

> HELPING BUSINESS GET BACK TO WORK



COVID-19 Safety Plan

Effective 17 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.

Organisations must follow the current COVID-19 Public Health Orders and 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 www.nsw.gov.au

ORGANISATION DETAILS

Organisation name:	Thornleigh Baseball Club
Plan completed by:	Graham Hiscox & Amanda Long
In alignment with:	Baseball NSW

REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe.

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers, parents/carers and participants who are unwell:	<p>We will communicate to all participants, spectators, parents, volunteers and others involved in our club if they fall under the following categories they need to exclude themselves from all baseball activity:</p> <ul style="list-style-type: none"> ● If unwell they need to exclude themselves. This includes: <ul style="list-style-type: none"> ○ fever, coughing, shortness of breath, loss of taste or runny nose

	<ul style="list-style-type: none"> ● Have been in contact with a confirmed case of COVID-19 or been to a hot spot in the last 14 days ● Been told to isolate or waiting on COVID test results ● Adhere to any current public health alerts from the Federal or State Government. <p>We will also encourage those in high-risk groups such as the elderly or those with medical conditions to stay away from all baseball activity.</p>
<p>Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor:</p>	<p>Our COVID Safety officer will communicate the COVID Safety plan to all team coaches, managers and volunteers. They will also be made aware of the need to exclude those who are unwell from baseball activity and how to deal with a person or participant if they arrive with symptoms. We will also communicate the need for physical distance and ensure hand hygiene. Team COVID Safe officers will be educated on COVID safe behaviours.</p>
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<p>We have no paid staff. However, we will make sure we communicate to all our volunteers they will have support if they need to stay at home and can't attend their scheduled baseball activity.</p>
<p>Display conditions of entry (website, social media, venue entry):</p>	<p>We will ensure there will be signage at our two home venues of Ruddock Park and Oakleigh Oval. This will include signage at the entry and on our diamonds. We will also include detailed information on all our social media channels, website and provide information to our coaches, managers and volunteers.</p>
<p>Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.</p>	<p>We have advertised that all those attending baseball activity must adhere to all public health orders including being in Victoria for the past 14 days.</p>
<p>Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latest-news-and-updates).</p>	<p>We have advertised that if you have attended a COVID Hotspot you can not participate in baseball activity. We will also advise all Managers to ensure they communicate this to teams.</p>

Take all reasonable steps to minimise the number of spectators attending community sport events.	We will ask teams to minimise the number of spectators where possible. Until the 30th of September we will ask for any junior baseball activity to limit it to one parent per player.
If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.	We will ensure teams have the sufficient numbers to reduce the need for borrowing players. We will ensure we speak with Managers and Coaches to offer other options to teams in the event they don't have enough players to field a team.

Wellbeing of staff and visitors

If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place:	<p>We have a good relationship with Hornsby Council and will ensure we continue all their recommendations.</p> <p>We will encourage individuals to be respectful of shared space, minimise time spent in these areas and observe physical distancing measures.</p>
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> • Swimming pools • Gyms • Restaurants and cafes 	<p>We do not run a swimming pool or gymnasium, however, we have a club canteen.</p> <p>When we conduct our canteen operations, we commit to implementing hygiene and social distancing measures including:</p> <ul style="list-style-type: none"> • Marking social distancing for queues; • Having hand sanitiser at point of sale; • Providing gloves for canteen volunteers; and • Displaying hand washing directions above sinks • All cutlery and condiments will be provided to the patron (communal use will be strictly prohibited)

REQUIREMENTS	ACTIONS
Physical distancing	
Ensure the number of people in a facility does not exceed one person per 4 square metres	We have very large venues and will consider how many games there are each week to ensure we do not exceed the one person per 4 square metres.

