

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

## Your COVID-19 Safety Plan

### Community sporting competitions and full training activities

#### Business details

Business name	Sydney Olympic Park - Hockey Centre
Business location (town, suburb or postcode)	Shirley Strickland Ave, Sydney Olympic Park NSW 2127
Completed by	Alex Biddolph and Isabel Maricic as of 12.01.2021
Plan approved by	Alex Biddolph
Email address	<a href="mailto:alex.biddolph@sopa.nsw.gov.au">alex.biddolph@sopa.nsw.gov.au</a>
Effective date	21 December 2020
Date completed	12 January 2021

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#### Wellbeing of staff and customers

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

1. All staff made aware of health conditions and declared symptom free prior to commencing work;
2. Conditions of Hire and use as well as promotional messaging promoted around site and agreed too prior to visitation commencing;
3. Contractors agree to screening questions;
4. Clubs / Associations have Covid Safety Plan provided as part of hire process;

**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.**

1. SOP Staff screened prior to work commencement via declaration of health status and completion of Commonwealth Health Dept. Infection Control training;
2. CLIENT GROUP to provide nominated First Aider who will provide initial triage and assistance on site if required during training/game time; Players to self administer if possible or treatment provided with social distancing where feasible. SOP Venue staff to provide emergency assistance via on call phone / reception phone where required;
3. Rapid Response procedure for staff to follow when a person presents with symptoms;
4. Each venue has an isolation room identified which is signed and has PPE within. (See venue floor map)

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

1. Rapid Response procedure for staff to follow when a person presents with symptoms;
2. Staff leave entitlements available through DPIE workplace / Intranet; FAQs, SOP Intranet and Business Partners.

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

1. Clarification of Stage and Level between venue and CLIENT GROUP under adherence to NSW Public Health (Covid 19 Restrictions on Gathering and Movement) Order 2020 and related Exemptions/Amendment Orders;
2. Pitch area identified and booked in advance with Covid Safety Plan and Conditions of Hire / Use agreed too;
3. Website displays updated conditions of use / hire and Covid safety information;
4. Venue entry signs display Covid safety conditions.

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

1. Venue to consult and review with users on conditions, patron behaviour and safety;
2. Each association / club to identify Covid Safety Officer to liaise with Supervisory staff on the day. Venue Duty Supervisor to be nominated contact;
3. Venue completed & approved the Dept of Planning, Industry and Environment 'Public Facing' Covid Audit.
4. SOPA Venue Risk Assessment completed.
5. Hirer to supply Covid Safety Plan prior to booking commencing

**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.**

1. Not applicable for Gyms or swimming pools or indoor Facilities;
  2. The canteen located on level 1 of Olympic Pitch is included in this safety plan but is not open for training bookings. The canteen will operate on demand - A Covid Safety Plan is in place provided by Venues live
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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.*

1. SOPA risk assessment and NSW Dept. Planning, Industry and Environment (DPIE) 'Public Facing' Inspection completed. Control signage at gate in place.
  - Social Distancing & Hygiene;
  - Feeling healthy;
  - Covid App;
  - Space / Room capacities identified and labelled at entry
  - Venue staff to monitor, CCTV, Name recording and client sign off on booking form.
  - Multiple groups of 25 are permitted on pitch provided 2 sqm maintained.
2. Venue representative, Security, COVID marshals in place to maintain social distancing and monitor all crowd movements.

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

1. Indoor facilities not applicable to the Hockey Centre.

2. Spectators singing or chanting / cheering in groups will be monitored.
3. Security, COVID marshal, and Venue Representative present to monitor and ensure this does not occur.
4. Hockey NSW to send information and advice to teams of requirements.
5. Signage in place.

**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.**

1. 15 min between each booking for cleaning purposes (if subsequent bookings);
2. Entry to SOPHC via P4 parking and walking access through gate 5 Shirley Strickland Ave. Access pathway from parking to pitch highlighted;
3. Pre-identified meeting spots for teams on site if required. E.g.: Meeting Point A

Support 1.5m physical distancing where practical, including:

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

1. Arrival time confirmed and access pathways highlighted;
2. Distance markers in foyer, stair case & change room corridor, canteen and retail area.
3. Markers on seat banks to remind spectators of distancing;
4. Pre-identified meeting spots for teams on site.

**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.**

1. Promote the 'Arrive-Train/Play- Depart' methodology in booking and signage;
2. Arrival and departure times to be clearly communicated;
3. Supervise pedestrian flow and gatherings;
4. Liaise with association / club Covid Safety Officer to minimise gatherings;
5. CCTV cameras operational for monitoring and review purposes; Supervision of area by SOP venue staff and contract cleaners;

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

## **household groups.**

1. Hockey NSW to send advice and information to all participating teams regarding this.

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

1. Markers on seat banks to remind spectators of distancing;
2. Distance markers in foyer, stair case & change room corridor;
3. Level 3 Waratah room at Olympic Pitch locked and capacity identified. Eva Redfern Lounge at Pitch 2 locked and capacity identified;
4. Olympic pitch Lift capacity at 2 people and signed. Distance markers within lift;
5. Distancing included in Covid safety information on display at venue.

