



# **Office of Sport**

## **Southern Highlands Regional Shooting Complex**

### **COVID-19 Return to Play Protocol**

**Effective 1 July 2020**

**Updated 20 August 2020**

## PURPOSE

The Office of Sport (the Office) is working closely with government agencies to provide guidelines and principles for sporting organisations to recommence activity in a safe manner, in adherence with the current NSW Public Health Orders (the Health Order) issued by the NSW Minister for Health. These guidelines and principles will also assist the Office in determining what activities will be permitted at the Southern Highlands Regional Shooting Complex (SHRSC).

## MINIMISING THE RISK OF COVID-19 TRANSMISSION IN COMMUNITY SPORTS

In response to increased cases of COVID-19 in NSW, further public health measures are being put in place to minimise the risk of COVID-19 transmission related to participation in community sports. These updated recommendations will help us to meet the NSW Government's aim of achieving no community transmission in NSW and will support community sports to continue operating safely.

All visitors, sporting organisations, clubs, and casual users of SHRSC are strongly recommended to implement the latest public health recommendations from the NSW Ministry of Health. Organisations are encouraged to read both the Chief Health Officer's Letter **AND** the Advice/FAQ document below to ensure they make informed decisions. The Letter and the Advice/FAQ, and other resources are available [here](#).

### ***The Public Health (COVID-19 Restrictions on Gathering and Movement) Order***

This procedure document will outline the mandatory steps to prevent infection and control of COVID-19, based on NSW Health recommendations. This document is an operational protocol for SHRSC staff and users setting out how SHRSC will operate under the [Public Health \(COVID-19 Restrictions on Gathering and Movement\) Order \(No 4\) 2020](#) as amended on the 16, 23 and 30 July 2020..

The Public Health Order requires

- a maximum density of one person per four square metres other than for the specified exempt gatherings or recreation facility (major), as defined in the PHO.
- the organiser of a community sporting activity must ensure that a gathering for the activity involves no more than 500 participants.  
“Participant” includes:
  - a) a person engaged in the sporting activity, and
  - b) an official involved in the conduct or organisation of the sporting activity, and
  - c) a spectator of the sporting activity
- the organiser to 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.
- the organiser of any event in a food and drink area must have a nominated **COVID-19 Safety Hygiene Marshal** responsible for ensuring the COVID-19 Safety Plan for the venue is being adhered to. For each separate area within the hospitality venue., the maximum number of persons in each of the areas is the lesser of
  - a) the number of persons that is equivalent to one person per 4 square metres of space in the area, or

- b) 300 persons
- the organiser of a community sporting activity must ensure that a gathering for the activity involves no more than 500 participants
- the organiser of a community sporting activity that involves a gathering of more than 20 participants must –
  - a) develop and comply with a COVID-19 Safety Plan that addresses the matters required by the COVID-19 safety checklist approved by the Chief Health Officer for community sporting competitions and published on the New South Wales Government website ([Safety Plan for community sporting competitions](#)) and
  - b) keep a copy of the COVID-19 Safety Plan and make it available for inspection by an authorised officer as requested.

Variations from this protocol must be approved by the Director Greater Sydney Region, or the Executive Director, Regional Delivery

The following set of procedures has been developed to implement the *Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020*, as amended on the 16 and 23 July, and the NSW Government COVID-19 restrictions on people that have attended of the known locations where a COVID-19 case has occurred.

## **RESTRICTIONS ON PEOPLE FROM LOCATIONS WHERE KNOWN CASES HAVE OCCURRED**

All COVID-19 Safety Plans must ensure processes are in place to exclude participants (including spectators and officials) if they have

- visited Victoria in the 14 days prior
- attended any of the reported case locations during the dates listed on the NSW Health website (<https://www.nsw.gov.au/covid-19/latest-news-and-updates> )

These restrictions also apply to SHRSC casual hirers.

Any person who has been to any of the reported case locations places within the dates is strongly advised to:

- immediately [self-isolate](#) until 14 days after you were last there
- [get tested](#) even if you have no symptoms
- watch for [COVID-19 symptoms](#) and get retested should any symptoms recur
- even if you get a negative test, you must [stay in isolation for 14 days](#) (this is because it can take 14 days before you may show symptoms or test positive).

**The reported case location list is updated regularly. Please check for the latest list of COVID case locations at <https://www.nsw.gov.au/covid-19/latest-news-and-updates>**

## **OPENING DATES**

SHRSC is currently open for use.

