

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



Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	NSW Baton Twirling Association
Business location (town, suburb or postcode)	Lucas Rd., Panania NSW
Completed by	Jan Boole
Plan approved by	Kristine Ross
Email address	firstaidnswbta@gmail.com
Effective date	18 February 2021
Date completed	22 February 2021

Wellbeing of staff and customers

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

Association members (athletes, coaches, judges, officials and volunteers) and parents/carers/visitors are advised prior to each event (by digital communication) and at venue entry (via COVID signage) that they must remain at home if unwell. Anyone arriving to the event with a temperature of 37.5 or over and/or answers YES to any NSW Health COVID symptom questions should be excluded from the premises and directed to the closet COVID testing site.

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.

Association members (athletes, coaches, judges, officials and volunteers) to complete online Infection Control Training. COVID Safe Sport Coach and COVID19 Awareness of Food Service as directed by Australian Baton Twirling Association.

Conduct a team briefing prior to each event (the morning of the event before patrons arrive) to reiterate the aforementioned COVID training and how it applies to the event. If someone answers YES to screening questions, has a temperature of 37.5 or becomes ill during the event a mask to be provided and must be worn by person who is ill and be isolated from others.

If be attended to and social distancing cannot be maintained then appropriate PPE must be worn.

Person who is ill must be directed to medical treatment or to the nearest COVID testing site for screening and must remain isolated until notified of results.

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

Not applicable - No paid staff No leave entitlements

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

Conditions of entry signage to be displayed at venue entrance including check in with QR code.

Conditions of entry to be posted on website, Team APP and all social media platforms along with promotional content of each event.

Alternative manual check in recording to be available as needed.

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

Event Coordinator to contact venue to obtain COVID Safe Plan and integrate any additional measures already in place for conditions of entry by the venue.

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.

NSWBTA to provide QR code for check in to each event. Should the main venue have QR check in measures as part of their conditions of entry, patrons will need to check into both the venue and the NSWBTA event.

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.

The event coordinator to ensure number of people attending the event does not exceed the venue capacity as per current NSW Government and Health restrictions.

Attendee numbers to be capped in advance and confirmed via registration system prior to event.

Staggered athlete/spectator start/finish times will be considered against number of people in attendance to work with program of the event and to minimise congestions and to maintain venue capacity.

In indoor areas, spectators should not sing or chant.

Spectator encouraged to wear a mask indoors where social distancing may not be possible.

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.

Seating zones with barriers into club groups and spaced at 1.5m to minimise co-mingling of participants.

All participants to remain in their nominated seat when not performing/competing.

It is recommended that athletes arrive dressed in costume with hair and makeup complete and remain in same costume throughout whole event.

Changing of costumes in toilet will not be permitted.

Limit number of athletes permitted in change rooms at one time.

Depending on whole event participant numbers, can stagger programmed events into age groups or event types in a timetable that has each group exit venue prior to next

group entering, with cleaning venue in between.

Ensure 1.5m physical distancing where possible, including:

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

Nominated COVID Marshals to be on duty at every event to monitor physical distancing at food and drink stations, toilets, entry and exit points, between seated groups and in event officials rooms.

Signage with maximum capacity number placed at venue entry, toilets/change rooms, meeting rooms, canteen/food service areas, etc.

Physical distancing signage and floor markers to be placed at points of queuing, including venue entrance, canteen/food service areas, toilets/change rooms.

Zoned club seating barriers spaced at 1.5m apart, individual seating spaced at 1.5m (grouped only if participants/spectators/parents/guardians from same household).

Regular announcements to maintain physical distancing.

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.

Depending on event participant numbers and if required, can stagger start/finishing times of programmed events using a strict timetable providing sufficient time for entry/exit to minimise large gatherings at any one time outside venue.

Physical distancing signage and floor markers to be placed at entry point to venue where queuing to enter.

Nominated COVID Marshal to be on duty at every event to monitor gatherings.

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

Encourage participants to avoid carpools with other household groups through pre-event COVID safety communication.

