

# Outdoor events | COVID-19 Safety Plan

Safety Plan for controlled outdoor events and COVID-19 safe outdoor gatherings.

**Disclaimer:** The sample responses in this document are provided purely as an example of what a suitable response may look like. The organisation completing the COVID-19 Safety Plan is ultimately responsible for the content that is submitted and its implementation. Please keep in mind that this COVID-19 Safety Plan template does not specifically apply to Community Sport but rather more broadly to outdoor events. Organisations should consider the suitability of each sample response and how closely it represents their own circumstances before using it in its entirety or part thereof.

Effective 11 September 2021



## COVID-19 additional restrictions

Additional restrictions are in place in areas where stay at home rules apply. You must ensure you comply with the rules that apply to your business or organisation.

Visit [COVID-19 rules \(/covid-19/rules\)](/covid-19/rules) for more information.

## How to complete the COVID-19 Safety Plan

Fill in your business details and select your business type.

Review each of the actions in the checklist under each section:



wellbeing of staff and customers physical distancing ventilation

ventilation hygiene and

- cleaning record

- keeping.

- Each requirement must be addressed in each section by briefly telling us how you will put these practices into place.

- Once you complete the COVID-19 Safety Plan, a confirmation email will be sent to you with a copy of your plan attached as a PDF.

To complete the COVID-19 Safety Plan offline, print a blank copy of the form using the print button.

Remember to keep a copy of your COVID-19 Safety Plan on your premises at all times.

## Business details

### Business name

Bangor Barden Ridge Cricket Club

### Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location. Provide contact details for the person responsible for the COVID-19 Safety Plan at each location.

Akuna Club House - 100 Menai Rd, Bangor, NSW 2234

### Select your business type

Community Sport Organisation

### Completed by Full name

Candice Bruzgulis

### Email address

We will send a copy of the plan to your email.

Candice.bruzgulis@sca.com.au

# Requirements for business

## Wellbeing of staff and customers



Exclude staff, performers and attendees who are unwell from the event.



Agree

### Tell us how you will do this

#### Considerations:

- The reference to “staff, performers and attendees” can be considered to refer to volunteers and match officials, players, and spectators, under the collective term “participants”.
- How will your organisation exclude participants including volunteers from activities if they are unwell or showing symptoms?
- How will the organisation share information on getting tested/physical distancing/wearing masks/cleaning/playing conditions?

Bangor Barden Ridge Cricket Club will remind all participants to not attend cricket training, matches or other activities if they feel unwell or are experiencing any symptoms of COVID-19

Additionally, officials from Bangor Barden Ridge Cricket Club (coaches/managers/team captain) will be directed to screen members before cricket related activities and exclude members who are exhibiting any symptoms of COVID-19 as listed on this webpage: <https://www.nsw.gov.au/covid-19/symptoms-and-testing>.

Should a participant be found to be demonstrating a COVID-19 symptom(s) they will be asked to immediately leave the venue, self-isolate and seek medical advice. Prior to returning to any cricket activity, Bangor Barden Ridge Cricket Club will require the participant to provide a recent negative COVID test result or medical certificate stating that they are fit to resume activity.

Provide staff with information and training on COVID-19, including on when to get tested, physical distancing, wearing masks, and cleaning.



Agree

Tell us how you will do this

Considerations:

- The reference to “staff” can be considered to refer to volunteers and match officials
- What information will you provide volunteers and match officials to understand COVID Protocols, and how will you provide it?
- What training will you provide or direct them to undertake?

Bangor Barden Ridge Cricket Club will communicate the latest information regarding COVID-19 to participants, including volunteers and match officials, on a regular basis by sharing updates from the [Cricket NSW website](#)

Volunteers and match officials will be asked to complete [Infection Control Module training](#) and to read the [information relating to “Workers” on the Safe Work Australia website](#) prior to commencing any cricket activities.

Display conditions of entry including requirements to stay away if unwell and record keeping.



