

Wahroonga Rugby Club

COVID-19 Safety Plan

Revision 2

Friday 21 August 2020



Introduction

We have developed this COVID-19 Safety Plan to help you create and maintain a safe environment our members, players, our volunteers as well as all other participants in events at our club.

Community sporting organisations must follow the current COVID-19 Public Health Orders and also manage risks to members, volunteers and other people in accordance with Work Health and Safety laws. For more information and specific advice go to www.nsw.gov.au.

This Safety Plan covers the following areas utilised by the club including sporting fields, changerooms, canteen, the clubhouse, bar, clubhouse bathrooms and the balcony.

The Club is frequented by members, staff, volunteers, match officials, players, parents/carers, spectators and patrons. Collectively these people are referred to in our plan as 'participants'.

Amendments

Due to the ever-changing nature of COVID-19 the NSW Government in tandem with community sporting associations is continuously issuing upgraded and amended safety advice. Changes since our last plan are noted in ***bold italics***.

Organisations Details

Organisation name: **Wahroonga Rugby Club (WRC)**
Affiliate organisation: **Sydney Junior Rugby Union (SJRU)**
Plan completed by: **Murray Ashby (Club Secretary)**
Plan approved by: **George Roper (Club President)**

Requirements for Wahroonga Rugby Club generally

REQUIREMENTS	ACTIONS
Wellbeing of participants	
Exclude participants who are unwell.	WRC shall exclude all participants who are unwell. <i>Further all non-playing participants (volunteers, spectators) are strongly encouraged to wear face masks to all matches and training.</i>
Provide staff and volunteers with information and training on COVID-19 including when to get tested, physical distancing, cleaning and how to manage a sick participant.	WRC shall utilise safety protocols prepared by the SJRU. These include checklists for testing (where applicable), contact tracing, physical distancing, cleaning and hygiene, managing of sick participants who become sick during play or training.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	WRC staff are not entitled to paid leave. Any sick staff member will be excluded from the premises. They must provide to the <i>bar or</i> canteen manager, written confirmation from a medical practitioner

	confirming their negative result COVID-19 test before returning to work.
Display conditions of entry (website, social media, venue entry).	WRC will display conditions of entry (including the requirement to comply with health orders to attend, the need for continued physical distancing, the need to comply with directions from officials and volunteers, facility and crowd limitation etc) on social media channels and where practical at the venue and facility entries used by participants and spectators via signage, posters and other publicly displayed information. Included in condition of entry are the mandatory requirement to QR code in and further all non-playing participants (volunteers, spectators) are strongly encouraged to wear face masks to all matches and training.
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	WRC display conditions of entry on social media channels and at the venue entries used by their participants via signage, posters and other publicly available information, including QR code requirements. Club Affiliates will also liaise directly with Councils or facility owners to ensure approvals are in place to move progressively into contact training, full training activities and game play.
Ensure COVID-19 Safety Plans are in place.	WRC has prepared this COVID-19 Safety Plan for all facilities utilised by the Club. A copy of the COVID safety plan must be retained onsite in the canteen.
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.	WRC shall communicate to all members an exclusion for any participant who has visited Victoria in the 14 days prior.
Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website www.nsw.gov.au/covid-19/latestnews-and-updates .	WRC shall communicate to all members an exclusion for any participant who has visited local government areas with known outbreaks in the 14 days prior.
Take all reasonable steps to minimise the number of spectators attending community sport events.	WRC shall limit spectators to the minimum team and match officials required to facilitate fixtures and no more than 1 parent per player should attend.
If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.	The SJRU Competition has mechanisms which deal with the sharing of players. This is limited to within a specific Club community or between specific teams in a fixture. Teams will share players, if necessary, subject to COVID Matchday protocols and other relevant SJRU rules.

REQUIREMENTS	ACTIONS
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.	WRC shall ensure that the canteen, clubhouse and balcony all are limited to 1 person per 4m ² . The clubhouse will display signage with participant limits.
Ensure no more than 20 customers at a table.	WRC will limit table sizes to 10.

