

**> 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 |
| Email address | berniemaxwell1@outlook.com |
| Effective date | 11 October 2021 |
| Date completed | 10 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 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 have contact cleaners who are there when no one else is present.

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

Our volunteers have been informed about the cleaning required after each comp session. However the clubhouse remains closed.

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

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, 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 work until 1 November 2021 when they need to be fully

vaccinated.

Agree

Yes

Tell us how you will do this

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

Posters are on the front fence state tht only fully vaccinated people can 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 500 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 50 persons.

Agree

Yes

Tell us how you will do this

The tennis grounds are large, the players will be signing in, then moving directly to the courts they are playing on. No mixing will occur.

We will not be going inside the building.

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 while waiting 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 and dancing 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

We will not be indoors.

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 comes 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

We will remain outside.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

The clubhouse is closed until December.

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

Agree

Yes

Tell us how you will do this

We will not be inside.

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

We will not be inside

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

We will not be inside

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

We will consider this

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 will not be 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.

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

Agree

Yes

Tell us how you will do this

The bathrooms are closed until further notice

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

We will be outside.

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. I, as the COVID marshall will be standing there for several weeks to remind players to use the QR code or the sign in sheet.

If contractors attend, they do it when no one else is there.

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 will be at the gate to check tht people have signed in

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

We also have a sign in 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