

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



## Your COVID-19 Safety Plan

### Community sporting competitions and full training activities

#### Business details

Business name	Concord and Ryde Sailing Club Inc.
Business location (town, suburb or postcode)	2112
Completed by	Keith Leslie
Plan approved by	CRSC Executive: Chris Gildersleeve, Craig Burwood, Duncan McRae, Sandra Donovan
Email address	<a href="mailto:keith.leslie@bigpond.com">keith.leslie@bigpond.com</a>
Effective date	21 December 2020
Date completed	31 December 2020

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#### Wellbeing of staff and customers

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

We have advised all members that they must not participate in club activities, if in the 14 days prior to that activity they have been in contact with anybody who:

- has been unwell or had any flu-like symptoms, or
- has been in contact with a known or suspected case of COVID-19, or
- has experienced any sudden loss of smell or loss of taste,

or

- is at a high risk from a health perspective, including the elderly and those with pre-

existing medical health conditions.

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>

**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.**

We encourage the use of the following resources and websites in order to obtain accurate information and training on covid-19:

- Australian Sailing (NSW) <https://www.sailingresources.org.au/covid-19/nsw/>
- NSW Government Department of Health:  
<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx>
- Australian Government Department of Health:  
<https://www.health.gov.au/news/healthalerts/novel-coronavirus-2019-ncov-health-alert>
- World Health Organisation: <https://www.who.int/>

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-campaignresources>

Any visitor to the club premises who is sick will be asked to leave and seek professional medical assistance.

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

Whilst our club’s workforce are volunteers, we have made them aware of the above mentioned symptoms and stipulated that they should stay away from the club and self isolate in the event that they experience any symptoms.

At the beginning of the pandemic, club members were encouraged to have a ‘flu shot. Identical encouragement will be given at the start of flu season 2021.

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

We display posters at multiple locations around our club house. We also distribute and

“share” information about COVID-19 across our digital channels, e.g. our web site and via our Facebook page.

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

Concord and Ryde Club pays an annual lease to RMS to occupy the club house and use the adjacent jetty . The club’s facilities were built by and are maintained by volunteer members.

**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.**

\*\*\* Member and visitor contact details are captured at the entrance to the club house either via a QR code system set up by the club or by paper records which are then translated into an electronic record. The club does not have an indoor gym, night club, dine-in hospitality venue, pub or bar.

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## **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.*

Club officials have considered the spaces inside the club house and have indicated by signage the maximum number of people permitted in each space based on the 1 person per 4 square meter rule.

We have limited indoor seating to only that required for the finishing panel.

On the outside deck, we have placed seats spaced at required spacing in accordance with the current requirements.

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

There is no organised singing group within the CRSC membership.

Chanting/cheering isn't a part of the club's sailing culture.

**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.**

CRSC's major focus is the running of competitive dinghy sailing and dinghy sailing training courses.

These events are held at different times of the day. i.e. do not overlap.

We have discouraged members from socialising in the clubhouse before and after any sailing activity.

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

\*\*\* Markings have been placed on the floor near the canteen to indicate 1.5 m spacing. Seating has been spaced to ensure 1.5 m between seated groups

**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.**

Members have been advised that all gatherings are to occur in the Kissing Point Park not in the club house.

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

Members have been advised to avoid car pooling with people from a different household.

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

Limits on occupancy of spaces have been posted to reduce crowding.

Near the club's canteen, markers on the floor to remind members to maintain 1.5 m social distancing.

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

Limits on the number of members that can occupy our toilet / change rooms have been posted at the entrances.

Disinfectant stations are in place for use when people go in and out of the change rooms. We will encourage people to come dressed ready for the day.

Change rooms will be available for changing out of wet sailing clothes at the end of an event.

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

When considering the use of our communal facilities, we need to take into consideration the well being of our members.

As at the end of sailing, members are often wet, it isn't practical to encourage them to change/ shower at home.

Members are expect to keep to the occupancy limit displayed at the entrance of these facilities.

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

All club meetings are held via the virtual meeting platform Zoom, 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.

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

We have contacted our regular canteen supplier and gained their support for contactless deliveries to the club and electronic invoicing.

When goods are being retrieved from our delivery box, the member volunteer will use gloves and wipe down the handle/ lock on the safe and all internal surfaces of the safe with disinfectant

For other suppliers we seek their support for electronic invoicing and, if practical, contactless delivery.

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

We regularly wipe down key spaces, surfaces and objects (such as benchtops, door handles, team benches, keys etc. regularly).

Further we have:

- Promoted and provided hand washing guidance to all participants and volunteers ([http://www.who.int/gpsc/clean\\_hands\\_protection/en /](http://www.who.int/gpsc/clean_hands_protection/en/));
- Promoted regular and thorough hand washing by volunteers and participants;
- Provided sanitising hand rub within the venue and refill regularly;
- Replaced/refilled soap in toilets regularly;
- Placed bins around the venue.
- Sanitiser is provided at the entrance to the club and internal communal rooms for use by members/visitors on entry.

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

Hand sanitiser bottles are provided at a number of accessible locations within the club house. These bottles are regularly refilled.

### **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.**

We:

- Refill soap in toilets regularly.
- Have placed paper towelling in our toilets.
- Place bins around the venue.
- Provided visual aids for promoting hygienic hand cleaning above the wash basins and placed "Have you washed your hands" signs on back of the toilet entrance doors.

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

We encourage all participants to provide their own clearly labelled drink bottle for their use only.

We will communicate to all participants the importance of not sharing any food or drinks.

We will not provide any communal drink or food for members.

Members bring and use their own towels for drying off after an event.

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

Not applicable as members do not wear a club uniform.

**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.**

We frequently clean used indoor hard surface areas with detergent and water, and then disinfect.

These include communal facilities.

We will develop a SOP for cleaning the club house and provide the necessary equipment.

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

Not applicable as sailing is an out-of-doors activity.

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

Within the constraints of the club's activities, we have implemented arrangements to minimise the shared use of equipment where possible.

When not practical shared equipment, e.g. club rescue boat controls and radios, will be

washed and wiped with antibacterial wipes or alcohol-based sanitiser before and after use. Hand sanitiser and wipes is provided on the rescue boat to facilitate cleaning after each change of operator.

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

Soap or disinfectant/sanitiser is available in common areas for members and visitors to access.

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

We store sanitisers, disinfectant solutions and detergents appropriately and use them in accordance with the manufacturer's instructions.

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

When engaged in cleaning activities, volunteer members are reminded to wash their hands thoroughly before and after with soap and water.

**Encourage contactless payment options.**

The club has purchased a credit card payment machine to encourage contactless payments.

**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).**

\*\*\* While the club house is in use the doors that allow access to the club house facilities and the boat launching ramp are open. This ensures increased natural ventilation. When practical, we will also increase natural ventilation by opening some windows.

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## **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.**

\*\*\* The club offers both a club member devised QR code system or paper sign on sheets for the purpose of record keeping. After each event, these paper records are transferred within 12 hours to the QR code's electronic spreadsheet. Using our own system ensures that our records are a complete list of all attendees.

Any member of the club's executive can access the records thus ensuring access within 4 hours of any request by an authorised officer.

**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://nsw.gov.au).**

All complete records are stored securely on the club's website for 28 days in a password protected location. After 28 days the records are deleted.

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

Members have been made aware of the COVIDSafe app...

**Community sport organisations should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

CRSC has registered its business through the [nsw.gov.au](https://nsw.gov.au) 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.**

CRSC's executive team 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.

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

Yes