

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



Your COVID-19 Safety Plan

Community sport

Business details

Business name	Concord & Ryde Sailing Club Inc...
Business location (town, suburb or postcode)	Putney, 2112
Completed by	Keith Leslie
Email address	keith.leslie@bigpond.com
Effective date	19 October 2021
Date completed	20 October 2021

Wellbeing of staff and customers

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

Agree

Yes

Tell us how you will do this

CRSC is run by volunteers. All members have been informed by email, social media, posters and a message in the club's year book to stay away if they are unwell.

If a member or visitor appears to be unwell, they will be asked by the event co-ordinator

to leave and to seek medical attention.

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

CRSC is run by volunteers. Members will be informed by email, social media and posters placed prominently within the club house to conform with physical distancing rules, surface cleaning rules, hand washing techniques, when to get tested and the current requirement to wear a mask while indoors according to the NSW Health site: <https://www.nsw.gov.au/covid-19/rules/face-mask-rules>.

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

Posters describing these requirements will be displayed at the three entry points to the club house.

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

Members will be reminded by email, social media and posters that they cannot enter the premises while not fully vaccinated until these restrictions are lifted by NSW Health.

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

Outdoor activities take place in Kissing Point Park and on the Parramatta River. Based on our past experience, the number of members and visitors who take part in the club's outdoor activities will never exceed 200. The area of Kissing Point Park vastly exceeds 400 sq. metre, thus the club won't exceed the 1 person per 2 sq. metre requirement.

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

Club officials have considered the spaces inside the club house and have indicated by signage the maximum number of people permitted in each space.

We will limit indoor seating to only that required for the race finishing panel.

On the deck adjoining the canteen, we will place seats spaced at required spacing in accordance with the current requirements. For tables we will place a sign indicating maximum number of occupants per table.

Specifically, for the indoor spaces, maximums are:-

- (a) Area north of canteen – 9
- (b) Canteen – 2
- (c) In front of the canteen – 6
- (d) Covered Deck outside canteen - 12
- (e) Power boat storage area – 16
- (f) Ladies toilets / showers – 5
- (g) Mens toilets / showers – 5
- (h) Boat storage area (1) – 15
- (i) Boat storage area (2) – 15

For outdoor spaces next to the club house, maximum limits are:

- (j) Open air Deck outside club house – 50

Club member Volunteers Responsibility – When going into an area do a head count and if there are more than the numbers listed above please move to a less congested area.

Event Coordinator Responsibility – Periodically do a head count in areas described above and ask some to move to a different area if numbers are higher.

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

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.

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

Change rooms have maximum occupancy limits posted on the entry doors.

Barriers and floor indicators are in place to ensure 1.5 m spacing at mixing points.

"Signing-in" will be done outside in the open air underneath a Covid-19 poster board attached to a nearby wall.

During all events (e.g. working bees), all indoor and outdoor activities will be spaced to conform to the 1.5 m physical distancing rules.

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

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

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.

Marks will placed on the change room floors at 1.5 m intervals.

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

Members will be advised to minimise gatherings.

A sign will be placed inside the club house to request members not to gather inside and immediately outside the club house.

Members will be advised to “Come ready to sail, sail and then go home”.

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

Agree

Yes

Tell us how you will do this

Members will be advised to avoid car pooling with people from a different household.

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

Not applicable as CRSC does not run any shows either indoors or outdoors.

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

Club house entry doors will be opened to increase ventilation. Members will be encouraged to stay outside the club house indoor areas unless essential for them to be indoors.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Club is located adjacent to Kissing Point Park. Members rig their boats in this park and only need to access the club house to use the change/ shower/ toilet facilities, access stored boats and to purchase take-away items from the canteen.

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

Agree

Yes

Tell us how you will do this

The Club house large entry doors will be opened to increase ventilation.

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

The club house does not have mechanical ventilation.

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

Not applicable as the club does not have mechanical ventilation.

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

Opening the club house entry doors ensures a constant flow of fresh air into the majority of the club house.

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

Members will be informed by posters, social media and email of the current requirement to, unless exempt, wear a mask while indoors according to the NSW Health site:

<https://www.nsw.gov.au/covid-19/rules/face-mask-rules>.

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 will be supplied at entry points, toilet / shower facilities, sign on sheets, eating tables and the canteen counter. "How to wash hands" posters are on display in toilets and the canteen.

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

Agree

Yes

Tell us how you will do this

Supplies of hand soap and paper towels in the toilets/ shower facilities will be checked by the club's duty officer.

Hand driers are installed.

Duty Officer is responsibility to ensure that there is sufficient soap, hand sanitisers and surface sanitising spray available for the day.

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

Indoor hard surfaces will be cleaned by the duty officer on their arrival at the club house.

Hard surfaces in the canteen will be regularly cleaned by operators and after each change of operator.

At end of day the cleaning will be undertaken as per the list posted on the wall.

Cleaner to wear disposable gloves.

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.

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

CRSC will place our NSW QR code outside the club house at all three entrances.

All members and visitors of age 16 and over will be asked to scan the code.

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

QR code will be displayed in a prominent positions.

For indoor activities, QR code will be checked by a nominated club official.

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

A sign-on sheet located at the entrance to the club house will be provided for any-one who does not have a QR scanner. The record is then converted into a digital format as soon as is possible.

The club has a secure system in place for keeping these records for 28 days.

The records are accessible by contacting any member of the executive team.

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

The club doesn't have any of the listed sub-premises.

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

Yes