Reduce contact between customer groups.	WRC will ensure that tables for different customer groups are sufficiently separated.
Minimise co-mingling of participants from different games and timeslots where possible.	The SRJU and WRC will where possible stagger time slots for games and training sessions. All participants should follow the "Get in, Play and Get Out" principle.
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. Have strategies in place to prevent spectators from different games and timeslots co-mingling.	WRC will practically work to minimise co-mingling of participants and maintain social distancing. Affiliates shall use ropes, cones, and other indicators to identify and show participant what 1.5m social distancing requires, plus all teams must have Covid Marshals to assist at their home venue and also away venues to ensure all participants are monitored and reminded of social distancing needs.
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.	WRC will continue to require that all participants form no gatherings in breach of existing health orders outside the Club premises or facilities. All training and game times have been staggered and scheduled to discourage groups from forming and/or co-mingling.
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	WRC will reduce crowding and promote the maintenance of physical distancing within their facilities via measurement of space. This will occur through a combination of floor markings to the canteen and bar as well as signage at entrances advising of maximum people in the clubhouse and balcony.
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	The changerooms will remain closed until further notice.
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	The changerooms will remain closed until further notice.
Use telephone or video platforms for essential staff meetings where practical.	WRC will communicate with staff via email and telephone. Where possible, WRC will utilise Zoom or Teams for committee meetings.
Review regular business deliveries and request contactless delivery and invoicing where practical.	Where practical, WRC will request contactless delivery and invoicing.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	WRC have communicated to all participants the requirement to: <ol style="list-style-type: none"> 1. Wash hands often with soap and water. This includes before and after eating and after going to the toilet. 2. Use suitable hand sanitisers when soap and water is not available. 3. Avoid touching your eyes, nose and mouth. 5. Clean and disinfect objects you use often such as mobile phones, keys and wallets. 6. Use tap and go instead of cash where possible.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	WRC will make available hand sanitiser where practical at venue entrances and also at facilities such as the canteen and the bar. Hand sanitiser will also be available at scoring tables for all participants entering the field of play.
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.	WRC will ensure clubhouse bathrooms are well stocked with hand soap. Signage will also be provided to support effective hand washing.
Provide visual aids above hand wash basins to support effective hand washing.	WRC will provide visual aids in the form of signage or posters to support effective handwashing in the clubhouse bathrooms.
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	WRC will encourage all participants to bring their own water bottles/drinks. Communal snacks such as oranges and trainers using shared drink bottles are prohibited.
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	All shared uniform items will be laundered by a team member after each use.
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.	WRC shall clean and disinfect the canteen and bar after each use. Hard surfaces such as the canteen countertops, clubhouse tables and like will be cleaned and disinfected several times per day when in use.
Clean areas used for high intensity sports with detergent and disinfectant after each use.	WRC does not propose to use any indoor spaces for high intensity training. Sporting fields do not require cleaning.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Where possible, shared use of equipment such as rugby balls, hit-shields, tackle pads and other training equipment shall be kept to a minimum. All equipment shall be cleaned after each use. WRC will also ensure proper cleaning, as applicable, of game day equipment such as post-pads, first aid equipment, scrum machines etc.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	WRC will ensure there is accessible detergent/disinfectant and gloves available for all participants.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	WRC will maintain their disinfectant solution based on manufacturer' recommendations.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	WRC will require staff to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
Encourage contactless payment options.	WRC will encourage contactless payments.

REQUIREMENTS	ACTIONS
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 for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	WRC will keep a record of the name, mobile number or email address for all staff. <i>For minis; WRC will record the name of all participants (except players) on a register maintained by WRC. Any additional match officials (referees) will be recorded on a register maintained by WRC.</i>

For juniors; WRC will record the name of registered participants (players, coaches, team officials, match officials) via the Rugby Xplorer Competition Management system (which has linked email addresses and mobile number where applicable via registration). Any additional officials (referees) will be recorded on a register maintained by WRC.

The two main points of pedestrian entry to the grounds will provide sign in stations. All registers will be securely and confidentially stored for not less than 28 days.

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

WRC will require as a condition of participation that all staff, players, parents/carers and patrons to download the COVIDSafe app.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace and notify SafeWork NSW on **131050**.

