

# COVID-19 Safety Plan

## Sport and Recreation Centres and Olympic Venues

This COVID-19 Safety Plan allows for you to detail the local actions you will undertake to maintain a safe environment for staff, contractors, clients and all visitors to the Centre / Venue

Complete this plan in consultation with your staff, then share it with them. This will help slow the spread of COVID-19 and reassure your clients that they can safely visit your Centre or Venues. This is a living document and you will need to amend the plan in the future, as restrictions or advice changes.

This individual Centre / Venue plan is the local response to the *Office of Sport COVID-19 Safety Operations Plan for Centres and Venues* and in completing this template you should draw on this plan to create actions for your individual Centre or Venue. Centres and Venues 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.

### CENTRE / VENUE

Centre / Venue Name:	Sydney International Regatta Centre
Plan completed by:	Danielle Endycott – Venue Manager, Sydney International Regatta Centre
Approved by (Director):	Michael Toohey – Director, Greater Sydney, Regional Delivery

## > REQUIREMENTS FOR CENTRE / VENUE OPERATION

Requirements for the Centre / Venue and the actions you will put in place to keep clients, staff, and contractors safe. All actions outlined within this document should be consistent with the guidelines listed in the Office of Sport's *COVID-19 Safety Operations Plan for Centres and Venues*. The following are MINIMUM REQUIREMENTS. Centres and Venues need to consider the specifics of each site and activity in relation to the Public Health Order in force from time to time.

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and clients</b>	
<p><b><i>Exclude Staff, Volunteers, parents/carers, and Customers/Participants who are unwell from the premises</i></b></p>	<p>SIRC follows all recommendations made by the NSW Department of Health, and complies with the current NSW Public Health Orders</p> <p><b>Key Protocols</b></p> <ul style="list-style-type: none"> <li>• Staff, Clients and/or Hirers who have had any contact with a person who has tested positive to COVID-19 or who have displayed symptoms in the last 14 days, MUST NOT attend the Centre or Venue</li> <li>• Staff, Clients and/or Hirers 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</li> <li>• Where the Office of Sport becomes aware of Staff or Visitor displaying COVID-19 symptoms, the COVID-19 Incident Response Protocol must be followed.</li> </ul> <p>On non-event days when signing into the Venue all staff, contractors and visitors are required to confirm they have not visited Hotspot locations and are not showing any COVID-19 Symptoms in the last 14 days before being admitted entry into the Venue.</p>
<p><b><i>Provide Staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning</i></b></p>	<p>SIRC has placed signage around the venue to advise and educate those on-site about good hand hygiene and social distancing practices, examples of these signs can be found in <b>Attachment 4</b>. These signs can be used by Event Organisers during their events.</p> <p>Furthermore, on non-event days when signing into the Venue all staff, contractors and visitors are also required to complete a Service NSW COVID Check in and confirm they have not visited Hotspot locations and are not showing any COVID-19 Symptoms in the last 14 days before being admitted entry into the Venue.</p> <p>SIRCs Cleaning schedule for all non-event days is included within <b>Attachment 3</b></p> <p>There is a COVID-19 Drive Through Testing Clinic onsite at SIRC, which is managed by the Nepean Blue Mountain Local Health District, and testing is available there for all Staff, Contractors and Visitors. Further testing clinics can be found by the following means: NSW Government COVID-19 website: <a href="https://www.nsw.gov.au/covid-19">https://www.nsw.gov.au/covid-19</a> National Coronavirus Helpline: 1800 020 080.</p>
<p><b><i>Make staff aware of their leave entitlements if they are sick or required to self-isolate</i></b></p>	<p>The requirements of all staff during the COVID-19 pandemic is well documented on the Office of Sport Intranet, including Mental Health and Wellbeing resources, Employee arrangements and leave entitlements and working from home information.</p> <p>If you have been to any of these locations during the time and date indicated, you should:</p> <ul style="list-style-type: none"> <li>• Immediately self-isolate until 14 days after you were last there</li> <li>• Get tested even if you have no symptoms</li> <li>• Watch for COVID-19 symptoms and get retested should any symptoms recur</li> <li>• 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</li> </ul>

