

# ASSOCIATION COVID-19 SAFETY PLAN

Effective 17 July 2020



ORGANISATION DETAILS	
<b>Organisation name:</b>	Orange & District Softball Association
<b>Plan completed by:</b>	Jim Gutherson (ODSA Covid-19 Safety Coordinator)
<b>In alignment with:</b>	The Softball NSW Return to Play Guidelines

## REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe.

REQUIREMENTS	ACTIONS
<b>Wellbeing of Staff and Visitors</b>	
Exclude volunteers, parents/carers and participants who are unwell	<p>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 14 days if they have:</p> <ul style="list-style-type: none"> <li>• been unwell or had any flu-like symptoms, or</li> <li>• been in contact with a known or suspected case of COVID-19, or</li> <li>• any sudden loss of smell or loss of taste, or</li> <li>• are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions.</li> </ul> <p>We have advised that they should check the NSW Government website for advice regarding the full list of symptoms associated with COVID-19 infection: <a href="#">LINK</a></p>
Provide volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor	<p>We have worked with Softball NSW to promote and encourage the use of the following resources and websites in order to obtain accurate information:</p> <ul style="list-style-type: none"> <li>• Australian Government Department of Health: <a href="#">LINK</a></li> <li>• NSW Government Department of Health: <a href="#">LINK</a></li> <li>• World Health Organisation: <a href="#">LINK</a></li> <li>• Australian Institute of Sport: <a href="#">LINK</a></li> <li>• Sport Australia: <a href="#">LINK</a></li> </ul>
Make staff aware of their leave entitlements if they	As our workforce are volunteers, we have made them aware of the above-mentioned symptoms and advised that they should stay away from ODSA or

are sick or required to self-isolate	Club events, or the Jack Brabham Park Venue and self-isolate if they experience any symptoms.
Display conditions of entry (website, social media, facility entry)	<p>We will display signage, posters, distribute and "share" information about COVID-19 across our social media platforms and at appropriate locations around the ODSA, within Clubs and at the Jack Brabham Park venue and facilities.</p> <p>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 can be downloaded here: <a href="https://nsw.softball.org.au/covid-resources/">https://nsw.softball.org.au/covid-resources/</a></p>
<b>Wellbeing of staff and visitors</b>	
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place	<p>We continue to liaise and work with Orange City Council (OCC), and other stakeholders we are involved with, such as local schools to comply with any specific requirements they or we may have.</p> <p>We have determined physical distancing protocols to be used within shared spaces (e.g. canteen, change rooms, toilets, and spectator viewing areas), and where appropriate, have clearly marked with tape and/or signage.</p> <p>We continue to encourage individuals to be respectful of shared space, minimise time spent in these areas and observe physical distancing measures.</p> <p>When we conduct our canteen operations, we commit to implementing hygiene and social distancing measures including:</p> <ul style="list-style-type: none"> <li>• marking social distancing for queues;</li> <li>• having hand sanitiser at point of sale;</li> <li>• providing gloves for canteen volunteers; and</li> <li>• displaying hand washing directions above sinks</li> </ul>
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> <li>• Swimming pools</li> <li>• Gyms</li> <li>• Indoor Recreation Facilities</li> <li>• Restaurants and cafes</li> <li>• Major recreation centres</li> </ul>	<p>We will implement the necessary protocols for the conduct of our canteen/BBQ operations and where appropriate. We will work with external food providers, such as mobile coffee carts to ensure that appropriate Covid-19 Safety Plans and processes are in place.</p> <p>ODSA does not operate any swimming pools, gymnasiums, indoor recreation facilities or major recreation facilities.</p>
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior	We will communicate effectively with our community and advise that they are precluded from attending ODSA Softball activities, training or games if they have 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	<p>We will communicate effectively with our community and advise that they are precluded from attending ODSA Softball activities, training or games if they have attended any of the reported case locations listed on the NSW Health website <a href="https://www.nsw.gov.au/covid-19/latest-news-and-updates">https://www.nsw.gov.au/covid-19/latest-news-and-updates</a></p> <p>We will regularly provide updates to our community where directly impacted as further government advice arrives</p>

Take all reasonable steps to minimise the number of spectators attending community sport events	We will advise and encourage parents, carers and spectators to be limited to one attendee per athlete or official participating. We will also strongly advise our community for spectators to not to attend at all where possible
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	We will communicate to all participants and make the necessary adjustment to competition regulations and advise that if sufficient numbers to field teams cannot be achieved, we will reschedule or cancel the game rather than substituting with people from other teams or from the community.

