

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



Your COVID-19 Safety Plan

Outdoor events

Business details

Business name	Manly Ladies & Associates Swimming Club
Business location (town, suburb or postcode)	Manly 2095
Select your business type	
COVID-19 Safe outdoor gatherings	
Completed by	Jane Marsters
Email address	info@manlyswimmingclub.com
Effective date	18 October 2021
Date completed	18 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

Communicate to our club members that they must not attend swimming club if unwell
- Delegate a Covid Marshall to communicate discreetly with any member who may appear unwell and ask they obtain a Covid-19 test.

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 attendees over 16yrs of age will be required to be vaccinated in line with the NBC rules for admission to the pool facility

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

Communicating conditions of entry will be included in the process for paying for membership, using our facebook group, membership email and a Whats App group.

We will also display signs which will be additional to those already in place at the pool facility.

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

Staff of the Manly Andrew Boy Charlton Pool will require covid-19 vaccine sightings prior to pool entry being permitted.

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 3,000 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 200 persons.

Agree

Yes

Tell us how you will do this

Display signs to promote social distancing for the specific area where our members gather around the pool facility
NBC have a cap on numbers of people permitted to enter the pool facility.

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

covid-19 Marshal to remind members of the need to socially distance

- Remove chairs used by time keepers and swimmers
- Digital race PDF to ensure we can keep members informed of when racers are being run
- Mega phone to transfer information to a bigger area

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Ensure QR codes are place in a few places to avoid congestion

When Marshalling races limit this to 2 or 3 races at a time.

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

Remind members to socially distance on exit from the pool facility

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

N/A

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

N/A

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

The swimming club is run in an outdoor environment, change room facilities are fully ventilated.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

All events are run outdoors.

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

Agree

Yes

Tell us how you will do this

When retrieving items required to run the club racers ensure that the committee limit the numbers to 3 max inside the club house.

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

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

Guidelines have been set by the NBC

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

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

Agree

Yes

Tell us how you will do this

NBC provide various points for hygiene management around the centre, we will also ensure our members have direct access to our own antibacterial wipes and sanitizer.

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

Agree

Yes

Tell us how you will do this

NBC ensure bathrooms are managed

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

NBC are responsible for managing indoor surfaces

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

MLAASC have set up a services NSW QR code and will display and them around our meeting points within the pool facility.

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

Covid-19 Marshal will move around the area with a code and also point out the QR codes on display

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

All members enrolled in races will be required to do so via our digital online entry system, we will also be able to access these names from each session.

Services NSW concierge QR sign in will also be available.

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

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

Yes