

# > HELPING BUSINESS GET BACK TO WORK



## Windang Bowling Club



### COVID-19 Safety Plan

Effective 26th 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 <https://www.nsw.gov.au>

This COVID-19 Safety Plan has been developed to create and maintain a safe environment for our Bowling Participants, Officials, Workers, Volunteers and Spectators.

ORGANISATION DETAILS	
Organisation Name	WINDANG BOWLING CLUB
Plan completed by:	DAVID TYRRELL - BOWLS COORDINATOR
Approved by:	JOANNE THIELE - CEO

#### This COVID-19 Safety Plan applies to all Lawn Bowls Activities held at Club Windang

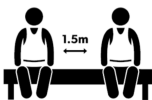
These activities are Practice (roll up), Coaching and Training, Social Bowls and Competitions.

REQUIREMENTS	ACTIONS
<b>WELLBEING OF STAFF AND VISITORS</b>	
Exclude staff, volunteers, parents/carers and participants who are unwell.	<p>Before participating in any bowling activity, all players, officials &amp; volunteers are to be advised they must not attend, if in the past 14 days if they have:</p> <ul style="list-style-type: none"> <li>- been unwell or had any flu-like symptoms, or- been in contact with a known or suspected case of COVID-19, or</li> <li>- any sudden loss of smell or loss of taste, or</li> <li>- are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions.</li> </ul> <p>They are to be advised that they should check the NSW Government website for advice regarding the full list of symptoms associated with COVID-19 infection:  <a href="https://www.nsw.gov.au/covid-19/symptoms-and-testing">https://www.nsw.gov.au/covid-19/symptoms-and-testing</a></p>
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning,	<p>We have worked in conjunction with Bowls Australia and Bowls NSW guidelines to promote and encourage the use of the following resources and websites in order to obtain accurate information:</p> <p>Australian Government Department of Health: <a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert</a></p> <p>- NSW Government Department of Health: <a href="https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx">https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx</a></p> <p>- World Health Organisation: <a href="https://www.who.int/">https://www.who.int/</a></p> <p>- Australian Institute of Sport: <a href="https://ais.gov.au/health-wellbeing/covid-19">https://ais.gov.au/health-wellbeing/covid-19</a></p> <p>- Sport Australia: <a href="https://www.sportaus.gov.au/">https://www.sportaus.gov.au/</a></p> <p>Similarly, we have promoted the range of COVID-19 "campaign resources" produced by the Federal Government, including posters outlining hygiene practices (e.g. promoting thorough hand washing) found at:  <a href="https://www.health.gov.au/resources/collections/coronavirus-covid-19-">https://www.health.gov.au/resources/collections/coronavirus-covid-19-</a>  <a href="https://www.health.nsw.gov.au/pandemic/Publications/hand-wash-community.pdf">https://www.health.nsw.gov.au/pandemic/Publications/hand-wash-community.pdf</a></p>
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	<p>Whilst our bowls committees are made up of volunteers, we have made them aware of the above-mentioned symptoms and stipulated that they should stay away from the club and self-isolate in the event that they experience any symptoms.</p>
Display conditions of entry (website, social media, venue entry).	<p>We will display posters, distribute and "share" information about COVID-19 on our bowls website and at appropriate locations around our club house and venue. Where appropriate, we will identify and address potential language, cultural and disability barriers associated with communicating COVID-19 information to players, members and other stakeholders. In conjunction with our national governing body, Bowls Australia, we have developed and promoted amongst our members, a range of resources on COVID-19.</p> <p>These can be downloaded from: <a href="https://www.bowls.com.au/coronavirus-covid-19-advice-to-ba-members/">https://www.bowls.com.au/coronavirus-covid-19-advice-to-ba-members/</a></p>

