

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



## Your COVID-19 Safety Plan

### Outdoor events

### Business details

Business name	ACCA Dragon Boat Racing Team
Business location (town, suburb or postcode)	1 Bank Street, Pyrmont
Select your business type	
COVID-19 Safe outdoor gatherings	
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Effective date	18 October 2021
Date completed	25 October 2021

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### 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**

ACCA will inform members on return to training protocols, including personal health requirements, through Facebook, TeamApp and email.

Personal health requirements include:

- Not coming to 1 Bank St Pyrmont or attending training sessions if the member is unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness). This is as per the DBNSW Return to Paddling Guidance Document Level C.
- Attendees who nonetheless attend training, despite presenting the above symptoms, will be refused from partaking in exercise & will be asked to return when symptoms are no longer present.

### **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**

• ACCA will inform members on return to training protocols including hygiene protocols, physical distancing, mask wearing and reinforcement of hand washing and general hygiene etiquette, through Facebook, TeamApp and email.

• ACCA will also inform members on the latest COVID-19 information & NSW Government Health Guidelines as necessary, as well as informing members on the process to follow for getting tested for COVID-19, through Facebook, TeamApp and email.

• Endorsement of government COVIDSafe app and encouragement to players, coaches, members, volunteers and families to download and use app.

### **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

ACCA will adhere to all condition-of-entry protocols, including:

- The capture of a record of attendance at all training and club activities and maintaining an up-to-date log of attendance. This detailed attendance register to be kept via TeamApp and the Safe365 App.
- Attendees will be asked to sign in via the club's Service NSW QR Code. This will be supplemented by the above, separate register of attendees. If a person is unable to check in via a device (or for any other reason), attendance records will be recorded and kept by the club for at least 28 days (as per NSW Health Requirements).

ACCA will inform members, via Facebook, TeamApp and email, that access to 1 Bank St Pyrmont will be restricted, to limit anyone who has:

- COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days.
- Flu-like symptoms or who is a high health risk (e.g. due to age or pre-existing health conditions).
- Travelled internationally in the previous 14 days.

**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

- ACCA will inform members, via Facebook, TeamApp and email, that under the current Public Health Order, only fully vaccinated (two doses) or people with a valid medical exemption are permitted to train. Participants will be asked to carry their vaccination evidence with them at all times.
  - Club members will be asked to provide evidence of full vaccination. The club will not be recording/storing the vaccination status of members at this time (in order to avoid potential privacy issues). Rather, club members will be asked to provide evidence of their vaccination status to a Board Member, Coach or COVID Safety Officer, either i) in-person (if such interaction complies with current NSW Health Guidelines), or ii) via an online call (Zoom or Microsoft Teams).
  - ACCA will strongly enforce, both via Facebook / TeamApp / Email, and at face-to-face training (if required), that people who are not fully vaccinated will not be able to participate in club training. Participants will be asked to provide this evidence to the club when requested. ACCA will also reinforce that participants must show evidence when requested to do so by a police officer or authorised officer.
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## 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

ACCA will adhere to DBNSW Guidelines (updated as of 19/10/21) & will communicate

these guidelines to club members via Facebook, TeamApp & Email. The guidelines state:

- Capacity - There is currently a maximum number of 50 fully vaccinated people permitted to exercise together. Up to 50 fully vaccinated people can gather outdoors before and after a session. If a Club has more than 50 people wishing to attend a session they should split the session up to ensure they adhere to these limits.
- On the water: Up to 20 fully vaccinated adults are permitted in a dragon boat. This includes sweeps and coaches.
- Social distancing rules apply when not exercising i.e. in a boat. 2 square metres per person outdoors, 4 square meters per person indoors
- Under the current public health order regattas are permitted with outdoor gatherings with up to 200 people allowed. A COVID Safety Plan is required for this type of gathering.
- These guidelines will be reinforced through the club's training registration app (TeamApp). Only attendees registered via TeamApp will be allowed to participate in training. TeamApp will be limited to 20 persons for any single training session.

**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**

ACCA will inform members on physical distancing protocols when training, through Facebook, TeamApp and email. These protocols will also be enforced in-person when training recommences. These protocols are in-line with DBNSW's guidelines:

- a) 1 person per 4 square metres up to a maximum of 20 people when indoors – this includes gyms
- b) 1 person per 2 square metres up to a maximum of 20 people for land based outdoor training
- c) 20 people permitted in a dragon boat (this has been confirmed by Marine Area Command)

**Avoid congestion of people in specific areas where possible.**

**Agree**

Yes

**Tell us how you will do this**

ACCA will inform members on physical distancing protocols when training, through Facebook, TeamApp and email. These protocols will also be enforced in-person when training recommences. These protocols are in-line with DBNSW's guidelines (updated as of 19/10/21):

- a) 1 person per 4 square metres up to a maximum of 20 people when indoors – this includes gyms
- b) 1 person per 2 square metres up to a maximum of 20 people for land based outdoor training
- c) 20 people permitted in a dragon boat (this has been confirmed by Marine Area Command)

**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**

ACCA will enforce the following training process requirements:

- ACCA will adopt the AIS Framework principle of “Get in, train, get out” – and arrive ready to train.
- ACCA will train on the water for exactly one hour and will start promptly at the allotted start time to reduce overlap.
- ACCA’s training will be conducted as per the DBNSW – Return to Paddling Guidance Document Level C.