	<p>symptoms or test positive).</p> <p>The requirements for staff to self-isolate is documented within the Office of Sport COVID-19 Protocol. If any staff member is unwell or if they come in contact with a positive COVID-19 case they are required to self-isolate, get a COVID test and not return to work until the results come back negative.</p>
<b>Display conditions of entry (website, social media, venue entry)</b>	<p>General Conditions of Entry and Venue Regulations to SIRC can be found on the Sydney International Regatta Centre website. (<a href="https://www.sport.nsw.gov.au/regattacentre/venueregulations">https://www.sport.nsw.gov.au/regattacentre/venueregulations</a>)</p> <p>Additional requirements relating to COVID-19 can be found within this document, <b>COVID-19 Safety Plan for Sport and Recreation Centres and Olympic Venues (SIRC)</b>, and within the Office of Sport <b>COVID-19 Safety Operations Plan for Sport and Recreation Centres and Venues</b></p> <p>These documents can be found on the Office of Sport website, and Sydney International Regatta Centre Website</p>
<b>Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results)</b>	<p>SIRC follows all recommendations made by the NSW Department of Health, and complies with the current NSW Public Health Orders</p> <p>Due to the changing nature of the COVID-19 Pandemic, SIRC is dedicated to assisting all Event Organisers in the planning of their events to ensure all events comply with the current NSW Public Health Order. It is understood that bookings may change or be cancelled as a result of COVID-19 and these situations will be discussed and managed on a case-by-case basis.</p>
<b>Advise customers/users of their responsibility for complying with the Public Health Order. This applies to individuals and group leaders.</b>	<p>All activities at SIRC must be undertaken in strict compliance with the Public Health Order and the CHO Guidelines in force at the time of the activity. Booking Organisers are responsible for ensuring their group complies with the current COVID-19 Safety Operations Plan and the current Public Health Order, observes the COVID Safety plans and supplies Personal Protective Equipment (PPE) to protect their participants and others. (e.g., hand sanitiser, gloves)</p> <p>Booking Organisers must</p> <ul style="list-style-type: none"> <li>• have a COVID-safety plan to help manage the safety of their activity. Template plans/checklists are available on the NSW Government Health Website.</li> <li>• be able to produce an up-to-date version of the COVID-safety plan, meeting the requirements of the Public Health Order in force at that time, if requested to do so by any Office of Sport employee.</li> </ul> <p>Users should</p> <ul style="list-style-type: none"> <li>• take responsibility for their own health and safety and assume the venue is unclean.</li> <li>• clean training areas, equipment, and surfaces before AND after use. Washing or sanitising hands prior to and after handling any equipment or touching surfaces is strongly encouraged</li> <li>• wherever possible, shower and change in to, and out of, exercise clothing at home rather than using shared facilities.</li> </ul>
<b>Identification and management of staff, contractors and clients who may be more vulnerable to severe COVID-19 illness.</b>	<p>There are no Staff at SIRC who have identified as being vulnerable and requiring flexible working arrangements, however if this changes those who are more vulnerable will be encouraged to work from home.</p> <p>Contractors and visitors who are in a high-risk or vulnerable category should not attend SIRC.</p>

## Physical distancing

***Activities that are conducted by Office of Sport staff and are allowed under the current restrictions require specific treatments and activity alterations. Outline the actions to ensure physical distancing will be managed with each activity that is operational.***

It is the responsibility of the Event Organiser to decide on which COVID restrictions apply to their event/activity. The below activities/events can be held at SIRC

**GENERAL ACTIVITIES**

- For an Outdoor Public Gathering in Greater Sydney, a person must not participate in an outdoor public gathering of more than 50 persons, unless the activity falls into the defined categories as listed below.

**COMMUNITY SPORTING ACTIVITIES**

- Community sporting competitions and training activities are **community sporting activities**.
- The same restrictions apply to all community sporting activities across NSW. There is no distinction between community sporting activities in rural and regional NSW and those in the Greater Sydney Region.
- Please see the current [Public Health Order on Gathering and Movement](#) for definitions of organisers and participants of community sport.
- For community sporting activities that involve more than 100 participants, the organiser must have a COVID-19 Safety Plan for Community sporting competitions and full training activities.
- The maximum number of participants at a community sporting activity is 3,000 people, or one person per 2 square meters (whichever is less). There is no distinction between indoors or outdoors events.
- Participants include players, people who are training, officials, and spectators.
- More than one parent may attend community sporting activities if physical distancing of at least 1.5 meters can be maintained between people that are not from the same household.
- Record keeping for attendees must take place for all community sporting activities of more than 100 people where this is practical.