REQUIREMENTS		ACTIONS	
Physical Distancing			
Ensure the number of people in a facility does not exceed one person per 4 square metres (including staff and spectators)		<p>We have reviewed and considered the number of participants and games on the facility to minimise the number of attendees in/on the facility at any one time.</p> <p>With team dugouts and umpire changerooms we will ensure a minimum of 1.5 metres between each person. Where possible, we will mark seats with signage/masking tape and if necessary, provide additional seating.</p> <p>Where team dugout additional seating is made up of moveable chairs, we will position them, so they are at least 1.5 metres apart. Further, we will place signage in technical areas promoting social distancing and reposition the chairs at the required distance between games.</p>	
Minimise co-mingling of participants from different games and timeslots where possible		<p>ODSA will schedule games and arrange training days and times to minimise contact, cross-over and avoid unnecessary gatherings of players, family members and volunteers.</p> <p>We will schedule time between games/training sessions where possible, to enable all attendees to arrive and exit the facility safely, with minimal contact with others.</p> <p>We will communicate with players and team staff to encourage personal equipment and bags are arranged to maintain physical distancing of participants (&gt; 1.5 metres) and separation between teams/groups.</p> <p>When necessary, we have identified separate entry and exit points to the facility via signage and communicated this to participants and parents/carers.</p>	
Ensure any spectators comply with 1.5 metres physical distancing 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		<p>Parents/spectators may attend training and games.</p> <p>We will take the necessary precautions to minimise the risk of transmission including the dispersion of spectators around the perimeter of the diamonds and across a range of viewing areas, and designating the use of specific seats/areas that meet physical distancing requirements and erecting signage to advise.</p> <p>We will encourage players and spectators to leave the facility as soon as possible following the conclusion of their training/games.</p>	

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 will stagger arrival and/or departure times where possible for different groups and teams, and within the constraints of the venue, manage entry and exit points to allow a seamless flow of players/coaching staff and parents/attendees through the facility to limit the risk of overlap and congestion.
Reduce crowding wherever possible and promote physical distancing with markers on the floor	<p>We will promote and communicate the importance of social distancing of 1.5 metres between spectators (e.g. parents/carers). This will be done through marked seating, social media, direct communication and signage.</p> <p>We will indicate the number of people that can occupy indoor spaces in accordance with the 4m<sup>2</sup> guideline including toilets, changerooms, canteens, Association/Club rooms etc.</p>
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing	<p>We will limit the use of changerooms, wet or inside areas to essential umpires, players and team management and clean these spaces regularly.</p> <p>We will indicate the number of people that can occupy indoor spaces in accordance with the 4m<sup>2</sup> guideline including toilets, changerooms, canteens etc.</p> <p>Toilets will be open for public use and will display clear signage to indicate the recommended number of people entering (dependent on the space of the amenities).</p> <p>We also commit to collaborating with OCC to ensure the regularity that they clean the toilets is appropriate.</p>
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible	<p>We will limit the use of changerooms, wet or inside areas to umpires, essential players and team management and clean regularly.</p> <p>We will encourage all participants to shower/change at home.</p>
Use telephone or video platforms for essential staff meetings where practical:	<p>Where possible, we will conduct Association, and Team meetings via virtual meeting platforms such as Zoom, Teams etc. in place of face-to-face meetings. We will encourage the local Clubs to do the same.</p> <p>If we need to meet face-to-face, we will keep the time to a minimum, implement social distancing requirements by ensuring maximum room allowances are not exceeded and ask participants sit more than 1.5m apart.</p>
Review regular business deliveries and request contactless delivery and invoicing where practical.	Ensure all suppliers complete contactless deliveries to the Association and electronic invoicing where practical.

