



ASSOCIATION COVID-19 SAFETY PLAN TEMPLATE

Effective 31 August 2020

COMMUNITY SPORTING COMPETITIONS AND FULL TRAINING ACTIVITIES

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your volunteers and your spectators.

Complete this plan in consultation with your workers and volunteers then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely participate in activities. You may need to update the plan in the future, as restrictions and advice changes.

Organisations must follow the current COVID-19 Public Health Orders and manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to www.nsw.gov.au

ORGANISATION DETAILS	
Organisation name:	<i>Dubbo City Softball Association</i>
Plan completed by:	<i>Ben Hocking (President)</i>
In alignment with:	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
Wellbeing of Staff and Visitors	
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"> • 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. <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: LINK</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"> • Australian Government Department of Health: LINK • NSW Government Department of Health: LINK • World Health Organisation: LINK • Australian Institute of Sport: LINK • Sport Australia: LINK
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	<p>As our workforce are volunteers, we have made them aware of the above-mentioned symptoms and advised that they should stay away from the Dubbo City Softball Association venue and self-isolate if they experience any symptoms.</p>
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 our Venue and facility.</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: https://nsw.softball.org.au/covid-resources/</p>

Wellbeing of staff and visitors

<p>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place:</p>	<p>We continue to liaise and work with our facility owners - e.g. Local Councils, schools (public/private), or private owners to comply with any specific requirements they may have.</p> <p>We have determined physical distancing protocols to be used within shared spaces (e.g. bar/canteen, change rooms, toilets, spectator viewing areas and Association/Club house/rooms), 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"> • marking social distancing for queues; • having hand sanitiser at point of sale; • providing gloves for canteen volunteers; and • displaying hand washing directions above sinks
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> • Restaurants and cafes • Canteen Areas 	<p>We will implement the necessary protocols for the conduct of our canteen/coffee wagon/BBQ operations in regards to the health and wellbeing of our attendees, including canteen co Ordinator completing an online food handling course.</p> <p>Social Distancing to apply inside canteen or food operation area, with social distancing observed for waiting lines</p> <p>Canteen or food handling staff Must have gloves, with those preparing food must wear mask.</p> <p>Canteen Managers to be aware of Food Handling Guidelines</p>
<p>Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria or identified hotspots in the 14 days prior.</p>	<p>We will communicate effectively with our community and advise that they are precluded from attending Softball activities, training or games if they have visited Victoria or any identified hotspots in the 14 days prior.</p>
<p>Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations</p>	<p>We will communicate effectively with our community and advise that they are precluded from attending Softball activities, training or games if they have attended any of the reported case locations listed on the NSW Health website https://www.nsw.gov.au/covid-19/latest-news-and-updates</p>

listed on the NSW Health website	We will regularly provide updates to our community where directly impacted as further government advice arrives
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 dugouts are made up of plastic/other 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>Competition Convenors have scheduled games and we have arranged 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 (> 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>
<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>	<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 diamond 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>
<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:</p>	<p>We will stagger arrival and/or departure times where possible for different groups and teams, and within the constraints of the facility design, 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.</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor:</p>	<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 4m² guideline including toilets, changerooms, canteens, Association/Club rooms etc.</p>
<p>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</p>	<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 4m² guideline.</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 our facility owner(Councils) to increase the regularity that they clean public amenities.</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, Club and Team meetings via virtual meeting platforms such as Zoom, Cisco WebEx, Facetime, Teams and so on, in place of face-to-face meetings.</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"> • 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 Ball & Equipment Hygiene protocols as per the Training, Game Hygiene & Ball Sanitation Protocols; • Promote and provide hand washing guidance to all participants and volunteers: LINK • Promote regular and thorough hand washing by volunteers and participants; • Provide sanitising hand rub within the facility and refill regularly; • Replace/refill soap in toilets regularly; • Place bins around the facility.

Ensure hand sanitiser is accessible at the facility entry and throughout the facility or ground:	<p>Players, Team Management, Umpires & 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.	<p>We will:</p> <ul style="list-style-type: none"> • Refill soap in toilets regularly. • Refill paper towel dispensers in toilets when required. • Place bins around the facility.
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 with detergent and water, and then disinfectant:	N/A
Clean areas used for high intensity sports with detergent and disinfectant after each use.	<p>The Association and participants will clean frequently used spaces, surfaces and objects regularly during and after training or game.</p>
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"> • Bats: if shared, the handle needs to be wiped between each batter's use • Helmets: if shared, enough helmets to have one spare (recommended to have at least 5 per team) – participants to wear their club hat/visor

	<p>underneath as an added barrier – dedicated person to clean each communal helmet as it is used.</p> <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 & Sanitation</p> <ul style="list-style-type: none"> • A dedicated person from each team will maintain the ball sanitation protocol. This would ideally be the Manager. • 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. • 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. • The umpire will give a ball to the catcher who will return to the pitcher.
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.

REQUIREMENTS	ACTIONS
Record Keeping	
<p>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>	<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>
<p>Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required:</p>	<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>
<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:</p>	<p>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.</p>