

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

Your COVID-19 Safety Plan

Outdoor events

Business details

Business name	Wallis Spirit Dragons Incorporated
Business location (town, suburb or postcode)	Coomba Park
Select your business type	
COVID-19 Safe outdoor gatherings	
Completed by	Pat Powell
Email address	thesecretary@wsdragons.com.au
Effective date	11 October 2021
Date completed	15 October 2021

Wellbeing of staff and customers

Exclude staff, performers and attendees who are unwell from the event.

Agree

Yes

Tell us how you will do this

* All members will be advised not to attend if feeling unwell or have been in close contact with a confirmed Covid19 case, and to get tested

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.
Agree

Yes

Tell us how you will do this

- * All members will be advised of hygiene requirements (eg hand sanitisation etc)
- * All members will be requested to bring their own equipment / drink bottles
- * All members will be advised not to share personal equipment with others
- * Common equipment such as the dragon boat will be sanitised after each training session
- * Physical distancing will be monitored to ensure the 1 person per 2 sq metres rule is adhered to
- * All members will be requested to show vaccination certificate / exemption at each session
- * Wearing of masks will be as stipulated in current Public Health Orders

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

* All conditions of entry will be advised to members by email and also be on show at the training venue

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19

vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

* Members' vaccination status / medical exemption will be checked on arrival

* Members will be advised of this requirement by email prior to first training session

Physical distancing

Capacity for a controlled outdoor event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 500 persons.

Capacity at a COVID-19 safe outdoor gathering must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 50 persons.

Agree

Yes

Tell us how you will do this

* Club activities consist of training 3 times per week, with warm up and cool down conducted on land and on-water training in the dragon boat

* Physical distancing will be monitored by club officials during warm up and cool down activities to ensure the 1 person per 2 square metres is adhered to at all times

* A maximum of 20 people will be allowed in the dragon boat at any one time

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**

- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

- * Physical distancing will be monitored by club officials during warm up and cool down activities to ensure the 1 person per 2 square metres rule is adhered to
- * A maximum of 20 people will be allowed in the dragon boat at any one time
- * Members will be encouraged to return home as soon as the training session is finished
- * No spectators, staff or other non members will attend training sessions

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

- * Members will be encouraged to return home as soon as the training session is finished
- * Social events will not be held in conjunction with training sessions

Have strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.

Agree

Yes

Tell us how you will do this

- * Members will be encouraged to return home as soon as the training session is finished
- * Contact will be maintained with other users of the premises to ensure no clash of events leading to congestion
- * There are no designated smoking areas

Singing and dancing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

* N/A

* We do not have an indoor area where functions are held

* Alcohol is not permitted to be brought to training sessions

Where practical:

- **encourage private transport options to minimise crowding on public transport**
- **coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.**

Agree

Yes

Tell us how you will do this

* No public transport exists in our area

* Members all use private cars

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

* Ventilation is not an issue as our training sessions are held outdoors

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

* All training sessions are held outdoors

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

Agree

Yes

Tell us how you will do this

* Roller doors to our boat storage area will remain open while it is in use

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

* N/A, no indoor areas apart from boat shed are used

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

* N/A

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

* N/A

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

* N/A, outdoor activities only

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

* Hand sanitiser is provided and members encouraged to sanitise before and after training sessions

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

* Hand soap and paper towels to be placed in toilets

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

* Dragon boat, roller doors and cabinet doors to be sanitised following each training session

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, attendees and contractors.

Agree

Yes

Tell us how you will do this

- * QR code to be obtained and available at each training session
- * All members to sign in using the QR code at each training session
- * All members to sign out using the QR code following each training session

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the event.

Agree

Yes

Tell us how you will do this

- * A designated person will check green ticks as members arrive for each training session
- * QR code to be displayed at arrival point

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, attendees and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

- * A sign on book is provided which records names and phone numbers

Other types of venues or facilities at the event must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the event 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 if the event has sub-premises that are gyms, entertainment facilities, hospitality venues,

nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

* N/A

* Our club also records details in the Safe365 app which is used for dragon boating

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

Yes