<p>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place:</p>	<p>We have to date, and will continue to liaise and work with Club Windang Management to comply with any specific requirements they may have.</p> <p>We have determined physical distancing protocols to be used within locker rooms, (Only 2 persons permitted at any one time).</p> <p>We have and will continue to encourage individuals to be respectful of shared space, minimise time spent in these areas and observe physical distancing measures.</p> <p>When we conduct our social bowls registrations, we commit to implementing hygiene and social distancing measures including:</p> <ul style="list-style-type: none"> <li>- marking social distancing for queues;</li> <li>- having hand sanitiser at the registration desk;</li> <li>- providing gloves for volunteers.</li> </ul>
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> <li>- Swimming Pools</li> <li>- Gyms</li> <li>- Restaurants and Cafes</li> </ul>	<p>For the purposes of this document, we do not have a pool or gymnasium. The COVID-19 Safety Plan for our Restaurant and Cafe is covered under Club Windang Operations COVID-19 Safety Plan.</p>

REQUIREMENTS	ACTIONS
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PHYSICAL DISTANCING	
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<p>Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people.</p>	<p>We have considered the number of participants and fixtures to minimise the number of attendees on the greens and surrounds at any one time.</p> <p>The benches located at the end of the rink of play will be for players only.</p> <p>We will place signage in appropriate places stating that access to this area is for players and officials only.</p> <p>Only 2 persons may occupy the seats at any one time, keeping a distance of 1.5m apart where possible, as indicated below.</p> <div style="text-align: center;">  </div>
<p>Minimise co-mingling of participants from different games and timeslots where possible.</p>	<p>Competition Administrators have scheduled matches and we have arranged training days and times to minimise contact, cross-over and avoid unnecessary gatherings of players, family members and staff.</p> <p>We will schedule time between games/training sessions when possible, to enable all attendees to arrive and exit the venue safely, with minimal contact with others.</p> <p>We will communicate with players and volunteers to encourage personal equipment and bags are arranged to maintain physical distancing of participants (&gt; 1.5 metres) and separation between teams.</p> <p>Where possible, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.</p>
<p>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.</p>	<p>Parents/spectators may attend games. We will take the necessary precautions to minimise the risk of transmission including the dispersion of spectators around the perimeter of the green and across a range of viewing areas and designating the use of specific seats/areas that meet physical distancing requirements and erecting signage to advise.</p> <p>We will encourage players and spectators to leave the facility as soon as possible following the conclusion of their training/games.</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>We will manage entry and exit points to allow a seamless flow of players/volunteers and parents/attendees through the venue to limit the risk of overlap and congestion.</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.</p>	<p>We will promote and communicate the importance of social distancing of 1.5 metres between spectators, parents/carers. This will be done through PA announcements, arranged seating, social media, direct communication and signage. We will limit spectator numbers based on the arranged seating requirements.</p>
<p>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</p>	<p>We will indicate the number of people that can occupy the locker room in accordance with the 4m2 guideline with signage. A volunteer will manage entry and exit of locker rooms, and communicate with players to encourage physical distancing of participants (&gt; 1.5 metres).</p>
<p>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.</p>	<p>For the purpose of this document we no longer have shower facilities. Players will be encouraged to be attired and ready to bowl prior to registration on the day. Toilets will be open for public use and will display clear signage to indicate the recommended number of people entering.</p>
<p>Use telephone or video platforms for essential staff meetings where practical.</p>	<p>If possible, we will conduct meetings via virtual meeting platforms such as Zoom, Facetime, Microsoft Teams and so on, in place of face- to-face meetings. If we need to meet face to face, we will keep the time to a minimum, implement social distancing requirements by ensuring maximum room allowances are not exceeded and ask participants sit more than 1.5m apart.</p>