Agree

Tell us how you will do this

**Considerations:**

- Where will conditions of entry signage be displayed?
  - Are there clear entry or exit points at the venue?
  - Are there known congregation points at the venue where it would be appropriate to display signage?
- What signage needs to be displayed in which locations?
- Who will decide which signs are required and in which format, how will they be sourced, and how they will be erected at the facility?

Bangor Barden Ridge Cricket Club will direct all participants to check-in via QR codes at the venue or facility using the Service NSW Check-in App. Additional record-keeping of players and officials will be recorded in our competition management system.

Resources, posters and information about COVID-19 and the requirement to stay away if unwell will be displayed at appropriate locations around venues and facilities, including:

- entry and exit points of the venue and indoor areas of the facility where clear entry and exit points exist
- known congregation points at venues where clear entry and exit points do not exist

Where Bangor Barden Ridge Cricket Club identifies any language, cultural and disability barriers to communicating COVID-19 information to participants, we will make use of the resources available at <https://www.nsw.gov.au/covid-19/resources-other-languages>.

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.

Not APPLICABLE

Tell us how you will do this

Considerations:

- Do you have operational responsibility for a sub-premises such as canteen or licenced bar?
- If a sub-premises is operated by a different entity, the sub-premises' safety plan will be that entity's responsibility

Encourage staff to access COVID-19 vaccination.



Agree

Tell us how you will do this

Considerations:

- The reference to "staff" can be considered to refer to volunteers and match officials.
- How will you communicate encouragement to vaccinate to volunteers and match officials?

Bangor Barden Ridge Cricket Club will send communication to volunteers and match officials encouraging those that are able to get vaccinated, to do so.

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

Tell us how you will do this

Considerations:

- How many facilities or venues does the organisation need to calculate the capacity of?
  - Formula = length x width divided by 2 (1 per 2 sq m) or divided by 4 (1 per 4 sq m) to calculate
- What scheduling controls can be put in place?
- How will you control venue capacity at your venue?
- What signage will you provide to clarify capacity limits?
- Do you need to discuss scheduling of matches with your Association or Competition?
- Associations only: what considerations will you make regarding the scheduling of matches?

Bangor Barden Ridge Cricket Club will schedule all cricket-related activities to ensure any Public Health Orders relating to capacity and/or group-size limits are adhered to.

Where possible Bangor Barden Ridge Cricket Club will schedule time between games/training sessions to enable all attendees to arrive and exit the venue safely, with minimal contact with others. Where possible, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.

We will continue to communicate with players to encourage come dressed ready to play and adopt the and 'Get in. Play. Get out. ethos'

Ensure 1.5m physical distancing where possible, including:

- at points of mixing or queuing
- between seated groups
- groups between staff.



Agree

Tell us how you will do this

Considerations:

- What areas in your venue are people likely to mix or queue?
- How will you ensure physical distancing as being adhered to in areas such as:
  - Training nets
  - Bar/clubroom areas
  - Canteen lines
  - Amenities
  - Carpark areas
- What signage, markings and/or decals will you provide?

Bangor Barden Ridge Cricket Club will display signage at the venue reminding participants of the need to physical distance wherever possible and of any capacity limits applicable to indoor areas.

Where points of mixing or queueing are identified, we will identify where participants are asked to stand. Seated areas will be clearly marked. Spectators are encouraged to bring their own seating to venues.



Avoid congestion of people in specific areas where possible.



Agree

Tell us how you will do this

Considerations:

- Do you operate at a venue where there is usually a congestion of people in any specific area?
- If so, what area(s) are they and what can be done to disperse people in this scenario?
- Associations only: can you introduce a playing condition regarding Match Scorers?

Bangor Barden Ridge Cricket Club will communicate to participants the need to avoid creating situations where there may be a congestion of people in a specific area and request that:

- There must be no more than five (5) persons per training net at any one time (this can be any combination of bowlers, batters and coaches)
- All personal and/or team equipment bags must be placed a minimum 1.5m apart from each other
- Match Scorers sit a minimum 1.5m apart from each other and no person is to pass within 1.5m of an official scorer for any reason, including for the purposes of viewing the scorebook or electronic tablet

Have strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.



