

# > HELPING BUSINESS GET BACK TO WORK



16 July 2020

## COVID-19 Safety Plan

Effective 17 July 2020

### Community sporting competitions and full training activities

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers, volunteers and your visitors.

Complete this plan in consultation with your workers and volunteers, 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 – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Organisations must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](http://nsw.gov.au)

ORGANISATION DETAILS	
Organisation name:	Budokan Judo Club Inc
Plan completed by:	Kerrye Katz (Covid-19 Safety Co-ordinator)
Approved by:	Rob Katz (President)

### > REQUIREMENTS FOR ORGANISATIONS

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

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and visitors</b>	
Exclude staff, volunteers, parents/carers and participants who are unwell.	All coaches, athletes, and spectators must have their temperature taken (37.5 deg C max) and must sign an attendance register answering numerous questions prior to entering the Dojo.
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	Detailed procedures have been circulated to members via email and on the club's website regarding their responsibilities. Coaches and Committee members have completed Infection Control Training.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	N/A
Display conditions of entry (website, social media, venue entry).	Detailed procedures have been circulated to members via email and on the club's website regarding their responsibilities. Requirements for entry to the Dojo are provided in signs displayed at the Dojo entrance.

Wellbeing of staff and visitors	
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	Hills Shire Council have issued their requirements. Budokan will be providing this Safety Plan
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>Swimming pools</li> <li>Gyms</li> <li>Indoor recreation facilities</li> <li>Restaurants and cafes (for kiosks or canteens)</li> <li>Major recreation facilities</li> </ul>	N/A
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.	<b>Attendance register template has been modified to include this requirement. Has to be signed on entry and time of departure also annotated when leaving.</b>
Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website ( <a href="https://nsw.gov.au/covid-19/latest-news-and-updates">nsw.gov.au/covid-19/latest-news-and-updates</a> ).	<b>Attendance register template has been modified to include this requirement. Has to be signed on entry and time of departure also annotated when leaving.</b>
Take all reasonable steps to minimise the number of spectators attending community sport events.	<b>Off-mat area is 98sqm. We will restrict seating to 15. Procedures state this and seating is marked. If there is a high demand, spectators have been asked to limit seating to 1 per athlete on the mat.</b>
If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.	N/A

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people.	<b>Amended 6/7/20 when max. 20 on mat was relaxed. The 200sqm mat area has a capacity of 50 per 4sqm rule. Will carefully manage numbers on mat if over 30. The hall is 334sqm with an off-mat capacity of 98sqm. We will restrict seating to 15. Total number should not exceed 45</b>
Minimise co-mingling of participants from different games and timeslots where possible.	Sessions will finish early and athletes will leave prior to the majority of participants of the next session entering. Processes cover this.
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance. Have strategies in place to prevent spectators from different games and timeslots co-mingling.	<b>Signs inside the hall are displayed to reflect these requirements</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.	An attendant will man the entry door to manage ingress and egress of athletes and spectators.
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	Whilst markers on the floor are impractical in the Dojo, seating for spectators will be marked. Staggered arrival/departure timings have been introduced.

Physical distancing	
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	<b>No showers and toilets in the building. Limiting numbers in the hall and staggering of arrival / departure of sessions has been introduced.</b>
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	Athletes will come dressed for training. Sessions will finish early allowing egress of previous class prior to ingress of students in the next class. Showers not available in building.
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. Any equipment deliveries are to home address of the President / Head Coach

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Procedures (attached) have been written and distributed. Sanitization of hands and feet occurs on entry to the Dojo and each time before coming onto the mat, then again before leaving the Dojo
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Hand sanitizers (>60% alcohol) are available at the entry, edge of mat, and in the spectator area. An auto dispenser on stand is available from 23rd July to complement numerous small bottle dispensers
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>Toilets are Council-owned and public, maintained by Council</b>
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	This is covered in the procedures document circulated to all members. Bottles to be placed matside to avoid walking off the mat.
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	<b>Loan uniforms for beginners (from Term 3) will be taken home after each session and washed by the coaches after each session.</b>
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.	Mats will be mopped with a bleach/disinfectant solution after each block of sessions. All table surfaces and chairs will be wiped down between every session. Equipment will only be accessible with Coach permission and cleaned after each use.
Clean areas used for high intensity sports with detergent and disinfectant after each use.	Mats will be mopped with a bleach/disinfectant solution after each block of sessions. Crash mats will be wiped down after each use.

Hygiene and cleaning	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Equipment can only be used with coach permission. Mats will be mopped with a bleach/disinfectant solution after each block of sessions. Crash mats will be wiped down after each use.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	We have purchased and have stored mops, chamois, towels, brooms, gloves, bleach, sanitiser wipes and disinfectant at the club for easy access.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	We will use an appropriate solution of bleach (5%) and antiseptic for the mats, chairs and table surfaces. Instructions are available for consistent mixing of ingredients.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves will be available for all members and parents when cleaning after sessions. Soap and water is available in the kitchen.
Encourage contactless payment options.	Most payments are via EFT or credit card (Square) reader.

REQUIREMENTS	ACTIONS
<b>Record keeping</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, where this is practical, for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	We have modified our attendance sheet to include all relevant questions and information on anyone entering the Dojo in accordance with this plan.
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	This is included in the return-to-training procedure circulated to all members and included on our website
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.	Agreed.