

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:	Southern Highlands Regional Shooting Complex
Plan completed by:	Brent Venables – Events Coordinator, Southern Highlands Regional Shooting Complex
Approved by (Director):	

> 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
Wellbeing of staff and clients	
<p><i>Advise staff, clients and visitors to site who are unwell with symptoms consistent with COVID-19 to immediately get tested and place themselves in isolation until they have received their result.</i></p>	<p>SHRSC follows all recommendations made by the NSW Department of Health, and complies with the current NSW Public Health Orders</p> <p>Key Protocols</p> <ul style="list-style-type: none"> • Staff, clients, visitors, 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 • Staff, clients, visitors 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 • Where the Office of Sport becomes aware of Staff or Visitor displaying COVID-19 symptoms, the COVID-19 Incident Response Protocol must be followed. <p>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>Event organisers are advised of these requirements in pre event booking meetings.</p> <p>Event organisers and contractors are responsible for advising their participants not to attend if they are unwell.</p>
<p><i>Consider how visitors could be isolated while awaiting results where practical.</i></p>	<p>All individuals requiring isolation should do so at their own home and not attend the venue.</p> <p>No rooms available onsite for isolation.</p>
<p><i>Provide staff, contractors and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning</i></p>	<p>COVID-19 information is communicated at staff meetings and other mediums of communication</p> <p>SHRSC has placed signage around the venue to advise and educate those on-site about good hand hygiene and social distancing practices.</p> <p>SHRSC has provided hand sanitiser, spray disinfectant and cloths for cleaning at key locations throughout the Venue.</p> <p>SHRSC Resident Clubs have been advised to address how they are cleaning shared equipment, such as firearms, vests & mats in their COVID Safe Plans.</p> <p>SHRSC staff have been instructed to wear gloves and masks when undertaking new shooter training and are required to be closer than 1.5m</p> <p>Physical distancing icon markers have been placed on the floor at sign in points.</p> <p>SHRSC Staff frequently clean touch points and bathrooms</p> <p>Furthermore, 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>Testing clinics can be found at NSW Government COVID-19 website: https://www.nsw.gov.au/covid-19 National Coronavirus Helpline: 1800 020 080.</p>
<p>Display conditions of entry (website, social media, venue entry).</p>	<p>General Conditions of Entry and Venue Regulations to SHRSC can be found on the Southern Highlands Regional Shooting Complex website. (https://www.sport.nsw.gov.au/shootingcentre/SHRSC)</p> <p>Additional requirements relating to COVID-19 can be found within this document, COVID-19 Safety Plan for Sport and Recreation Centres and Olympic Venues (SHRSC), and within the Office of Sport COVID-19 Safety Operations Plan for Sport and Recreation Centres and Venues. These documents can be found on the Office of Sport website, and Southern Highlands Regional Shooting Complex Website.</p> <p>Signage has been displayed on rooms and spaces to show the maximum no of persons allowed to comply with the one person per four square metre rules.</p> <p>Pre event meetings can be held, as required, with event organisers to discuss COVID-19 requirements and conditions.</p>
<p>Understand changed booking terms and conditions, cancellation or similar flexible booking policies that are in place.</p>	<p>SHSRC follows all recommendations made by the NSW Department of Health and complies with the current NSW Public Health Orders.</p> <p>Cancellation or changed booking terms & conditions are documented in each Event Delivery Agreement.</p> <p>Due to the changing nature of the COVID-19 Pandemic, SHRSC 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 because of COVID-19 and these situations will be discussed and managed on a case-by-case basis.</p>
<p>Advise customers/users of their responsibility for complying with the Public Health Order. This applies to individuals and group leaders.</p>	<p>Signage is placed at the entry to the buildings and sign-in places, notifying users of their responsibilities under the public health order. All users of the Venue are required to fill in a COVID registration form.</p> <p>Responsibility of the hirers is discussed in pre-event communication and meetings and hirers are advised to keep up to date with the latest version of the Public Health Orders on NSW Government websites.</p> <p>On all event days, Booking Organisers are responsible for ensuring their group complies with the Public Health Order, supplies a COVID safe plan specific for the event and observes the SHRSC COVID Safety plans and supplies any additional Personal Protective Equipment (PPE) to protect their participants and others. (e.g. gloves)</p> <p>Booking Organisers/Clubs must have a COVID-safety plan to help manage the safety of their activity. Template plans/checklists are available from COVID Safe Businesses.</p> <p>Booking Organisers/Clubs must 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. Users must take responsibility for their own health and safety and assume the venue is unclean.</p> <p>All contracted Contractors (e.g. Security, Cleaning, Customer Service and Landscaping) employed at SHRSC are required to comply with the SHRSC COVID-19 Safety Plan and comply with the same guidelines as the Office of Sport SHRSC Staff.</p>
<p>Identification and management of staff, contractors and clients who may be more vulnerable to severe COVID-19 illness.</p>	<p>Staff who are vulnerable to COVID-19 illness are assisted to work from home where possible.</p> <p>Office layouts and spaces are identified to comply with COVID-19 distancing requirements. Staff have been reduced in some offices to comply with this. Signage on each area within the Venue stipulating the number of persons allowed. PPE is available and offered to all staff.</p> <p>Clients and Contractors are required to have a safety plan or COVID-19 policy in place.</p>

