

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Wagga Futsal
Business location (town, suburb or postcode)	Wagga Wagga
Select your business type	
Indoor recreation facilities (yoga, pilates, dance studios)	
Completed by	Samuel Gray
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Effective date	2 August 2021
Date completed	14 August 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Before participating in any futsal activity, we have advised all players, team officials, parents/carers and other club members they must not attend training or matches, if in the past 14 days if they have:

- been unwell or had any flu-like symptoms, or
- been in contact with a known or suspected case of COVID-19, or
- any sudden loss of smell or loss of taste, or
- are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions.

We have advised that they should check the NSW Government website for advice regarding the full list of symptoms associated with COVID-19 infection:

<https://www.nsw.gov.au/covid-19/symptoms-and-testing>

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

Agree

Yes

Tell us how you will do this

We have worked with Football NSW to promote and encourage the use of the following resources and websites in order to obtain accurate information:

- Australian Government Department of Health: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- NSW Government Department of Health: <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx>
- World Health Organisation: <https://www.who.int/>
- Australian Institute of Sport: <https://ais.gov.au/health-wellbeing/covid-19>
- Sport Australia: <https://www.sportaus.gov.au/>

Similarly, we have promoted the range of COVID-19 “campaign resources’ produced by the Federal Government, including posters outlining hygiene practices (e.g. promoting thorough hand washing) found at:

<https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources>

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

We will display posters, distribute and “share” information about COVID-19 across our digital channels and at appropriate locations around our club house and venue.

Where appropriate, we will identify and address potential language, cultural and disability barriers associated with communicating COVID-19 information to players, members and other stakeholders.

In conjunction with our state governing body, Football NSW, we have developed and promoted amongst our members and stakeholders, a range of resources on COVID-19.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

We have to date, and will continue to liaise and work with our venue owners - e.g. Local Councils, schools (public/private), or private owners to comply with any specific requirements they may have.

We have determined physical distancing protocols to be used within shared facility spaces (e.g. bar/canteen, change rooms, toilets, spectator viewing areas, entrance foyers, corridors and club house/rooms), and where appropriate, have clearly marked with tape and/or signage.

We have and will continue to encourage individuals to be respectful of shared space,

minimise time spent in these areas and observe physical distancing measures.

When we conduct our canteen operations, we commit to implementing hygiene and social distancing measures including:

- marking social distancing for queues;
- having hand sanitiser at point of sale;
- providing gloves for canteen volunteers; and
- displaying hand washing directions above sinks

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

All our staff will be offered advice on obtaining COVID-19 vaccinations.

Physical distancing

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

Note: Gym and group dance classes must not exceed 20 people.

Agree

Yes

Tell us how you will do this

We have considered the number of participants and fixtures to minimise the number of attendees in/on the venue at one time.

Where team benches are permanent (fixed), we will limit the total number of seats to ensure a minimum of 1.5 metres between each member of the coaching staff and substitutes. Where possible, we will mark seats with masking tape and if necessary,

provide additional seats to extend the length of the bench.

Where team benches are made up of plastic/other moveable chairs, we will position them so they are at least 1.5 metres apart. Further, we will place signage in technical areas promoting social distancing and reposition the chairs at the required distance between matches.

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

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Where team benches are made up of plastic/other moveable chairs, we will position them so they are at least 1.5 metres apart. Further, we will place signage in technical areas promoting social distancing and reposition the chairs at the required distance between matches.

Avoid congestion of people in any specific areas within the venue where possible,

such as change rooms and other communal facilities.

Agree

Yes

Tell us how you will do this

Competition Administrators have scheduled matches and we have arranged training days and times to minimise contact, cross-over and avoid unnecessary gatherings of players, family members and staff.

We will schedule time between games/training sessions when possible, to enable all attendees to arrive and exit the venue safely, with minimal contact with others.

We will communicate with players and team staff to encourage personal equipment and bags are arranged to maintain physical distancing of participants (> 1.5 metres) and separation between teams.

Where possible, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.
Parents/spectators may attend games.

We will take the necessary precautions to minimise the risk of transmission including the dispersion of spectators around the perimeter of the pitch and across a range of viewing areas and designating the use of specific seats/areas that meet physical distancing requirements and erecting signage to advise.

We will encourage players and spectators to leave the facility as soon as possible following the conclusion of their training/games.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

We will stagger arrival and/or departure times when possible for different groups and teams, and within the constraints of the venue design, manage entry and exit points to allow a seamless flow of players/coaching staff and parents/attendees through the

venue to limit the risk of overlap and congestion.

Singing 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

No Alcohol will be served.

Hygiene and cleaning

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

Note: People engaging in strenuous physical exercise are exempt, unless they are participating in an indoor gym class or dance class.

Agree

Yes

Tell us how you will do this

Participants and spectators should wear a face mask at all times whilst attending any form of futsal activity, unless participating in strenuous exercise e.g. matches or training sessions.

If a participant refuses to wear a mask they will be asked to leave the venue immediately, with the assistance of our COVID-19 Marshall. Should they refuse then local law enforcement authorities will be contacted to assist.

If a participant or spectator has an exemption from wearing a mask this must be shown to Wagga Futsal in writing, a verbal exemption is not acceptable.

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

venue.

Agree

Yes

Tell us how you will do this

We will provide hand sanitiser within the venue and ensure it is regularly refilled.

We will encourage players, officials, volunteers, and/or their parents/carers to carry personal hand sanitiser to enable good personal hygiene.

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

Agree

Yes

Tell us how you will do this

We will ask that Wagga Wagga City Council

- Refill soap in toilets regularly.
- Refill paper towel dispensers in toilets when required.
- Place bins around the venue.

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. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors to wipe down equipment after they have finished using it

Agree

Yes

Tell us how you will do this

We will wipe down key spaces, surfaces and objects (such as benchtops, door handles, team benches, keys etc regularly).

Further we will:

- Promote and provide hand washing guidance to all participants and volunteers (http://www.who.int/gpsc/clean_hands_protection/en/);
- Promote regular and thorough hand washing by volunteers and participants;
- Provide sanitising hand rub within the venue and refill regularly;
- Replace/refill soap in toilets regularly;
- Place bins around the venue.

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).

Agree

Yes

Tell us how you will do this

Opening the exit doors at both ends of the stadium to provide natural ventilation at all times, there are numerous exit doors to ensure that this provides a good source of ventilation.

Air conditioning is to be used at all times.

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, volunteers, visitors and contractors.

Note: Community centres and halls are not required to collect electronic entry records but are strongly encouraged to do so.

Agree

Yes

Tell us how you will do this

QR Codes are provided for all participants at strategic locations upon approach and entry to the venue, there will be multiple locations to ensure participants and spectators do not gather around one location.

The venue itself will also provide a QR Code specific to the venue.

All players, coaches, team officials, match officials and volunteers are required to register and provide contact details through Football Federation Australia's National online registration system - PlayFootball.

All fixtures are administered through an online Competition Management System (CMS). If required the Competition Administrator can identify which clubs, specific teams, players, team officials and match officials participated in any given fixture. The CMS is also complemented by team sheets.

For the purposes of contact tracing, accompanying parents/spectators will be able to be contacted through the relevant players' mandatory online registration.

We have encouraged all participants to download the COVIDSafe App.

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 premises.

Agree

Yes

Tell us how you will do this

We will have a CoVID Marshall positioned at the entry to the centre to check phones as participants and spectators enter the venue. Anyone who refuses will not be allowed to enter.

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, volunteers, visitors 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

There will be a manual register available at entry.

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

Yes