**Singing by audiences is not allowed in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

This is not applicable for ACCA, given all activities are a) undertaken outdoor at Bank Street, and on Blackwattle Bay.

**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**

ACCA will inform members on transport protocols when training, through Facebook, TeamApp and email:

- Members will be asked to use private transport (e.g. their own car) when travelling to/from Bank St. for training.
- Members will be encouraged not to share private transport with another club member (if they are not from the same household).
- If members are travelling by public transport to/from training, members will be asked

to abide by all NSW Health Guidelines regarding use of public transport.

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## 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 following measures are relevant to our club's COVID-19 Safety Plan:

- Use outdoor settings where possible. All club gatherings / sessions will be conducted outdoors.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

All club gatherings / sessions will be conducted outdoors.

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

**Agree**

Yes

**Tell us how you will do this**

Non Applicable - All club gatherings / sessions will be conducted outdoors.



**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**

Non Applicable - All club gatherings / sessions will be conducted outdoors.

**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**

Non Applicable - All club gatherings / sessions will be conducted outdoors. No ventilation systems present.

**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**

Non Applicable - All club gatherings / sessions will be conducted outdoors. No ventilation systems present.

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## **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**

ACCA will inform members on return to training protocols including hygiene protocols, physical distancing, mask wearing and reinforcement of hand washing and general hygiene etiquette, through Facebook, TeamApp and email. These protocols will be reinforced during training sessions by the club COVID Safety Officer.

Given all club activity / training will be conducted outdoors, the above rules regarding face masks do not apply.

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

## **Agree**

Yes

### **Tell us how you will do this**

ACCA will inform members on return to training protocols including hygiene protocols, physical distancing, mask wearing and reinforcement of hand washing and general hygiene etiquette, through Facebook, TeamApp and email. These protocols will be reinforced during training sessions by the club COVID Safety Officer.

As per DBNSW Guidelines regarding Bank Street:

- Shared Facilities (e.g. toilets) will be cleaned on a regular basis.
- Hand sanitiser will be available.

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

## **Agree**

Yes

### **Tell us how you will do this**

ACCA will inform members on return to training protocols including hygiene protocols, physical distancing, mask wearing and reinforcement of hand washing and general

hygiene etiquette, through Facebook, TeamApp and email. These protocols will be reinforced during training sessions by the club COVID Safety Officer.

As per DBNSW Guidelines regarding Bank Street:

- Shared Facilities (e.g. toilets) will be cleaned on a regular basis.
- Hand sanitiser will be available.

**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**

ACCA will inform members on return to training protocols including hygiene protocols, physical distancing, mask wearing and reinforcement of hand washing and general hygiene etiquette, through Facebook, TeamApp and email. These protocols will be reinforced during training sessions by the club COVID Safety Officer.

As per DBNSW Guidelines regarding Bank Street:

- Shared Facilities (e.g. toilets) will be cleaned on a regular basis.
- Hand sanitiser will be available.

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## **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**

Attendees will be asked to sign in via the club's Service NSW QR Code. This will be supplemented by the below, separate register of attendees. If a person is unable to check in via a device (or for any other reason), attendance records will be recorded and kept by the club for at least 28 days (as per NSW Health Requirements).

Training attendance register will be kept by the COVID-19 Safety Coordinator via TeamApp and the Safe365 App.

Register will contain electronic record of each attendee's name, contact number and entry time.

**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**

Attendees will be asked to sign in via the club's Service NSW QR Code. This will be supplemented by the below, separate register of attendees. If a person is unable to check in via a device (or for any other reason), attendance records will be recorded and kept by the club for at least 28 days (as per NSW Health Requirements).

Training attendance register will be kept by the COVID-19 Safety Coordinator via TeamApp and the Safe365 App.

Register will contain electronic record of each attendee's name, contact number and entry time.

**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**

If a person is unable to check in via a device (or for any other reason, including age or language barriers), attendance records will be recorded and kept by the club for at least 28 days (as per NSW Health Requirements). These attendance details can be provided by another person.

Training attendance register will be kept by the COVID-19 Safety Coordinator via TeamApp and the Safe365 App.

Register will contain electronic record of each attendee's name, contact number and entry time.

**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**

Not applicable for our club. Safety Plan will be completed by DBNSW for Bank St.

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

Yes