

> HELPING BUSINESS GET BACK TO WORK



16 July 2020

COVID-19 Safety Plan

Effective 17 July 2020

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:	Woy Woy Judo Club
Plan completed by:	Coralie Johnson
Approved by:	

> 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.	Temperature checks of all students, spectators and staff before entry into dojo. Any temperature above 37.5 will be asked to leave.
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.	Share Covid-19 training information from coaching staff to students and families via email, social media, newsletter and face to face. Encouraging all participants and their families to download the COVID-Safe app.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Any staff member who presents with symptoms is not to attend training and is encouraged to have a COVID-19 test. They are asked to self-isolate for 14 days and notify us of a positive test. If the test is negative, they are asked to remain home until they have recovered from their illness. A doctors certificate is required for staff members to return.
Display conditions of entry (website, social media, venue entry).	All COVID-19 government signs are displayed within the dojo as well as on social media including Facebook, Instagram and our website including conditions of entry into our dojo.

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.	N/A
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Swimming pools Gyms Indoor recreation facilities Restaurants and cafes (for kiosks or canteens) Major recreation facilities 	Our COVID-19 Safety plan is currently displayed in our dojo.
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.	Notifications via SMS as well as signs within our dojo to state if anyone has visited Victoria within the last 14 days is not to attend training.
Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latest-news-and-updates).	Notifications via SMS as well as signs within our dojo to state if anyone has visited a NSW hotspot within the last 14 days is not to attend training.
Take all reasonable steps to minimise the number of spectators attending community sport events.	All Parents and Guardians are requested to drop their children to judo and either wait outside maintaining a 1.5m distance from others, wait in their car or return home and collect their children once judo has concluded.
If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.	N/A

REQUIREMENTS	ACTIONS
Physical distancing	
Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people.	Limiting classes to a maximum of 20 participants per class including spectators and teachers.
Minimise co-mingling of participants from different games and timeslots where possible.	Ensuring students are kept with the same training partner throughout their session
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.	1.5m markers placed on the floor of standing areas, chairs marked at 1.5m distancing. all spectators and students are asked to leave immediately after their session concludes and not to mingle.
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.	Class times are staggered to have 15 minutes between each class to allow cleaning and keep co-mingling to a minimum. Parents and guardians are asked to remain in their cars or drop and pick up only before and after their children's classes
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	1.5 metre measurements are marked on the floor and seating areas to promote physical distancing.

Physical distancing	
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	Toilets are used only when necessary. We have requested our students use their bathroom facilities at home before attending. No change rooms, showers or locker areas are applicable.
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	Personal hygiene practices have been issued to our families including information from government agencies regarding before, during and after training hygiene practices.
Use telephone or video platforms for essential staff meetings where practical.	Zoom meetings are used for all staff and board meetings.
Review regular business deliveries and request contactless delivery and invoicing where practical.	All deliveries are requested to be no contact and all invoices are received via email.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand sanitizer for hands and feet are available within our dojo, as well as antibacterial soap and paper towels
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	As above
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.	Signs within our dojo showing good hand washing practices; parents received a newsletter on ways to encourage their children to wash their hands and feet before and after training.
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	No food is consumed on our premises. Sharing of water bottles is banned and all students must bring their own water bottles, clearly labelled and with a lid
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	We currently do not have shared judogis; if judogis are shared within family members, parents are encouraged to wash them after the training session
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.	Tatami, surfaces, door handles and seating areas are cleaned and sanitized before, in between and after classes
Clean areas used for high intensity sports with detergent and disinfectant after each use.	Steam mop, detergent, hospital grade disinfectant and antibacterial wipes are used to ensure cleaning of tatami, equipment and all surfaces.

Hygiene and cleaning	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Equipment used has been downgraded at present with minimal contact. If used, detergent and disinfectant wipes are utilised.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	All cleaning supplies are stocked. Gloves and masks are accessible for staff, spectators and students.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Hospital grade disinfectant is used and is within the appropriate cleaning strength guidelines.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves, antibacterial soap and water are kept within the dojo for thorough hand hygiene practices.
Encourage contactless payment options.	All payments are done online. No cash or eftpos facilities are available on the premises.

REQUIREMENTS	ACTIONS
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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, where this is practical, 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.	All students are now booking online for classes. All of their details including contact numbers are available. This information is stored in accordance with confidentiality acts and are secure. All spectators, staff, and contractors names, dates and temperatures are kept within a COVID-19 logbook within the dojo.
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	All staff members have the COVIDsafe app and our coaching staff keep our parents informed of the benefits of this app to ensure the safety of their children.
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.	All cooperation will be adhered to.