New South Wales Rifle Association
COVID-19 Safety Plan
Effective 1 July (17 July update)

The NSW Government *Public Health (Restrictions on Gathering and Movement) Order (No 4) 2020* requires competition sport to operate under a COVID-19 Safety Plan from 1 July if you have more than 20 participants present (officials, competitors and spectators).

The Public Officer of an incorporated club is responsible for preparing and complying with the Public Health Order.

This safety plan is based on the Office of Sport COVID-19 Safety plan. For the original template**,** see **here.**

Guidance for food service and camping is based on the respective NSW Health guidelines.

Instructions

1. NSWRA Clubs (and/or event organisers) are responsible for COVID safe operations. You should review and adopt this plan (or update/amend as your needs or situation dictate).
2. A printed copy of the plan must be available for inspection at the range/event on request. It should be made available to all staff and volunteers attending.
3. The training noted in this document for any volunteers or staff supervising food service should be undertaken.
4. If you are hosting an event, the program must indicate that the event will be conducted in accordance with your COVID-19 Safety Plan and any other NSWRA guidance to follow.
5. 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 https://www.nsw.gov.au/covid-19

(Insert details where plan is adopted by a club/event organiser)	Club/Organiser
Name or club/event:	
Plan completed by:	
Approved by:	

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REQUIREMENTS FOR CLUBS OR COMPETITION ORGANISERS

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

Requirements	NSWRA Recommended Actions	Club/Organiser Action *(update or amend if different)*
Wellbeing of staff and visitors		
Exclude staff, volunteers, parents/carers and participants who are unwell.	All attendees including volunteers should be asked to confirm that they have not had any contact with a person who has tested positive to COVID-19 or has displayed symptoms in the last 14 days at the time of registration (if so they should be denied registration/asked to leave). Persons with COVID-19 symptoms should be asked to not attend, get tested at a COVID-19 testing clinic and self-isolate until they get their results. Symptoms include cough, sore/scratchy throat, shortness of breath or fever.	Adopting NSWRA recommendation
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.	This plan should be provided to all staff and volunteers working at the event.	Adopting NSWRA recommendation
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	This will be undertaken for NSWRA staff. Our Clubs do not employ staff with leave entitlements.	Not applicable
Display conditions of entry (website, social media, venue entry).	The program for an event should clearly indicate that the event will be operating under this NSWRA and [club/organiser] COVID-19 Safety plan.	Adopting NSWRA recommendation
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	NSWRA clubs control their own sites.	Adopting NSWRA recommendation
Ensure COVID-19 Safety Plans are in place, where relevant, for: • Swimming pools • Gyms	NSWRA clubs do not operate gyms or pools. Participants are encouraged to bring their own food and beverages.	Adopting NSWRA recommendation

Requirements	NSWRA Recommended Actions	Club/Organiser Action *(update or amend if different)*
• Restaurants and cafes	If food is to be served food service related COVID Safety Plan is required. The following should be observed: • The volunteer or staff overseeing food service should undertake the online NSW Health COVID-19 awareness for food service training (here). (A short, free online course) • Eating areas should preferably be outdoor. Indoor capacity must not exceed 50 customers per separate existing seated food or drink area; or one per 4 square metres of space on the premises, whichever is the lesser. • Move or remove tables and seating to support 1.5 metres of physical distance. • Reduce crowding and promote physical distancing with markers on the floor. • Adopt good hand hygiene practises. • Ensure bathrooms are well stocked with hand soap and paper towels. • Reduce the number of surfaces touched by customers. • No self-serve food, communal food or snacks, communal condiments. • Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available. • Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day. • Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions. • Staff and volunteers are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water. • Encourage contactless payment options and/or avoid change.	
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior	All members have been advised of this exclusion. Attendees should be asked to confirm that they do not fall into the exclusions.	Adopting NSWRA recommendation

Requirements	NSWRA Recommended Actions	Club/Organiser Action *(update or amend if different)*
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)	Same as above.	Adopting NSWRA recommendation
Take all reasonable steps to minimise the number of spectators attending community sport events.	At most events non-participant attendees/spectators are extremely limited. An attending spouse is reasonable, likewise one parent or guardian who needs to supervise a minor. Otherwise non-participant attendance is discouraged *(also addressed below)*.	Adopting NSWRA recommendation
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.	Mixed teams are not part of usual competition formats.	Adopting NSWRA recommendation
Physical distancing		
Ensure the number of people in a facility does not exceed one person per 4 square metres (including staff and spectators).	Outdoor competition areas on NSWRA facilities significantly exceed 4sqm per person in all foreseeable attendee scenarios. Clubs should assess the dimensions of indoor areas/clubhouses, determine the attendee limit (4 sqm per person), and if this may foreseeably be exceeded post signage (see bottom of this document) and ask attendees to leave if exceeded.	Adopting NSWRA recommendation
Minimise co-mingling of participants from different games and timeslots where possible.	Fullbore shooting does not operate based on games, rounds or timeslots. Presentations inside clubhouses should preferably be avoided (or the capacity of the room observed, as noted above). Presentations should be undertaken on a distanced basis (eg medals placed on a dedicated table and collected by the recipient, not presented; medals over heads and handshaking discouraged).	Adopting NSWRA recommendation
Ensure any spectators comply with 1.5 metres physical distance 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.	At most events non-participant attendees/spectators are extremely limited. An attending spouse is reasonable, likewise one parent or guardian who needs to supervise a minor. Otherwise non-participant attendance is discouraged. All attendees will be requested to maintain 1.5m spacing in assembly areas.	Adopting NSWRA recommendation

