <p>Advise patients to self-isolate while they wait for their COVID-19 test result – this may take between 24 and 72 hours.</p> <p>Provide the <a href="#">self-isolation fact sheet or pdf sheet</a></p> <p>Patients who are already isolating at home must continue to self-isolate for 14 days since last travel or exposure even if the test is negative. This includes patients who:</p> <ul style="list-style-type: none"> <li>• have returned from overseas</li> </ul>

	<ul style="list-style-type: none"> <li>were a close contact of a confirmed case. Please see also the <a href="#">release from isolation</a> advice or <a href="#">docx</a>.</li> </ul> <p>Hygiene and physical distancing</p> <p>Everyone should continue to practice good hand and respiratory hygiene and physical distancing to reduce the spread of all contagious diseases:</p> <ul style="list-style-type: none"> <li>regularly and thoroughly wash hands for 20 seconds with soap and water, or use an alcohol based hand sanitiser</li> <li>avoid touching your face, especially your eyes and mouth</li> <li>cover mouth and nose with a tissue or your flexed elbow when coughing or sneezing</li> <li>keep at least 1.5 metres (2 arms' lengths) from other people.</li> </ul> <p><b>People with COVID-19 (confirmed cases) Release from isolation</b></p> <p>If you are someone who has been diagnosed with COVID-19, your release from isolation will depend upon:</p> <ul style="list-style-type: none"> <li>whether your illness was managed at home, in a hospital, or a combination of both</li> </ul> <p>For most people with COVID-19 release from isolation will be based on clinical features, such as duration of illness and presence or absence of symptoms.</p> <p><b>Confirmed cases</b></p> <p>If your illness was managed in isolation at home you can leave isolation once your doctor has confirmed:</p> <ul style="list-style-type: none"> <li>at least 10 days has passed since the onset of symptoms and;</li> <li>there have been no symptoms of the acute illness for the previous 72 hours.</li> </ul> <p>If your illness was managed in hospital and you have been discharged to home isolation, you can be released from isolation once your doctor has confirmed:</p> <ul style="list-style-type: none"> <li>at least 10 days has passed since the onset of symptoms and</li> <li>there have been no symptoms of the acute illness for the previous 72 hours.</li> </ul> <p>If your illness was managed in hospital and you are being discharged <b>after</b> you have had two consecutive negative COVID-19 PCR swabs collected at least 24 hours apart, at least 7 days from symptom onset, you can be released from isolation.</p> <p>Once you are no longer in isolation you should continue to practice hand hygiene, cough etiquette and physical distancing.</p>	
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	n/a	
Display conditions of entry (website, social media, venue entry).	<b>Notice to be on NSDTC website</b>	
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	<b>Council to be advised</b>	
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>Swimming pools</li> <li>Gyms</li> <li>Restaurants and cafes</li> </ul>	n/a	
<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).	Clubhouse: 20 seated Office:1 Equipment Shed: 2 Trial Stores 1 Posters to be displayed outside each room of the Jim Powell Pavilion	
Minimise co-mingling of participants from different games and timeslots where possible.	All members will leave the grounds within 15 minutes of their allotted class time expiring Half an hour minimum where there are no members on the grounds between sessions All members are to arrive no earlier than 15 minutes prior to their allotted class time	
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.	See above re co-mingling Only one person will handle a dog in class (no family members or friends will be permitted on the grounds during our booked session). Members with multiple dogs may participate with only one dog at a time (for all classes a person with 2 or more dogs should confine dogs not actually in class to their car, a crate or to a tether pole) Dogs from	

	different households should be separated at all times by a minimum of 1.5 metres. No spectators or family members, even if they are Club members, will be permitted on the grounds, but may wait in their car.	
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.	The parking areas at St Ives Showground are far enough apart for this not to be an issue. Members will be required to maintain a car width, or 1.5 metres from another member at all times around parked cars.	
Reduce crowding wherever possible and promote physical distancing with markers on the floor.	Tape lines and crosses to be placed on the floor to delineate 1.5 metre intervals for members approaching the membership/registration desk	
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.	Only 2 people at a time permitted in the Jim Powell Pavilion toilets. All areas touched must be sanitised immediately after use by the user.	
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	n/a	
Use telephone or video platforms for essential staff meetings where practical.	Zoom meeting proposed	
Review regular business deliveries and request contactless delivery and invoicing where practical.	n/a	

### Hygiene and cleaning

Adopt good hand hygiene practices.	Posters re handwashing to be displayed above every tap	
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Large hand sanitiser pump packs available in various locations for use by Club members. In addition, members are to bring their own pocket sized sanitizers or wipes	
Ensure bathrooms are well stocked with hand soap and paper towels.	Antibacterial wash and paper towels provided for use by Club members	
Provide visual aids above hand wash basins to support effective hand washing.	Hand hygiene posters	
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	No tea, coffee biscuits or drinks etc. will be provided. Members must bring their own for their own use only. Also, bring their own water bowls for their dogs. Communal bowls are not to be used.	
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.	Hand sanitiser, wipes and gloves provided for Club member use  <b>Monthly cleaning of clubhouse (Jim Powell Pavilion) floors</b>  <b>All other areas to be cleaned after each training session</b>	
Clean areas used for high intensity sports with detergent and disinfectant after each use.	<b>Monthly cleaning of clubhouse (Jim Powell Pavilion) floors</b>	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	All equipment will be handled with gloved hands and/or sanitised after each class	
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Visitors will not be permitted on the training grounds or in the building during booked sessions.  Bookings by any other groups are the responsibility of the Council	
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	<b>Appropriate cleansers to be obtained e.g. RF12</b>	
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Our cleaner will be provided with the necessary PPE	
Encourage contactless payment options.	n/a	

### 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 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.	Each class member will be asked to book in and sign in for each session Records of attendance of every training session to be kept by coordinators for 28 days. To be filed in the office	
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	<b>Note to be placed on sign in sheet &amp; website</b>	
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.	In addition, members will also be encouraged to download the COVID-safe app	