REQUIREMENTS	ACTIONS
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HYGIENE AND CLEANING	
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<p>Adopt good hand hygiene practices.</p>	<p>We will wipe down the bowls registration tables and any other equipment used.</p> <p>Promote and provide hand washing guidance to all participants and volunteers. <a href="https://www.who.int/gpsc/5may/Hand_Hygiene_Why_How_and_When_Brochure.pdf">https://www.who.int/gpsc/5may/Hand_Hygiene_Why_How_and_When_Brochure.pdf</a></p> <p>Promote regular and thorough hand washing by volunteers and participants;</p> <p>Provide sanitising hand rub on entry and at each green in use and refill regularly;</p>
<p>Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.</p>	<p>We will provide hand sanitiser during events and ensure it is regularly refilled.</p> <p>We will encourage players, officials, volunteers, and/or their parents/carers to carry personal hand sanitiser to enable good personal hygiene.</p>
<p>Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.</p>	<p>We will stipulate that all participants are to provide their own clearly labelled drink bottle for their use only.</p> <p>We will communicate to all participants the importance of not sharing any food or drinks.</p> <p>We will not provide any communal drink or food for players such as drink drums, packets of lollies, fruit etc.</p>
<p>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.</p>	<p>N/A</p>

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Within the constraints of the game, we will implement arrangements to minimise the shared use of equipment where possible. E.G. Single person jack roll and not using scoreboards. Players will be encouraged to not share personal equipment including playing equipment, E.G. bowls, bowls grip, bowls cloths, measures, lifters, chalk and spray. We will discourage the sharing of common stationery (pens, clip boards etc.) and other personal IT equipment (laptops, iPads, headphones, etc). Our Competition Administrators will remind Match Officials to not share personal equipment such as cards and pens. Umpire's Equipment used during a match shall be wiped down after game completion. Shared equipment (scoreboards, jacks and mats) will be washed and wiped with sanitiser prior to and after each match.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	We will make sanitiser available in areas around the green for visitors to access.
Volunteers and staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	We will encourage volunteers and staff to wear gloves when cleaning and wash their hands thoroughly before and after with soap and water.
Encourage contactless payment options.	We will encourage the use of the correct monetary value for green fees to minimise contact where possible. Contactless payment of prizemoney has been introduced.

REQUIREMENTS	ACTIONS
<b>RECORD KEEPING</b>	
Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practical, 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.	All players, coaches, match officials are required to register and provide contact details through Bowls NSW. All bowls fixtures (Practice, Roll Ups, Training, Social Bowls, Club Championships) are administered through an online booking system. The Administrator manages entries for players with limited online experience or access. The administrator can identify which players, officials, volunteers and spectators that participated in any given fixture. Online Entries are available on our bowls website at <a href="http://windang.bowls.com.au">http://windang.bowls.com.au</a> For events held at Club Windang and governed by Illawarra Zone 16, Bowls NSW, Bowls Australia or other Bowls controlling body, the administrator will liase with the respective administrator with regards to record keeping. For the purposes of contact tracing, accompanying parents/spectators will be able to be contacted through the relevant spectator registration. We have also recommended all participants download the COVIDSafe App.
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	So as to further aid the fight against COVID-19, Club Windang supports the Australian Government's COVIDSafe app and has strongly encouraged all members to get behind this initiative. We have encouraged members of our club to download the app from the Apple App store and Google Play.
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.	We commit to cooperate fully with NSW Health if contacted in relation to a positive case of COVID-19 and notify SafeWork NSW on 13 10 50. We understand the approved process is as follows:  <ol style="list-style-type: none"> <li>1: Participant tests positive;</li> <li>2: Club Windang Management and Board are informed at the earliest opportunity;</li> <li>3: NSW Health determines and initiates communication with potential close contacts;</li> <li>4: NSW Health will contact our Club if contact information of potential close contacts are required;</li> <li>5: As the Club we will inform Member Zone/Competition Administrator following receipt of written advice from NSW Health;</li> <li>6: Member Zone will inform Bowls NSW;</li> <li>7: Member Zone/Competition Administrator provides NSW Health with requested contact details and other relevant record keeping;</li> <li>8: Member Zone/Competition Administrator responds to advice from NSW Health including potential postponement of matches; and</li> <li>9: Member Zone/Competition Administrator informs relevant stakeholders only at the direction of NSW Health.</li> </ol>