

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

## Your COVID-19 Safety Plan

### Community Sport



#### Business details

Business name	Southern Districts Softball Associations Inc (SDSA Inc)
Business location (town, suburb or postcode)	Warwick Farm, 2170
Completed by	Fiona Jackson
Email address	<a href="mailto:secretary@sdsa.com.au">secretary@sdsa.com.au</a>
Effective date	24 January 2022
Date completed	25 October 2021

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### Wellbeing of staff and customers

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

#### Agree

Yes

#### Tell us how you will do this

Prior to participating in or attending any Softball activity, we have advised all players, umpires, scorers, team management, parents/carers, and other Association/Club members they must not attend training or games, if in the past 7 days they have:

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

We have worked with Softball NSW to promote and encourage the use of the following resources and websites in order to obtain accurate information:

- Australian Government Department of Health:  
<https://www.health.gov.au/news/healthalerts/novel-coronavirus-2019-ncov-health-alert>
- NSW Government Department of Health:  
<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx>
- World Health Organisation: <https://www.who.int/>
- Australian Institute of Sport: <https://ais.gov.au/health-wellbeing/covid-19>
- Sport Australia: <https://www.sportaus.gov.au/>

**Display conditions of entry including requirements to stay away if unwell.**

**Agree**

Yes

**Tell us how you will do this**

We display signage, posters, distribute and “share” information about COVID-19 across our social media platforms, regular community updates and at appropriate locations around Jacqui Osmond Reserve / Softball Centre and its facilities.

In conjunction with our state governing body, Softball NSW, we have developed and

promoted amongst our members and stakeholders, a range of resources on COVID-19. These are downloaded here: <https://nsw.softball.org.au/covid-resources/>

## **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**

We have reviewed and considered the number of participants and games at the grounds to minimise the number of attendees at any one time.

Where possible, we have marked seats with signage/masking tape to indicate appropriate distancing and maximum numbers.

Where team dugout additional seating is made up of moveable chairs, we will position them, so they are at least 1.5 meters apart. Further, we will place signage in technical areas promoting social distancing and reposition the chairs at the required distance between games.

### **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**

We have reviewed and considered the number of participants and games at the grounds to minimize the number of attendees at any one time.

Where possible, we have marked seats with signage/masking tape to indicate appropriate distancing and maximum numbers.

Where team dugout additional seating is made up of moveable chairs, we will position them, so they are at least 1.5 meters apart. Further, we will place signage in technical areas promoting social distancing and reposition the chairs at the required distance between games.

**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**

Ensure reasonable steps are being taken to reduce congestion.

Where possible schedule games to reduce the number of people in certain areas at any one time.

Where possible use signage to promote social distancing and the use of a COVID Safety Officer in attendance.

**Agree\_mingling**

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**

Ensure reasonable steps are being taken to reduce congestion. Where possible use signage to promote social distancing and the use of a COVID Safety Officer in attendance.

**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**

We will stagger arrival and/or departure times where possible for different groups and teams, and within the constraints of the grounds, manage entry and exit points to allow a flow of players/coaching staff and parents/attendees through the facility to limit the risk of overlap and congestion.

**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**

We will stagger arrival and/or departure times where possible for different groups and teams, and within the constraints of the grounds, manage entry and exit points to allow a flow of players/coaching staff and parents/attendees through the facility to limit the risk of overlap and congestion. People will be encouraged through the use of signage and staff to move on where needed.

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

**Agree**

Yes

**Tell us how you will do this**

We will continue to advise our community through social media about minimising high risk activities such as carpooling with people from different household groups.

**Singing by audiences is not allowed in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

We will continue to advise our community through social media about minimising high risk activities such as singing in groups or chanting/cheering. Southern Districts Softball Association officials will be attending games and will monitor these activities.

## **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**

We have reviewed the "Covid-19 guidance on ventilation" and will adopt measures as per the advice, where applicable.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Where possible, outdoor settings will be used in favour of indoor events.

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

**Agree**

Yes

**Tell us how you will do this**

When indoors, all measures will be taken to increase natural ventilation. This will be done by:

- Opening doors and windows
- Using a larger indoor space

**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**

Where applicable, make use of all natural and 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**

Ensure regular maintenance on all mechanical ventilation systems

**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**

Have regular consultation with key stakeholders and/or experts to ensure regular upkeep of ventilation systems is occurring

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## **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**

When indoors, members will be required to wear face masks, unless an exemption can be provided. This is inclusive of:

- Canteen
- Areas of large numbers

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

**Agree**

Yes

**Tell us how you will do this**

- Ensure that all Teams will sanitise their own space at the facility, inclusive of dugout and entry/exit gates. This will occur prior and after their allocated game/training.
- Ensure all teams follow the protocols as per the SoftballNSW Training & Game Hygiene Protocols;
- Promote and provide hand washing guidance to all participants and volunteers;
- Promote regular and thorough hand washing by volunteers and participants;
- Provide sanitising hand rub within the facility and refill regularly;
- We will check soap in toilets regularly to ensure that OCC maintains supply
- Place bins around the facility

Sanitiser will be made available across the facility and ensure it is regularly utilised and refilled.

We will encourage players, officials, volunteers, and/or their parents/carers to always carry personal hand sanitiser to enable good personal hygiene.

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

**Agree**

Yes

**Tell us how you will do this**

We will:

- Refill soap in toilets regularly.
- Refill paper towel dispensers in toilets when required.
- Place bins around the facility.

We will promote and provide hand washing guidance to all participants and volunteers and display hand washing guidance in all toilets, changerooms and canteens within our facility. We will work with facility staff to ensure the Handwashing signage and soap is available.

**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**

We will wipe down key spaces, surfaces and objects (such as benches, door handles, team dugouts, keys etc) regularly, or more frequently as required.

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## **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**

We have encouraged all participants to download the Services NSW COVIDSafe App. The Service NSW QR Code based logging system, with QR codes placed in all diamonds and facilities. All members wishing to enter the venue will be required to check in.

**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**

Staff/Volunteers will be stationed at all venue entries to confirm check in and complete a vaccination check. Members who are not double vaccinated or do not have a medical exemption cannot enter venue.

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 entrytime 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**

Where applicable, step will be taken to ensure the relevant data is collected and provided authorised officers when requested.

**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**

Where applicable, step will be taken to ensure the relevant data is collected and provided authorised officers when requested.

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

Yes