

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

## Your COVID-19 Safety Plan

### Community sporting competitions and full training activities

#### Business details

Business name	Bowral Dressage Club (BDC)
Business location (town, suburb or postcode)	Bowral 2577
Completed by	Fiona David
Plan approved by	Fiona David
Email address	<a href="mailto:bowraldressage@gmail.com">bowraldressage@gmail.com</a>
Effective date	15 January 2021
Date completed	26 January 2021

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#### Wellbeing of staff and customers

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

A pre-screening questionnaire will be required to be completed by members, participants, participating support personnel, grooms, officials, stewards, administration and volunteers prior to any competition event. All persons are are required to take personal responsibility for their own health, safety and wellbeing and the impact on others during the resumption of all competition and

competition related activities. Any person who feels unwell is required to stay home, isolate and get tested for COVID-19 if developing any symptoms.

**Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning, and how to manage a sick visitor.**

BDC will implement and monitor all agreed and documented Covid-19 Safe Requirements.

Regular discussions between the committee will be held regarding requirements of physical distancing, hand hygiene, cleaning & sanitising and how to manage an unwell visitor. Any

volunteers and officials will be provided with the information, both generally and specific to their role as required.

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

All officials, committee members, stewards or volunteers will be advised to isolate and get tested

if they are unwell. No leave requirements need to be considered for such persons.

Any participant with possible COVID-19 exposure may be provided with one competition credit for use on a future date if they are required to cancel due to such exposure.

**Display conditions of entry (website, social media, venue entry).**

Information will be provided upon competition entry, on our WDA social media pages and sign posted near 'gear check' on the event day. All committee members, participants, participating support personnel, grooms, officials, stewards, administration, and volunteers will be required to provide contact details and abide by all physical distancing and hygiene requirements or any direction of a member of the BDC committee or any government official. Information will be provided requiring all participants and participating support personal to provide contact details as part of a registry.

**If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.**

N/A

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises 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 where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

N/A

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## Physical distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff) to a maximum of 3000 people.

In Greater Sydney, indoor areas must not exceed one participant per 4 square metres of publicly accessible space.

*Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.*

The BDC outdoor venue is limited to 500 persons where this is sufficient space to maintain 1.5 metres physical distancing.

**In indoor areas, spectators should not sing or chant. In outdoor areas, spectators older than 12 years should wear masks if singing or chanting.**

N/A

**Minimise co-mingling of participants from different games and timeslots where possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible.**

Prior to the event riders will be given allocated time slots

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

If food and drink stations are in use, these will be setup within the outdoor areas with sufficient space to provide for the 1.5m physical distancing. for queuing and seating areas and between staff.

**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.**

Riders are given allocated time slots with staggered start and finish times

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

Noted. Most participants are competitors with support personnel from the household group.

**Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.**

This is an outdoor event on a large racecourse facility. Participant numbers have been limited to 500 persons including all officials, participants, visitors and the like. In most instances participants will be mounted on a horse providing physical distancing to the person

**Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.**

N/A

**Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.**

Adequate toilet facilities are in place at the grounds to reduce crowding and promote distancing. Reminder signage will be provided upon entry to toilets and the like

**Use telephone or video platforms for essential staff meetings where practical.**

Telephone and electronic communication is being used

**Review regular business deliveries and request contactless delivery and invoicing where practical.**

Committee will regularly review practices. Most of our business is done electronically with the exception of the event day. Any resources required will be considered for contactless delivery where practical.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

All OC are required to maintain good hand hygiene practices and to encourage the same throughout all aspects of the event.

**Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.**

Hand sanitiser will be provided

**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.**

This will be provided by BDC

**Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.**

A notification will be provided to all participants to bring their own water, snacks and food.

**Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.**

N/A

**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.**

N/A

**Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.**

N/A

**Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.**

N/A

**Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.**

Hand wash facilities and sanitiser will be available for all persons attending BDC event. Gloves will be available for persons requiring them Full hand washing facilities are available at all the toilet facilities within the grounds.

**Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

Hand sanitiser will be provided as required. Any surface disinfectant solutions will either be achieved using a 1000ppm of Sodium hypochlorite (bleach) solution (using 1 to 40 ratio of domestic "White King" brand bleach/ water ) or using ethyl alcohol . Where necessary a surface will be cleaned with a detergent solution prior to "disinfecting"

**Staff should wash hands thoroughly with soap and water before and after cleaning.**

Any committee member who is responsible for washing down equipment or surfaces will wash hands thoroughly before and after cleaning and will wear gloves for the process where appropriate.

## **Encourage contactless payment options.**

Payment occurs online prior to the event.

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

Noted

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## **Record keeping**

**Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.**

The Services NSW QR code is in use for all BDC events held at Bong Bong Race course where all participants must complete an electronic record as they enter the facility. In addition, the entry requirements also capture all details of riders and support personnel, committee members, officials and volunteers who are attending the event.

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au).**

Noted.

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

Noted. All members and event organisers will be made aware of the COVIDSafe app and the benefits will be explained

**Community sport organisations should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

Noted.

**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.**

Noted. BDC will cooperate with NSW Health with full transparency in relation to any positive or suspected positive case of COVID-19 if requested to do so. BDC will take direction from NSW Health with regards to determining how participants and officials may be notified of a COVID-19 confirmed case and the situation in which a person may have been exposed to a confirmed case.

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

Yes