

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

## Your COVID-19 Safety Plan

### Community sporting competitions and full training activities

#### Business details

Business name	Gosford District Tennis Centre
Business location (town, suburb or postcode)	Gosford
Completed by	Kylie Brown
Plan approved by	Chris Lees
Email address	<a href="mailto:kylie@gdta.com.au">kylie@gdta.com.au</a>
Effective date	7 December 2020
Date completed	8 December 2020

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#### Wellbeing of staff and customers

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

You must stay at home if:

You are sick

You exhibit signs of being unwell.

You have been in contact with a person with COVID 19 in the last 14 days

You have been overseas or exposed to someone with COVID in the last 14 days

**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.**

Training has been provided to staff and will continue as COVID 19 evolves, via staff meetings and individual meetings.

The staff clean surfaces on a daily basis. There is also an external cleaning service that attends weekly. The club has implemented hygiene stations in multiple locations as the from gate, clubhouse and toilet areas. Signs have been implemented to encourage sanitising and correct washing of hands.

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

Staff have been informed of their leave entitlements if they are unwell. They are encouraged to get tested for COVID 19 if they are showing signs of being unwell and to self-isolate until the results of the test have been returned.

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

A QR code is displayed at the entry point to the facility. Conditions of entry are displayed on the front door of the club house as to the number accepted in the club house, inclusive of staff present. It is also uploaded on social media platforms and the website. There is an alternative of paper attendance where a person does not hold an electronic device.

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

Consultation occurs with organisations that hire our facility to ensure risks are considered and covered under a plan.

**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.**

COVID 19 Safety plans are provided as required. QR codes are used to capture attendance with an alternative of paper attendance where a person does not hold an

electronic device.

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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.**

Signs are posted around the facility as to the maximum number of people allowed in the clubhouse. Tournaments are around and capped at maximum

**Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.**

We are a Tennis organisation this does not apply.

**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.**

We complete a risk assessment for each tournament and cap participant numbers to remain within the guidelines. Our event timeslots are staggered to ensure our centre remains within our maximum numbers allowed.

**Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable, including in non-ticketed or grass areas.**

We have markers on the floors to ensure all queues remain 1.5m apart. We have marked our seating areas to allow for the 1.5m.

**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.**

We complete a risk assessment for each tournament and cap participant numbers to remain within the guidelines. Our event timeslots are staggered to ensure our centre

stays within our maximum numbers allowed.

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

We have advised our members.

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

We have the mark 'x' on the floor to encourage people where to stand and queue.

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

We have the mark 'x' on the floor to remind people to follow social distancing while in the change rooms.

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

Participants are encouraged to shower/change at home where possible however the nature of tennis leads to the facilities being utilised in a staggered basis.

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

Consideration is given to the message delivery to avoid unnecessary gatherings and where practical video platforms will be utilised.

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

We actively encourage contactless delivery where possible and invoicing where practice and available.

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## **Hygiene and cleaning**

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

Posters are displayed in areas where hands are washed, food is prepared. Sanitiser is provided at multiple stations in the facility and disinfectant used to clean areas and equipment by staff on a regular basis. A cleaner is also contracted weekly.

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

There are multiple sanitiser stations located within the facility

- \* entry point
- \* clubhouse
- \* bathrooms
- \* kitchen

### **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.**

Signs are posted in the bathrooms on the correct way to wash hands. Sanitiser and hand wash is provided as well as paper towel.

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

The centre does not support the sharing of drink bottles or food. Our Pro shop sells towels, and our Cafe sells food and drink to promote hygiene. We have disconnected the bubbler to discourage sharing water.

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

This does not apply - staff launder their own uniforms.

### **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 do not have children's play areas. Our staff have been trained to regularly clean our clubhouse surfaces and all communal facilities several times daily.

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

All indoor surfaces are cleaned with disinfectant and bleach.

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

Our centre does not lend out equipment where practical.

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

PPE is provided in the form of gloves detergent/disinfectant as required by visitors.

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

Solutions are prepared as per the recommendations on the product label.

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

Staff have been trained in hygiene practices

**Encourage contactless payment options.**

We encourage and use EFT payments for all competitions and payments for cafe and Pro shop purchases.

**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).**

The doors and windows are opened to allow natural ventilation in the clubhouse and office.

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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.**

This is now captured via QR code that is located at the entry point and through the facility and is a requirement of entry. Paper records are provided for those accessing the facility that do not have a mobile phone.

Coaches have a list of their coaching participants that attend classes stored electronically on our database.

**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).**

The COVID QR code utilised is via Service NSW as referred to in the customer record keeping page at [nsw.gov.au](https://nsw.gov.au) that promotes using the QR code.

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

Staff have been advised about the benefits of the COVID safe app.

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

We have registered our sporting business through [nsw.gov.au](https://nsw.gov.au)

**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.**

Our centre has no hesitation in co-operating with NSW Health regarding COVID under any circumstances, or notify SafeWork NSW. Our Work Health Safety Co-Ordinator has been appointed to manage any required contact.

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

Yes