

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



Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	AICES
Business location (town, suburb or postcode)	Orange East
Completed by	Greg Aitken
Plan approved by	Greg Aitken
Email address	gaitken@aces.com.au
Effective date	15 January 2021
Date completed	25 January 2021

Wellbeing of staff and customers

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

A Condition of Exclusion/Entry (COE) is available on the information page for each sport. Copies will be available at the entry point.

Conditions for Exclusion

Students, visitors and staff are not permitted to enter AICES Events if they: are experiencing any of the following symptoms (sore throat, runny nose, cough, shortness of breath, fever, loss of taste, loss of smell, diarrhea, conjunctivitis, headache,

myalgia/arthralgia (muscle/joint pain), a rash on skin, or discolouration of fingers or toes);

have been in close contact with a person who has tested positive for COVID-19 (during the period of time in which the virus is contagious);

are awaiting the results of a test for COVID-19;
should be self-isolating;

have visited any locations and local government areas (LGAs) that have been classified by NSW Health for action (hotspot) in the last 14 days; <https://www.nsw.gov.au/covid-19/latest-news-and-updates#latest-covid-19-case-locations-in-nsw>

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.

AICES Staff have been instructed on when to get tested, physical distancing & cleaning of equipment and how to isolate and manage a sick visitor.

Volunteers have been directed to the relevant documents on the AICES Website

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

N/A

AICES does not have any employees

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

Prior to the event AICES will advise the COE in the following ways:

- Conditions of entry displayed at the venue point of entry
- Conditions of entry provided during the registrations process for athletes on each sport page on the AICES Website
- Conditions of Entry supplied to schools prior to the event

For NSW Government Venues SOP Aquatic, SOP Athletic & SIEC:

On the Sports page on the AICES Website supply the link on the website to to the following:

Swimming

<https://www.aquaticcentre.com.au/Venue-Information/COVID19-Response>

Athletics

<https://www.athleticcentre.com.au/Venue-Information/COVID19-Response>

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

AICES Administration will contact each venue at least two weeks before the event to ascertain the COE and Recording processes in place and devise a plan for each venue to meet requirements.

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.

All students participating at AICES Events will have their contact details captured online by the AICES Nomination process.

All spectators, carers, teachers and coaches must sign in using either the venue QR Code or the AICES QR Code.

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.

AICES will contact each venue prior to the event to ascertain the accessible space and or

the Limiting Numbers of the venue.

Via the AICES online nomination system we will ensure that the numbers attending do not exceed the venue limits.

NSW Government Venues

- Liase with the booking office at SOP and SIEC to ascertain the maximum number allowed to enter the facility
- Ensure via the online nomination process that the expected numbers venue to not exceed the limit

-Although not mandatory it is strongly recommended that all spectators wear a mask at all times and that competitors do so whilst not on the court/field.

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

For all AICES Events we will:

- Excluding any singing/chanting from the event
- Make PA announcements to discourage this behavior

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.

Other than Swimming, Athletics and Cross Country all AICES events are age specific being either Seniors, 16yrs or 15yrs. This ensures that where possible age group events are on separate days. In saying this where possible, based on the venue hire time and the space available (lanes/fields/courts) AICES will alter the program/draw to stagger participation of age groups.

Where two age groups attend the same venue they will be issued separate areas to base themselves.

Where possible based on the venue hire time and the space available (lanes/fields/courts) AICES will alter the program/draw to stagger participation of age groups.

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.**

AICES will signage around the venue encouraging the 1.5m physical distancing.

- This information will also be provided to all participants prior to the event via the AICES website on

each specific sport page.

- AICES will have a designated Covid Marshal at all times throughout the event enforcing social distancing practices. This COVID Marshall will be recognisable by wearing a fluoro AICES Staff vest

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.

Most AICES events have differing finishing times for each association or school (depending when they are knocked out of the competition). Where multiple teams are starting or finishing at the same time AICES will make announcements to ask that schools/ parents ensure that if possible their drop off or meeting point is seperated form others doing the same.

This information is available on the AICES Website on each sport page.

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

AICES has strongly suggested that schools (not parents or friends) provide transport for their students. Where this is not feasible we have asked that where possible car pooling does not happen.

This information is available on the AICES Website on each sport page.

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

Teams will be allocated specific areas to meet and use. These areas will utilise the entire area allocated by the venue.

Participants will be asked to not enter areas that they have not been allocated to.

Marshaling (Swimming, Athletics and XC):

AICES will liaise with each venue to ascertain the available areas to be used for marshaling and spread the process over all of these areas.

This information is available on the AICES Website on each sport page

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

AICES will recommend that where possible students should come prepared for the event and that Change Rooms should not be used.

At Swimming, Athletics and XC AICES will exclude the use of showers during the event

This information is available on the AICES Website on each sport page

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

AICES will recommend that where possible students should come prepared for the event and that Change Rooms should not be used.

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

N/A

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

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

-AICES will promote good hygiene practices through regular PA announcements throughout the event

- Promote good hygiene practices through posters throughout the venue.

- Add good hygiene measures to the events conditions of entry

This information is available on the AICES Website on each sport page

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

AICES will provide hand sanitiser at the entry to each event and encourage its use at the entry.

Another sanitising station will be available at the AICES Recording Table and also outside the toilets..

Athletics - each field event as well as the start/finish will have their own sanitising station
Swimming - extra stations will be set up at Marshaling, Timing and outside the toilets.

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.

AICES COVID Marshal will regularly inspect the venue to ensure that bathrooms have soap and hand towel stock.

- Each venue should have their own visual aids in all bathrooms for hand washing. COVID Marshal will verify.

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

All participants advised prior to the event that where possible they should bring their own food and drinks and avoid sharing.

- Include information in conditions of entry to the event
- Where possible the venue café will be in operation to avoid people sharing food and drinks

This information is available on the AICES Website on each sport page

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

N/A

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.

AICES will ask that the communal areas at each event be cleaned during scheduled breaks.

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

N/A

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

AICES will follow the COVID advice that each peak body recommends regarding the cleaning of equipment between use. Appropriate sanitising equipment will be supplied to ensure compliance.

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

- Prior to the event AICES will contact the appropriate person ensure that this equipment is available.
- Gloves will be available at the point of entry for those who wish to use them.

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

N/A

Each venue has their own COVID plan

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

N/A

Encourage contactless payment options.

N/A

AICES does not charge or collect money

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).

AICES will liaise with each venue to ensure that there is adequate ventilation and airflow for the event.

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.

All students participating have their contact details electronically recorded by the AICES Online Nomination process.

All other people entering the venue will use the Service NSW QR code upon entry.

A paper recording system will be available for those without the SNSW App and if used will be digitally recorded within 12 hours of the event being completed

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://www.nsw.gov.au).

The event organiser will liaise with Venue management to ensure that all data collected via the QR system is collected and stored secure and only used for COVID-19 contact tracing purposes.

All information collected by AICES will be stored securely and deleted after the mandatory keeping period.

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

All participants prior to the event will be reminded that AICES will use the SNSW App to

record entry and about the benefits of the COVID Safe app

The use of the SNSW App for entry is advised on each AICES Sport page on the Website

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

AICES is Registered

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.

AICES will follow any advised from NSW health and will notify Safework should a positive case of Covid 19 be in attendance during the event.

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

Yes