

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



## Your COVID-19 Safety Plan

### General

### Business details

Business name	Thornleigh Baseball
Business location (town, suburb or postcode)	Westleigh 2120
Completed by	Amanda Long
Email address	<a href="mailto:amanda@long.com.au">amanda@long.com.au</a>
Effective date	11 October 2021
Date completed	10 October 2021

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### Wellbeing of staff and customers

#### Exclude people who are unwell from the premises.

#### Agree

Yes

#### Tell us how you will do this

We do not have staff members. However, we will communicate via our newsletter, social media, and through our team managers and committee members that no person who is unwell should attend baseball training or games. They should also not volunteer in our

canteen.

**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**

We do not have staff. However, all those over the age of 16 years old playing baseball will need to be vaccinated to compete. We will also ensure our canteen has COVID safe practices and will communicate with all members COVID safe practices.

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

**Agree**

Yes

**Tell us how you will do this**

As we are located at an oval we will ensure signage on our two diamonds and also at the canteen. We will ensure there is a paper sign-in at the canteen for those who do not have smartphones.

**Encourage staff to access COVID-19 vaccination.**

**Agree**

Yes

**Tell us how you will do this**

All those aged over 16 will need to be vaccinated to play baseball.

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**Physical distancing**

**Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.**

**Agree**

Yes

**Tell us how you will do this**

We are on a very large oval so physical distancing is easy and we will have signs to remind people of the need to be spaced out while watching games.

**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**

Due to the large area we are able to ensure physical distancing and will have signage to remind people. Plus we will communicate this to all players, managers and coaches to remind their teams.

**Agree**

Yes

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

**Tell us how you will do this**

The area we find which gets congested is outside our canteen and we have dots on the ground and signage which ensures people space out while in this area.

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

## **Agree**

Yes

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

All teams and players are reminded not to hang around and to go straight home after games.

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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**

Our canteen and locker rooms will be open and players encourage to sit outside rather than in the locker room during games.

### **Use outdoor settings wherever possible.**

## **Agree**

Yes

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

As our venue is outdoors the only inside area is the locker room and canteen. This ensures everyone is outside and the risk is low.

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

**possible.**

**Agree**

Yes

**Tell us how you will do this**

Yes our canteen has a large serving window along with all doors in the clubhouse can be left open.

**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**

We do not have mechanical ventilation in our canteen. However, all games are played outside which reduces the risk of transmission.

**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**

We hire the grounds from Hornsby Council who maintain all the facilities.

**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**

We will ensure Hornsby Council has best practices in terms COVID safety for the facilities at Oakleigh Oval.

**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**

We have plenty of face masks for volunteers to use in the canteen. We also provide teams with sanitising kits as well as in each dugout.

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

**Agree**

Yes

**Tell us how you will do this**

Hand sanitiser is available in the canteen and in all dugouts. It will also be available to all teams in their kits.

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

**Agree**

Yes

**Tell us how you will do this**

We hire the grounds from Hornsby Council who ensure all the bathrooms are regularly

cleaned and re-stocked.

**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**

Our canteen is only used for 4-6 hours on a Saturday and it is regularly cleaned with signage on the correct cleaning procedures.

## **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, customers and contractors.**

**Agree**

Yes

**Tell us how you will do this**

We will have the Service NSW QR code available at a number of locations for people to sign in when they arrive.

**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 premises.**

**Agree**

Yes

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

We will ensure each team checks in and that all teams have access to the QR sign-in at multiple locations throughout our oval.

**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, customers 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**

We will have a paper sign in at the canteen for those without smartphones.

**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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

**Agree**

Yes

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

We only have two venues - Ruddock Park and Oakleigh Oval and will have COVID Safety Plans for both.

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

Yes