



# **Office of Sport**

## **Sydney International Equestrian Centre**

# **COVID-19 Safety Plan**

**Effective 1 July 2020**

**Updated 3 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 Sydney International Equestrian Centre (SIEC).

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

SIEC is currently open for use.

The SIEC will be operating in zones across the venue, to enable compliance with the Health Order.

Hirers will be allocated a designated parking zone/s when the booking is confirmed, based on the facilities booked and number of participants, to ensure groups do not come into contact with each other.

## RECORDS AND EXCHANGE OF INFORMATION

All people entering the facility must provide their contact details to the facility unless that person

- is a member of a discreet group of people who are attending the premises together and the Venue obtains contact details from one adult member of the group (for example a person who makes a booking or reservation)
- part of an organised Sporting Competition/Event or Community Group Booking, as records will be kept by the Booking organisation
- is using the precinct for activities that are recreational, casual and not an organised group activity.

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

## **COMMUNITY SPORTING ACTIVITIES**

From Wednesday 1 July 2020, community sport activities can restart for participants of all ages.

Under the current restrictions of the Health Orders, all bookings for each zone are limited to a maximum of 500 participants and a maximum density of one person per four square meters, including all participants, support staff, coaching and officials.

## **GENERAL**

1. Organisations facilitating activities are responsible for ensuring compliance with the Health Orders.
2. The nominated representative for the activity will be responsible for the activity, for the duration of the booking. SIEC staff will oversee the activities at the venue and will communicate via PA announcement or in person, if an emergency arises.
3. Please observe all COVID-19 safety signs on display at SIEC.
4. All SIEC Terms and Conditions must be observed.

## **ACCOMMODATION**

Accommodation at SIEC is exempt from the requirements of the current Public Health Order.

## **CURRENT RESTRICTIONS**

Hirers must comply with the current Public Health Order and follow the recommended physical distancing measures:

1. At least four square metres of space for each person on the premises
2. Individuals should maintain a distance of 1.5m
3. Strongly encourage participants to shower/change at home where possible. Toilet areas will be available
4. 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 by submitting a venue approved procedure on how the organiser will capture the participant numbers at the venue entry
5. Organisations/Groups facilitating activities are responsible for ensuring compliance with the Health Orders under the overarching supervision of SIEC.

## **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 and one person per four square metres
  - avoid physical greetings such as handshaking, hugs and kisses
  - use tap and go instead of cash where possible
  - travel at quiet times and avoid crowds
  - should avoid crowded spaces and 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. A one person per four metre square space will be enforced. Please be aware of this and if asked by a SIEC staff member to abide by this rule, please do so with respect or you will be asked to leave SIEC.
4. All rooms and amenities have signage displayed to show maximum number of persons allowed in the space as per the one person per four square metre rule.
5. Avoid touching your face, with unwashed hands.
6. All amenities at SIEC 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.
7. The current Health Order permits the use of outdoor equipment with caution. Users should wash their hands before and after the equipment is used and assume that others that use the equipment could have the virus.
8. 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.
9. Participants 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.

10. No spitting or clearing nasal secretions in public. If you need to spit or clear nasal secretions, please use a tissue and place it in the bin. Then re-sanitise your hands.
11. Booking Organisers are responsible for supplying Personal Protective Equipment (PPE) to protect their participants and others, e.g. hand sanitiser, gloves.
12. Cleaners will be engaged for each booking to service areas being used. In addition to routine cleaning, an enhanced touchpoint sanitising schedule will be implemented.
13. All Venue Management Staff will conduct random checks of groups as they perform their daily activity around the venue. Staff will have the authority to correct behaviours or report any non-compliance to senior Venue Management personnel
14. All participants must stay within their designated zones and avoid co-mingling with participants from other zones or bookings.

## **OPERATIONAL PROCEDURES**

### **Booking in procedure**

1. All bookings must be made with SIEC at least one week in advance of the event.
2. Groups can only have a maximum of 500 participants and a maximum density of one person per four square metres for each person on the premises
3. Participants and support personnel cannot co-mingle with any other group or activity at the venue.
4. Booking times will be available between the hours of 7am to 5:30pm, Monday to Sunday.
5. Participants are to arrive no early than 60 minutes prior to the allocated booking time and depart within 60 minutes of the end of the booking time
6. All 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.
7. When the booking has been confirmed by SIEC, a fee estimate and event delivery agreement including a payment plan will be sent for approval and the applicable fees are payable before the booking commencement.
8. Also required prior to commencement of the booking will be; a current Certificate of Currency, Operational Plan, Risk Management Plan, a COVID-19 Safety Plan, a Nominated First Aid Officer and any other documentation requested by the SIEC.
9. The nominated representative (person making the booking) is responsible for compiling a list of all participants, as defined in the Public Health Order, with contact details. The organiser is to supply details of the process on how the information is to be captured. A list of all people attending the activity must be supplied to SIEC.

10. Additional Security or Staff may be required to ensure that numbers of the competition or event does not exceed 500 participants, this will be at the expense of the organisation

### **Procedure Upon Arrival**

This procedure applies to all zones at SIEC.

1. The nominated representative must be the first arrival on site and notify SIEC of their arrival.
2. The nominated representative is to facilitate that their participants are notified and directed to their designated parking and activity zone area.
3. Upon entry proceed to the designated parking area. Please follow venue signage.
4. Please ensure you park with enough distance between each vehicle to comply with social distancing guidelines.
5. Unload horse and tack up.
6. Make your way straight to the arenas booked and meet the nominated person for your activity.
7. Do not co-mingle with any other activity participants on site.
8. Use the amenities and horse washdown areas for your designated parking area to avoid contact with other groups.
9. 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 by submitting a venue approved procedure on how the organiser will capture the participant numbers at the venue entry.
10. SIEC staff members will be monitoring booking activity compliance with these procedures and the numbers of participants on site and if the regulations are exceeded in any way, or members are 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.
11. At the end of the activity, participants are to leave the venue promptly.

## VENUE ZONES

# SYDNEY INTERNATIONAL EQUESTRIAN CENTRE

## Centre Map



- Male Area (1) 120m x 80m
- Area (2) 90m x 70m
- Area (3) 100m x 60m
- Area (4) 100m x 60m
- Indoor Area (5) 70m x 35m
- Area (6) 70m x 30m
- Area (7, 8, 9, 10 and 11) 60m x 20m
- Area (12) 60m x 45m
- Area (13) 60m x 35m
- Area (14) 60m x 45m
- Hacking Area (16) 180m x 90m

**OFFICE OF SPORT**

**PARKING ZONES.**

# SYDNEY INTERNATIONAL EQUESTRIAN CENTRE

## Centre Map



**OFFICE OF SPORT**