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

Physical distancing markers to be placed on floor at points of queuing such as venue

entry, canteen/food service areas, toilets/change rooms, and in seating areas.
Nominated COVID Marshals on duty at every event to monitor physical distancing and crowding at congestion points.

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

Maximum capacity signage and physical distancing markers to be present at toilets and change rooms.

Nominated COVID Marshals on duty at every event to monitor physical distancing and ensure capacity limits are adhered to.

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

Strongly encourage participants to arrive fully dressed in costume with hair and make-up complete via pre-event COVID communication.

Nominated COVID Marshals on duty at every event to monitor physical distancing and staggered use of communal facilities.

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

All meetings to be conducted via Zoom, messenger/phone group calls, or physical distanced face-to-face with Zoom capability.

Use social media platforms, email, and messenger groups to disseminate key information to all members.

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

Business deliveries not applicable.

All invoicing is contactless and done remotely via email/online banking.

Hygiene and cleaning

Adopt good hand hygiene practices.

Good hand hygiene practices promoted through appropriate NSW Health signage at every event in key areas such as toilets, food handling areas, venue entry, etc, and via pre-

event COVID communication.

Hand hygiene stations with sanitiser available at venue entry, event officials' rooms and key areas. Sanitiser and hand soap in toilets/change rooms. Hand soap and gloves in canteen/food handling areas.

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

Hand hygiene stations with sanitiser available at venue entry, event officials' rooms and key areas. Sanitiser and hand soap in toilets/change rooms. Hand soap and gloves in canteen/food handling areas.

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.

Hand soap and paper towel well stocked in toilets/change rooms and canteen/food handling areas.

NSW Health hand hygiene signage to be placed above wash basins in toilets and food handling areas.

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

Participants encouraged to bring their own labeled water bottle, snacks, and sweat towels via pre-event COVID communication.

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

Not applicable - participants launder own clothes at home.

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.

Frequently touched areas and surfaces including toilets, change rooms, food handling areas, door handles, event officials' tables and work areas, etc to be cleaned at regular intervals.

Clean indoor hard surface areas used for high intensity sports with detergent and

disinfectant after each use.

Sanitiser wipes to be available for cleaning batons, crash mats, equipment and other apparatus after each use.

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

Discourage sharing of equipment and if equipment sharing is unavoidable, it must be cleaned and sanitised after each use.

Avoid or limit exchange work and/or ensure batons are cleaned between use.

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

Hand hygiene and sanitising stations with sanitiser and gloves available at each event for visitors, participants, officials to use.

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

NSW COVID Compliance Officer to oversee and ensure appropriate disinfectant solutions are purchased for use at all events and to monitor product strength, usage and expiry date.

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

All event officials and volunteers to wear gloves while cleaning and wash hands thoroughly before and after removing gloves. NSW COVID Compliance Officer to run a pre-event briefing with all officials and volunteers involved to communicate such information.

Encourage contactless payment options.

No registration or entry into programmed events will be accepted on the day of the event. Registration and entry fees to be paid electronically, prior to the event and due by nominated date.

Electronic payment to be made available at canteen/food service areas.

Canteen/food service staff/volunteers to implement minimal touch system for cash payments.

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).

Venue doors to be kept open where possible.

Competition/Event coordinator to consult with venue about optimum air conditioning settings.

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.

It will be a condition of entry into all events for officials, volunteers, participants and spectators to check in at all events via NSWBTA QR code or paper contact form.

Paper forms to be converted to electronic spreadsheet at conclusion of event and filed in a secure folder in the NSWBTA Google Drive by NSWBTA secretary.

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

Any non-QR code contact record keeping (paper contact form) to be converted to electronic spreadsheet at conclusion of event and filed in a secure folder in the NSWBTA Google Drive by NSWBTA secretary.

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

Communicate details of the COVIDSafe app and its benefits to event officials and volunteers via pre-event COVID communication.

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

NSWBTA to register as a COVID safe business and obtain QR code for contact tracing record keeping purposes.

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.

NSWBTA will be fully cooperative and compliant with NSW Health and SafeWork NSW requirements should a positive case of COVID-19 arise at any event.

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

Yes