The SHRSC will be operating in zones across the venue, and the maximum number of persons in the zone based on the 4 square metre rule (see appendix A). The zones applied to your booking and the maximum capacity allowed will be based on your activity, the equipment brought into the area and participant numbers, this is to enable compliance with the Health Order and ensure groups do not come into contact with each other. SHRSC Management will make the final call on the number of persons in an area at any time.

You will be allocated your designated zone when your booking is confirmed, based on the ranges required and number of participants.

## **RECORDS AND EXCHANGE OF INFORMATION**

All people entering the facility must provide their contact details to the facility unless the person is a member of a discreet group of people who are attending the premises together and the occupier obtains contact details from one adult member of the group (for example a person who makes a booking or reservation)

Each facility will keep the records for at least 4 weeks, a record of all contact details provided under this requirement.

## **COMPETITIONS**

From Wednesday 1 July 2020, Community Sport competitions can restart for participants of all ages.

Under the current restrictions of the Health Orders, all gatherings are limited to 500 for Community Sports with a maximum density of one person per four metres square, including participants, support staff, coaching and officials per organisational booking.

## **GENERAL**

Hirers are reminded that they must comply with the current Public Health Order and follow the recommended physical distancing measures.

- All training and competition is limited to a maximum density of one person per four square meters. This includes shooters, coaching staff, participants, support staff and spectators.
- The Venue has been divided up into zones as per the 4 square meter rule.
- Where possible Individuals should maintain distance of 1.5m. Closer contact for safety, competition and coaching purposes is permitted.
- SHRSC Management staff will make the final call on the maximum number allowed within a Zone or on a range at any time.
- Change rooms / Change areas / Showers are closed
- Toilet areas are available

- Organisations/Groups facilitating activities are responsible for ensuring compliance with the Health Orders under the overarching supervision of SHRSC.

All visitors, sporting organisations, clubs, and casual users of SHRSC are strongly recommended to implement the latest public health recommendations from the NSW Ministry of Health. Organisations are encouraged to read both the Chief Health Officer's Letter **AND** the Advice/FAQ document below to ensure they make informed decisions. The Letter and the Advice/FAQ, and other resources are available [here](#).

## **SPECIFIC SHRSC REQUIREMENTS**

1. The nominated representative for the training activity will be responsible for compliance of that booking's participants for the duration of the booking. SHRSC staff will oversee the activities at the venue and will communicate via PA announcement or in person, if an emergency arises.
2. No buggy use.
3. There will be an allocation of a minimum of 1 SHRSC Range Officer per range, and 1 SHRSC Range Officer per office
4. Please observe all COVID-19 safety signs on display at SHRSC.
5. All SHRSC Terms and Conditions must be observed.

## **HOURS OF OPERATION**

SHRSC will open Friday, Saturday & Sunday. Depending on demand the Venue may operate up to 4 days a week.

SHRSC Clubs or Event bookings will be as per the terms of the agreement. Hours of operation for event days will be confirmed in bookings

SHRSC will be open for Casual shooting from 10am to 4pm, broken down into the following time slots

- 10:00am to 12:30pm
  - Arrival time by 09:30am
- 1:30pm to 4:00pm
  - Arrival time by 1:00pm.

Range Staff will enforce stop shoot at 12:30 pm at which time, shooters have no more than 30 minutes to pack their belongings, collect targets and leave.

## **SAFETY PROCEDURES**

### **General Hygiene**

1. If any person has had any contact with a person who has tested positive to COVID-19 or has displayed symptoms in the last 14 days, do not attend the venue. People

with COVID-19 symptoms should 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.

2. Staff, participants, and hirers must practice physical distancing through reducing close physical contact and good personal hygiene must be practiced at all times. This means people
  - keep 1.5 metres away from others wherever possible
  - avoid physical greetings such as handshaking, hugs and kisses
  - use tap and go instead of cash
  - if you see a crowded space do not enter
  - avoid large public gatherings
  - practise good hygiene
  - must stay at home if they have any cold or flu symptoms. Seek medical advice and get tested for COVID-19
3. The 4-metre square space will be enforced per person. Please be aware of this and if asked by a SHRSC staff member to abide by this rule, please do so with respect or you will be asked to leave SHRSC.
4. Avoid touching your face, with unwashed hands.
5. All amenities at SHRSC have soap dispensers. Please ensure that you wash your hands for at least 20 seconds (following the good handwashing hygiene recommendations). Use alcohol-based hand sanitisers when you can't use soap and water.
6. Please ensure you are using proper hygiene etiquette by coughing and/or sneezing into your arm or tissue. If using a tissue, please place it in the bin after use and then re-sanitise your hands.
7. Patrons must take responsibility for their own health and safety and assume the venue is unclean (it is outdoor). Ensure you clean the equipment and surfaces before use. Wash or sanitise your hands prior to and after handling any equipment or touching surfaces.
8. Booking Organisers are responsible for supplying Personal Protective Equipment (PPE) to protect their participants and others. (e.g. hand sanitiser, gloves)
9. There will be no entry to any of the venue Indoor Spaces including but not limited to the Administration Office, Event Office or Workshop. Please do not ask for access.
10. Due to hygiene and time allocations, there will be no use of BBQ's. Food items brought to the Venue are for your own personal use, do not share food items.
11. No spitting in public. If you need to spit, please spit into a tissue, and place it in the bin then re-sanitise your hands
12. Shooters are to clean the benches on arrival to each session.

