

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



## Your COVID-19 Safety Plan

### Community sporting competitions and full training activities

#### Business details

Business name	Swimming Metro South West
Business location (town, suburb or postcode)	No set premises. We are an Area Swimming Association that mostly utilises Sydney Olympic Park Aquatic Centre
Completed by	Kathy Thompson
Plan approved by	Swimming Metro South West
Email address	<a href="mailto:registrar@metrosw.org.au">registrar@metrosw.org.au</a>
Effective date	15 January 2021
Date completed	2 February 2021

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#### Wellbeing of staff and customers

##### Exclude staff, volunteers, parents/carers and participants who are unwell.

An email has been issued to all current competitors, coaches and technical officials requesting that swimmers and parents that are not well to stay home. A refund will be issued if they are not well enough to attend.

**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.**

A link to the NSW Health website will be included in the email to all participants. The link includes the instructions for getting tested where required. We have identified that one of our committee members is fully trained, by their employer, in COVID safety and is available on the day as a COVID Safety Officer.

### **Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

This is not applicable as all committee members are volunteers and are aware they need not attend if they are feeling unwell.

### **Display conditions of entry (website, social media, venue entry).**

Our COVID Safety Plan will be issued via email to all competitors prior to the day of the meet. It will also be included on the MSW Facebook Page (<https://www.facebook.com/metsouthwest>), our website (<https://metroswswimming.org.au/>) and our Team App ([https://metrosouthwest.teamapp.com/?\\_webpage=v1](https://metrosouthwest.teamapp.com/?_webpage=v1))

### **If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.**

Sydney Olympic Park Aquatic Centre has provided instructions via email and included their COVID Plan Guide.

**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.**

Swimming Metro South West Inc have obtained a QR code which will be available at the entry to SOPAC if the centre requires us to use our own QR code. The Area also has a full email list of every competitor, technical official and coach if the plan changes rapidly.

## Physical distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff) to a maximum of 3000 people.

In Greater Sydney, indoor areas must not exceed one participant per 4 square metres of publicly accessible space.

*Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.*

The Area has identified there will be approximately 1200 swimmers, spectators, coaches and technical official will be in attendance. This number is well within the restrictions placed by SOPAC.

**In indoor areas, spectators should not sing or chant. In outdoor areas, spectators older than 12 years should wear masks if singing or chanting.**

This event does not have any structured singing or chanting activities.

We have included the following information in our COVID-19 Health and Safety Information guide that will be distributed to all competitors:

- Please practice proper hygiene whilst present at the event and if you do begin to feel unwell during the day, please leave the venue. There will be several hand sanitiser stations available throughout the venue as well as fully stocked bathroom facilities.
- MSW encourages the wearing of masks at the event for spectators and competitors when they are not swimming, although this is not mandatory.
- Please be mindful of social distancing at all times, particularly for spectators when selecting a seat.

**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.**

Swimming Metro South West will issue a timeline, via email, prior to the start of the event with a

request to attend only for entered events to minimise that numbers at the event. We have included the following dot point in our COVID-19 Health and Safety Information guide.

- We ask that you minimise your time at the venue and only attend for the period that you need to swim. We encourage all competitors to shower at home after the meet.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

The Area has introduced "Assisted Self-Marshalling" at the venue to reduce the number of officials on pool deck, without compromising safety.

The Area will also include in the COVID-19 Health and Safety Information guide that all attending the venue must abide by the venue's policies in regards to queuing, toilets and entrance and exit points.

**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.**

The Area has reduced the possibility of large gatherings by requesting swimmers to stagger their arrival time to the venue.

The venue has social distancing stickers and markings at gathering sites

**Where possible, encourage participants to avoid carpools with people from different household groups.**

The Area will also include in the COVID-19 Health and Safety Information guide a request not to carpool with people from different households.

**Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.**

The Area has requested the seating on pool deck be set up with social distancing in mind. The venue already has appropriate markers at their food outlets.

**Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.**

The venue already has advertising in place to address communal facilities. The Area has also include in the COVID-19 Health and Safety Information guide information relating to hygiene and physical distancing. We encourage all competitors to shower at home after the meet.

**Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.**

The Area has also included in the COVID-19 Health and Safety Information guide information that we encourage all competitors to shower at home after the meet.

**Use telephone or video platforms for essential staff meetings where practical.**

The technical officials will use the designated area by the venue to gather prior to the meet. This room has been set up with correct social distancing by the venue.

**Review regular business deliveries and request contactless delivery and invoicing where practical.**

This is not required for this event.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

The Area has included the following information in the COVID-19 Health and Safety Information guide.

- Please practice proper hygiene whilst present at the event and if you do begin to feel unwell during the day, please leave the venue. There will be several hand sanitiser stations available throughout the venue as well as fully stocked bathroom facilities.
- MSW encourages the wearing of masks at the event for spectators and competitors when they are not swimming, although this is not mandatory.
- Please be mindful of social distancing at all times, particularly for spectators when selecting a seat.
- There will be COVID Marshalls at the Aquatic Centre and respectfully ask for your compliance and cooperation with complying with instructions from these individuals.

**Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.**

The Area will ensure that appropriate sanitising products will be available at the entry and main gathering points.

**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.**

This is the responsibility of the venue.

**Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.**

The Area has included the following information in the COVID-19 Health and Safety Information guide.

- SOPAC will have food available for sale, however, MSW encourages competitors to bring any food or drink they require with them and do not share this with others. If Competitors or Spectators do purchase food or drink from the venue, please don't share this with anyone outside your household.

**Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.**

This is not a requirement for this event

**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.**

This is not a requirement for this event

**Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.**

This is not a requirement for this event

**Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.**

The Area has included the following information in the COVID-19 Health and Safety Information guide.

- Please bring with you, all of your own equipment that you need to compete and please do not share this with others.
- MSW staff will ensure that any equipment that does need to be shared to ensure the smooth running of the meet is cleaned at regular intervals throughout the event.

**Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.**

The Area will have a supply hand sanitiser and gloves to all technical officials.

**Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

This is the responsibility of the venue.

**Staff should wash hands thoroughly with soap and water before and after cleaning.**

This is the responsibility of the venue.

**Encourage contactless payment options.**

The Area will not require any form of payment on the day by the competitors and parents. Our safety plan has been updated to include the venue's preference is for contactless payment.

**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).**

This is the responsibility of the venue.

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## **Record keeping**

Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and 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.

The Area currently has an email and phone contact list of all competitors attending the event. A QR code will be available to capture further details of people attending (Eg coaches and managers)

**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 [nsw.gov.au](https://nsw.gov.au).**

The contact details of all people attending are secure. They are stored electronically and are password protected. They are only used when contacting all participants to provide further information relating to this event.

**Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.**

A recommendation to download the COVIDSafe app has been included in the COVID-19 Health and Safety Information guide.

**Community sport organisations should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

Swimming Metro South West has been registered as a COVIDSafe business on 22/12/2020

**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.**

Swimming Metro South West Inc agrees to contact NSW Health and SafeWork NSW if a positive case of COVID-19 is identified.

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

Yes