

## COVID-19 Safety Plan

Effective 5<sup>th</sup> April 2021

### COVID Safety Plans are Mandatory

Under [Public Health Orders](#) all community sporting competitions and training activities must complete a COVID-19 Safety Plan.

Community sporting competitions and full training activities should also consider the benefits of [registering as COVID Safe](#).

Complete the plan in consultation with volunteers/staff, 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.

### Keep your plan up to date

You may need to update the plan in the future, as restrictions and advice changes.

You will need to have an up to date plan at your premises at all times and be able to show it to an authorised officer if requested.

### Your COVID-19 Safety Plan

You can either:

- use the provided [COVID-19 Safety Plan](#) to address the checklist of matters for community sporting competitions and full training activities
- keep using your existing plan, if you have one, after making sure it includes all the items in the provided COVID-19 Safety Plan.

Association and clubs should have COVID-19 Safety Coordinators in place who should ideally be responsible for the completion, review and upkeep of this document.

If you have any questions or concerns, please contact

Lauren Woods, General Manager Communities 0424 750 330 or [lwoods@netballnsw.com](mailto:lwoods@netballnsw.com)

Melissa Achten, Community Manager Manager 0409 819 75 or [machten@netballnsw.com](mailto:machten@netballnsw.com)

On completion, please send a copy of your completed COVID Safety plan to Netball NSW at [community@netballnsw.com](mailto:community@netballnsw.com)



ORGANISATION DETAILS	
Organisation name:	MANLY WARRINGAH NETBALL
Organisation Location	John Fisher Park Abbott Road North Curl Curl
Plan completed by:	Colette Longley E mwnapresident@bigpond.com M: 0436488295
In alignment with:	<b>The 2021 Netball Guidelines developed by Netball NSW &amp; NSW Public Health Orders – Outdoor events</b>

### REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe.

WELLBEING OF STAFF AND VISITORS	
<b>Exclude staff, volunteers, parents/carers and participants who are unwell:</b>	<p>Before participating in any netball activity, we have advised all players, team officials, parents/carers and other Association/club members they must not attend training or matches, if in the past 14 days if they have:</p> <ul style="list-style-type: none"><li>• been unwell or had any flu-like symptoms, or</li><li>• been in contact with a known or suspected case of COVID-19, or</li><li>• any sudden loss of smell or loss of taste, or</li><li>• are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions.</li></ul> <p>We have advised that they should check the NSW Government website for advice regarding the full list of symptoms associated with COVID-19 infection: <a href="https://www.nsw.gov.au/covid-19/symptoms-and-testing">https://www.nsw.gov.au/covid-19/symptoms-and-testing</a></p>
<b>Provide staff and volunteers with information and training on COVID-19 including when to get tested, physical distancing, wearing a mask and cleaning, and how to manage a sick visitor:</b>	<p>Ensure, as far as reasonably practicable, all identified COVID 19 Safety Coordinators (at minimum) and volunteers be provided information and training on COVID 19, including on when to get tested, physical distancing, wearing masks and cleaning. The COVID-19 Infection Control Training resource is listed below <a href="https://covid-19training.gov.au/login">https://covid-19training.gov.au/login</a></p> <p>We have worked with Netball NSW to promote and encourage the use of the following resources and websites in order to obtain accurate information:</p>

	<ul style="list-style-type: none"> <li>• Australian Government Department of Health: <a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert</a></li> <li>• NSW Government Department of Health: <a href="https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx">https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx</a></li> <li>• World Health Organisation: <a href="https://www.who.int/">https://www.who.int/</a></li> <li>• Australian Institute of Sport: <a href="https://ais.gov.au/health-wellbeing/covid-19">https://ais.gov.au/health-wellbeing/covid-19</a></li> <li>• Sport Australia: <a href="https://www.sportaus.gov.au/">https://www.sportaus.gov.au/</a></li> <li>• NSW Office of Sport: <a href="https://www.sport.nsw.gov.au/novel-coronavirus-covid-19">https://www.sport.nsw.gov.au/novel-coronavirus-covid-19</a></li> <li>• Netball NSW COVID-19 Toolkit: <a href="https://nsw.netball.com.au/covid-19-toolkit">https://nsw.netball.com.au/covid-19-toolkit</a></li> </ul> <p>Similarly, we have promoted the range of COVID-19 ‘campaign resources’ produced by the Federal Government, including posters outlining hygiene practices (e.g. promoting thorough hand washing) found at: <a href="https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources">https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources</a></p>
<p><b>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</b></p>	<p>Whilst our Association/club’s workforce are volunteers, we have made them aware of the above-mentioned symptoms and stipulated that they should stay away from the association/club and self-isolate in the event that they experience any symptoms.</p>
<p><b>Display conditions of entry (website, social media, venue entry):</b></p>	<p>We will display posters, distribute and “share” information about COVID-19 across our digital channels and at appropriate locations around our Association/club house and venue.</p> <p>Where appropriate, we will identify and address potential language, cultural and disability barriers associated with communicating COVID-19 information to players, members and other stakeholders.</p> <p>In conjunction with our state governing body, Netball NSW, we have developed and promoted amongst our members and stakeholders, a range of resources on COVID-19. These can be downloaded <a href="#">here</a>.</p>