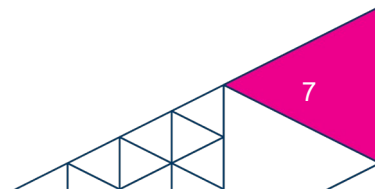
	Contractors and clients who are in a high-risk or vulnerable category should not attend SHRSC.
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> • Restaurants and Cafes (Food Vans) • Functions and conferences • Community sports 	<p>Restaurants and Cafes (Food Vans) N/A</p> <p>Functions and conferences N/A</p> <p>Community Sport Event hirers running community sports at SHRSC will be required to submit a COVID-19 Safety Plan prior to their event.</p>
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	Staff have been advised of leave entitlements. Information is on the Office of Sport SharePoint (staff Intranet) COVID-19 Employee Arrangements document
<p>Identify local processes for pre-screening visitors, clients and hirers before arrival and on a daily basis while in attendance at Centre / Venue</p>	<p>Requirements of NSW Health and SafeWork NSW guidelines are communicated to visitors, clients and hirers. It is the responsibility of employees, businesses, and organisers/hirers to manage the risk to workers and others in the work environment.</p> <p>Interstate requirements are outlined within the NSW Public Health Orders webpage.</p> <p>Local hotspots are listed on the NSW Government COVID-19 Latest News and Updates webpage</p> <p>Latest news and updates on case locations are displayed in the venue reception area</p>
<p>Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior</p>	No longer applicable
<p>Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health latest COVID-19 news and updates).</p>	<p>The Event Organiser is responsible for advising participants not to attend the event if they have attended any of the reported case locations listed in NSW in the 14 days prior.</p> <p>Any person who has attended any of the reported case locations listed in NSW in the 14 days prior to event should be self-isolating, should not be attending the event and following the NSW Government advice on the latest case locations.</p>

REQUIREMENTS	ACTIONS
<p>Physical distancing</p> <p><i>Identify the practical measures for ensuring physical distancing in each of the key sport and recreation facilities within the Centre / Venue precinct. Where practical, have a staff member responsible for ensuring physical distancing of groups and zones / areas.</i></p>	<p>SHRSC is currently open for use for casual, clubs and events.</p> <p>SHRSC, in consultation with its staff, contractors and event organisers will implement measures to minimise the spread of COVID-19 and to ensure physical distancing. These include:</p> <ul style="list-style-type: none"> • Ceasing or modifying activities that involve close personal contact (less than 1.5 metres) • Implementing controls to reduce direct contact between SHRSC staff, contractors, and visitors, including: • Physical distancing of at least 1.5 meters (1 person per 4sqm) • Promoting lane spacing between shooters where possible • Keeping groups of persons from different Clubs in separate zones • Modifying rosters and bookings at the Venue to reduce peak periods and co-mingling between groups • Increasing cleaning and disinfection of high traffic areas or shared surfaces • Providing posters and other public education resources for all staff, contractors, and visitors • Monitoring of number numbers in areas / zones to ensure physical distancing is being followed and take appropriate steps if there are breaches by SHRSC Staff and Club/Event organisers. <p>SHRSC adopts the below Key Protocols regarding social distancing:</p> <ul style="list-style-type: none"> • 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"> • avoid physical greetings such as handshaking, hugs and kisses • use tap and go EFTPOS instead of cash • travel at quiet times and avoid crowds • do not enter crowded spaces • 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 <p>Any risk to exposure should be identified in advance, and discussed between SHRSC Venue Management and the Event Organisers to identify the best way to manage the risk</p>
<p><i>Ensure any other external communal areas where people gather, such as BBQ, playground or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing.</i></p>	<p>Not applicable at SHRSC</p>
<p><i>Visitors staying at self-contained accommodation may have guests, but the total number of people at each outdoor gathering should not exceed 20.</i></p>	<p>Not applicable at SHRSC</p>
<p><i>Where reasonably practical, ensure staff and guests maintain 1.5 metres / 1 person per 4 square metres physical distancing at all times (including at meal breaks).</i></p>	<p>SHRSC adopts the below Key Protocols regarding social distancing:</p> <ul style="list-style-type: none"> • 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"> • keep 1.5 metres away from others wherever possible • avoid physical greetings such as handshaking, hugs and kisses • use tap and go EFTPOS instead of cash • travel at quiet times and avoid crowds • do not enter crowded spaces • avoid large public gatherings • practise good hygiene as detailed below • must stay at home if they have any cold or flu symptoms. • Seek medical advice and get tested for COVID-19 • A 4-metre square space will be enforced per person.

