

> HELPING BUSINESS GET BACK TO WORK




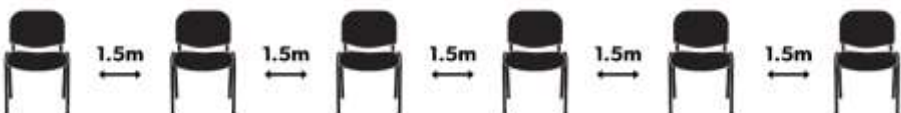
COVID-19 Safety Plan

ORGANISATION DETAILS	
Organisation name:	AICES
Plan completed by:	Greg Aitken

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	
<p>Exclude staff, volunteers, parents/carers and participants who are unwell:</p>	<p>Before participating in any sporting activity, we have advised all players, team officials, parents/carers and other 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"> - been unwell or had any flu-like symptoms, or - been in contact with a known or suspected case of COVID-19, or - any sudden loss of smell or loss of taste, or - are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions. <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: https://www.nsw.gov.au/covid-19/symptoms-and-testing</p> <p>All participants must undertake a NEGATICE RAT Test within 24 hours of the competition and sign off on that test upon arrival at the venue.</p>
<p>Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing mask and cleaning, and how to manage a sick visitor:</p>	<p>We have worked with AICES Schools 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"> - Australian Government Department of Health: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert - NSW Government Department of Health: https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx - World Health Organisation: https://www.who.int/ - Australian Institute of Sport: https://ais.gov.au/health-wellbeing/covid-19 - Sport Australia: https://www.sportaus.gov.au/ <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: https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources</p>
<p>Display conditions of entry (website, social media, venue entry):</p>	<p>We will display posters, distribute and “share” information about COVID-19 across our digital channels and at appropriate locations around our 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, Northern NSW Football, we have developed and promoted amongst our members and stakeholders, a range of resources on COVID-19. These can be downloaded here:</p>

Wellbeing of staff and visitors	
<p>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place:</p>	<p>We have to date, and will continue to liaise and work with our venue owners - e.g. Local Councils, 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, 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>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.</p>	<p>All students must be nominated online for all AICES events which ensures that the contact details of the Student, Staff, Officials, Parent and School are captured.</p> <p>Where spectators are permitted each person entering the venue must sign in using the AICES Service NSW QR Code.</p> <ul style="list-style-type: none"> - marking social distancing for queues; - having hand sanitiser at point of sale; - providing gloves for canteen volunteers; and - displaying hand washing directions above sinks
Physical distancing	
<p>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.</p>	<p>AICES will liaise with venues and ensure that the number of participants and fixtures adhere to the maximum allowed at that venue at one time.</p> <p>We will limit fixed seating areas to 1 person per every 2 seats. This means that our grandstand capacity is 50% of what it traditionally would be. Whilst members of the same household may sit together, this does not alter the capacity of our grandstand.</p> <p>Where team benches are permanent (fixed), we will limit the total number of seats to ensure a minimum of 1.5 metres between each member of the coaching staff and substitutes. Where possible, we will mark seats with masking tape and if necessary, provide additional seats to extend the length of the bench.</p>  <p>Where team benches are made up of plastic/other moveable chairs, we will position them so they are at least 1.5 metres apart. Further, we will place signage in technical areas promoting social distancing and reposition the chairs at the required distance between matches.</p> 
<p>In indoor areas, spectators should not sing or chant. In outdoor areas, spectators older than 12 years should wear masks if singing or chanting.</p>	<p>Singing and Chanting will not be permitted at any AICES event.</p>
<p>Minimise co-mingling of participants from different games</p>	<p>Upon arrival association or schools will be allocated a separate designated seating area. Schools or associations will be discouraged from mingling during the carnival.</p>