<p><b>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place:</b></p>	<p>We have to date, and will continue to liaise and work with our venue owners - e.g. Northern Beaches council, schools (public/private), or private owners to comply with any specific requirements they may have.</p> <p>We have determined physical distancing protocols to be used within shared facility spaces (e.g. canteen, BBQ, change rooms, toilets, spectator viewing areas, entrance foyers, corridors and club house/rooms), and where appropriate, have clearly marked with tape and/or signage.</p> <p>We have and will continue to encourage individuals to be respectful of shared space, minimise time spent in these areas and observe physical distancing measures.</p> <p>In conducting our canteen operations, we commit to implementing hygiene and social distancing measures including:</p> <ul style="list-style-type: none"> <li>• marking social distancing for queues and for canteen volunteers;</li> <li>• having hand sanitiser at point of sale;</li> <li>• regularly wipe down counters with detergent/disinfectant;</li> <li>• providing gloves for canteen volunteers; and</li> <li>• displaying hand washing directions above sinks</li> </ul>
<p><b>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.</b></p>	<p>Not applicable</p>

## PHYSICAL DISTANCING

<p><b>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 5000 people.</b></p>	<p>The current Public Health Order directs the organiser of a community an outdoor even (sporting activity) must ensure that the capacity for a non-controlled outdoor event must not exceed the lesser of 1 person per 2 square metres of space of the grounds in which the activity is conducted, or 5,000 persons.</p> <p>Participants include the following</p> <ol style="list-style-type: none"> <li>a) A person engaged in the sporting activity</li> <li>b) An official involved in the conduct or organization of the sporting activity</li> <li>c) A spectator of the sporting activity</li> </ol>
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	<p>In order to ensure compliance with the order the following options will be used as required:</p> <ul style="list-style-type: none"> <li>• Limiting the number of spectators allowed, to one parent/guardian per player</li> <li>• Longer gaps between games</li> <li>• Ensure there is a safe drop off and pick up point for participants, similar to “kiss and drop” at schools</li> <li>• Organised collection points for participants for coaches / managers of teams</li> <li>• Limiting the number of courts in use at any one time</li> <li>• Competitions played across multiple days</li> <li>• Competitions being played at night under lights</li> <li>• Competitions being played across multiple venues (if necessary)</li> </ul> <p>Consideration of available playing options to staying within the 5000 participants limit</p>
<p><b>Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forward and not towards each other, have physical distancing of 1.5 metres between each other and any other performers and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.</b></p>	<p>No applicable.</p>
<p><b>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.</b></p>	<p>The MWNA Competition Secretary and the Competition committee have scheduled matches and have arranged training days and times to minimise contact, cross-over and avoid unnecessary gatherings of players, family members and staff.</p> <p>Wherever possible, we will schedule time between matches/training sessions, to enable all attendees to arrive and exit the venue safely, with minimal contact with others.</p> <p>We will communicate with players and team staff to encourage personal equipment and bags are arranged to maintain adequate physical distancing of participants and separation between teams.</p> <p>Wherever necessary, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.</p>
<p><b>Support 1.5m physical distancing where possible, particularly at points of missing or queuing such as food and drink stations, toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable, including grass areas.</b></p>	<p>We have determined physical distancing protocols to be used within shared facility spaces (e.g. canteen, BBQ, change rooms, toilets, spectator viewing areas, entrance foyers, corridors and club house/rooms), and where appropriate, have clearly marked with tape and/or signage.</p> <p>We have and will continue to encourage individuals to be respectful of shared space, minimise time spent in these areas and observe physical distancing measures.</p>