	<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 4 square metres at all times.</p> <p>All rooms at SHRSC have been measured and the capacity based on 1 person per 4 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 SHRSC Staff.</p> <p>Lane spacing is applied on ranges where possible and Club groups have been kept separate.</p>
Where a major recreation facility is not hosting a ticketed and seated event, it can admit up to 500 people, or one person per 4 square metres (whichever is lesser).	Not applicable at SHRSC
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.	<p>SHRSC has introduced an online booking form for shooting sessions for 500m Range and 50m Range.</p> <p>All hirers are to complete a NSW Government COVID-19 Safety Plan and submit the plan to the venue prior to the booking commences.</p>
Refer to the Office of Sport Return to Work guidelines to ensure workplaces maintain capacity limits of one person per 4 square metres and appropriate physical distancing. This measure should also consider third party tenants who use our facilities on an ongoing basis.	<p>All SHRSC workspaces have been measured and maximum number of persons listed on all spaces.</p> <p>This is an agenda item on the SHRSC staff meetings regularly.</p>
Review regular deliveries and request contactless delivery and invoicing where practical.	<p>Deliveries for SHRSC are left at Sydney International Shooting Centre reception and contactless methods are encouraged.</p> <p>All invoicing is processed on-line, payments are also made on-line</p>
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.	<p>When SHRSC management are aware of any travel restrictions / community hot spots, we will contact the Event Organiser and advise them.</p> <p>SHRSC Management will act as required and will follow government recommendations as updates are issued.</p>
Centre / Venue specific measures	<p>No buggy use for public for target changes.</p> <p>Shooting restricted to 300m max whilst there is no buggy use.</p> <p>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.</p> <p>Set session times for casual shooting, shooters not to not arrive until 30 min. before session times; Friday: 10am – 12:30 Saturday: 10am – 12:30 & 1:30pm – 4pm Sunday: 10am – 12:30 & 1:30pm – 4pm</p> <p>Only EFTPOS transactions at SHRSC</p> <p>Clubs only allowed to conduct new shooter programs if covered in their COVID plan.</p> <p>Clubs to allocate a small number of members to arrive earlier to help set up for their activity prior to start time.</p> <p>Hire Equipment Mats are to be sprayed with disinfectant Rests are to be sprayed with disinfectant or wiped with sanitiser between use</p>

