

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



## Your COVID-19 Safety Plan

### Community sporting competitions and full training activities

#### Business details

<b>Business name</b>	Manly Warringah Touch Association Inc. (Manly Touch)
<b>Business location (town, suburb or postcode)</b>	North Manly, NSW
<b>Completed by</b>	Caren Friend, Manly Touch Safety Coordinator
<b>Plan approved by</b>	Ian Kalms, President (on behalf of Manly Touch Executive Committee)
<b>Email address</b>	<a href="mailto:president@manlytouch.com">president@manlytouch.com</a>
<b>Effective date</b>	21 December 2020
<b>Date completed</b>	13 January 2021

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#### Wellbeing of staff and customers

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

- Manly Touch will exclude participants (including players, coaches, managers, referees, volunteers, parents/carers and other spectators) who are unwell during training.
- Manly Touch will promote 'Do not attend if unwell' via our Manly Touch website, social media channels and via emails to all members.
- Manly Touch will provide a link to COVID-19 relevant sections of NSW Government and

NSW Health websites on the Manly Touch website.

**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.**

□ Manly Touch will provide all members with COVID-19 safety protocols and checklists including the need (where applicable) for testing, contact tracing, social/physical distancing, cleaning and hygiene, as well as managing sick visitors, or participants (of all types) who become sick/ill during training.

□ Manly Touch will promote social distancing requirements via our Manly Touch website and social media channels to all members.

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

□ Where applicable, Manly Touch will advise employees and volunteers of their requirements to self-isolate via email and our expectations and requirements if unwell.

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

□ Manly Touch will display conditions of entry (including the requirement to comply with health orders to attend, the need for continued physical distancing, the need to comply with directions from officials and volunteers, facility and crowd limitation etc.) on our Manly Touch website, via social media channels and via email to all members.

□ Manly Touch will display conditions of entry where practical at Nolan Reserve entries that are used by participants and spectators via signage, posters and other publicly displayed information

□ Manly Touch will also display the conditions of entry at the Ground Manager's desk.

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

□ Manly Touch does not sub let or hire out its facilities. Should external parties wish to use any facilities at Nolan Reserve they are to liaise directly with Northern Beaches Council.

**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.

□ Where relevant, Manly Touch will have COVID-19 Safety Plans in place for canteens, BBQ's and other facilities if we wish to use these facilities during training, competitions, development camps and gala days.

□ There will be no access to the Club House unless approval is granted by the Manly Touch Executive.

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## 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.

In Greater Sydney, indoor areas must not exceed one participant per 4 square metres of publicly accessible space.

*Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.*

□ Manly Touch will promote social distancing requirements with ground signage and via our Manly Touch website, social media channels and via email to all members.

□ Manly Touch will limit numbers where practical using the overarching limitation of one person per 2 square metres for all their facilities including but not limited to fields, spectator areas, dressing rooms, canteens, BBQ areas and bar facilities.

□ Manly Touch will ensure not to exceed a maximum of 3000 people in attendance at the one time

□ Examples:

# Manly Touch will mark an area around Ground Manager's Desk to discourage people gathering in this area

# Participant sign-on sheet to be taken to / returned from each game by one referee

# Maximum number of participants per team to be 14 players

# Sub box to extend the entire length of sideline

**In indoor areas, audience members should not sing or chant. In outdoor areas, spectators 12 years and older should wear masks if singing or chanting.**

□ Manly Touch does not engage in singing or chanting activities.

**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.**

□ Manly Touch will minimise co-mingling of participants where practical.

□ Manly Touch has amended draw times for our competitions to allow for a greater time gap between games played to allow participants to vacate their field and the next time slot games to commence

□ Manly Touch will promote 'Get in, play, leave' via our Manly Touch website, social media channels and via email to all members.

Support 1.5m physical distancing where practical, including:

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

□ Manly Touch will minimise co-mingling of participants where practical.

□ Manly Touch has amending draw times for our competitions to allow for a greater time gap between games played to allow participants to vacate their field and the next time slot of games to commence.

□ Manly Touch will promote 'Get in, play, leave' via Manly Touch website, social media channels and via emails to all members.

□ Larger time gap between games played to allow spectators to vacate the grounds.

□ Promotion of physical distancing requirements and 'Get in, play, leave' via our MWTA website, MWTA social media channels and via email to all members.

□ Players, spectators and officials are encouraged to have the Covid Safe app downloaded

**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.**

□ Manly Touch have and will continue to require their participants including spectators to ensure they form no gatherings in breach of existing health orders outside the Club facilities. All training and game times have been rescheduled to ensure groups do not form or commingle.

□ Manly Touch will promote 'Get in, play, leave' via our Manly Touch website, social media channels and via email to all members.

**Where possible, encourage participants to avoid carpools with people from different**

### **household groups.**

□ Manly Touch will encourage participants to avoid carpools with people from different household groups.

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

□ Manly Touch will reduce crowding and promote the maintenance of physical distancing within their facilities via measurement of space, and a combination of floor markings and signage at entrances advising of maximum people in the applicable area and at the Ground Managers Desk

□ Manly Touch has amending draw times for our competitions to allow for a greater time gap between games played to allow participants to vacate their field and the next time slot games to commence

□ Manly Touch will promote 'Get in, play, leave' via Manly Touch website, social media channels and via emails to all members.