	<p>We have also taken the necessary precautions to minimise the risk of transmission including the dispersion of spectators around the perimeter of the court and across a range of viewing areas and designating the use of specific seats/areas that meet physical distancing requirements and erecting signage to advise.</p> <p>We will encourage players and spectators to leave the facility as soon as possible following the conclusion of their training/matches.</p>
<p><b>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.</b></p>	<p>We will stagger arrival and/or departure times when possible for different groups and teams, and within the constraints of the venue design, manage entry and exit points to allow a seamless flow of players/coaching staff and parents/spectators through the venue to limit the risk of overlap and congestion.</p>
<p><b>Where possible, encourage participants to avoid carpools with people from different household groups.</b></p>	<p>Where possible we will educate and encourage participants to avoid carpools with people from different household groups.</p>
<p><b>Reduce crowding whenever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.</b></p>	<p>We will promote and communicate the importance of social distancing of 1.5 metres between spectators (e.g. parents/carers). This will be done through PA announcements, social media, direct communication and signage.</p> <p>We will indicate the number of people that can occupy indoor spaces at the grounds in accordance with the 2m<sup>2</sup> guideline including toilets, change rooms, canteen, club rooms etc.</p>
<p><b>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</b></p>	<p>We will limit the use of wet or inside areas to essential players and team officials and clean these spaces regularly.</p> <p>We will indicate the number of people that can occupy indoor spaces in accordance with the 2m<sup>2</sup> guideline including toilets, change rooms, canteen etc.</p> <p>Toilets will be open for public use and will display clear signage to indicate the recommended number of people entering (dependent on the space of the amenities).</p> <p>We also commit to collaborating with our MWNNA Secretary to request Northern Beaches council increase the regularity that they clean public amenities.</p>
<p><b>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.</b></p>	<p>We will limit the use of wet or inside areas to essential players and team officials and clean regularly.</p> <p>We will encourage all participants to shower/change at home where possible</p>
<p><b>Use telephone or video platforms for essential staff meeting where practical.</b></p>	<p>Where necessary, we will conduct club and team meetings via virtual meeting platforms such as Zoom and so on, in place of face- to-face meetings. If we need to meet face to face, we may choose to hire Beacon Hill Community Centre/ or use Curl Curl Community Centre.</p>

	We will keep the time to a minimum, implement social distancing requirements by ensuring maximum room allowances are not exceeded and ask participants sit more than 1.5m apart and if a public health requirement wear a mask. Please refer to MWNA Face Mask procedures.
<b>Review regular business deliveries and request contactless delivery and invoicing where practical.</b>	We will contact all suppliers and seek their support for contactless deliveries to the club and electronic invoicing where practical.

## HYGIENE AND CLEANING

<b>Adopt good hand hygiene practices:</b>	<p>We will wipe down key spaces, surfaces and objects (such as benchtops, door handles, keys etc. regularly).</p> <p>Further we will:</p> <ul style="list-style-type: none"> <li>• Promote and provide hand washing guidance to all participants and volunteers (<a href="http://www.who.int/gpsc/clean_hands_protection/en/">http://www.who.int/gpsc/clean_hands_protection/en/</a>);</li> <li>• Promote regular and thorough hand washing by volunteers and participants;</li> <li>• Provide sanitising hand rub within the venue and refill regularly;</li> <li>• Replace/refill soap in toilets regularly;</li> <li>• Place bins around the venue.</li> </ul>
<b>Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground:</b>	<p>We will provide hand sanitiser within the venue and ensure it is regularly refilled.</p> <p>We will encourage players, officials, volunteers, and/or their parents/carers to carry personal hand sanitiser to enable good personal hygiene.</p>
<b>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:</b>	<p>We will:</p> <ul style="list-style-type: none"> <li>• Refill soap in toilets regularly.</li> <li>• Refill paper towel dispensers in toilets when required.</li> <li>• Place bins around the venue.</li> </ul> <p>We will promote and provide hand washing guidance to all participants and volunteers: (<a href="http://www.who.int/gpsc/clean_hands_protection/en/">http://www.who.int/gpsc/clean_hands_protection/en/</a>) and display hand washing guidance in all toilets, change rooms, BBQ and canteen within our facility.</p>
<b>Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks:</b>	<p>We will stipulate that all participants are to provide their own clearly labelled drink bottle for their use only.</p> <p>We will communicate to all participants the importance of not sharing any food or drinks.</p> <p>We will not provide any communal drink or food for players such as drink drums, packets of lollies, fruit etc.</p>