<p><i>Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.</i></p> <p><i>Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.</i></p>	<p>Staff who can work from home are working from home on a roster basis. Staggered break times have been implemented for staff breaks.</p>
<p><i>Use telephone or video platforms for essential meetings where practical.</i></p>	<p>Staff are utilising Microsoft Teams, email and/or telephone calls for meetings where practical.</p>
<p><i>Minimise co-mingling of participants from different bookings, zones and timeslots where possible.</i></p>	<p>The venue has been divided into parking and participation zones that will allow participants to move to their designated booked spaces without interaction with other groups on site.</p> <p>All venue users will be advised that they are not to co-mingle with other users of the venue by the event organiser.</p> <p>If there is more than one group booked on site and total numbers exceeds 500 people, each group will be provided zone maps identifying the areas they can utilise. Physical barriers where practical and or a 15-metre separation zone will be implemented. Separate amenity areas will be identified for each group.</p>
<p><i>Seated groups should be separated by 1 - 2 empty seats on both sides to support social distancing. Develop strategies to achieve this, such as allocated seating or an allocated seating area.</i></p> <p><i>Have strategies in place to ensure physical distancing between non-household groups.</i></p>	<p>Signage is on each zone to identify how many persons allowed per zone. PA announcements are made to inform patrons of social distancing requirements.</p> <p>Organisers to submit a Covid-19 safety plan and allocate an event safety officer to monitor compliance.</p>
<p><i>Ensure communal facilities such as showers, change rooms have strategies in place to reduce crowding and promote physical distancing.</i></p>	<p>Signage is in place at the entrance to all communal facilities indicating the maximum number of people allowed to use the area.</p> <p>No showers/ changerooms in use</p> <p>Social distancing posters have been placed in prominent areas for participants to see. The venue has been divided into zones, each with a designated amenities area that will allow participants to move to their designated booked spaces without interaction with other groups on site.</p> <p>Communication to venue users will be through the Event Organiser / Nominated Person prior to entry.</p>
<p><i>Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.</i></p>	<p>Floor stickers have been placed in areas where people would traditionally queue to ensure social distancing.</p> <p>Event Organisers will be responsible to ensure social distancing at registration / event office locations.</p>
<p><i>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.</i></p>	<p>SHRSC staff will monitor the activities on site to ensure gatherings are not occurring.</p> <p>Participants and spectators are advised to leave the venue as soon as practical after the completion of the activity.</p>

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
<p><i>Adopt good hand hygiene practices.</i></p>	<p>Signage has been placed in all amenities and appropriate areas around the venue.</p> <p>Soap and paper hand towels are supplied in all amenities.</p> <p>Hand sanitiser is available in locations around SHRSC.</p>

