

Updated 26 January 2021

## COVID-19 Safety Plan

**Effective 1 July 2020**

### Community sporting competitions and full training activities

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers, volunteers and your visitors.

Complete this plan in consultation with your workers and volunteers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely participate in activities. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Organisations must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](https://nsw.gov.au)

ORGANISATION DETAILS	
Organisation name:	South Coast United Mountain Bikers Inc (SCUM)
Plan completed by:	Kath Hopkins, Club secretary
Approved by:	Nick Smee, Club President

REQUIREMENTS.	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers, parents/carers and participants who are unwell.	<ul style="list-style-type: none"> <li>Place relevant guidance on the SCUM website and social media sites, i.e.: <b><i>"If you have any symptoms or have been in contact with anyone who has symptoms please stay home and do not attend."</i></b></li> <li>Include reference to both AusCycling guidelines &amp; NSW Government COVID guidelines in all communications.</li> <li>Ensure details are clearly outlined within on-line rider briefing information.</li> <li>If necessary, COVID safety officer (see below) to reinforce the guidelines, including advising of penalty information for breaking the guidelines, to any relevant person/s &amp; ask them to leave immediately.</li> </ul>

<p>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.</p>	<ul style="list-style-type: none"> <li>• COVID safety officer/s appointed from within the club committee to be present at all events</li> <li>• COVID requirements to be a standing agenda item at SCUM monthly committee meetings, to ensure committee members are kept up-to-date on relevant and changing COVID safety information from: <ul style="list-style-type: none"> <li>○ NSW Gov. <a href="https://www.nsw.gov.au/covid-19">https://www.nsw.gov.au/covid-19</a></li> <li>○ AusCycling <a href="https://www.auscycling.org.au/page/covid-19-resource-centre">https://www.auscycling.org.au/page/covid-19-resource-centre</a></li> <li>○ The SCUM COVID safety plan</li> </ul> </li> <li>• SCUM COVID safety plan to be stored on-line on the club website, on &amp; offline on SCUM laptops and within the club event trailer.</li> <li>• SCUM members will be provided a copy of the SCUM COVID safety plan on request.</li> <li>• If necessary, at site, COVID safety officer to reinforce the guidelines, including advising of penalty information for breaking the guidelines, to any relevant person/s &amp; ask them to leave immediately.</li> </ul>
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<ul style="list-style-type: none"> <li>• All committee members are non-paid volunteers. This is not applicable however, all committee members are provided with information at committee meetings &amp; online <a href="https://COVID.nsw.gov.au/COVID-19">https://COVID.nsw.gov.au/COVID-19</a></li> </ul>
<p>Display conditions of entry (website, social media, venue entry).</p>	<ul style="list-style-type: none"> <li>• All COVID safety requirements and conditions are displayed on SCUM website and referenced in all SCUM event advertisements.</li> <li>• SCUM COVID safety is available on the SCUM website, event trailer and made available upon request.</li> <li>• All relevant announcements / warnings are available within on-line rider briefing with reinforcement during rider briefings on event days.</li> <li>• COVID safety officer to reinforce the guidelines, including advising of penalty information for breaking the guidelines, to any relevant person/s &amp; ask them to leave immediately.</li> </ul>
<p><b>REQUIREMENTS</b></p>	<p><b>ACTIONS</b></p>
<p>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.</p>	<p>Not applicable – All events held in State Forests</p>
<p>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.</p>	<p>Not applicable – All events held in State Forests</p>

