

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



Your COVID-19 Safety Plan

Outdoor events

Business details

Business name	Griffith Tennis Club
Business location (town, suburb or postcode)	Griffith
Select your business type	
COVID-19 Safe outdoor gatherings	
Completed by	Lorraine Maxwell
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Effective date	18 October 2021
Date completed	16 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

Signage on the only entry point stating this. Information is also available on the website and Facebook

We do not have staff or performers

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

We dont have staff.

We have contract cleaners who are there when no one else is present.

We have signage at the front gate with instruction on when to get tested, to be vaccinated, and the physical distancing requirements.

Our volunteers have been informed about getting tested, vaccinated and physical distancing. And also the cleaning required after each comp session.

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

Yes

Yes

Tell us how you will do this

Again, we have this information on our website and facebook page. There is signage on the only entry point to the courts.

There is a QR code on the gate and paper record for players to use, plus players have their names marked off at each session.

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

Posters displayed about vaccination requirements are present on the gate at the only entry point to the courts.

Everyone entering the venue will have their vaccination status confirmed and marked off the first time they enter.

Volunteers have been trained on how to check vaccination status.

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

The tennis grounds are large, the players will be getting their names marked off, then moving directly to the courts they are playing on. No standing around will occur.

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

Signage on the ground to remind players to maintain 1.5m if having to wait to get their names marked off.

Players rarely sit, the comp requires all people to be playing at once.

No staff

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

The only congestion of people that is likely, is at the beginning of the session, when people are getting their names marked off. To avoid this we are outside, and the volunteer knows everyone, and can rapidly move them on.

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

Numbers in our competition are not large enough to cause congestion. The car park is large enough to accommodate the few that may want to chat after the event.

We do not have designated smoking areas.

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

As a Tennis group, we do not sing!!

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

Everyone come to the venue using private transport.

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 only time people will be in the building is after the tennis session, and the doors (3 sliding) will be opened. People usually stay 30-60 minutes .

Numbers are lower than the 1 per 4 sq m rule.

When it is warm enough we will also have the air conditioning running.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Getting names checked off is done outside.

The only need to go inside is for use of the toilet and if people do gather after the session, they will remain outside, (or inside once the mosquitoes get to bad)

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

Agree

Yes

Tell us how you will do this

If people are inside after a session we will have the 3 doors and some windows open.

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

When we have the need to be inside, we will turn the air conditioning on to optimise the ventilation.

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

this happens as routine maintenance.

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

It will be considered at the next meeting.

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

We have no staff. There is signage requiring all to wear masks while inside

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

Agree

Yes

Tell us how you will do this

There is hand sanitiser available at the only entry point to the grounds. It is also available at the clubhouse door, near the kitchen and soap is available in the bathrooms.

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

Agree

Yes

Tell us how you will do this

The cleans clean and check the supplies each week.
Volunteers check and know where extra supplies are if required.

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

If players are inside the building during or after the session, the volunteer will clean frequently touched 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

The QR code is on the only entry to the grounds, it is also on the door to the building and in several places inside.

I, as the COVID marshall have been standing at the gate to remind players to use the QR code or the sign in sheet.

Contractors are aware of their obgligations.

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

I am on the gate as players arrive for the competitions.

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

For those who do not check in with a QR code, we have a paper record for them to complete.

We also have the sheet that a volunteer completes at the start of play that contains the details of all players.

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

The sub-premises has its own QR code that clients use.

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

Yes