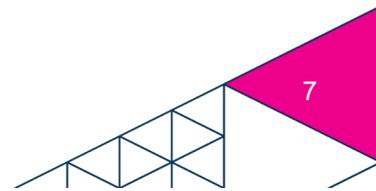
**CONTROLLED OUTDOOR PUBLIC GATHERINGS**

- A **controlled outdoor public gathering** means an outdoor public gathering in an area (the enclosed area)—
  - a) that is enclosed or bounded by fencing or another form of barrier, and
  - b) access to which is controlled by way of a ticket, and
  - c) in relation to which all persons, other than persons engaged in work, are assigned to specific seats or to a seating area.
- The organiser of a controlled outdoor public gathering means the person principally responsible for organising the gathering.
- The organiser must have and comply with a COVID-19 Safety Plan that addresses the matters set out the current [Public Health Order on Gathering and Movement](#). The COVID-19 Safety Plan must be available for inspection by an authorised officer or a police officer as requested.
- The organiser of a controlled outdoor public gathering must ensure that all persons participating in the gathering, other than persons engaged in work, are assigned to specific seats or to a seating area.
- For a controlled outdoor public gathering in Greater Sydney the organiser must ensure the maximum number of persons participating in the gathering is the lesser of the following number of persons:
  - a) for a gathering at which persons participating

	<p>in the gathering are assigned specific seats</p> <ul style="list-style-type: none"> <li>• the number of persons equivalent to 1 person per 2 square metres of space of the premises in which the activity is conducted, or</li> <li>• 2,000 persons,</li> </ul> <p>b) For a gathering at which persons participating in the gathering are assigned to a seating area, but not to specific seats.</p> <ul style="list-style-type: none"> <li>i. The number of persons equivalent to 1 person per 2 square meters of space of the premises in which the activity is conducted, or</li> <li>ii. 500 persons</li> </ul> <ul style="list-style-type: none"> <li>• The organiser of a controlled outdoor public gathering must ensure the gathering does not last longer than 5 hours.</li> </ul> <p><b>RECREATION FACILITIES (MAJOR)</b></p> <ul style="list-style-type: none"> <li>• A <b>recreation facility (major)</b> means a building or place used for large-scale sporting or recreation activities that are attended by large numbers of people whether regularly or periodically, and includes theme parks, sports stadiums, showgrounds, racecourses, and motor racing tracks.</li> <li>• Major Recreations facilities must have a <a href="#">COVID-19 Safety Plan</a>.</li> <li>• The same restrictions apply to all major recreation facilities across NSW. There is no distinction between major recreation facilities in rural and regional NSW and those in the Greater Sydney Region.</li> <li>• <b>Indoor Facilities:</b> The maximum number of people at an indoor major recreation facility is the greater of <ul style="list-style-type: none"> <li>• 75% of the fixed seating capacity and</li> <li>• One person per 2 square meters of space.</li> </ul> </li> <li>• <b>Outdoor Facilities:</b> The maximum number of people at an indoor major recreation facility is the greater of <ul style="list-style-type: none"> <li>• The total of 100% of the fixed seating capacity of the recreation facility and</li> <li>• One person per 2 square meters of any unfixed seating areas and</li> <li>• One person per 2 square meters of outdoor space in the facility</li> </ul> </li> <li>• <b>Ticketing:</b> If the maximum number of people is based on the percentage of the fixed seating capacity admission is only by ticket for a specific seat or seating area</li> </ul>
<p><b><i>Use signage at entrances to halls or exhibit areas to communicate the maximum safe capacity and consider displaying signage with arrows to direct the flow of visitors.</i></b></p>	<p>SIRC have measured and placed signage at the entry way to all common rooms and the maximum capacity of each Venue Area</p> <ul style="list-style-type: none"> <li>• The number of persons that is equivalent to 1 person per 2 square meters in the parts.</li> </ul> <p>An example of the signage can be viewed in <b>Attachment 4</b></p>
<p><b><i>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).</i></b></p>	<p>SIRC adopts the below Key Protocols regarding social distancing:</p> <ul style="list-style-type: none"> <li>• 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: <ul style="list-style-type: none"> <li>• keep 1.5 metres away from others wherever possible</li> <li>• avoid physical greetings such as handshaking, hugs and kisses</li> <li>• use tap and go instead of cash where possible</li> <li>• travel at quiet times and avoid crowds</li> <li>• do not enter crowded spaces</li> <li>• avoid large public gatherings</li> <li>• practise good hygiene as detailed below</li> <li>• must stay at home if they have any cold or flu symptoms.</li> <li>• Seek medical advice and get tested for COVID-19</li> </ul> </li> <li>• A 2-metre square space will be enforced per person.</li> </ul>