<p>(including staff and spectators):</p>	<p>We will encourage teams to use external benches/chairs at the facility to maintain physical distancing on the bench. We will mark the bench to make it easier for all players to know where to sit safely.</p> <p>All players, officials or volunteers not involved in play will need to leave the dug-out to ensure physical distancing.</p>
<p>Minimise co-mingling of participants from different games and timeslots where possible:</p>	<p>We will implement the following to reduce co-mingling:</p> <ul style="list-style-type: none"> ● Entry into venue and exit out of venue to be clearly identified ● Designated area for incoming teams to gather for both home and away ● Designated area for both home and away teams to warm up at the venue ● Limit the coming together in tight huddles during training or games ● Limited unnecessary social gatherings ● No shared water coolers, no shared water cups, personal drink bottles only ● Umpire may reposition themselves behind the pitch for better social distancing

<p>Ensure any spectators comply with 1.5 metres physical distancing where practical, such as through staggered seating. People who live in the same household are not required to distance. Have strategies in place to prevent spectators from different games and timeslots co-mingling.</p>	<p>We will place signage at each diamond to remind spectators to stay 1.5 metres while watching teams play. We will also educate team COVID safety officers to explain to spectators they need to keep a physical distance (apart from those in the same family).</p> <p>Until Sept 30th we will encourage players and spectators to leave the facility as soon as possible following the conclusion of their training/games to limit co-mingling.</p> <p>We will also limit non-essential events during the season.</p>
<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>	<p>Already we have games that start and end at different times which will make it easier to ensure we reduce the number arriving and leaving at the same time.</p> <p>When setting the training schedule we will ensure teams are spaced out on training nights throughout the week with different start and finishing times.</p> <p>We will also have signage which ensures people understand how to enter and leave safely from the grounds.</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor:</p>	<p>We will communicate the need for social distance through signage at the ground, on our social media and website, and through our Managers and team volunteers.</p> <p>We will indicate the number of people that can occupy indoor spaces in accordance with the 4 sq metre guideline including toilets, change rooms and canteens through signage at the clubhouse.</p>

<p>Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing:</p>	<p>We will limit the use of our changeroom and canteen in accordance with the 4 sq metre rule. We will place signage on the entries to ensure everyone knows how many can enter these facilities.</p> <p>Toilets will be open for public use and will display clear signage to indicate the recommended number of people entering (dependent on the space of the amenities).</p> <p>We will do this in collaboration with the Hornsby Council who we hire the facilities from.</p>
<p>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible:</p>	<p>Our change room facilities are mostly used by our Senior teams and we will communicate with all our registered players to ensure physical distancing both outside at the grounds and in the change-room. We will encourage all participants to shower/change at home where possible.</p>
<p>Use telephone or video platforms for essential staff meetings where practical:</p>	<p>We have already been holding all meetings via Zoom. If we decide to hold a meeting in person we will ask everyone present to sit 1.5m apart.</p>
<p>Review regular business deliveries and request contactless delivery and invoicing where practical:</p>	<p>Our canteen gets deliveries which we will request are contactless. All of our suppliers already provide invoices which we will continue.</p>

REQUIREMENTS	ACTIONS
Hygiene and Cleaning	
<p>Adopt good hand hygiene practices:</p>	<p>The following general hygiene practices for players and officials always apply, in line with Government advice:</p> <ul style="list-style-type: none"> ● Wash your hands often with soap and water for at least 20 seconds ● Wash or sanitise your hands before eating (all players and official should have personalised hand sanitiser) ● If soap and water are not available, use an alcohol-based hand sanitiser ● Avoid touching your eyes, nose and mouth ● Avoid close contact with people who are sick ● Cover your mouth to cough or sneeze (using your elbow) ● No sharing of towels/water bottles/food, including lolly or fruit bowls ● Any areas (meeting rooms, treatment rooms, change rooms etc) accessed by players and officials to be comprehensively cleaned and sanitised after each use