13. Do not pickup or collect other persons brass casings.

14. 500 Range shooting slots will be broken up to:

Shoot 25mins, then 15mins for target change,  
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Shoot 25mins. then 15mins for target change,  
Shoot 25mins. then 35mins for target removal and for Casual use, pack up, and leave.

Clubs may continue in the same time frames depending on the conditions of the booking.

### **INFECTION CONTROL PROCEDURES FOR SHOOTING**

1. Marks have been placed on the floor to show customers where to stand to meet social distancing requirements.
2. All rooms and zones have had signs erected to show max number of persons allowed in the space as per the 4 square metre rule.
3. Sanitisers dispenses will be supplied by SHRSC and tied to the fences.
4. All mats, rests, or bags used by shooters must be cleaned before and after use by the client.
5. Shooters are to use toilets in their allocated zone
6. SHRSC staff to clean all toilets and touch points such as door handles, during, and at the end of the day.
7. SHRSC staff to wipe Eftpos terminal between use with antiseptic wipes
8. Maximum distance that can be shot is 300m
9. Shooters are to take responsibility for sanitising the bench and seat prior to and after use.
10. Shooters should take care when sharing any personal equipment. This includes but is not limited to, firearms, spotting scopes, patches & mats. Equipment must be cleaned thoroughly between use by each other.
11. SHRSC Site Supervisor to oversee compliance with the above points with regular patrols of the Complex.

## BOOKING PROCEDURE

1. Clubs will be invited by SHRSC Events team as per the current calendar. Any vacancies will be filled by Resident Clubs as first preference on a shared basis. Clubs will be pre booking their club day, at least 4 days in advance.
2. Depending on booking demands, Clubs may be given multiple zones
3. Clubs must develop their own COVID Safe Plan for members. These plans are to be submitted to the Events team before a booking is confirmed.
4. Clubs are to collect fees from their members if applicable and complete an expense register, sign and place into the drop box provided. The Club will be billed by the events team for the booking. Alternatively, Club members can pay individually with Eftpos.
5. All casuals should be pre booked, on line at the Office of Sport Website <https://sport.nsw.gov.au/shootingcentre/SHRSC/casual-bookings> and pre-paid to secure a place. Walk ins are welcome however may not be guaranteed a place. Walk ins will have to abide by the same allocated time slots.
6. Participants and support personnel cannot interact with any other group or activity at the venue.
7. Booking times will be allocated in timeslots as per "Hours of Operation" above.
8. Participants are to arrive no earlier than 30 minutes prior to the allocated booking time and depart within 30 minutes of the end of the booking time
9. All Club booking inquiries will be required to complete a Booking Request Form which will be assessed as received and allocated in accordance with the current Health Order guidelines.
10. When the booking has been confirmed by SHRSC, a confirmation will be sent to the Club or individual for use as evidence they are booked for that session time.
11. Also required prior to commencement of the Club booking will be a current Certificate of Currency, and any other documentation requested by the SHRSC.
12. The nominated representative (person making the booking) is responsible for ensuring only the approved number of persons are attending for that session.
13. Clubs to provide their match ahead of booking. Staff will set up the 500m range for clubs based on information supplied in the booking. The max distance that will be available is 300m, due to time constraints.
- 14. P650's will be permitted if the Clubs COVID Safe Plan addresses how supervision and the cleaning of equipment is managed.**



## **PROCEDURE FOR ENTRY TO SHRSC:**

1. Club Members are to show their firearms licence and proof of club membership at the glass window.
2. Club Members will be directed to their allocated zone.
3. All persons entering the Venue are to fill out the registration form supplied with their details for:
  - Name
  - Contact Number or email address
  - Firearms Licence number (if applicable)
  - Calibre being shot
  - Estimate of number of rounds
  - Did they travel alone or with someone?
  - The names of whom they travelled with

The shooter or visitor is to show this at the window and drop into the drop box supplied.