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

□ Manly Touch will assess the safe capacity of their communal facilities via measurement of those spaces, followed by a combination of floor markings and signage at entrances advising maximum people in the applicable area.

□ Manly Touch will provide signage indicating reduced toilet usage capacity - one person at a time in bathroom facilities

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

□ See above. Manly Touch will be encouraged to not make use of communal change and shower rooms for Junior (18 and under participants) and will actively encourage those participants to shower/change at home for training and game play.

□ Manly Touch's main clubhouse does not have communal change and shower rooms.

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

□ Manly Touch are using Zoom for their Executive and Management Committee meetings.

### **Review regular business deliveries and request contactless delivery and invoicing**

**where practical.**

- Manly Touch is where practical requesting contactless delivery.
  - All invoices are emailed, and all payments are made online
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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

- Manly Touch have communicated to all members the requirement to:
  - # wash hands often with soap and water. This includes before and after eating and after going to the toilet
  - # use alcohol-based hand sanitisers when soap and water is not available
  - # avoid touching your eyes, nose and mouth
  - # clean and disinfect objects you use often such as mobile phones, keys, wallets and work passes
- Manly Touch will provide alcohol-based hand wash for hand washing, bacterial wipes to clean balls, a hand sanitiser station at the Ground Manager's desk.

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

- Manly Touch will make available alcohol-based hand wash for hand washing, bacterial wipes to clean balls, hand sanitiser will be provided at facilities such as canteens, BBQ's and clubhouse.
- A hand sanitiser station will also be available at Ground Managers desk for the use of all participants and match officials.

### **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.**

- Manly Touch will ensure bathrooms are well stocked with hand soap and paper towels
- Manly Touch will liaise with NBC to ensure paper towels are available in all toilet facilities.
- Manly Touch will provide visual aids in the form of signage or posters to support effective handwashing in bathrooms, toilets and change rooms.

### **Encourage participants to bring their own water bottle, snacks/orange slices and**

**sweat towels. Avoid shared food and drinks.**

□ Manly Touch will encourage all participants to bring their own water bottles/drinks and other personal items such as towels, food and beverage items via our Manly Touch website, social media channels. via emails to all members. Signage will also be placed at Nolan Reserve.

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

□ There will be no shared use of any uniform items such as playing tops, bibs, referee vests, etc.

□ Referees are to wear own shirts and use their own whistles

□ Players are not to share and/or swap shirts

□ Each player must have their own shirt and wear for the entire game

□ Where trials are required to take place, single bib use only. All bibs to be laundered after each after single use.

**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.**

□ Manly Touch uses a predominantly outdoor venue. However, all surfaces which are in frequent use during training, play or administration of the competition such as the Ground Manager's desk will be cleaned and disinfected regularly.

**Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.**

□ Manly Touch will where practical not use areas for high intensity activity other than sporting fields which do not require cleaning. If any indoor areas are used such as the Club House, then they will be thoroughly cleaned after each use.

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

□ There will be no shared use of any uniform items such as playing tops, bibs, referee vests, etc.

□ Referees are to wear own shirts and use their own whistles

□ Players are not to share and/or swap shirts and water bottles.

□ Each player must have their own shirt and wear for the entire game and their own water bottle

- Where trials are required to take place, single bib use only. All bibs to be laundered after each after single use.
- Disinfected ball to be provided by the referee at the beginning of each game.
- Referee is to return the ball after each game to the Ground Manager's desk for cleaning before further use.

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

- Manly Touch will ensure there is accessible detergent/disinfectant available for visitor/spectator should they wish. Manly Touch will also provide masks and gloves which will be available at the Ground Manager's desk.

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

- Manly Touch will maintain their disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions.

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

- Manly Touch will require any Ground Manager's to wear gloves when cleaning and wash hands thoroughly before
- and after with soap and water.
- Disposable gloves will be available from the Ground Manager's desk

**Encourage contactless payment options.**

- Manly Touch will encourage card only payment options as the preferred method of payment at their venues and facilities, and display posters or other signage accordingly.

**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).**

- Manly Touch will increase ventilation by opening the windows and doors of the Clubhouse where possible.



## **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.**

□ Manly Touch will keep a record of the name of registered participants (players, coaches, team officials, match officials). Participant sign-on sheet to be taken to / returned from each game by referee. Referee to complete

□ All records will be stored by Manly Touch for a period of at least 28 days. Mobile number and email address of all participants is stored in the Manly Touch CRM system.

□ Spectator attendance will be recorded where practical using our Covid-19 QR code and scanning in using the NSW Service App.

**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://nsw.gov.au).**

□ Manly Touch will ensure records are only used for the purposes of Covid-19 contact tracing.

□ All sign on records will be stored by Manly Touch and we will take reasonable practical steps to protect our Member's privacy.

□ Spectator attendance will be recorded where practical using our Covid-19 QR code and scanning in using the NSW Service App therefore privacy is assured via this method.

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

□ Manly Touch have communicated to and reminded all their participants and members to download the COVIDSafe App to support contact tracing if required via our Manly Touch website, social media channels and via email to all members.

**Community sport organisations should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

Manly Touch is registered as a Covid-19 Safe Business and has its own unique QR code.

**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.**

Manly Touch have communicated to and reminded all their participants and staff to contact NSW Health in the event of a positive case at their venue or facilities.

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

Yes