Agree

Tell us how you will do this

Considerations:

- How will you ensure physical distancing as being adhered to outside of amenities block, clubroom; car park in areas for drop off/pick up, smoking areas etc.
- How will you manage the flow of people?
- Can someone be controlling the area to 'move people on'?

Bangor Barden Ridge Cricket Club will actively encourage the "Get In. Play. Get Out" ethos and post physical distancing signage at any designated smoking area.

We will advise participants not to congregate or loiter in any carpark areas.

Where possible, Bangor Barden Ridge Cricket Club will schedule sufficient time between games/training sessions to enable all attendees to arrive and exit the venue safely, with minimal contact with others, while adhering to Public Health Orders.

Singing and dancing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.



Agree

Tell us how you will do this

Considerations:

- Will alcohol be consumed? - Alcohol can only be consumed indoors while seated.
- How will you ensure members are seated when consuming alcohol?

Alcohol consumption will be limited to seated in indoor areas while adhering to physical distancing and indoor capacity limits. This will be monitored and controlled by any volunteers or officials serving customers.

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

Tell us how you will do this

Considerations:

- How and when will you communicate this advice?

Bangor Barden Ridge Cricket Club will request that participants avoid using public transport where possible.

Review the 'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://nsw.gov.au) and consider which measures are relevant to your event before completing this COVID19 Safety Plan.



Agree

Tell us how you will do this

Considerations:

- Who will read the guidance and how will you discuss and decide which measures are relevant?

Not applicable as all cricket activities operate outdoors.

Use outdoor settings wherever possible



Agree

Tell us how you will do this

Considerations:

- Are there any indoor activities where outdoor areas could alternatively be utilised? For canteen or bar operations?

All cricket activities will operate in an outdoor setting.

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



Agree

Tell us how you will do this

Considerations:

- Where relevant, what actions are feasible to increase natural ventilation in indoor areas?

All cricket activities operate outdoors.

Bangor Barden Ridge Cricket Club will increase ventilation within indoor areas by opening of windows and doors where possible in the event of any indoor activity

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

Tell us how you will do this

Considerations:

- Where relevant, what actions are feasible to increase mechanical ventilation in indoor areas?

Not applicable as all cricket activities operate outdoors.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular cleaning or changes).



Agree

Tell us how you will do this

Considerations:

- Whose responsibility is the cleaning and maintenance of the asset?
- Where relevant, who, how, and how often will mechanical ventilation systems be cleaned and maintained for optimum performance?

Not applicable as all cricket activities operate outdoors.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.



Agree

Tell us how you will do this

Considerations:

- N/A

Not applicable.

Face masks must be worn by staff and customers in indoor areas, unless exempt.



Agree

Tell us how you will do this

Considerations:

- The reference to “staff” can be considered to refer to volunteers and match officials.
- What are the current requirements for wearing Face Masks?
- How do they impact the way your organisation operates?
- How will your organisation communicate the requirements to participants?

Bangor Barden Ridge Cricket Club will communicate to all participants a requirement to wear a face mask when using any of our indoor facilities whilst ever there is a Public Health Order requiring you to do so.

We will also display the relevant signage on any indoor area that we operate.

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



Agree

Tell us how you will do this

**Considerations:**

- What hygiene protocols need to be considered specifically for cricket? Minimise sharing of equipment; sanitisation before and after cricket activities etc
- What strategies has your organisation implemented to ensure good hand hygiene practices are maintained?
- Where will you display posters and information regarding hand hygiene?
- Will your organisation provide sanitiser at the entry/exit points of indoor areas?
- Associations only: What Playing Conditions will you introduce? E.g. no saliva and sweat on balls; No handling of other participants' attire etc

Bangor Barden Ridge Cricket Club will promote the use of hand sanitiser and good hygiene practice to all participants. We will also encourage participants to carry personal hand sanitiser and to wash or sanitise their hands before, during and after all cricket-related activities.

Participants will be advised where hand sanitiser will be made available in addition to their own personal supply.