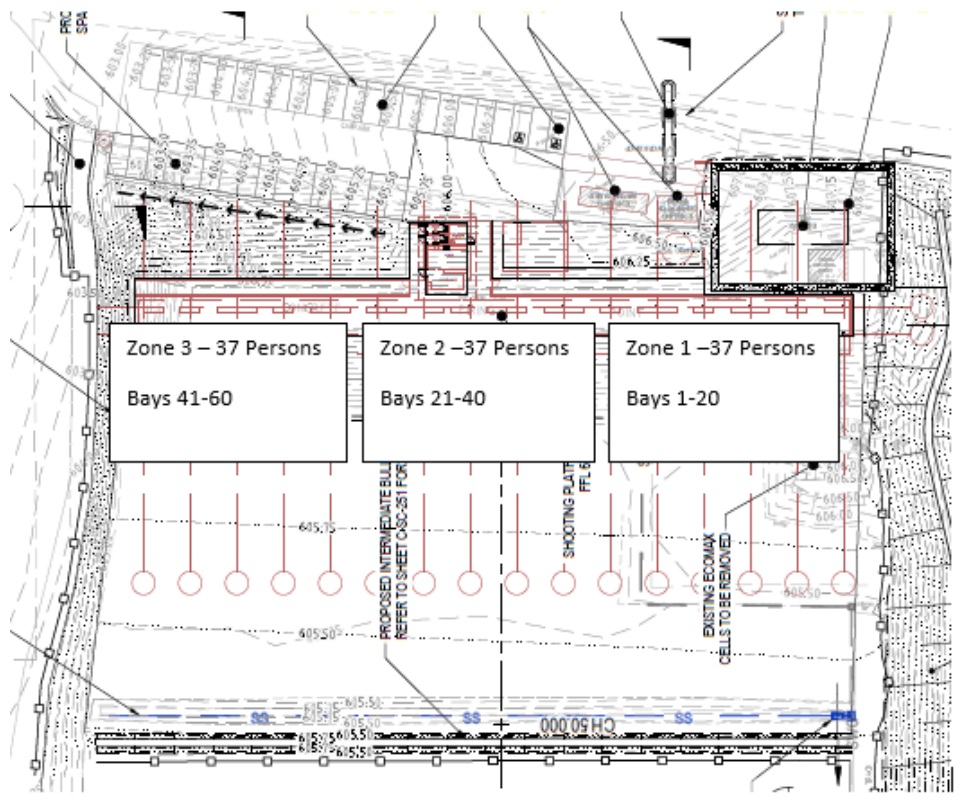
4. The fee structure for casual use of the Range is a flat rate of \$17.00 per person per allocated 2.5hr time slot.
5. The fee structure for a Club Activity at the Range that is longer than a casual time slot will be \$22.50 for an Adult and \$17.00 for a junior/pensioner
6. The fee structure for an Open Event Training day that is longer than a casual time slot will be \$28.00 for an Adult and \$22.50 for a pensioner/junior
7. Shooters are not to socialise in the carpark and must leave immediately on completion of session.

## **All Zones**

1. Upon entry proceed to the designated parking area. Please follow venue signage.
2. If parking bays are not defined, please ensure you park with enough distance between each vehicle to comply with social distancing guidelines.
3. Make your way straight to the zones booked and meet the nominated person for your training activity.
4. Do not interact with any other activity participants on site in other groups.
5. Use the amenities for your designated area to avoid contact with other groups.
6. The maximum capacity of a zone is determined by the one person per four square metres rule, for some zones this means that the capacity is below the capacity of others. Details are provided below and in the map in, Appendix A.

7. The nominated representative is responsible for the roll call of all participants. If a participant turns up and is not a member of the approved training activity, the nominated representative must ask them to leave, and contact SHRSC administration to advise of the unauthorised visitor.
8. SHRSC staff members will monitor the numbers of participants and if this is exceeded in any way, or members not abiding to the physical distancing, a warning will be given. If further breaches occur, the booking will be terminated immediately, and all participants will be required to leave the venue.
9. At the end of the training activity, participants are to leave the venue promptly.

**Appendix A**  
**500m Map**



**50m Map**

