

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



## Your COVID-19 Safety Plan

### Community sporting competitions and full training activities

#### Business details

<b>Business name</b>	Scouts Australia NSW Branch, Greater Western Sydney Region, Penrith City Scouts Monopoly Run
<b>Business location (town, suburb or postcode)</b>	6 Baden Powell Place Winston Hills NSW 2153
<b>Completed by</b>	Stephen Wallace
<b>Plan approved by</b>	Kelly Wallace
<b>Email address</b>	<a href="mailto:steve.wallace@nsw.scouts.com.au">steve.wallace@nsw.scouts.com.au</a>
<b>Effective date</b>	15 January 2021
<b>Date completed</b>	3 February 2021

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#### Wellbeing of staff and customers

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

Volunteers, Parents/Carers and Participants will be asked if they have displayed COVID symptoms within the last 14 days and if so will not be allowed to compete in this years competition.

##### **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.**

All Volunteers will be provided with information and instruction on COVID-19 including testing, physical distancing, wearing masks and cleaning. Sick Visitors will be managed by event organizers.

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

All staff are volunteers and do not have leave entitlements from the event. Staff are encouraged to discuss their circumstances with individual employers and consider their options before attending the event.

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

Conditions of entry are included in the event rules and on the event registration system.

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

The facilities are not being hired.

**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.**

The scout hall located at the central marshaling area has its own COVID Plan. Everyone is required to scan in using the Service NSW QR Code upon arrival at the marshaling point. This check in is valid for the length of the event.

Participants visit a number of outdoor co-ordinates as part of the scavenger hunt event. Each arrival is marked by an SMS entry per team as part of the event and doubles as electronic check in.

## 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.*

Outdoor areas are restricted to 1 person per 2 square metres of publicly accessible space. This includes the marshaling area and individual check in points during the event.

Internal areas (Scout Hall) are used for facilities only and will not exceed 1 person per 4 metres of space.

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

There is no planned singing or chanting for this event.

**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.**

The event uses different timeslots for pre-game marshaling and event activities to minimize mingling. Post-game mingling may occur as event details are finalized, however the total capacity of the area will not exceed the amount of space available.

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.**

1.5m physical distancing will be executed when queuing and between volunteers supervising the event. This event has no spectators.

**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.**

Staggered start/finish times have been implemented to minimize gatherings outside the premises. Drop Off/Pick Up is street parking and is staggered along street to spread out any gatherings.

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

Carpooling is discouraged between participants.

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

Markers are provided for queuing areas to promote physical distancing.

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

Showers and Locker Rooms are not provided. Toilets have physical distancing queues for a small amount of people with remaining people asked to wait outside.

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

N/A.

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

Microsoft Teams is used for staff meetings outside of the event day.

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

Contactless Delivery and Invoicing are used for this event.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

All participants carry hand sanitizer and are required to hand sanitize after each station in the scavenger hunt.

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

Hand sanitizer is accessible at the marshaling point. Participants carry hand sanitizer throughout the event.

**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.**

Bathrooms are well stocked and are checked with hand soap and paper towels. Visual aids are provided above basins.

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

Participants are encouraged to bring their own water bottle, snacks and lunch. Dinner is provided and will be served by 4 people only to participants including drinks and condiments. Sharing of food is not allowed.

**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.**

All high-touch surfaces will be cleaned every 2-3 hours. This includes tables.

**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.**

Sharing of equipment is highly discouraged and if required, must be cleaned before sharing.

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

Gloves and detergent are available for volunteers to use if required.

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

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

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

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

### **Encourage contactless payment options.**

Payments are made via contactless options to home group and then transferred to event organizers 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).**

All natural ventilation will be open and used where possible.

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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.**

All volunteers and participants will check in via the Service NSW QR Code upon arrival.

**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).**

Service NSW App is used to ensure that privacy etc is inline with legislation.

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

Staff and volunteers are aware of the COVIDSafe app and its benefits to support contact tracing if required.

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

The marshalling point is registered through [nsw.gov.au](https://nsw.gov.au) and Service NSW QR Codes are used.

**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 at your workplace, and notify SafeWork NSW on 13 10 50.

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

Yes