

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



## Your COVID-19 Safety Plan

### Community sporting competitions and full training activities

#### Business details

Business name	Inspire Program Australia
Business location (town, suburb or postcode)	Glenwood High School
Completed by	Amanjot Sandhu
Plan approved by	Sophie May
Email address	<a href="mailto:system@inspireme.com.au">system@inspireme.com.au</a>
Effective date	18 February 2021
Date completed	2 March 2021

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#### Wellbeing of staff and customers

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

Staff, volunteers, parents and participants will be advised that they cannot attend the event if they display flu-like symptoms. Anyone with flu-like symptoms will be asked to leave the premises immediately.

Families and staff will be advised of this condition of entry at the time of registration. Parents will also receive a reminder before the event date reminding them to stay home if they display flu-like 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.**

The Inspire Hub contains information about COVID-19 symptoms and when to get tested, getting tested, physical distancing during the grading process and cleaning procedures throughout the day. If they do notice someone is showing signs of sickness they are to report it to the Health & Safety Officer.

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

Staff are required to notify Inspire's payroll officer (via phone, email or FB Messenger) if they are required to self isolate, get tested or if tested positive. They will be advised of their leave entitlements and any other questions they may have will also be addressed.

Staff will be reassured they can continue working as per normal after they have tested negative or/and have self-isolated for the necessary amount of time.

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

Conditions of entry will be available when parents are registering to attend Inspire's Grading Day.

An email will also be sent before the actual event.

Signs will be displayed at the entrance to the venue.

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

The event will be held at Glenwood High School under the COLA with parking conveniently located close by. The school's administrative manager has provided Inspire's Health & Safety Marshall a tour of the appropriate spaces and also indicated hand sanitising stations available throughout the school grounds.

**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 venue will have one point of entry. This point of entry will have a welcome/registration desk which will also include QR codes that all guests have to scan

so that we have information on all attendees. A staff member will ensure that all guests are scanning this QR Code. If any of the guests are not able to scan the QR code, the staff member will take down their contact details.

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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.**

The event is held outdoor to encourage social distancing. A maximum of 25 students are permitted to grade at each session. At any one time, there will be a maximum of 2 groups, and as such, we expect to have up to 150 guests present. A maximum of 30 staff will be rostered to work during this event. All their details will be captured in our rostering system.

**In indoor areas, spectators should not sing or chant.**

No indoor venues will be used.

**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.**

Our sessions are staggered along the day, according to the location of participants. The MC on the day will continually remind guests to practice social distancing at all times, including when visiting bathrooms.

Any waiting/queueing areas will have marked spots for guests to stand on, ensuring that there is enough distance between guests.

Our COVID Marshalls will continually direct guests to designated areas as sessions start/finish

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.**

Spectators from the same family will be grouped in one marked area and asked to not move to other areas. There will be an announcement about co-mingling, any spectators and staff who are co-mingling will be given a warning. If the action is repeated they will be asked to leave the premises.

**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.**

Each session will be limited to 25 students and their families (about 150 guests per session). Our session times are also staggered all through the day, to ensure that we are minimising any gatherings. After finishing a session, families will be directed to their next area; photo area, BBQ area exit area. Floor markers will be used on any areas that require guests to queue and our staff will ensure that distance is being maintained between guests from different households.

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

Not relevant.

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

Markers will be placed on the floor and the Health & Safety Marshall will be present to disperse any crowds or co-mingling.

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

There will be signs at the front of the toilet blocks to discourage any crowd gathering and promote social distancing.

An Inspire staff will be on duty to monitor the bathroom area.

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

Our online booking system has information directing children to arrive at the venue in their Inspire uniform.

Changing into or out of their Inspire uniform at the venue is highly discouraged.

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

All training information and the event run sheet will be available on our online training platform, The Inspire Hub, for staff to access prior to the event.

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

All deliveries to Inspire are contactless and invoices received online where available.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Hand washing posters will be displayed inside and outside the bathrooms.

Sanitising stations will also be available at the entrance and exit points.

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

A map of venue will be marked showing hand sanitisation stations - they are inconveniently located at the entrance and exit.

**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.**

The venue adequately stocks the bathrooms with hand soap and papertowels.

Inspire will also have an extra supply of soap and paper towels on the day.

Hand washing signs will be prominently displayed throughout the venue.

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

The registration confirmation information will remind parents to bring water bottles for their children on the day.

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

There will be no sharing of uniforms. Any children who do not have their own uniform will be required to purchase a new set prior to or on the day.

**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.**

Designated cleaning staff will be rostered on to clean the bathrooms and monitor the bathrooms throughout the day.

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

No indoor hard surface areas will be used on the day

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

There is no shared equipment.

Children are provided with grip socks to wear on the mats area, so that the paddles and mats are not required to be sanitised between sessions.

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

Sanitisation station (hand sanitiser, Glen 20, gloves, masks and disinfectant wipes) will be available at the entrance and exit points.

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

All chemicals available on the day for use will be as per the manufacturer's instructions and directions of use.

The material safety data sheet is available for all products used on the day.

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

All cleaning procedures will include gloves and hand washing.

**Encourage contactless payment options.**

There will be no payment options on the day as all transactions will be charged to families' accounts online.

**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).**

The entry door to the bathroom facilities will remain open to ensure air circulation.

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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 staff will attend the event as per their rostered shifts. Staff are also required to submit a time-sheet after completing their shift, and this will capture any extra hours worked. Staff contact details are available on our rostering and payroll platform.

All other people attending on the day; guests, participants and volunteering staff will be required to scan the Service NSW QR code before entry to capture their details. Staff will ensure that all guests, participants and volunteering staff are scanning the QR code. Staff will manually capture details of anyone not able to scan the QR code, and these will then be transferred into an Excel spreadsheet.

**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).**

The service NSW QR Code will be used to capture records, as such we will not have access to the data unless necessary.

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

All Inspire staff are encouraged to download the COVID Safe app - this information is available on The Inspire Hub

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

Yes

**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.**

Inspire's Health & Safety Marshal will ensure that all directives from NSW Health are followed as required at all times.

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

Yes