<p>and timeslots where possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible.</p>	<p>We will schedule time between games/training sessions when possible, 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 physical distancing of participants (> 1.5 metres) and separation between teams.</p> <p>Where possible, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.</p>
<p>Ensure 1.5m physical distancing where possible, including:</p> <ul style="list-style-type: none"> • at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points • between seated groups • between staff. 	<p>All venues will be checked for the following and if not apparent AICES will facilitate.</p> <p>All key areas of seating will be marked with a capacity and reminder of social distancing requirements.</p> <p>Key areas of mixing such as entry and canteen will have social distancing markers noted using tape / cones or similar types of marking.</p>
<p>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:</p>	<p>AICES will advise associations or schools that upon arrival they should wait in a separate area to allow those arriving before them to enter without lining up behind them, and within the constraints of the venue design, manage entry and exit points to allow a seamless flow of players/coaching staff and parents/attendees through the venue to limit the risk of overlap and congestion.</p>
<p>Where possible, encourage participants to avoid carpools with people from different household groups.</p>	<p>We will encourage participants & parents/guardians to avoid carpooling with people from different households.</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.</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, marked seating, social media, direct communication and signage.</p> <p>We will follow the rules of each venue re the number of people that can occupy indoor spaces in accordance with the 2m² guideline including toilets, change rooms, canteens, club rooms, etc.</p> <p>We will follow the rules of each venue re</p> <ul style="list-style-type: none"> - social distancing for queues; - having hand sanitiser at point of sale;
<p>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</p>	<p>As much as possible, we will minimise the use of change rooms at each facility.</p> <p>Where they need to be used, we will limit the use of change rooms, gym, wet or inside areas to essential players and team officials and ensure the venue has a sanitisation program in place.</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 Competition Administrator to request Councils increase the regularity that they clean public amenities.</p>
<p>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible:</p>	<p>We will limit the use of change rooms, gym, 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>Use telephone or video platforms for essential staff meetings where practical:</p>	<p>When held, we will conduct club and team meetings via virtual meeting platforms such as Zoom, Facetime, Teams and so on, in place of face- to-face meetings. If we need to meet face to face, 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.</p>
<p>Review regular business deliveries and request contactless delivery and invoicing where practical:</p>	<p>N/A</p>
<p>Hygiene and Cleaning</p>	
<p>Adopt good hand hygiene practices:</p>	<p>We will wipe down key spaces, surfaces and objects (such as benchtops, door handles, team benches, keys etc regularly).</p> <p>Further we will:</p> <ul style="list-style-type: none"> - Promote and provide hand washing guidance to all participants and volunteers (http://www.who.int/gpsc/clean_hands_protection/en/); - Promote regular and thorough hand washing by volunteers and participants; - Provide sanitising hand rub within the venue and refill regularly; - Replace/refill soap in toilets regularly; - Place bins around the venue.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground:	<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>
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.	<p>We will ask venue operators to:</p> <ul style="list-style-type: none"> - Refill soap in toilets regularly. - Refill paper towel dispensers in toilets when required. - Place bins around the venue. <p>We will promote and provide hand washing guidance to all participants and volunteers: (http://www.who.int/gpsc/clean_hands_protection/en/) and display hand washing guidance in all toilets, changerooms and canteens within our facility.</p>
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks:	<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>
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys:	<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.</p>
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.	<p>We will clean frequently used spaces, hard surfaces and objects regularly.</p>
Clean areas used for high intensity sports with detergent and disinfectant after each use:	<p>Not applicable</p>
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use:	<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, playing kits, 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>
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish:	<p>We will make soap or disinfectant/sanitiser available in common areas for visitors to access.</p>
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions:	<p>We will store sanitisers, disinfectant solutions and detergents appropriately and use in accordance with the manufacturer's instructions.</p>
Staff should wash hands thoroughly with soap and water before & after cleaning.	<p>We will encourage volunteers and staff to wear gloves when cleaning and wash their hands thoroughly before and after with soap and water.</p>
Encourage contactless payment options.	<p>N/A</p>
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).	<p>We will ask venues to increase ventilation in indoor areas through opening doors & windows or the use of mechanical ventilation devices where available.</p>

Record Keeping	
<p>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.</p>	<p>All players, coaches, team officials, match officials and volunteers are required to nominate online and provide contact details through the AICES Website</p> <p>For the purposes of contact tracing, accompanying parents/spectators will be asked to register using the AICES SNSW QR Code.</p> <p>We have encouraged all participants to download the COVIDSafe App.</p>
<p>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.</p>	<p>All nomination on the AICES Website are subject to AICES Privacy Policy.</p>
<p>Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required:</p>	<p>So as to further aid the fight against COVID-19, AICES supports the Australian Government's COVIDSafe app and has strongly encouraged all members of the football community to get behind this initiative.</p> <p>We have encouraged members of our club to download the app from the Apple App store and Google Play.</p>
<p>Community sport organisations should consider registering their business through nsw.gov.au.</p>	<p>AICES is registered</p>
<p>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:</p>	<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>