Requirements	NSWRA Recommended Actions	Club/Organiser Action *(update or amend if different)*
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.	External/front gate gatherings are not typical. Firearms users attend via their own transport.	Adopting NSWRA recommendation
Reduce crowding wherever possible and promote physical distancing with markers on the floor.	See guidance above.	Adopting NSWRA recommendation
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.	Locker rooms are not provided. Shower facilities are lightly used. If camping is expected to occur, apply guidance noted below.	Adopting NSWRA recommendation
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	See above.	Adopting NSWRA recommendation
Use telephone or video platforms for essential staff meetings where practical.	Electronic meetings instead of face to face are encouraged.	Adopting NSWRA recommendation
Review regular business deliveries and request contactless delivery and invoicing where practical.	Consumable/goods deliveries are not commonplace.	Adopting NSWRA recommendation
Hygiene and cleaning		
Adopt good hand hygiene practices.	All attendees will be asked to wash their hands regularly. Office and range staff handling score cards should use disposable gloves whilst handling score cards. Computers/laptops used for these purposes (and associated work areas) should be segregated and sanitised regularly. Pens should not be made available. If they are, they should be single use (eg dropped into a used pens jar for sanitising before reuse)	Adopting NSWRA recommendation
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	These should be made available.	Adopting NSWRA recommendation
Ensure bathrooms are well stocked with hand soap and paper towels.	These should be made available.	Adopting NSWRA recommendation

Requirements	NSWRA Recommended Actions	Club/Organiser Action *(update or amend if different)*
Provide visual aids above hand wash basins to support effective hand washing.	Put up signage resources at the foot of this document.	Adopting NSWRA recommendation
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	Attendees should be actively encouraged to bring their own food and beverages.	Adopting NSWRA recommendation
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	Uniforms are not shared. Bibs should be sanitised between use.	Adopting NSWRA recommendation
Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	Indoor common areas and toilet facilities should be cleaned regularly. Where camping is expected: • Adopt good hand hygiene practices. • Ensure bathrooms are well stocked with hand soap and paper towels. If grounds are remote with minimal staffing, then visitors should be informed to bring their own hygiene equipment. • Clean frequently used indoor areas at least daily with detergent or disinfectant. • Clean frequently touched areas and surfaces several times per day. • If grounds have minimal staffing, then visitors should be informed to practise good hygiene and bring their own cleaning equipment. • Disinfectant solutions need to be maintained at an appropriate strength and use in accordance with the manufacturer's instructions. • Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Adopting NSWRA recommendation
Clean areas used for high intensity sports with detergent and disinfectant after each use.	Shared equipment such as monitors should be cleaned between use.	Adopting NSWRA recommendation
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Any shared equipment should be cleaned between use. Hands and equipment should be sanitised where there is shared contact on gear (eg coaching or sights).	Adopting NSWRA recommendation

Requirements	NSWRA Recommended Actions	Club/Organiser Action *(update or amend if different)*
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Disposable gloves should be made freely and readily available for scorers (and appropriate bins made available for disposal of used items).	Adopting NSWRA recommendation
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	This requirement should be applied.	Adopting NSWRA recommendation
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	This requirement should be applied for staff and volunteers.	Adopting NSWRA recommendation
Encourage contactless payment options	Contactless or direct debit payment should be used wherever possible. Otherwise correct change should be specified as a requirement, including the match program.	Adopting NSWRA recommendation
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.	Clubs/organisers should capture contact details (for all attendees). They must be securely retained for at least 28 days.	Adopting NSWRA recommendation
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	The NSWRA encourages all members to download the COVIDSafe app.	Adopting NSWRA recommendation
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.	This will be applied by the NSWRA in its own operations. Clubs should anticipate contact from NSW Health in the event that a member or attendee (or a close contact) tests positive to COVID-19.	Adopting NSWRA recommendation

Suggested Signage for Clubs/organisers

Capacity of a room or clubhouse – where expected to be frequented at a level approaching capacity or distancing limits	https://www.health.nsw.gov.au/Infectious/covid-19/Publications/poster-physical-distancing.pdf
General poster (including stay at home)	https://www.health.nsw.gov.au/Infectious/diseases/Documents/covid-19-protect-a3-portrait.pdf
Have you washed your hands – eating areas	https://www.health.nsw.gov.au/Infectious/diseases/Documents/covid-19-washed-hands-a3.pdf
How to wash hands – kitchens, bathrooms/toilets and handwashing points	https://www.health.nsw.gov.au/pandemic/Publications/hand-wash-community.pdf