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



Agree

Tell us how you will do this

**Considerations:**

- Whose responsibility is the stocking of hand soap and paper towel in the amenities?
- Who is responsible for ordering, filling, checking and refilling supplies?
- If undertaken by the asset owner, who is responsible for reporting a shortfall in supplies?

Bangor Barden Ridge Cricket Club will arrange, or request of the asset owner, that amenities are well stocked with hand soap and paper towels (unless hand dryers have been installed) at all times.

We will rectify any shortfalls in supply or report any issues with stock levels in amenities to the venue owner/operator.



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

Tell us how you will do this

**Considerations:**

- What equipment is used by multiple participants?
- How and when will you communicate the need to clean and disinfect equipment between users?
- Do you operate at a venue with any frequently touched areas or surfaces?
- If so, what cleaning protocols will ensure a clean and disinfected environment?

Where equipment is shared, Bangor Barden Ridge Cricket Club will instruct volunteers and participants to clean and disinfect any shared equipment in between each user using disinfectant wipes or disinfectant spray.

All cricket activities operate outdoors with no frequently touched areas or surfaces.

When in use, Bangor Barden Ridge Cricket Club will clean indoor hard surface areas daily and frequently touched areas and surfaces several times per day. We will identify such areas and create a cleaning process for volunteers and match officials to follow.

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

Tell us how you will do this

**Considerations:**

- Has your organisation applied for and obtained a QR code for each venue that it is the primary conductor of activities at?
- Clubs shall generally be responsible for any venue which they train at including any cricket nets, amenities, clubrooms, canteens etc.
- Associations or competition organisers, shall generally be responsible for venues where competition matches are scheduled
- At venues where both training and matches occur, the Association/Competition shall generally provide a code to use in the area(s) that teams typically congregate for matches with the local club providing the QR code signage on other facilities at the venue (cricket nets, amenities, clubrooms, canteens etc) unless agreed otherwise
- How will you communicate the requirement to use the NSW Government QR code system to your participants?
- Associations only: How will participants be provided access to QR codes if it is impractical for them to be displayed at a venue? Can you compile a handbook of QR Codes for all venues used in the competition or include as an Annexure in a Playing Conditions document?

Bangor Barden Ridge Cricket Club will communicate to participants the need to use the Service NSW QR code system to check-in prior, and check-out after, any cricket-related activity. We will ensure that a QR code for any venue we use for cricket-related activities will have a QR code displayed in a suitable place to support this requirement.

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

Tell us how you will do this

**Considerations:**

- Are there any processes that you can implement to ensure this?
- What other tools are at your disposal, e.g. communications, signage etc

Bangor Barden Ridge Cricket Club will communicate to participants aware of the requirement to use the NSW Government QR system to check in at each venue or facility.

We will ensure that QR codes and signage reminding participants of the need to check-in will be displayed in clearly visible and accessible locations.

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

Top

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

Tell us how you will do this

**Considerations:**

- What processes will you recommend to volunteers or match officials to record the attendance of an individual who could not check-in via the QR code and Service NSW Check-In App?
- How will you ensure their details have been captured?
- Who will you nominate to collate this information? How will you communicate who the nominated person is to your volunteers and match officials?
- How will you ensure that electronic databases are available if requested by an authorised officer?

Where a participant is unable to use the NSW Government QR Code Check-in System, Bangor Barden Ridge Cricket Club will direct volunteers and match officers to record their attendance and contact details on an alternative attendance register (e.g. a sheet of paper, scorebook or Notes section in a phone or tablet) or in the match-day scorebook, and then shared with a nominated Committee Member via email. This will ensure it can be made available to an authorised officer available within 4 hours and filed for a minimum of 28 days.

If we identify identifies any language barriers to using the QR code check-in process, we will make use of the resources available at <https://www.nsw.gov.au/covid-19/resources-other-languages>.



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

---

Now that you have finished, send the plan as a PDF to the email address you provided.

Email as PDF

Completed 8<sup>th</sup> October 2021

Top