	<p>Social distancing signage has been displayed throughout the Venue to ensure Staff and Visitors are aware of maintaining 1.5 metres distance and 1 person per 2 square metres, always.</p> <p>All rooms at SIRC have been measured and the capacity based on 1 person per 2 square metres has been displayed at the entrance to each room and cannot be exceeded. This must be monitored by the Event Organisers and random checks conducted by SIRC Staff</p>
<b>Use telephone or video for essential staff meetings where practical.</b>	Staff meetings and external meetings are held electronically using Microsoft TEAMS or via teleconference, and only if unavoidable a face-to-face meeting can be held but only if social distancing can be maintained
<b>Consider physical barriers such as plexiglass around counters with high volume interactions with customers. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.</b>	Plexiglass has been installed at the Venue Operations Centre (VOC), due to its high usage. The VOC is the location where visitors to the Venue are required to sign in and out. This area is also regularly cleaned using disinfectant solution and masks are available for staff.
<b>Review regular deliveries and request contactless delivery and invoicing where practical.</b>	<p>SIRC has the following measures in place for all deliveries</p> <ul style="list-style-type: none"> <li>• Contactless delivery is encouraged and is used whenever possible</li> <li>• Delivery drivers are asked to maintain physical distancing whilst on site</li> <li>• Handwashing facilities and hand sanitiser is readily available</li> <li>• Electronic paperwork is encouraged and used wherever possible, and if a pen is required for signature careful hand hygiene practices are enforced.</li> </ul> <p>During event days, it is the responsibility of the Event Organisers to put appropriate COVID-19 hygiene and safety measures in place for all deliveries and contractors.</p> <p>All invoicing at SIRC is received and managed electronically</p>
<b>Ensure any other external communal areas where people gather, such as BBQ, playground or kitchen facilities, maintain capacity limits of one person per 2 square metres and appropriate physical distancing.</b>	<p>SIRC adopts the below Key Protocols regarding social distancing:</p> <ul style="list-style-type: none"> <li>• 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: <ul style="list-style-type: none"> <li>• keep 1.5 metres away from others wherever possible</li> <li>• avoid physical greetings such as handshaking, hugs and kisses</li> <li>• use tap and go instead of cash where possible</li> <li>• travel at quiet times and avoid crowds</li> <li>• do not enter crowded spaces</li> <li>• avoid large public gatherings</li> <li>• practise good hygiene as detailed below</li> <li>• must stay at home if they have any cold or flu symptoms.</li> <li>• Seek medical advice and get tested for COVID-19</li> </ul> </li> <li>• A 2-metre square will be enforced per person.</li> </ul> <p>Social distancing signage has been displayed throughout the Venue, to ensure Staff and Visitors are aware of always maintaining 1.5 metres distance and 1 person per 2 square metres.</p> <p>All rooms at SIRC have been measured and the capacity based on 1 person per 2 square metres has been displayed at the entrance to each room and cannot be exceeded.</p>
<b>Visitors staying at self-contained accommodation may have guests, but the total number of people at each outdoor gathering should not exceed 100.</b>	<p>SIRC does not have any accommodation facilities</p> <p>To ensure compliance with general outdoor gathering requirements, there is appropriate social distancing signage displayed across the Venue (e.g., within BBQ areas) and no casual bookings are taken if numbers exceed the 100-person restriction for a public outdoor gathering</p>
<b>Refer to the Office of Sport Return to Work guidelines to ensure workplaces maintain capacity limits of one person per 2 square metres and appropriate physical distancing. This measure should also consider</b>	All SIRC Staff are back onsite working full-time (or working from home where possible) from the Sydney International Regatta Centre, however, are working according to strict social distancing

