

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



Your COVID-19 Safety Plan

Community sport

Business details

Business name	Manly Warringah Touch Association
Business location (town, suburb or postcode)	Nolan Reserve, North Manly NSW 2100 and Passmore Reserve, Manly Vale 2093
Completed by	Ian Kalms
Email address	president@manlytouch.com
Effective date	1 November 2021
Date completed	1 November 2021

Wellbeing of staff and customers

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

Agree

Yes

Tell us how you will do this

Manly Touch will exclude participants (including players, coaches, managers, referees, volunteers, parents/carers and other spectators) who are unwell for matches and training sessions.

Manly Touch will promote 'Do not attend if unwell' via our Manly Touch website, social media channels, internal messaging platforms 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 with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.
Agree

Yes

Tell us how you will do this

Manly Touch will provide all staff and volunteers including coaches and managers with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning via our Manly Touch website, social media channels, our internal messaging platforms and through regular emails.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.
Agree

Yes

Tell us how you will do this

Manly Touch will display conditions of entry (including requirements to stay away if unwell, COVID-19 vaccination and record keeping) via our Manly Touch website, social media channels, our internal messaging platforms and through regular emails to all members.

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

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible; remind players, officials, volunteers and spectators of vaccination requirements in marketing and communications materials; check vaccination status upon arrival and only accept valid forms of evidence of vaccination; train staff and volunteers on ways to check proof of COVID-19 vaccination status. Guidance for

organisations is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Agree

Yes

Tell us how you will do this

Manly Touch will take reasonable steps to ensure all participants (including players, coaches, managers, referees, volunteers, parents/carers and other spectators) aged 16 and over on the premises are fully vaccinated or have a medical exemption, via our Manly Touch website, social media channels and through regular emails to all members.

Manly Touch will also ensure posters outlining vaccination requirements are clearly visible around our clubhouse; and ensure all staff and volunteers including Ground Managers, Coaches, Managers, Referees know how to check proof of COVID-19 vaccination status.

Physical distancing

Capacity at an outdoor community sporting event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 1000 persons.

Agree

Yes

Tell us how you will do this

Manly Touch will promote social and physical distancing requirements with ground signage and via our Manly Touch website, social media channels and through regular emails to all members.

Coaches and Managers at Manly Touch will limit numbers and not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 1000 persons.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff / volunteers.**

Agree

Yes

Tell us how you will do this

Manly Touch will ensure 1.5m physical distancing where possible.

Manly Touch has amended match and training sessions to allow for a greater time gaps between matches and sessions to allow participants to vacate their field and the next match or training session to commence.

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

Minimise mingling of participants from different games and timeslots where possible, particularly people aged under 16 who may not yet be fully vaccinated. For mass participation events, consider staggering the starting times for different groups to minimise crowding where possible.

Tell us how you will do this

Manly Touch will ensure 1.5m physical distancing where possible.

Manly Touch has amended match and training sessions to allow for a greater time gaps between matches and sessions to allow participants to vacate their field and the next match or training session to commence.

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

Agree

Yes

Avoid congestion of people in specific areas where possible, such as change rooms

and other communal facilities.

Agree

Yes

Tell us how you will do this

Manly Touch will promote social and physical distancing requirements in communal facilities with ground signage and via our Manly Touch website, social media channels and through regular emails to all members.

Manly Touch will have capacity limits for all indoor rooms and space markings if members are forced to queue in outside areas.

Manly Touch will promote 'Get in, play/train, leave' via our Manly Touch website, social media channels and through regular emails to all members so there is no lingering at communal facilities.

Strategies must be in place to reduce crowding and promote physical distancing in communal facilities such as showers, change rooms and lockers.

Agree

Yes

Tell us how you will do this

Manly Touch will promote social and physical distancing requirements in communal facilities with ground signage and via our Manly Touch website, social media channels and through regular emails to all members.

Manly Touch will have capacity limits for all indoor rooms and space markings if members are forced to queue in outside areas.

Manly Touch will promote 'Get in, play/train, leave' via our Manly Touch website, social media channels and through regular emails to all members so there is no lingering in or near communal facilities.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up/drop-off zones and staggered start/finish times.

Agree

Yes

Tell us how you will do this

- Manly Touch does not have pick-up/drop-off zones and will communicate this via our Manly Touch website, social media channels and through regular emails to all members.
- Manly Touch will promote 'Get in, play/train, leave' Nolan Reserve and Passmore Reserve immediatley via our Manly Touch website, social media channels and through regular emails to all members so their is no lingering at the end of matches or training sessions.

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

Agree

Yes

Tell us how you will do this

- Manly Touch will encourage participants to avoid carpools with people from different household groups to and from our venue via our Manly Touch website, social media channels and through regular emails to all members.

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

- Manly Touch do not engage in singing and dancing activities.

Ventilation

For indoor areas, review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

- Manly Touch is an entirely outdoor sporting event.
- However 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

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

- Manly Touch is an entirely outdoor sporting event.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

- Manly Touch is an entirely outdoor sporting event.
- Manly Touch will increase natural ventilation by opening windows and sliding doors where possible for the clubhouse and storerooms for the rare occasions they are used by Ground Managers and Committee Members.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

Manly Touch is an entirely outdoor sporting event.

Manly Touch will increase natural ventilation by opening windows and sliding doors where possible for the clubhouse and storerooms for the rare occasions they are used by Ground Managers and Committee Members.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Manly Touch is an entirely outdoor sporting event.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

Manly Touch is an entirely outdoor sporting event and members are not allowed to use the Club House therefore this is not required at this stage.

Hygiene and cleaning

Face masks must be worn in indoor areas, unless exempt.

Note: People engaging in physical exercise are exempt.

Agree

Yes

Tell us how you will do this

Face masks will be used when in the Club House or Storerooms.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

- 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, a hand sanitiser station for the use of all participants.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

- 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.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

Manly Touch uses a predominantly outdoor venue. However, all surfaces which are in frequent use during training, play or administration of the competition will be cleaned and disinfected regularly.

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.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, attendees and contractors.

Note: Organisations are not required to keep proof of vaccination status in their records.

Agree

Yes

Tell us how you will do this

Manly Touch will use our NSW Government QR code to keep a record of the name of participants (players, coaches, team officials, match officials) that attend matches and training sessions.

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

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the event.

Agree

Yes

Tell us how you will do this

Manly Touch coaches and managers will ensure that our participants will provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff/volunteers and participants).

Manly Touch QR codes will be clearly visible and accessible during the event and Coaches and Managers will have copies on hand.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, attendees and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Manly Touch requires all participants to use our NSW Government QR code system to check in or provide their contact details, if they do not they will not take part in the match or training sessions.

We may make allowances if a person is unable to provide contact details, for example due to age or language barriers. These people will be required to sign in at the Ground Managers Desk. We will keep a record of the name, contact number and entry time for a period of at least 28 days.

Other types of venues or facilities at the event must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the event 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 if the event has sub-premises that are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Manly Touch do not have only sub-premises.

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

Yes