REQUIREMENTS	ACTIONS
<p>Physical Distancing</p> <p>Ensure the number of people in a facility does not exceed one person per 2 square metres of space (excluding staff) to a maximum of 3000 people.</p> <p>In Greater Sydney, indoor areas must not exceed one participant per 4 square metres of publicly accessible space.</p> <p><i>Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.</i></p>	<ul style="list-style-type: none"> <li>• All COVID safety requirements and conditions to be displayed on SCUM website including regulations concerning physical distancing.</li> <li>• On-line rider briefing to include specific information re: physical distancing before, during and after events.</li> <li>• COVID safety officer/s to monitor and enforce at site.</li> <li>• Where possible event start times to be staggered.</li> <li>• Physical distancing to be enforced on start line.</li> <li>• Riders will be advised to remain at 1.5m apart where possible when riding.</li> <li>• Riders will be advised to only overtake another rider when there is ample physical distancing space to do so i.e. riders can remain 1.5m apart during the overtaking.</li> <li>• Hard copy 'social distancing' reminder signs will be displayed in relevant areas (parking area, event trailer, port-a-loo)</li> <li>• Maximum of 2 people, 1.5m apart in event trailer at any one time.</li> </ul>
<p>In indoor areas, spectators should not sing or chant. In outdoor areas, spectators older than 12 years should wear masks if singing or chanting.</p>	<ul style="list-style-type: none"> <li>• All events are held outdoors.</li> <li>• Singing and chanting is not encouraged, however spectators will be reminded of the requirements to wear a mask if they choose to "shout" encouragement to riders.</li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>• All COVID safety requirements and conditions to be displayed on SCUM website including regulations concerning physical distancing.</li> <li>• On-line rider briefing to include specific information re: physical distancing before, during and after events.</li> <li>• COVID safety officer/s to monitor and enforce at site.</li> <li>• Where possible event start times to be staggered.</li> <li>• Physical distancing to be enforced on start line</li> <li>• Social mingling by people NOT from the same household will be actively discouraged as part of above on-line information and on the day briefings.</li> <li>• Hard copy 'social distancing' reminder signs will be displayed in relevant areas (parking area, event trailer, port-a-loo).</li> </ul>
<p>Ensure 1.5m physical distancing where possible, including:</p> <ul style="list-style-type: none"> <li>• At points of mixing or queuing such as food and drink stations, toilets and entrance and exit points</li> <li>• Between seated groups</li> <li>• Between staff</li> </ul>	<ul style="list-style-type: none"> <li>• All COVID safety requirements and conditions to be displayed on SCUM website and social media sites including regulations concerning physical distancing.</li> <li>• On-line rider briefing to include specific information re: physical distancing before, during and after event (refer to AusCycling guidelines).</li> <li>• COVID safety officer/s to monitor and enforce at site.</li> <li>• Physical boundary markings will be installed/erected on site to facilitate appropriate social distancing.</li> <li>• Hard copy 'safety' reminder signs will be displayed in relevant areas (parking area, event trailer, port-a-loo), covering details of physical distancing, hand hygiene, COVID safety app, and to leave / stay home if unwell.</li> </ul>