<p><i>third party tenants who use our facilities on an ongoing basis.</i></p>	<p>measures.</p> <p>The staff at SIRC have been allocated into Teams and working in offices spread across the Venue to limit exposure. These offices have been measured according to 1 person per 4 metre square guidelines, and the capacity is displayed on the entrance to each office and this capacity is not exceeded.</p> <p>Team meetings, where possible, are conducted electronically Third party tenants visiting the site are limited and all contractors working full time are required to adhere to the same COVID-19 Protocols as Office of Sport SIRC Staff</p>
<p><i>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</i></p>	<p>Showers at SIRC have reopened for use and physical barriers have been removed. The maximum capacity of each shower area is displayed at the entry way and this is regularly monitored by SIRC staff and Event Organisers.</p> <p>The Cleaners (VDG) will also conduct regular detailed cleans of each area following its use by hirers or groups.</p>
<p><i>Consult with your Local Emergency Management Committee to determine if there are any travel restrictions to remote or vulnerable communities in the area, and how this can be communicated to visitors.</i></p>	<p>SIRC follows all recommendations made by the NSW Department of Health and complies with the current NSW Public Health Orders. This includes keeping up to date on COVID-19 Hotspots and any travel bans in place and amending procedures and policies to suit</p> <p>In addition, SIRC is in regular communication with the Nepean Blue Mountain Local Health District as a result of the COVID-19 Testing Clinic onsite. This communication includes any local hotspots or restrictions that SIRC should be aware of</p> <p>Any restrictions or amendments to SIRCs COVID-19 Safety Plan is communicated to all stakeholders via email communication and the COVID-19 Safety Plan is available on the Sydney International Regatta Centre website.</p>
<p><b>Centre / Venue specific measures</b></p>	<p><b>COVID-19 TESTING CLINIC</b> A COVID-19 Testing Clinic is operating onsite at the Sydney International Regatta Centre, which is controlled and operated by the Nepean Blue Mountains Local Health District. The COVID Clinic operates as a Drive Through service</p> <p>Unless Exclusive Use of the Sydney International Regatta Centre is booked and required by an organisation, the Clinic will remain operational on Event Days</p> <p><b>STAY UPRIGHT AND PENRITH LAKES ENVIRONMENT EDUCATION CENTRE</b> SIRC has an onsite Motorbike training facility that operates within its own zone on the southern bank of the facility. This operation is an essential service and operates daily under strict COVID-19 restrictions and guidelines.</p> <p>Unless Exclusive Use of the Sydney International Regatta Centre is booked and required by an organisation, the Motorbike training facility will remain operational on Event Days</p> <p><b>REGULAR USERS</b> SIRC has a numerous regular users that operates within their own zone on the southern bank and isolated areas (e.g. Final Basin) of the facility. All of these Users operate under strict COVID-19 restrictions and guidelines.</p> <p>Unless Exclusive Use of the Sydney International Regatta Centre is booked and required by an organisation or the Regular Activity directly impacts on an event, the activities may remain operational on Event Days</p>



REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
<p><b><i>Adopt good hand hygiene practices.</i></b></p>	<p>Hand Hygiene Signs have been displayed within all amenities, these can be viewed in <b>Attachment 4</b></p> <p>GENERAL HAND HYGIENE PRINCIPLES</p> <ul style="list-style-type: none"> <li>• Avoid touching your face, with unwashed hands</li> <li>• All amenities at SIRC have soap dispensers, please ensure that you wash your hands for at least 20 seconds (following the good handwashing hygiene recommendations)</li> <li>• Use alcohol-based hand sanitisers</li> <li>• 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 a bin after use and then re-sanitise your hands</li> <li>• No spitting in public. If you need to spit, please spit into a tissue, and place it in the bin and then re-sanitise your hands</li> </ul>
<p><b><i>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.</i></b></p>	<p>VDG have appropriate PPE for their staff when performing cleaning duties throughout the venue and a cleaning schedule has been developed for all non-event days.</p> <p>Bathrooms are cleaned on a daily schedule, checked for supplies daily and restocked as required by VDG staff. SIRC staff also do random checks of the bathroom areas to ensure they are being cleaned and stocked appropriately.</p> <p>All hand dryers have been checked and are all working, paper towel dispensers are also available.</p> <p>SIRC has provided a 70% alcohol-based Hand Sanitiser in all high use Venue locations, these areas can be viewed in <b>Attachment 3</b></p>
<p><b><i>Have hand sanitiser at key points around the facility, such as entry and exit points.</i></b></p>	<p>Hand Sanitiser has been installed in key areas throughout the Venue, including all high use locations (e.g. Function Rooms/Amenities)</p> <p>The Hand Sanitiser is 70% alcohol-based and these areas can be viewed in <b>Attachment 3</b></p>
<p><b><i>Clean frequently used indoor hard surface areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.</i></b></p>	<p>On all non-event days, VDG is the cleaning contractor and in consultation with SIRC Venue Management a cleaning schedule of amenities, touch surfaces and high use areas has been developed. This has been included as <b>Attachment 2</b></p> <p>On event days, Event organisers have been advised that it is their responsibility to manage the cleaning arrangements using SIRC's cleaning contractor VDG. Event Organisers must take responsibility for their own health and safety and assume the Venue is unclean.</p> <p>Therefore, the Event organisers should identify high use areas at their event and in consultation with SIRC Venue Management should develop an appropriate cleaning schedule and staffing requirements. Event Organisers supply PPE for their own use and activities. SIRC has supplied hand sanitiser at high use locations throughout the venue, included in <b>Attachment 3</b>.</p>
<p><b><i>Staff are to wash hands thoroughly with soap and water before and after cleaning.</i></b></p>	<p>Venue cleaning is performed by a cleaning contractor, VDG, and gloves are always used whilst cleaning the Venue. Gloves are available for SIRC staff if needed.</p> <p>Event Organisers are required to supply their own PPE for their own use and activities during their event.</p> <p>Hand Hygiene Signs have been displayed within all amenities to remind all staff to thoroughly wash their hands</p>

<p><b>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.</b></p>	<p>SIRCs Cleaning Contractor, VDG, use a recommended disinfectant to clean the surface and high use areas of the venue.</p> <p>The hand sanitisers used at SIRC are 70% alcohol based</p> <p>In addition, A VDG Supervisor does weekly scheduled site inspections and impromptu visits to check on staff and the use of cleaning products, PPE, and standard of cleaning.</p>
<p><b>Encourage contactless payment options.</b></p>	<p>SIRC is a cashless Venue and all stakeholders have been notified that only EFTPOS will be available and encouraged for all purchases made at the Venue. The EFTPOS machine supports contactless payments</p> <p>All other payments are made using our online booking or invoice system</p>

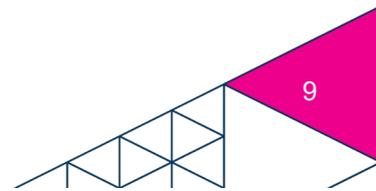
REQUIREMENTS	ACTIONS
<p><b>Record keeping</b></p>	
<p><b>Keep a record of the name, contact number and entry time for all staff, customers, and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.</b></p> <p><b>Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.</b></p>	<p>The current <b>Public Health Order on Gathering and Movement</b> requires each person who enters a centre of Venue to electronically provide their contact details. This can be done either through Service NSW, the Homebase booking data, or an electronic roll maintained by the event hirer.</p> <p>For Homebase bookings, if the party includes more people than registered in the Homebase log, the non-registered people must register with Service NSW as they enter the facility.</p> <p>SIRC has also registered as a COVID Safe Business, and displayed all signage notifying visitors.</p> <p>On Event Days the Event Organisers are responsible for obtaining the name, phone number and email address of all the participants attending their booking and required to keep this data on file for a period of at least 28 days.</p>
<p><b>Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.</b></p>	<p>The COVID Safe app has been discussed in a staff team meeting, and SIRC staff have been encouraged to download the app.</p> <p>Event Organisers should encourage all their staff, volunteers, officials, athletes, and spectators to download and use the COVIDSafe app during their events at SIRC</p>
<p><b>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.</b></p>	<p>SIRC intends to cooperate completely with NSW Health if there is a positive case at the Venue, this is also well documented within the Office of Sport COVID-19 Protocol</p> <p>SIRC also has a close working relationship with Nepean Blue Mountains Local Health District due to the presence of a COVID-19 Testing Clinic onsite. This includes weekly updates about the current local situation and their operations.</p>