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

1. Signage on site to reflect access and capacity of amenities and info provided to hirers prior to visit;
2. Olympic Pitch -Level 1 store rooms closed;
- 3 Olympic Pitch -Level 1 Changing rooms closed, Umpires rooms open with limited capacity and no shower facilities available;
4. Pitch 2 - Changerooms open with limited capacity and no shower facilities available;
5. Public toilets on Level 1 at Olympic Pitch open for public use; Public Toilets on Level 3 (next to Eva Redfern) for Pitch 2 open for public;
6. Covid Safety Signs on display.

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

1. See above. Limited facilities provided;
2. Changerooms closed to minimise gatherings and co mingling.

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

1. SOPA staff have access to Zoom and Microsoft Teams for remote meetings.

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

1. Deliveries during hire times at Hockey Centre not to be planned unless under urgent circumstances; Deliveries received in times where minimal visitors present;
2. Retailer and caterer to ensure delivery risks assessed and minimised;

3. SOPA deliveries to be received at Quaycentre under controlled conditions.

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

1. General Covid safety information promoting hand-washing displayed around venue;
2. Posters within amenities advising of correct procedure;
3. Client Group Covid Safety Plan to include hygiene practices.

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

1. Hand sanitising material at entrance to building for all. Hand sanitisers throughout Olympic Pitch and Pitch 2 – both fixed and mobile.

### **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.**

1. Cleaning contractor to maintain and replenish cleaning, disinfectant and sanitation stock;
2. Cleaning contractor to increase sanitation frequency in frequent touch point locations.
3. Signage in bathrooms to guide hand-washing;
4. Soap dispensers available and stocked in all bathrooms;
5. Hand drying facilities available in all bathrooms.

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

1. No shared equipment: players to supply own sticks, drink bottles, towels, guards and training equipment. BYO;
2. CLIENT GROUP to supply wipes or disinfectant process for any shared materials;
3. Caterer to remove any shared condiments and have single serve / disposable materials.

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

**or jerseys.**

1. Laundering not provided;
2. Share items not provided by Venue;
3. Lost / misplaced property to be bagged and labelled with PPE and held for 72 hrs prior to disposal.

**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.**

1. Ice machine at both pitches – in use, wipes available to clean lid.
2. Vending machines wiped regularly with sanitiser and on site catering services (subject to PHO approval) subject to distancing and hygiene requirements. Pre-order catering can be discussed.
3. Cleaning Contractor has a Rapid Response Plan for suspected COVID 19 cases and can enact with 2-4 hours after notification;
4. Cleaning contractor to increase sanitation frequency in frequent touch point locations. e.g. handles, switches; controls.

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

1. Cleaning contractor to maintain and replenish cleaning, disinfectant and sanitation stock;
2. Routine cleaning regime in operation and under supervision;
3. Spot cleaning by cleaner on weekend and high intensity periods.

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

1. Use of Dugout on both pitches:
  - Fountain disconnected and not in use; Tap available for refill
  - Distance markers and capacity signs;
  - Bags on floor and excess seating removed;
  - Wipes provided for telephone and scoreboard equipment; One dedicated scorer to be nominated to use equipment;
  - If Dug out closed access from ambulance Tunnel in OP; and gate 12 to pitch 2

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

**they wish.**

1. FA rooms to have disinfectant, gloves and mask (PPE) as part of rapid response kit;
2. Client Group to ensure supply of own wipes is brought with them.

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

1. Cleaning contractors trained to Approved Commonwealth Dept of Health standards and routine cleaning regime pre/post visit documented and confirmed;
2. Adequate supplies by Cleaning contractor and access to surplus if required.

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

1. Professional cleaners trained to industry standards and provided PPE Including gloves when cleaning;
2. SOP staff provided gloves to access if, when cleaning is required; Catering staff to wear gloves when cleaning and have hand washing access with soap and paper towels.
3. Signage displayed to encourage correct hand washing procedures.

**Encourage contactless payment options.**

1. Nil venue hire transactions on site;
2. Vending machines accept credit cards and wiped down throughout the day;
3. Catering (when available) provides EFTPOS facility as preferred payment;
4. Hockey retailer provides EFTPOS facility as preferred payment;
5. Car parking payment to be via EFTPOS after free validation period where no payment is required.

**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).**

1. Air quality of the environment in which we operate is of paramount importance.
2. Increased measures such as air conditioning and opening of doors where applicable will be in place.
3. Monitor, measure team members feedback and implement improvement



## **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.**

1. All patrons and competitors check in to the Venue utilising the QR code system.
2. Manual record keeping is maintained as a back up should the patron not be able to utilise the QR code system. Entry Records collected on site and retained by Duty Supervisor;
3. Supervisor to secure manual details in venue administration; QR code electronically maintained.
4. Booking information to be collected prior to day and note down player schedule with contacts.

**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).**

1. All persons information is collected and stored confidentially and securely.
2. Reasonable practical steps to protect privacy and ensure records are secure are in place.
3. QR codes scan is via Services NSW

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

- 1) COVID safe app promoted on General Covid safety poster

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

1. All relevant businesses are to register through [nsw.gov.au](https://nsw.gov.au).
2. All businesses to submit COVID Safety plans.
3. All documentation to be provided in advance to Venue.

**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.**

1. Staff have issued the Covid Staff summary Advice & have acknowledge their understanding;
2. Venue Management to liaise with Safework;
3. Rapid response procedure details process for inclusion into EMP.

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

Yes