<p>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.</p>	<ul style="list-style-type: none"> <li>• All COVID safety requirements and conditions to be displayed on SCUM website including regulations concerning physical distancing.</li> <li>• On-line rider briefing to include specific information re: physical distancing before, during and after event (refer to AusCycling guidelines).</li> <li>• COVID safety officer/s to monitor and enforce at site.</li> <li>• Where possible event start times to be staggered with riders reminded of social distancing rules</li> <li>• Parking, spectator areas and queues will be marked out with witches hats, bunting, tape etc. according to promote physical distancing guidelines.</li> </ul>
<p>Where possible, encourage participants to avoid carpools with people from different household groups.</p>	<ul style="list-style-type: none"> <li>• Participants are encouraged via the SCUM Website not to carpool with non-family members where possible to attend events</li> </ul>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.</p>	<ul style="list-style-type: none"> <li>• All COVID safety requirements and conditions to be displayed on SCUM website including regulations concerning physical distancing.</li> <li>• On-line rider briefing to include specific information re: physical distancing before, during and after event (refer to AusCycling guidelines).</li> <li>• COVID safety officer/s to monitor and enforce at site.</li> <li>• Parking, spectator areas and queues will be marked out with witches hats, bunting, tape etc. according to physical distancing guidelines.</li> <li>• Hard copy 'safety' reminder signs will be displayed in relevant areas (parking area, event trailer, port-a-loo).</li> </ul>
<p>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</p>	<ul style="list-style-type: none"> <li>• All COVID safety requirements and conditions to be displayed on SCUM website including regulations concerning physical distancing.</li> <li>• On-line rider briefing to include specific information re: physical distancing before, during and after event (refer to AusCycling guidelines).</li> <li>• COVID safety officer/s to monitor and enforce at site.</li> <li>• Port-a-loo/s will be equipped with hand sanitiser at all times and the surrounding area will be marked out with witches hats, bunting, tape etc. according to physical distancing guidelines.</li> <li>• Hard copy 'safety' reminder signs will be displayed in relevant areas (parking area, event trailer, port-a-loo).</li> </ul>
<p>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.</p>	<ul style="list-style-type: none"> <li>• All COVID safety requirements and conditions to be displayed on scum website and social media sites including regulations concerning physical distancing.</li> <li>• On-line rider briefing to include specific information re: physical distancing before, during and after event (refer to AusCycling guidelines)</li> <li>• COVID safety officer/s to monitor and enforce at site.</li> <li>• Port-a-loo/s will be equipped with hand sanitiser at all times and the surrounding area will be marked out with witches hats, bunting, tape etc. according to physical distancing guidelines.</li> <li>• Hard copy 'safety' reminder signs will be displayed in relevant areas (parking area, event trailer, port-a-loo).</li> </ul>

Use telephone or video platforms for essential staff meetings where practical.	<ul style="list-style-type: none"> <li>• Where possible / necessary SCUM committee meetings will be held using on-line platforms such as 'zoom'.</li> <li>• Appropriate social distancing and sanitising facilities will be enforced at any physical meeting.</li> </ul>
Review regular business deliveries and request contactless delivery and invoicing where practical.	Not applicable. SCUM does not receive deliveries.
<b>REQUIREMENTS</b>	<b>ACTIONS</b>
Hygiene and cleaning	
Adopt good hand hygiene practices.	<ul style="list-style-type: none"> <li>• Hand sanitiser / soap will be freely available on and around the site - at event trailer, in port-a-loo, outside of port-a-loo, in spectator area.</li> <li>• Hard copy 'safety' signs to encourage use of hand sanitiser and good hand hygiene practices.</li> <li>• Plastic gloves, detergent and disinfectant products to be utilised where required.</li> <li>• Avoid multiple hand-to-hand transfers wherever possible e.g.: <ul style="list-style-type: none"> <li>○ No self service of race plates / plate ties / chips, i.e. all given to rider from box rather than individual access.</li> <li>○ No self service of BBQ sausage sandwich bread (when BBQ is held).</li> </ul> </li> <li>• Good hygiene practices will be encouraged generally - no spitting or clearing of nasal passages at site.</li> </ul>
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	<ul style="list-style-type: none"> <li>• Hand sanitiser / soap will be freely available on and around the site - at event trailer, in port-a-loo, outside of port-a-loo, in spectator area.</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Hand sanitiser / soap will be freely available on and around the site - at event trailer, in port-a-loo, outside of port-a-loo, in spectator area.</li> <li>• Visual aid - 'How to wash your hands properly' to be displayed in relevant areas on site (e.g. port-a-loo, on event trailer).</li> </ul>
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	<ul style="list-style-type: none"> <li>• All participants encouraged to BYO food and drinks via SCUM on-line information – website / social media sites / rider briefing.</li> <li>• BBQ and drink sales will adhere to appropriate hygiene standards; no self-service.</li> </ul>
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	<ul style="list-style-type: none"> <li>• SCUM Academy jersey kit to have designated member responsible for its launder.</li> <li>• No on-site SCUM merchandise shop to operate.</li> </ul>
Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent & water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	<ul style="list-style-type: none"> <li>• Communal equipment (event trailer, tables) to be cleaned and disinfected at the start, during and end of event.</li> <li>• Large containers of water to be brought on site.</li> </ul>
Clean areas used for high intensity sports with detergent and disinfectant after each use.	<ul style="list-style-type: none"> <li>• Communal equipment (event trailer, tables) to be cleaned and disinfected at the start, during and end of event. Specifically if a change of personnel occurs.</li> <li>• Race plates / Race chips to be cleaned and disinfected</li> </ul>