**ATTACHMENT 1:** Venue / Centre map with closed / open areas

**ATTACHMENT 2:** Cleaning Contractor level of service

**ATTACHEMNT 3:** Sanitiser Plan and Locations – Staff and General

**ATTACHMENT 4:** COVID-19 Venue Signage



# SYDNEY INTERNATIONAL REGATTA CENTRE

## Centre Map 1



- Venue Information
- Toilets
- Disabled Parking
- BBQ Area

# SYDNEY INTERNATIONAL REGATTA CENTRE

## Centre Map 2



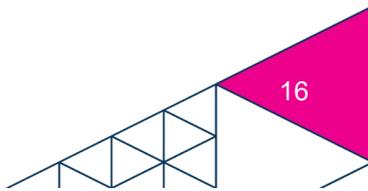
Area Zone	Enhanced Touchpoint Sanitising	
		Daily
All Buildings	Surface / Touchpoint	Task Description
BBQ	<b>BBQ</b> <b>Light and power point switches</b> <b>Vending Machines</b> <b>Dining Area Tables</b> <b>Dining Area Chairs</b> <b>Benches</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant
Bin Stations	<b>Bin Tops &amp; Handles</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant
Boatshed and Pavilion Toilets	<b>Entry Door handle / stainless steel plates</b> <b>Light and power point switches</b> <b>Soap dispensers</b> <b>Toilet flush buttons</b> <b>Toilet paper dispensers</b> <b>Toilet seats</b> <b>Toilet doors and locks</b> <b>Splash walls</b> <b>Sanitary Bins</b> <b>Tap handles</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant
Drinking Fountains	<b>Drinking fountain handles</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant
Event Operations Centre	<b>Entry Door Handles</b> <b>Office Chairs (non-upholstered)</b> <b>Office Chairs (upholstered)</b> <b>PC Monitors</b> <b>PC Towers</b> <b>Keyboards</b> <b>PC Mice</b> <b>Headsets</b> <b>Curtains &amp; Blinds</b> <b>Door Frames</b> <b>AC Controller</b> <b>Door knob/handles</b> <b>Tables/desks</b> <b>Telephones</b> <b>Partitions</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant
Finish Tower	<b>Entry Door Handles</b> <b>Office Chairs (non-upholstered)</b> <b>Office Chairs (upholstered)</b> <b>PC Monitors</b> <b>PC Towers</b> <b>Keyboards</b> <b>PC Mice</b> <b>Headsets</b> <b>Curtains &amp; Blinds</b> <b>Door Frames</b> <b>AC Controller</b> <b>Doorknob/handles</b> <b>Tables/desks</b> <b>Telephones</b> <b>Partitions</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant

