

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

Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	Manly Warringah Basketball Association
Business location (town, suburb or postcode)	Warriewood, NSW, 2102
Plan completed by	Kirsten De Forest
Plan approved by	Maria Panetta
Email address	kirsten.deforest@manlybasketball.com.au
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Wellbeing of staff and customers

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

Follow NSW Government and Basketball NSW Guidelines at all times.

Participation information at entrance, on website and social media feeds.

All participants - players, referees, staff and coaches - notified directly.

Protocols in place to immediately isolate and remove any participant who is unwell.

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.

Covid-safe training completed by all staff and volunteers.

Written protocols and checklists provided that are directly related to specific activity performed by staff or volunteers.

Protocols in place to immediately isolate and remove any participant who is unwell.

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

Staff notified of entitlements.

Staff to work from home as required.

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

Conditions of entry and Covid-safe signage at entry, on website and on social media feeds - revised and updated as necessary.

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

Regular consultation with venue management at all facilities used to ensure all current Covid-safe guidelines are adhered to.

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Swimming pools**
- **Indoor recreation facilities**
- **Major recreation facilities**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with a food or drink premise must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

Covid-19 Safety Plan in place for all MWBA competitions, training and development sessions at all venues - MWBA does not manage any facility, but utilises them as a hirer under the operator's Conditions of Hire.

Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria, or have visited a location in NSW at a time and date that requires them to self-isolate, in the 14 days prior. Locations with self-isolate alerts are

listed on the NSW Government website.

Note: the exclusion of Victorian residents does not apply to those with border region resident permits.

Noted in Conditions of Entry that participants who have visited Victoria or any NSW location of interest are to exclude themselves from MWBA competitions and venues and self-isolate.

Physical distancing

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.

Each room that the Association uses has been measured and signage placed on the door to indicate the maximum capacity.

Protocols in place to minimise unnecessary spectators as needed.

Grandstands and seating measured and labelled to adhere to social distancing guidelines.

Spectators singing in groups or chanting/cheering is a particularly high-risk activity and should be avoided where possible.

Spectators numbers restricted and those permitted to adhere to social distancing to reduce possibility of aerosol spread.

The wearing of masks if strongly advised.

Minimise co-mingling of participants from different games and timeslots where possible.

All participants and spectators are to enter the venue and remain on the court that they are participating on, and then leave the venue swiftly once the game is complete. The next time slot is allowed entry to the venue after cleaning has been completed.

Participants from other areas of the venue are not to move throughout the facility unnecessarily.

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.

As recommended.

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.

Participants discouraged from gathering outside the venue, and to continue to adhere to social distancing guidelines at all times through signage.

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

As recommended.

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

Barriers, signage and floor markings in place.

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

Room capacity limits placed on all toilet and change room facilities that are open. All others remain locked and unusable.

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

As recommended.

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

As recommended.

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

As recommended.

Hygiene and cleaning

Adopt good hand hygiene practices.

Signage throughout all facilities promoting good hygiene practices.

Sanitiser available on entry and on each court of MWBA competitions.

Referees to wipe the balls with alcohol wipes between games.

All benches and shared facilities cleaned with alcohol-based spray between games.

Teams to bring own sanitiser and alcohol wipes when training at a venue hired by the Association.

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

As recommended.

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.

As recommended - responsibility of venue management to stock and replenish.

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

As recommended.

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

No shared uniforms allowed.

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.

As recommended.

Cleaning of ball and hard surfaces to occur before, during and after all competition games and training sessions, including between games.

Venue responsible or regular cleaning of floors and bathrooms daily.

Clean indoor hard surface areas used for high intensity sports with detergent and

disinfectant after each use.

As recommended.

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

As recommended.

No external balls to enter venue during MWBA competitions.

Any ball used in any facility for MWBA event to be cleaned before and after use.

Game clocks, pens and scoresheets cleaned before and after use.

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

As recommended.

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

As recommended.

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

As instructed.

Encourage contactless payment options.

As recommended.

Record keeping

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. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

Staff rosters, game and training protocols and databases have been put in place to record all participants in MWBA competitions, training or development sessions, and are

only to be released to NSW Health for contact tracing purposes.
Records are deleted or destroyed after 28 days of collection.

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

As recommended.

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

Done.

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.

As instructed.

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

Yes