



# KEEPING OUR SPORT AND RECREATION CENTRES COVID SAFE



## COVID-19 SAFETY PLAN PROTOCOLS SUMMARY

# INTRODUCTION

Throughout COVID-19, the Office of Sport (the Office) is working closely with government agencies to provide guidelines and principles for the sport and recreation centres to recommence activity in a safe manner and in adherence with the current NSW Public Health Orders (PHO).

The Office has developed comprehensive COVID-19 Safety Plans which provide a framework for the safe recommencement of operations at the Sport and Recreation Centres.

Each Centre Plan includes a high level of operational detail, specific to the Sport and Recreation Centres and the services and programs they provide.

The Plans are compliant with the current NSW Public Health Order, NSW SafeWork guidelines and any NSW State Principles for the Resumption of Sport and Active Recreation. Australian Government guidelines are referenced as appropriate.

The Plans outline COVID Safe practices and protocols to help protect all clients, staff, contractors, volunteers, tenants, partners and hirers who work, visit or have reason to be within the Centres.

The Plans identify the major risks and risk control measures for the direct (person to person) and indirect (person to surface to person) transmission of COVID-19 arising in the operation of the Centres for all clients and staff and outlines the procedural framework that addresses these risks effectively.



**BUILDING ACTIVE COMMUNITIES**

# WELLBEING OF STAFF AND VISITORS

## OUR COMMITMENT TO YOU

### WE WILL:

- Advise staff, clients and visitors to site who are unwell with symptoms consistent with COVID-19 to immediately get tested and place themselves in isolation until they have received their result.
- Consider how visitors could be isolated while awaiting results where practical.
- Provide staff, contractors and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning.
- Display conditions of entry for our Centres.
- Ensure we have flexible booking policies in place.
- Advise customers/users of their responsibility for complying with the Public Health Order.
- Identify & manage staff, contractors and clients who may be more vulnerable to severe COVID-19 illness.

# PHYSICAL DISTANCING

## OUR COMMITMENT TO YOU

### WE WILL:

- Identify the practical measures for ensuring physical distancing in each of the key sport and recreation facilities at our centres.
- Where practical, have a staff member responsible for ensuring physical distancing of groups and zones / areas across the centre.
- Ensure external communal areas where people gather (such as BBQ, playground or kitchen facilities) maintain capacity limits in line with the Public Health Order requirements.
- Limit visitor numbers at self-contained accommodation in line with Public Health Order requirements.
- Where reasonably practical, ensure staff and guests physical distancing at all times, including at meal breaks.
- Implement capacity limits and physical distancing measures for office spaces to protect employees and tenants
- Outline the actions to ensure physical distancing will be managed with each activity that is operational.
- Review regular deliveries and request contactless delivery and invoicing where practical.

## **HYGIENE AND CLEANING**

### **OUR COMMITMENT TO YOU**

#### **WE WILL:**

- Adopt good hand hygiene practices, including increasing hand sanitisation stations across our centres.
- Develop enhanced hygiene and cleaning protocols for specific activities and shared equipment.
- Ensure activity areas have access to hand sanitiser to be used pre and post activity.
- Ensure bathrooms are well stocked with hand soap and paper towels.
- Clean frequently used areas and surfaces across the centres.
- Ensure staff wear gloves when cleaning and wash hands thoroughly before and after.
- Encourage contactless payment options.

## **RECORD KEEPING**

### **OUR COMMITMENT TO YOU**

#### **WE WILL:**

- Keep a record of name, mobile number or email address for all staff, visitors and contractors and supply this information to NSW Health for contact tracing purposes if required.
- Implement contactless sign in protocols where practical to reduce contact with shared equipment and surfaces.

# ACCOMMODATION

## MEASURES TO KEEP YOU SAFE

### WE WILL:

- Display signs at entrances with the maximum safe capacity and have strategies in place to reduce crowding and contact between different household units or groups.
- In dormitory or shared accommodation, ensure beds are spaced apart in line with Public Health Order requirements for the groups attending.
- Where practical, use separate doors for entry and exit, separate check-in, order and baggage storing points for lodges and accommodation.
- Use contactless check-in where reasonably practical, to reduce the movement of customers and the number of surfaces touched.
- Move furniture as required, to support physical distancing requirements.
- Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick up or drop off zones.
- Ensure bathrooms within accommodation facilities are well stocked with hand soap and paper towels and have posters with instructions on how to wash hands.
- Make hand sanitiser available at key points around the accommodation facility and encourage frequent use.
- Consider strategies to reduce the number of surfaces touched by clients within accommodation lodges.

# FOOD SERVICE

## MEASURES TO KEEP YOU SAFE

### WE WILL:

- Appoint a COVID Safe Marshall to oversee COVID Safe practices in dining areas.
- Ensure all staff involved in food service have been trained in COVID Safe food protocols
- Limit capacity in food service areas in line with Public Health Order requirements.
- Limit groups to 10 people per table.
- Stagger meal times to reduce contact between groups.
- Change our food service practices, removing self-serve buffets, communal snack bars and communal condiments.
- Ensure tables and chairs are spaced apart in line with Public Health Order requirements for the groups attending.
- Reduce crowding and promote physical distancing with markers on the floor.
- Where possible, ensure catering staff maintain physical distancing.
- Review regular deliveries and request contactless delivery / invoicing where practical.
- Ensure staff are wearing gloves and washing hands thoroughly throughout food service and cleaning.
- Clean all cutlery and tableware with a commercial grade dishwasher.

OUR SPORT AND RECREATION CENTRES

BERRY  
BORAMBOLA  
BROKEN BAY  
JINDABYNE  
LAKE AINSWORTH  
LAKE BURRENDONG  
LAKE KEEPIT  
MILSON ISLAND  
POINT WOLSTONCROFT  
SYDNEY ACADEMY



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