

> HELPING BUSINESS GET BACK TO WORK



February 2021

COVID-19 Safety Plan

Effective 1 July **Revised following 12th February 2021 easing of restrictions**

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

ORGANISATION DETAILS	
Organisation name:	Northern Suburbs Dog Training Club (NSDTC) inc
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.	<p>Display conditions of entry (website, social media, venue entry).</p> <p>Display the maximum number of people allowed in each room shown at a clear place of entry.</p> <p>If hiring the facility, consult with the owners/operators to address the requirements below to understand what measures may already be in place.</p>
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>Anyone with respiratory symptoms, unexplained fever and loss of taste or smell should be tested for COVID-19. (St.Ives Showground is currently a testing site.)</p> <p>Advise patients to self-isolate while they wait for their COVID-19 test result – this may take between 24 and 72 hours. Provide the self-isolation fact sheet or pdf sheet Patients who are already insulating 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"> • have returned from overseas

	<ul style="list-style-type: none"> were a close contact of a confirmed case. Please see also the release from isolation advice or docx. <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"> regularly and thoroughly wash hands for 20 seconds with soap and water, or use an alcohol based hand sanitiser avoid touching your face, especially your eyes and mouth cover mouth and nose with a tissue or your flexed elbow when coughing or sneezing keep at least 1.5 metres (2 arms' lengths) from other people. <p>People with COVID-19 (confirmed cases) Release from isolation</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"> whether your illness was managed at home, in a hospital, or a combination of both <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>Confirmed cases</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"> at least 10 days has passed since the onset of symptoms and; and there have been no symptoms of the acute illness for the previous 72 hours. <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"> at least 10 days has passed since the onset of symptoms and there have been no symptoms of the acute illness for the previous 72 hours. <p>If your illness was managed in hospital and you are being discharged after 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).	Notice to be on NSDTC website	
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	Council to be advised	
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Swimming pools Gyms Restaurants and cafes 	n/a	

Physical distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres (including staff and spectators).	<p>Clubhouse: 40 seated Office:2 Equipment Shed: 6 Trial Stores 2 Dog rings: No more than 1 person per 2 m2 to a maximum of 1,000.</p> <p>Posters to be displayed outside each room of the Jim Powell Pavilion</p>	
Minimise co-mingling of participants from different games and timeslots where possible.	<p>Classes are staggered at different times and confined to different areas.</p> <p>Club's QR Code is displayed at multiple sites around the clubhouse and a copy kept by instructors to avoid crowding.</p> <p>All persons to maintain distancing of at least 1.5m.</p>	
Ensure any spectators comply with 1.5 metres physical distance People who live in the same household are not required to	<p>See above re co-mingling Only a member who has registered may handle a dog in class. Unregistered family members or friends will not be permitted on the</p>	

distance. Have strategies in place to prevent spectators from different games and timeslots co-mingling.	grounds during our booked sessions. Registered spectators and family members must maintain social distancing, unless living in the same household.	
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.	1.5 metre intervals to be maintained for members approaching the membership/registration desk. Markers to be provided.	
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 3 people at a time permitted in the Jim Powell Pavilion toilet area. 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 meetings used where attendees may exceed numbers allowable by social distancing at the venue.	
Review regular business deliveries and request contactless delivery and invoicing where practical.	n/a	

Hygiene and cleaning

Adopt good hand hygiene practices.	Posters re hand washing 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.	Tea, coffee, biscuits and drinks, which are not individually wrapped, may only be served by a designated server using hygienic techniques. No "self-serve" of any unsealed items. Members are encouraged to bring their own refreshments. Members should, bring their own water bowls for their dogs.	
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 Monthly cleaning of clubhouse (Jim Powell Pavilion) floors All other areas to be cleaned after each training session	
Clean areas used for high intensity sports with detergent and disinfectant after each use.	N/A	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Sanitiser to be used after handling any equipment. Equipment cleaned as necessary.	
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Unregistered visitors will not be permitted on the training grounds or in the building during booked sessions. Antibacterial wash, gloves and paper towels are provided for use by Club members and registered persons. Bookings by any other groups are the responsibility of the Kuring-gai Council	
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Appropriate cleansers to be used e.g. RF12	
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

Services NSW App to be used for all members and visitors to sign in via the QR Code.	Upon arrival, all members and visitors shall sign in via the Club's QR Code, which is displayed at multiple sites around the clubhouse to avoid crowding. Alternate sign in for members arriving without a smart phone. In addition, instructors may keep a record of all class participants. All persons shall sign out on their phones upon leaving the grounds.	
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	Note to be placed on Noticeboard & website	
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.	Members to be encouraged to download the COVID-safe app	