<p><b>Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys:</b></p>	<p>We will encourage players to be responsible for the cleaning of their own playing and training uniform and will avoid the sharing of articles of clothing such as volunteer high visibility vests (jacketed club marshals and team covid marshals will take their own vest home to wash).</p> <p>Where it is not possible for individuals to wash individual items, we encourage safe processes are in place to launder shared uniform items such as non-contact collection of these items (i.e. players to place gear directly into a plastic bag) and the wearing of gloves when laundering.</p> <p>Ideally there should be a minimum of 1 set of bibs per team and should be washed at the completed of each use. We understand that players may change position during a game, but that same set should not be used again without disinfecting.</p>
<p><b>Clean frequently used indoor hard surface areas, including children’s play areas, at least daily; first with detergent and water, and then disinfectant. Clean frequently touched areas and surfaces, including in communal facilities, several times per day:</b></p>	<p>We will clean frequently used spaces, surfaces and objects regularly.</p>
<p><b>Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use:</b></p>	<p>Not applicable</p>
<p><b>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use:</b></p>	<p>Within the constraints of the game, we will implement arrangements to minimise the shared use of equipment where possible.</p> <p>Players and coaching staff will be encouraged to not share personal equipment including playing equipment, uniforms, bibs, drink bottles and towels.</p> <p>We will discourage the sharing of common stationery (pens, clip boards etc.) and other personal IT equipment (laptops, iPads, headphones, etc).</p> <p>Our MWNA Representative Convenor and MWNA Umpires' Convenor will remind Technical officials such as scorers and club covid marshalls to not share personal equipment such as whistles and pens.</p> <p>Shared equipment (particularly netball and bibs) will be rotated or washed and wiped with antibacterial wipes or alcohol-based sanitiser prior to each match.</p>
<p><b>Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish:</b></p>	<p>We will make soap or disinfectant/sanitiser available in common areas for visitors to access.</p>
<p><b>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers’ instructions:</b></p>	<p>We will store sanitisers, disinfectant solutions and detergents appropriately and use in accordance with the manufacturer’s instructions.</p>

<b>Staff should wash hands thoroughly with soap and water before or after:</b>	We will encourage volunteers and staff to wear gloves when cleaning and wash their hands thoroughly before and after with soap and water.
<b>Encourage contactless payment options:</b>	We will encourage appropriate food/beverage and cash handling arrangements are in place including the use of correct monetary value to minimise contact and where possible, we encourage contactless electronic payment.
<b>In indoor areas, increase natural ventilation by opening windows and doors where possible and increase 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)</b>	Not applicable.

## RECORD KEEPING

<p><b>Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities 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.</b></p>	<p>All players, coaches, team officials, technical officials and volunteers are required to register and provide contact details through Netball Australia’s National online registration system - My Netball.</p> <p>All fixtures are administered through an online Competition Management System (CMS). If required the Competition Secretary can identify which clubs, specific teams, players, team officials and technical officials participated in any given fixture. The CMS is also complemented by team sheets.</p> <p>For the purposes of contact tracing, accompanying parents/spectators will be asked to provide their details by filling out the register on the contact tracing sheet or via the QR code in place.</p> <p>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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.</p> <p>We have encouraged all participants to download the COVIDSafe App.</p>
<p><b>Ensure records are used only for the purpose 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 <a href="http://nsw.gov.au">nsw.gov.au</a></b></p>	<p>We will ensure that records are only used for the purpose of COVID 19 contact tracing. This information will be collected and stored confidentially and securely as outlined in the “customer record keeping” page for 25 days.</p>

<b>Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required:</b>	<p>So as to further aid the fight against COVID-19, Netball NSW supports the Australian Government's COVIDSafe app and has strongly encouraged all members of the netball community to get behind this initiative.</p> <p>We have encouraged members of our clubs to download the app from the Apple App store and Google Play.</p>
<b>Community sport organisations should consider registering their business through nsw.gov.au</b>	<p>We have registered our Association through nsw.gov.au as a COVID Safe Business.</p>
<b>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.</b>	<p>We commit to cooperate fully with NSW Health if contacted in relation to a positive case of COVID-19 and notify SafeWork NSW on 13 10 50.</p>