

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



Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	Country Rugby Union of NSW LTD
Business location (town, suburb or postcode)	NSW Rugby Union, David Phillips Sports Complex
Completed by	Stephen O'Brien - Executive Officer - NSWCRU
Plan approved by	Barry Ruddy - President NSWCRU
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Effective date	18 February 2021
Date completed	24 February 2021

Wellbeing of staff and customers

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

NSWCRU and its Club/ Zones & Affiliates will exclude participants (including players, volunteers, officials, parents/carers and other spectators) who are unwell during training and play.

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.

NSWCRU has provided Clubs/Zones & Affiliates with COVID-19 safety protocols and check-lists 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 or play

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

Where applicable, the NSWCRU Clubs, Zones & affiliates will advise staff of their leave entitlements or requirements to self-isolate

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

NSWCRU Clubs, Zones and Affiliates 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 their web-site, via their social media channels and where practical at the venue and facility entries used by participants and spectators via signage, posters and other publicly displayed information.

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

NSWCRU Clubs, Zones & Affiliates will display conditions of entry on their web-site, via their social media channels and at the venue entries used by their participants via signage, posters and other publicly available information. Club, Zones & Affiliates will also liaise directly with Councils or facility owners to ensure approvals are in place to move progressively into contact training, full training activities and game play.

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.

NSWCRU Clubs, Zones and Affiliates are encouraged to set-up QR data and record keeping of players, spectators and volunteers when entering the sporting venue and sub-premise i.e Clubhouse, gym etc. Process of downloading QR codes and subsequent record keeping procedure have been sent to all NSWCRU clubs, zones and affiliates.

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.

NSWCRU Clubs, Zones & Affiliates will limit numbers where practical using the overarching limitation of one person per 4 square metres for all their facilities including but not limited to fields, spectator areas, dressing rooms, canteens, BBQ areas and bar facilities

In indoor areas, spectators should not sing or chant.

NSWCRU will advise all clubs, zones and affiliates to adhere to this rule. Limiting after match gatherings and functions is advised.

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.

NSWCRU Clubs, Zones & Affiliates will minimise co-mingling of participants where practical, and competition managers will be (a) amending draws for our competitions to stagger timeslots and (b) assisting affiliates to do similar time-slot staggering or splitting venues in their zone competitions.

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.**

NSWCRU Clubs, Zones & Affiliates will practically work to minimise co-mingling of participants, and Competition Managers will be (a) amending all draws for our competitions to stagger timeslots and (b) assisting our affiliates to do same with their zone competitions. Use of PA announcements will assist with communication to spectators.

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.

NSWCRU Clubs, Zones & Affiliates 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 premises or facilities. All training and game times have been staggered/scheduled to ensure groups do not form or co-mingle

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

NSWCRU will advise all clubs, zones and affiliates to adhere to this rule. Limiting car pooling and bus travel where possible.

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

NSWCRU Clubs, Zones & Affiliates 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.

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

NSWCRU Clubs, Zones & Affiliates 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 of maximum people in the applicable area.

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

See above. NSWCRU Clubs, Zones & Affiliates will be encouraged to NOT make use of communal change and shower rooms for participants and will actively encourage those participants to shower/change at home for training and game play.

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

NSWCRU Clubs, Zones & Affiliates are using online platforms such as Zoom, Conference calls for their essential staff, board and committee meetings

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

NSWCRU Clubs, Zones & Affiliates are reviewing and deliveries and where practical requesting contactless delivery.

Hygiene and cleaning

Adopt good hand hygiene practices.

NSWCRU Clubs, Zones & Affiliates have communicated to all participants 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
- # use tap and go instead of cash where possible

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

NSWCRU Clubs, Zones & Affiliates will make available hand sanitiser where practical at venue entrances, and also at facilities such as canteens, BBQ's and bars. Hand sanitiser will also be available at scoring tables for the use of participants, team 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.

NSWCRU Clubs, Zones & Affiliates will ensure bathrooms are well stocked with hand

soap and paper towels.

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

NSWCRU Clubs, Zones & Affiliates will encourage participants to bring their own water bottles/drinks. Where practical snacks will be brought by participants, or prepared by the Club by volunteers in either (a) the Club Affiliate Canteen or (b) in COVID safe hygienic conditions at the premises of a Team Official. Snacks will be provided to participants by a Team Official wearing gloves.

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

All shared uniform items will be laundered by a Team Official after 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.

All surfaces which are in frequent use during training or play will be cleaned and disinfected regularly.

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

All surfaces which are in frequent use during training or play will be cleaned and disinfected regularly.

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

Where practical, shared use of equipment such as Rugby ball, hit-shields, tackle pads, and other training equipment is being kept to a minimum. However, if any equipment is shared between training sessions, game warm-ups or games, then the equipment (including scrum machines) will be cleaned between use. Club affiliates will also ensure proper cleaning, as applicable, of game day equipment such as post-pads, first aid equipment, scrum machines etc.

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

NSWCRU Clubs, Zones & Affiliates will ensure there is accessible detergent/disinfectant

available for visitor/spectator should they wish. All NSWCRU Clubs, Zones & Affiliates will be advised that should visitors/spectators from their Club wish to attend a game at another NSWCRU Clubs, Zones & Affiliates venue and they require gloves to attend, it will be their own responsibility to bring those gloves, not of the NSWCRU Clubs, Zones & Affiliates venue they are visiting.

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

NSWCRU Clubs, Zones & Affiliates will maintain their disinfectant solution based on manufacturer' assumptions.

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

NSWCRU Clubs, Zones & Affiliates will require any Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Encourage contactless payment options.

NSWCRU Clubs, Zones & Affiliates will encourage card only payment option as the preferred method of payment at their venues and facilities, and display poster 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).

NSWCRU will advise clubs, zones and affiliates of the above mentioned recommendation for increased indoor ventilation.

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.

NSWCRU Clubs, Zones & Affiliates will keep a record of the name, mobile number or email address for all staff. Will record the name of registered participants (players, coaches, team officials, match officials) via the Rugby Xplorer Competition Management system (which has linked email addresses and mobile number where applicable via registration). Any additional officials (referees) will either be recorded on the Xplorer Competition Management system or on the Attendee Register maintained by the Home Club at the their venue.

Spectator attendance will be recorded where practical via two registers, which each NSWCRU Clubs, Zones & Affiliates will locate at what they consider the most practical locations at their venue. Ground Managers, Ground Marshals, and Team Officials will remind spectators where practical to complete the attendance register.

NSWCRU Clubs, Zones and Affiliates are encouraged to set-up QR data and record keeping of players, spectators and volunteers when entering the sporting venue and sub-premise i.e Clubhouse, gym etc. Process of downloading QR codes and subsequent record keeping procedure have been sent to all NSWCRU clubs, zones and affiliates. Manual recording of names will be accessible for authorised officers upon request.

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.

NSWCRU will advise clubs, zones and affiliates the recommended format of QR codes to ensure record keeping is safe and not shared. For manual collection ONLY allocated club administrators will have access to manual personal information collected.

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

NSWCRU Clubs, Zones & Affiliates have communicated to and reminded all their participants and staff to download the COVIDSafe App to support contact tracing if required.

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

NSWCRU Clubs, Zones and Affiliates have encouraged all clubs, zones and affiliates to

register their club/ business via nsw.gov.au and subsequently follow the QR code data and record keeping.

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.

NSWCRU Clubs, Zones & Affiliates have communicated to and reminded all their participants and staff to contact NSW Health and Safe Work NSW (as applicable) 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