WRC has communicated to and reminded all our participants to contact NSW Health and Safe Work NSW (as applicable) in the event of a positive case at their venue or facilities.

Requirements for Wahroonga Rugby Club's bar & clubhouse

In addition to the general requirements, WRC will undertake the following additional actions.

REQUIREMENTS	ACTIONS
Wellbeing of participants	
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning. Train staff in the process of how to collect and store contact details of patrons.	WRC will train all staff and relevant volunteers will be appropriately trained.
Premises cannot operate as a nightclub (open late in the evening primarily for the purposes of providing a venue for patrons to dance), but may open to provide other services as long as the appropriate COVID-19 Safety Plan is in place where relevant.	WRC does not operate a nightclub nor propose to open primarily for the purposes of dancing.

REQUIREMENTS	ACTIONS
Physical distancing	
If the premises hosts events and/or has a dance floor, ensure there is adequate room to promote physical distancing. Develop strategies to avoid crowding and to ensure people do not take alcoholic drinks onto the dancefloor.	WRC will limit the number of participants in the clubhouse and balcony to 1 person per 4m ² . Participants will be required to sit at a table. No dancefloor is proposed.
Ensure no more than 20 customers at a table. For pubs, bookings or tables must not exceed 10 customers.	WRC will limit table sizes to not more than 10 people.
Reduce contact between customer groups wherever possible.	WRC will ensure that tables for different customer groups are sufficiently separated and where possible all patrons required to remain seated.
Move or remove tables and seating to support 1.5 metres of physical distance where possible. Household or other close contacts are not required to physically distance. Groups of friends may not necessarily all be household-like contacts.	WRC will ensure that tables for different customer groups are sufficiently separated.
Reduce crowding and promote physical distancing with markers on the floor where people are asked to queue, such as at the bar	WRC will provide markers on the floor to the bar.
Where possible, ensure staff maintain 1.5 metres physical distancing (including at meal breaks and in office or meeting rooms) and assign workers to specific workstations.	WRC will limit the number of staff to 2 at anyone one time in the bar.
Alcohol can only be consumed by seated customers.	WRC will require participants to sit at a table to consume alcohol.
Where reasonably practical, stagger start times and breaks for staff members.	Where practical, WRC will stagger start times and breaks for staff members.
Consider physical barriers such as plexiglass around counters with high volume interactions with customers.	WRC does not propose to install plexiglass due to the low customer numbers and limited financial resources as a volunteer sporting organisation.
Introduce strategies to manage gatherings that may occur outside the premises and in any designated smoking areas.	WRC will require participants to sit at a table when on the balcony.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Reduce the number of surfaces touched by customers wherever possible.	WRC will require participants to sit at a table.
No self-serve buffet style food service areas, communal bar snacks, or communal condiments.	WRC will not provide self-serve buffet style food service areas, communal bar snacks or communal condiments.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	WRC will clean all glassware after each use in a commercial grade dishwasher.
Menus should be laminated (clean between use), displayed or be single use. Place takeaway menus outside the venue where possible.	WRC does not provide menus.

REQUIREMENTS	ACTIONS
Record keeping	
Keep name and mobile number or email address for all staff, customers and contractors for a period of at least 28 days. Each person that attends a pub MUST provide their name and contact details. For any other premises, one contact can be collected to support contact tracing of the group attending. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	WRC will keep a record of the name, mobile number or email address for all staff. WRC will record participants entering the clubhouse and balcony at the top of the internal stairs. All registers will be emailed to secretary@wahroongarugby.com.au within 24 hours to be securely and confidentially stored for not less than 28 days.
It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records. Paper sign-in is permitted, but premises must digitise these within 24 hours and provide immediately on request.	
All pubs must register their COVID-19 Safety Plan through nsw.gov.au .	WRC does not operate a pub.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace and notify SafeWork NSW on 131050 .	WRC has communicated to and reminded all our participants to contact NSW Health and Safe Work NSW (as applicable) in the event of a positive case at their venue or facilities.

The development of this plan was informed by the *NSW Government proforma COVID-19 Safety Plans for Community Sporting Competitions and Full Training Activities as well as Pubs and Clubs*.