Function Rooms	<b>Entry Door Handles</b> <b>Office Chairs (non-upholstered)</b> <b>Office Chairs (upholstered)</b> <b>PC Monitors</b> <b>PC Towers</b> <b>Keyboards</b> <b>PC Mice</b> <b>Headsets</b> <b>Curtains &amp; Blinds</b> <b>Door Frames</b> <b>AC Controller</b> <b>Doorknob/handles</b> <b>Tables/desks</b> <b>Telephones</b> <b>Partitions</b> <b>Fridges (external handles)</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant
Grandstand	<b>Seats</b> <b>Handrails</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant
Maintenance Shed	<b>Entry Door handle / stainless steel plates</b> <b>Light and power point switches</b> <b>Storage Racks</b> <b>Fridges externally (Handles)</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant
Multi-Purpose Hut	<b>Door handles</b> <b>Light switches</b> <b>Furniture handles</b> <b>Toilet seats, toilet flush button, splash walls</b> <b>lamp toggle switch</b> <b>Armchairs</b> <b>AC Controller</b> <b>Remote Control</b> <b>Telephone</b> <b>Room accessories</b> <b>Bathroom handles, taps, shower controls</b> <b>Table tops</b> <b>Handrails</b> <b>Fridges externally (Handles)</b> <b>Microwaves Internal/External</b> <b>Kitchen Appliances (toasters, kettles, sandwich presses, ovens)</b> <b>Light and power point switches</b> <b>Remote Controls</b> <b>Vending Machines</b> <b>TVs</b> <b>Dining Area Tables</b> <b>Dining Area Chairs</b> <b>Sneeze Guards</b> <b>Benches</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant
Office	<b>Entry Door Handles</b> <b>Office Chairs (non-upholstered)</b> <b>Office Chairs (upholstered)</b> <b>PC Monitors</b> <b>PC Towers</b> <b>Keyboards</b> <b>PC Mice</b> <b>Headsets</b> <b>Curtains &amp; Blinds</b> <b>Door Frames</b> <b>AC Controller</b> <b>Doorknob/handles</b> <b>Tables/desks</b> <b>Telephones</b> <b>Partitions</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant
Olympic Room	<b>Entry Door Handles</b> <b>Office Chairs (non-upholstered)</b> <b>Office Chairs (upholstered)</b> <b>PC Monitors</b> <b>PC Towers</b> <b>Keyboards</b> <b>PC Mice</b> <b>Headsets</b> <b>Curtains &amp; Blinds</b> <b>Door Frames</b> <b>AC Controller</b> <b>Doorknob/handles</b> <b>Tables/desks</b> <b>Telephones</b> <b>Partitions</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant

Other Toilets	<b>Entry Door handle / stainless steel plates</b> <b>Light and power point switches</b> <b>Soap dispensers</b> <b>Toilet flush buttons</b> <b>Toilet paper dispensers</b> <b>Toilet seats</b> <b>Toilet doors and locks</b> <b>Splash walls</b> <b>Sanitary Bins</b> <b>Tap handles</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant
Port-a-loos	<b>Entry Door handle / stainless steel plates</b> <b>Light and power point switches</b> <b>Soap dispensers</b> <b>Toilet flush buttons</b> <b>Toilet paper dispensers</b> <b>Toilet seats</b> <b>Toilet doors and locks</b> <b>Splash walls</b> <b>Sanitary Bins</b> <b>Tap handles</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant
Recycling Stations	<b>Bin Tops &amp; Handles</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant
Seating, Signage and Furniture	<b>Table benches</b> <b>Seats</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant
Southern Bank Toilets	<b>Entry Door handle / stainless steel plates</b> <b>Light and power point switches</b> <b>Soap dispensers</b> <b>Toilet flush buttons</b> <b>Toilet paper dispensers</b> <b>Toilet seats</b> <b>Toilet doors and locks</b> <b>Splash walls</b> <b>Sanitary Bins</b> <b>Tap handles</b>	Wiping and disinfecting of surfaces utilising hospital grade disinfectant

### SIRC Hand Sanitising Locations

Location		Wall Mounted Dispenser	Pump Bottle
Western Bush Toilets	Male Toilet	X	
	Female Toilet	X	
Eastern Bush Toilets	Male Toilet	X	
	Female Toilet	X	
Start Line Amenities	Male Toilet	X	
	Female Toilet	X	
Breezway Bathrooms	On outside wall between bathrooms	X	
Northern Boatshed Bathrooms	On outside wall between bathrooms	X	
Grandstand Amenities	Male	X	
	Female	X	
	Accessible		X
	Accessible		X
Multi-Purpose Hut			X
Drug Testing Room			X
Olympic Room			X
Meeting Room			X
Boatshed Room			X
Seminar Room			X
Finish Tower	Toilets	X	
	Ground Floor		X
	1st Floor (Timing)		X
	2nd Floor (Commentary)		X
1800m hut			X
1500m hut			X
1000m hut			X
500m hut			X
Aligners hut			X



<p>General Hygiene Sign</p>	
<p>Social Distancing Sign (according to 2msq guideline)</p>	
<p>Social Distance Floor Sticker</p>	
<p>Hand Hygiene Sign</p>	