

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



Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	Manly Warringah Kayak Club Inc. (not for profit community sporting organisation)
Business location (town, suburb or postcode)	1393 Pittwater Road Narrabeen NSW 2101
Completed by	Richard Robinson mob 0412 366 175
Plan approved by	Pieter Boer mob 0412 163 503
Email address	mwkcvicepresident2@gmail.com
Effective date	15 January 2021
Date completed	6 February 2021

Wellbeing of staff and customers

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

All participants will be sent a pre-race email approximately 2 days prior to the event. This will outline the requirement not to attend if they are unwell.

All volunteers will be advised not to attend if they too are unwell. This will be reinforced in the operational plan emailed to them 2 days prior to the event.

We are also asking that only competitors and organisers/volunteers attend this event.

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.

We intend to refer our volunteers to the following website in our pre-event operational plan that they will all receive : <https://www.nsw.gov.au/covid-19/safeworkplaces/workers>. additionally they will be referred to the following website to help them understand common symptoms they need to be aware of, both for themselves and competitors: <https://www.nsw.gov.au/covid-19/how-to-protect-yourself-andothers/clinics#symptomssofcovid>

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

Not applicable. We are a community not for profit organisation based on volunteer labour.

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

All details relating to this event with respect to the latest health advice regarding Covid19 will be:

1. Emailed to competitors prior to the event
2. Communicated on our Club's website
3. Feature on the State Paddle Association's (PNSW Harbour Racing) Facebook page.

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

This is an open space managed by Council. We are not using any facilities on site that members of the public could not already use

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.

All competitors will be pre-registered prior to race day and no entries will be accepted on the day. Entrants will be required to check in with our volunteers and race time keeping (they will be socially distanced whilst doing this) to confirm their attendance,

and this will form our contact list for water safety reasons and covid safety and contact information.

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.

In Greater Sydney, indoor areas must not exceed one participant per 4 square metres of publicly accessible space.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

This is an outdoor event capped at 170 participants.

In indoor areas, spectators should not sing or chant. In outdoor areas, spectators older than 12 years should wear masks if singing or chanting.

This event rarely has spectators and pre-race communication will specify that spectators should not attend.

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.

We have modified our use of the venue such that there is no pre-race briefing and competitors will check-in for the event in times staggered by 20 minutes.. This should mean that the most people in any one part of the site at any one time is approximately 50 people and they will be socially distanced via dedicated queueing lanes with 1.5m markers. There will be check-in for Short Course and SUPS and another for Long Course Singles., which, based on past experience, should manage queue numbers effectively

Long Course Singles and SUPs : Registration 07:00 - 07.50am

Short Course (all) and Long Course Doubles: Registration 07.20 – 08.10am

To stagger entry to the water we will have 3 race starts:

Short Course and Long Course Doubles : 08.25 am

SUPs : 08.27 am

Long Course Singles : 08.30 am

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.**

This requirement will be conveyed in the pre-race email.

Also see actions above.

We will have 3 Covid Marshalls (one of whom is our race announcer) ensuring drop off procedures are adhered to and that queues are effectively socially distanced.

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.

We will have volunteers in attendance (marshalls) to ensure people drop off and collect their watercraft in a timely fashion and they will be directed to park away from the venue itself to minimise congestion. See point above.

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

This will be conveyed in the pre-race email to participants

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

Like last year, hazard tapes and pickets will be used to organise queueing, and plastic 1.5m markers will maintain social distancing of those queueing. Marshalls will be in attendance to reinforce the message to socially distance.

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

There are no such facilities on site at Rowland Reserve.

Where practical, stagger the use of communal facilities. Strongly encourage

participants to shower/change at home where possible.

As above

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

Volunteer/Marshall meetings will be held prior to the event (most likely the Monday prior) and will be appropriately managed, quite possibly online

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

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

This message will be reinforced to competitors and volunteers in pre-race email communications.

Hand sanitiser will be made available in the check-in queues on race day.

Competitors will also be instructed to only handle their own sporting equipment.

Volunteers will have rubber gloves made available

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

As above

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.

No such facilities on site at Rowland Reserve

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

This is standard practice for these events. The coffee van of years gone past is no longer

made available for this reason. There will be no on-site food or drink sales.

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

N/A

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.

N/A. This is an outdoor / on-water event.

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

N/A

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

N/A

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

Hand sanitiser and gloves will be available at the check-in queue area and check-in desks

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

Only commercially supplied sanitiser will be supplied

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

This will be advised in pre-race briefings

Encourage contactless payment options.

All competitors are required to have registered and paid online for the event two days prior. No entries are accepted on race day.

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).

N/A - this is an outdoor event

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 participants details are maintained in the event registration system. This will be verified on the day through the check-in process via iPad and at two locations as competitors enter the water on the day.

All payments for this event have/ will be received online several days before the event. There is no entry or payment available on the day, hence no need for any transactions or handling of money.

All volunteers are members of our Club, and their details are recorded in our membership system

Details of attendees from the organising body (Paddle NSW) will be maintained by our Club.

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.

All information is stored centrally via the State sporting body PADDLE NSW and is held securely in accordance with their privacy policy.

Make your staff and volunteers aware of the COVIDSafe app and its benefits to

support contact tracing if required.

The Covid safe app will be promoted in the prerace email to competitors

Community sport organisations should consider registering their business through nsw.gov.au.

We have already registered and have a QR Code. This will not be used on the day however as all entrants will have been captured through the race entry system. As separate volunteer list is maintained at our club.

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.

We will maintain a list of all competitors, volunteers and other officials on the day.

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

Yes