	<ul style="list-style-type: none"> ● We will take steps to adequately clean and disinfect player facilities (once available) before and after use ● We will do all we can to reinforce the above precautions, including making available appropriate hand washing facilities, as well as the provision of alcohol based hand sanitiser and tissues ● Medical officials must follow protocols as outlined in infection control training (ie: disposal of gloves in between treatments, wearing of face masks)
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground:	<p>We will provide hand sanitiser within the venue and ensure it is regularly refilled.</p> <p>We will encourage all participants to bring their own hand sanitiser to all baseball activities.</p>
Ensure bathrooms are well stocked with hand soap and paper towels:	<p>We will:</p> <ul style="list-style-type: none"> ● Refill soap in toilets regularly. ● Refill paper towel dispensers in toilets when required.
Provide visual aids above hand wash basins to support effective hand washing:	<p>We will communicate to all participants the need to ensure good hand hygiene and promote hand washing. We will use and display this poster in all areas of our facility and oval:</p> <p>https://www.health.nsw.gov.au/pandemic/Publications/hand-wash-community.pdf</p>
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks:	<p>We will ask for all participants, volunteers and spectators to bring their own labelled water bottle for them to use only.</p> <p>We will explain to parents as well as participants that there can be no sharing of food or drinks. Nor will we provide communal food, drink, lollies etc.</p>
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys:	<p>All players and parents will be encouraged to ensure all uniforms are washed after each baseball activity including games and training. Players and parents should also be responsible for sanitizing and cleaning their own gear including bats, gloves and other equipment.</p> <p>Any marshals will have to wash their own high vis vests.</p> <p>For any gear which is shared by a team we will advise they need to be washed between games.</p>
Clean frequently used indoor hard surface areas, including children's play areas, at	<p>This would be applicable only in our canteen. Our Canteen Manager along with our COVID Safety Officer will ensure hard surfaces in the canteen are cleaned throughout the day and between volunteer shift changes. There will be detailed</p>

<p>least daily; first with detergent and water, and then disinfectant:</p>	<p>instructions placed in the canteen so everyone understands the process of cleaning hard surfaces.</p>
<p>Clean frequently touched areas and surfaces, including in communal facilities, several times per day:</p>	<p>We will clean frequently used spaces, surfaces and objects regularly. We will also ensure all cleaning is communicated to volunteers working in our canteen as well as teams using facilities such as changing rooms.</p>
<p>Clean areas used for high intensity sports with detergent and disinfectant after each use:</p>	<p>Not applicable as we do not have high intensity sports equipment.</p>
<p>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use:</p>	<p>All equipment to be cleaned and disinfected prior, during and after training sessions and games. Balls to be cleaned after every innings during a game.</p> <p>We will communicate to coaches to ensure there is little shared equipment during training and games. If equipment is shared it must be sanitized between uses.</p>
<p>Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish:</p>	<p>Alcohol based hand sanitisers will be available in each kit as well as the point of sale at the canteen and throughout the venue. Gloves will be available in the canteen should anyone wish or need to use them. Gloves will also be given to each team with their kit along with wipes and sanitizer.</p>
<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions:</p>	<p>We will store sanitisers, disinfectant solutions and detergents appropriately and use them in accordance with the manufacturer's instructions.</p>
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water:</p>	<p>Gloves will be available in the canteen for use by anyone who requests them. We will also provide gloves to every team in their kit.</p> <p>We will also have soap available in the canteen if needed to allow people to wash their hands as well as paper towel for drying.</p>
<p>Encourage contactless payment options:</p>	<p>We already use a Square payment system in our canteen and will continue to use that for any payment in the club. We will encourage the use of contactless payment before uniform day and for canteen payments.</p>

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REQUIREMENTS	ACTIONS
Record Keeping	
Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely:	<p>We have provided all teams with a QR code to check in for trainings and games. This keeps a record of everyone who attends, their contact details as well as the date and time.</p> <p>All games are registered with the Ryde Hawks Baseball League and Pacific Coast Baseball League if needed we can access the contact details of all players registered for those teams. As well as scoresheets which confirm which members of the team played and who was the umpire and coach for the team. This will ensure all those attending games can be contacted. These are kept for the duration of the season and will be kept for 28 days post the end of the season.</p> <p>We will encourage all spectators to also scan the QR code, however, accompanying parents/spectators will also be able to be contacted through the relevant players' mandatory online registration.</p> <p>We will encourage all participants to download the COVIDSafe App.</p>
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required:	<p>Thornleigh Baseball understands and supports the Australian Governments COVIDSafe app. We will encourage all our members to get behind this initiative and download the app. We will explain how this is beneficial to our club through information on our social and website. As well as communication with Managers.</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>The Thornleigh Baseball committee will cooperate with NSW Health if contacted regarding a positive case of COVID-19. We will also contact SafeWork NSW on 13 10 50.</p>