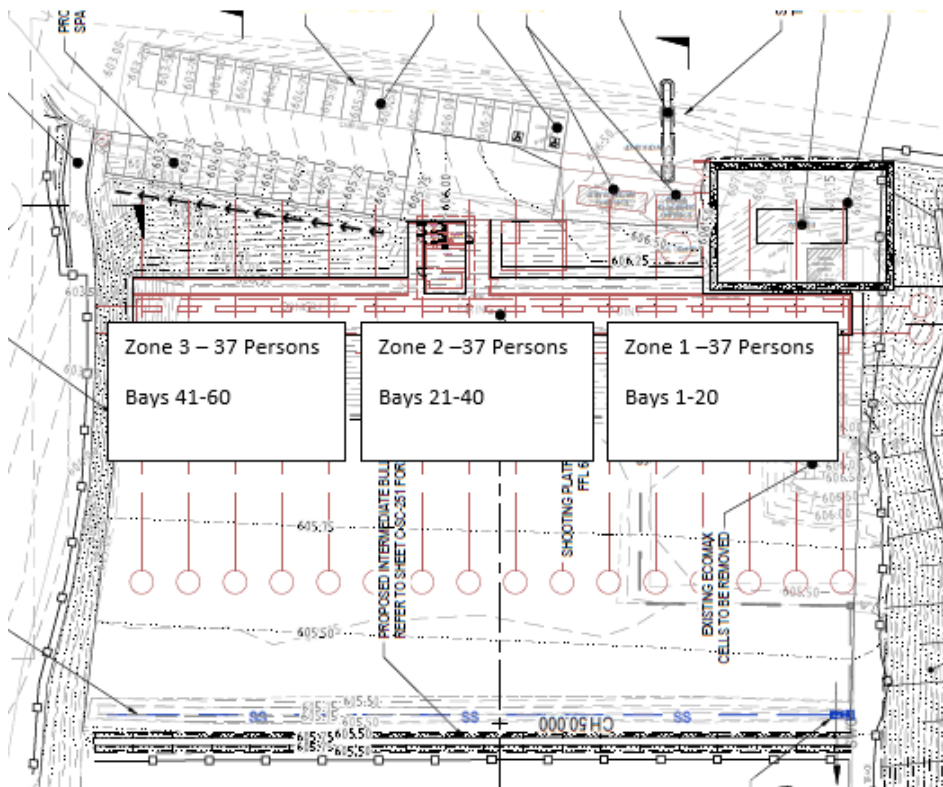


<p>Ensure bathrooms are well stocked with hand soap and paper towels. If grounds are remote with minimal staffing, then visitors should be informed to bring their own hygiene equipment. Ensure activity areas have access to hand sanitiser to be used pre and post activity.</p>	<p>SHRSC staff are to clean venue areas and frequent touch points. SHRSC staff will check consumable supplies as a part of the cleaning schedule and restock consumables as required.</p> <p>Event organisers are advised that it is their responsibility to supplement the supply of sanitiser and supply any other PPE for their own use and activities.</p> <p>SHRSC has supplied hand sanitiser at locations throughout the venue.</p> <p>The Office of Sport has supplied PPE for staff to use in the workplace. Signs are placed at all basins around the venue, to remind users to thoroughly wash their hands effectively.</p>
<p>Clean frequently used indoor areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day. If grounds are remote with minimal staffing, then visitors should be informed to practice good hygiene and bring their own cleaning equipment.</p>	<p>Venue staff follow a developed schedule for routine cleaning and additional 'touch point cleaning in areas of the venue being utilised. Staff have appropriate PPE for when performing cleaning duties.</p> <p>During events, additional cleaning is scheduled.</p> <p>Event organisers have been advised that it is their responsibility to supply additional PPE for their own use and activities.</p>
<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.</p>	<p>Cleaning Contractor, VDG use a recommended disinfectant to clean with. Supply has been given to SHRSC staff to use onsite.</p> <p>A Safety Data Sheet was supplied with manufacturer's instructions.</p>
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p>	<p>Gloves are supplied for staff use.</p> <p>Signs are placed around the venue in areas used by the staff to remind them to thoroughly wash their hands.</p>
<p>Hygiene and cleaning requirements of specific Centre / Venue sport and recreation equipment, machinery, plant and equipment and vehicles</p>	<p>Clients are advised that the Venue is to be considered unclean</p> <p>Mats and rests used at the Venue are to be sprayed with sanitizer before and after use benches and chairs used at the Complex are to be cleaned before and after use</p>
<p>Encourage contactless payment options.</p>	<p>Only tap & go EFTPOS transactions accepted at SHRSC</p>
<p>Centre / Venue specific measures</p>	<p>Cleaning Operations</p> <ul style="list-style-type: none"> • Sanitiser and wipes are available at multiple locations throughout the Venue <p>Range Equipment</p> <ul style="list-style-type: none"> • SHRSC staff have been supplied PPE for handling equipment • Organisers /Hirers are to capture equipment handling in their Safety Plans • SHRSC have a SOP for SHRSC staff handling equipment when delivering and retuning SHRSC equipment
<p>Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard, and mouse.</p>	<p>SHRSC office space has hand sanitisers, hospital grade disinfectant and wipes for all staff to use, supplied by the Office of Sport.</p> <p>The staff have a schedule for the office touch points and this cleaning is performed daily.</p>
<p>Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.</p>	<p>SHRSC has placed hand sanitisers around the venue and the Event organiser is responsible for supplementing the supply of hand sanitisers for their participants at the areas of the venue they are utilising.</p>
<p>Ensure processes are in place to launder shared uniform items after use.</p>	<p>Shared safety vests used for casual staff are returned to Sydney International Shooting Centre to be cleaned.</p>

REQUIREMENTS	ACTIONS
Record keeping	
<p>Keep a record of name and a mobile number or email address for all staff, visitors and contractors 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.</p>	<p>All staff, contractors, casual and club shooters and visitors - upon arrival, need to sign in using the Office of Sport QR code system or paper register located in the venue reception area, or the staff/contractors register. This register is saved in TRIMS</p> <p>For Major Event use, organisers are to supply a list of participants with mobile phone & email details, attending their booking. Their details will be stored for 28 days and then destroyed.</p>
<p>Make your staff aware of the COVID Safe app and its benefits to support contact tracing if required.</p>	<p>Staff have been made aware of the COVID safe app in staff meetings.</p>
<p>Notify Office of Sport Executive and WHS Committee of any suspected concerns of a COVID-19 case.</p>	<p>Venue Management will follow the reporting guidelines as outlined on the Office of Sport - COVID-19 Incident Flow Chart, located on the Intranet.</p>
<p>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.</p>	<p>SHRSC Management will refer to the Office of Sport COVID-19 Incident Response Protocol</p>

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

500m Map



50m Map