	after each event (if required) and stored in airtight disinfected container.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	<ul style="list-style-type: none"> <li>Minimal use of shared equipment to be enforced.</li> <li>If sharing is required, items will be cleaned and disinfected between each use.</li> </ul>
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	<ul style="list-style-type: none"> <li>Hand sanitiser / soap to be freely available on and around the site - at event trailer, in port-a-loo, outside of port-a-loo, in spectator area.</li> <li>Plastic gloves to be freely available to riders, members and spectators.</li> </ul>
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions	<ul style="list-style-type: none"> <li>Detergent and disinfectant products are available and utilised where required.</li> <li>COVID safety officer/s to ensure products are used appropriately in accordance with the manufacturers guidelines and stored according to WHS safe housekeeping procedures.</li> </ul>
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water	<ul style="list-style-type: none"> <li>Tubs of soap and water to be prepared and utilised throughout event.</li> <li>All volunteers to be wearing gloves when required.</li> </ul>
Encourage contactless payment options	<ul style="list-style-type: none"> <li>All registrations for events / activities to be on-line where possible.</li> <li>Information relating to any 'contact' that is essential (e.g. exchange of forms, any cash payments) be included in on-line information.</li> <li>In the rare exception when contact for the above activities is essential riders will be guided to stand 1.5 metres apart when queuing for registration / activity and required to have exact amount of money for their rego/activity.</li> <li>Any cash purchase of items will require the exact amount of money.</li> </ul>
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).	<ul style="list-style-type: none"> <li>Generally not applicable for events. <ul style="list-style-type: none"> <li>SCUM registration trailer is open air</li> <li>Events are out doors</li> </ul> </li> <li>SCUM Meetings to be held in areas with maximum natural ventilation (or held online).</li> </ul>
<b>REQUIREMENTS</b>	<b>ACTIONS</b>
Record keeping	
Keep a record of name, contact number & entry time for all staff, volunteers, participants, spectators & 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.	<ul style="list-style-type: none"> <li>An electronic register (QR Code) recording the name, mobile number or email address for all non-riding attendees (spectators and family members) will be collected at the event / activity; all information will be stored securely and confidentially.</li> <li>SCUM to use "Visitance" Contactless Visitor Registration <a href="https://visitance.net/">https://visitance.net/</a> and will move to Service NSW QR Code registration once registered.</li> <li>On-line registrations will also store all relevant information on riders.</li> </ul>

<p>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 <a href="http://nsw.gov.au">nsw.gov.au</a>.</p>	<ul style="list-style-type: none"> <li>• All electronic secured as per NSW Government requirements and guidelines.</li> <li>• Manual records are stored securely online within AusCycling website and on SCUM computers (SCUM computers are password protected).</li> </ul>
<p>Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<ul style="list-style-type: none"> <li>• COVID safe app information is included in SCUM on-line information noted above – website/rider briefing.</li> <li>• Hard copy 'safety' reminder signs to include this information.</li> </ul>
<p>Community sport organisations should consider registering their business through <a href="http://nsw.gov.au">nsw.gov.au</a>.</p>	<ul style="list-style-type: none"> <li>• SCUM Is seeking registration as COVIDSafe through <a href="http://nsw.gov.au">nsw.gov.au</a></li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>• SCUM committee to formally commit to this action.</li> <li>• COVID safety officer/s to monitor, report and make any notifications as required.</li> </ul>