REQUIREMENTS	ACTIONS
Hygiene and Cleaning	
Adopt good hand hygiene practices	<p>We will wipe down key spaces, surfaces and objects (such as benches, door handles, team dugouts, keys etc regularly).</p> <p>Further we will:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure all teams follow the Ball &amp; Equipment Hygiene protocols as per the Training, Game Hygiene &amp; Ball Sanitation Protocols;</li> <li>• Promote and provide hand washing guidance to all participants and volunteers: <a href="#">LINK</a></li> <li>• Promote regular and thorough hand washing by volunteers and participants;</li> <li>• Provide sanitising hand rub within the facility and refill regularly;</li> <li>• Replace/refill soap in toilets regularly; (OCC)</li> </ul> <p>Place bins around the facility.</p>
Ensure hand sanitiser is accessible at the facility entry and throughout the facility or ground	<p>Players, Team Management, Umpires &amp; Officials will provide their own hand sanitiser within the facility and ensure it is regularly utilised and refilled.</p> <p>We will encourage players, officials, volunteers, and/or their parents/carers to always carry personal hand sanitiser to enable good personal hygiene.</p>
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	<p>We will:</p> <ul style="list-style-type: none"> <li>• Refill soap in toilets regularly.</li> <li>• Refill paper towel dispensers in toilets when required.</li> <li>• Place bins around the facility.</li> </ul> <p>We will promote and provide hand washing guidance to all participants and volunteers: <a href="#">LINK</a> and display hand washing guidance in all toilets, changerooms and canteens within our facility.</p> <p>We will work with OCC to ensure the Handwashing signage and soap is available.</p>
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks	<p>We will advise that all participants are to provide their own clearly labelled drink bottle for their use only.</p> <p>We will regularly communicate to all participants the importance of not sharing any food or drinks.</p> <p>We will not provide any communal drink or food for players such as drink containers, packets of lollies, fruit etc.</p>
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	<p>We will stipulate that participants are responsible for the cleaning of their own uniform and will avoid the sharing of articles of clothing and equipment.</p>
Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first	<p>N/A (ODSA does not operate and such facility)</p>

with detergent and water, and then disinfectant	
Clean areas used for high intensity sports with detergent and disinfectant after each use	The Association and participants will clean frequently used spaces, surfaces and objects regularly during and after training or game.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use	<p>Where possible no sharing of any equipment between players including; gloves, helmets and bats.</p> <p>If shared, the following protocols should be implemented:</p> <ul style="list-style-type: none"> <li>• Bats: if shared, the handle needs to be wiped between each batter's use</li> <li>• Helmets: if shared, enough helmets to have one spare (recommended to have at least 5 per team) – participants to wear their club hat/visor underneath as an added barrier – dedicated person to clean each communal helmet as it is used.</li> </ul> <p>It is recommended that there is no spitting, no chewing gum, no food is to be in the dugouts – this includes lollies, oranges etc.</p> <p>All personal belongings to be stored in bags in the dugouts (e.g. jumpers once removed to be placed into their own bag) – not left lying around.</p> <p>We will encourage the allocation of a dedicated person for each team in the dugout (Manager or other) to remind the participants to be diligent with their hygiene each time they enter and exit the dugouts. As well as assist the umpires with maintaining ball sanitation;</p> <p>Process for Ball Usage &amp; Sanitation</p> <ul style="list-style-type: none"> <li>• A dedicated person from each team will maintain the ball sanitation protocol. This would ideally be the Manager.</li> <li>• All participants to be diligent with their hand hygiene and clean regularly throughout games with wipes, sanitiser, soap etc. Prior to game and during innings changeover.</li> <li>• At the commencement of the game as well as at the end of each innings (also when returned from out of bounds), the ball in play is given to the dedicated person in the dugout who will oversee washing/sanitation, then return the ball to the umpire.</li> <li>• The umpire will give a ball to the catcher who will return to the pitcher.</li> </ul>
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish	We will make soap or disinfectant/sanitiser available in common areas for access.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions	We will store sanitisers, disinfectant solutions and detergents appropriately and use in accordance with the manufacturer's instructions.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water	We will encourage volunteers and staff to wear gloves when cleaning and wash their hands thoroughly before and after with soap and water.

Encourage contactless payment options	We will encourage appropriate food/beverage and cash handling arrangements are in place including the use of correct monetary value to minimise contact and where possible, we encourage contactless electronic payment.
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REQUIREMENTS	ACTIONS
<b>Record Keeping</b>	
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	<p>All players, coaches, team management, umpires and volunteers are required to register and provide contact details through the Softball NSW Online registration system.</p> <p>For the purposes of contact tracing, accompanying parents/carers will be able to be contacted through the relevant participants' mandatory online registration.</p> <p>We have encouraged all participants to download the COVIDSafe App.</p>
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required	<p>To fight against COVID-19, Softball NSW supports the Australian Government's COVIDSafe app and has strongly encouraged all members of the Softball community to get behind this initiative.</p> <p>We have encouraged members of our Association/Club to download the app from the Apple App store and Google Play.</p>
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	We will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 and notify SafeWork NSW on 13 10 50.