

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



## Your COVID-19 Safety Plan

### Community sport

#### Business details

Business name	Pagewood Botany FC Incorporated
Business location (town, suburb or postcode)	2035
Completed by	Julia Chernoukha
Email address	<a href="mailto:secretary@pbfc.com.au">secretary@pbfc.com.au</a>
Effective date	19 October 2021
Date completed	20 October 2021

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### Wellbeing of staff and customers

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

Agree

Yes

**Tell us how you will do this**

Before participating in any football 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:

- 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 preexisting medical health conditions.
- Have returned from overseas travel in the last 14 days.
- Have been directed to self-isolate
- Have returned from Victoria or listed hot spot as identified by government body. We have advised everyone 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-andtesting>

**Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.**

**Agree**

Yes

**Tell us how you will do this**

There will be a minimum of one nominated/identified COVID safety officer who will be familiar with the COVID-19 safety plan and associated policy and procedure on site at all times. All staff and committee members will be familiarised. Information will also be sent to all team officials and club members in advance.

Football NSW to promotes and encourages the use of the following resources and websites in order to obtain accurate information:

- 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/>

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>

**Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**

Agree

Yes

**Tell us how you will do this**

Pagewood Botany FC displays posters at all entry points and around the perimeter, distributes and “shares” information about COVID-19 across our digital channels and at appropriate locations around our venue.

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible; remind players, officials, volunteers and spectators of vaccination requirements in marketing and communications materials; check vaccination status upon arrival and only accept valid forms of evidence of vaccination; train staff and volunteers on ways to check proof of COVID-19 vaccination status. Guidance for organisations is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: Staff and volunteers outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.**

Agree

Yes

**Tell us how you will do this**

Pagewood Botany FC will ensure posters outlining vaccination requirements are clearly visible; remind players, officials, volunteers and spectators of vaccination requirements in marketing and communications materials; check vaccination status upon arrival and only accept valid forms of evidence of vaccination; train staff and volunteers on ways to check proof of COVID-19 vaccination status.

We will follow guidance for organisations is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

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## Physical distancing

**Capacity at an outdoor community sporting event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 1000 persons.**

Agree

Yes

**Tell us how you will do this**

There will be minimum of one nominated/identified COVID safety officer on site plus we will apply the following:

- All change rooms will be closed to all participants to avoid any indoor interactions
- Staff desks and equipment will be separated in order to keep the 2 square metre distance indoors
- Members will be asked to speak to staff outdoors to avoid indoor interactions
- COVID safety officer on site will inspect regularly to make sure patrons are following PHO rules and distancing
- We will be communicating the PHO and community sport regulations to members regularly

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff / volunteers.**

Agree

Yes

**Tell us how you will do this**

We will encourage that only essential participants and parents/guardians should attend matches. We will implement the Public Health Order and adhere to those guidelines relating to limited capacity, spacing of spectators, the use of QR Codes to record details of attending patrons and so on.

We will take the necessary precautions to minimise the risk of transmission including the dispersion of spectators around the perimeter of the pitch 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.

We will encourage players and spectators to leave the facility as soon as possible following the conclusion of their training/games.

**Minimise mingling of participants from different games and timeslots where possible, particularly people aged under 16 who may not yet be fully vaccinated. For mass participation events, consider staggering the starting times for different groups to minimise crowding where possible.**

**Tell us how you will do this**

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.

Our kick off times are all staggered and we will have designated warm up areas to limit people mingling from different time slots and games.

**Agree**

Yes

**Avoid congestion of people in specific areas where possible, such as change rooms and other communal facilities.**

**Agree**

Yes

**Tell us how you will do this**

Indoor areas such as change rooms will be limited to use.

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, canteens, club rooms etc.

**Strategies must be in place to reduce crowding and promote physical distancing in communal facilities such as showers, change rooms and lockers.**

**Agree**

Yes

**Tell us how you will do this**

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/attendees through the venue to limit the risk of overlap and congestion.

**Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up/drop-off zones and staggered start/finish times.**

**Agree**

Yes

**Tell us how you will do this**

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/attendees through the venue to limit the risk of overlap and congestion.

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

**Agree**

Yes

**Tell us how you will do this**

We will encourage people to adhere to the Public Health Order.

**Singing by audiences is not allowed in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

There will be no signing in indoor areas. Change rooms will be limited to use.

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**Ventilation**

**For indoor areas, review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

**Agree**

Yes

**Tell us how you will do this**

Indoor ventilation in our office and canteen facility (2 separate indoor space) will be managed by opening the doors and windows. Other ways to safely improve ventilation include to:

- we will avoid directing fans towards people's faces, such as by aiming them continuously towards the ceiling or floor. Limit oscillation and turbulence of fans  
The canteen is already a half indoor half outdoor open facility therefore natural light and ventilation occur.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

As much as possible, we will not use the changerooms in our facility.  
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).

We also commit to collaborating with our Administrator to request Councils increase the

regularity that they clean public amenities.  
All our activities are primarily conducted outdoors.

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

**Agree**

Yes

**Tell us how you will do this**

Indoor ventilation in our office and canteen facility (2 separate indoor space) will be managed by opening the doors and windows. Other ways to safely improve ventilation include to:

- we will avoid directing fans towards people's faces, such as by aiming them continuously towards the ceiling or floor.

The canteen is already a half indoor half outdoor open facility therefore natural light and ventilation occur.

**In indoor areas, 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).**

**Agree**

Yes

**Tell us how you will do this**

Ventilation systems optimised (where applicable).

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes



### **Tell us how you will do this**

Regular maintenance is performed on all ventilation systems, including cleaning of air filters.

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Agree**

Yes

### **Tell us how you will do this**

Experts consulted (where applicable) and recommended measures implemented.

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## **Hygiene and cleaning**

**Face masks must be worn in indoor areas, unless exempt.**

**Note: People engaging in physical exercise are exempt, unless they are participating in an indoor gym class or dance class**

**Agree**

Yes

### **Tell us how you will do this**

This will be adhered to by all staff, officials and members in indoors areas.

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

**Agree**

Yes

### **Tell us how you will do this**

Hand sanitiser is provided in all rooms. Signage in place encouraging proper hand hygiene practices, including in the bathrooms, entry and common areas.

### **Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

#### **Agree**

Yes

### **Tell us how you will do this**

Council cleaning is performed regularly, where bathrooms are stocked with adequate supplies. Hand sanitiser is also checked/restocked daily or as needed. The club caters for extra supplies to make sure there is plenty of stock in between cleaning and events.

### **Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

#### **Agree**

Yes

### **Tell us how you will do this**

All frequently touched surfaces to be sanitised prior to and after use, using disinfectant spray provided.

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## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, attendees and**

**contractors.**

**Note: Organisations are not required to keep proof of vaccination status in their records.**

**Agree**

Yes

**Tell us how you will do this**

Service NSW QR code located around main points of the main building and entry points. Team official will be asked to maintain an attendance register and kept for no less than 28 days.

Staff and any other volunteers are required to check in everything they are present.

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the event.**

**Agree**

Yes

**Tell us how you will do this**

Service NSW QR code located around main points of the main building and entry points. It is clearly visible. Assistance is provided to spectators and volunteers that have issues with checking in. Staff to ask spectators if they have checked in and regular 'spot' checks are conducted.

**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 it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, attendees and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

**Agree**

Yes

**Tell us how you will do this**

For those patrons that cannot check in using Service NSW QR code, an attendance register is kept and recorded into a spreadsheet. These records are securely kept for a period of at least 28 days.

**Other types of venues or facilities at the event must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the event 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 if the event has sub-premises that are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

**Agree**

Yes

**Tell us how you will do this**

Agree but not applicable

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

Yes