

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**

## Your COVID-19 Safety Plan

### Community sport

#### Business details

Business name	MWDBA Minor League
Business location (town, suburb or postcode)	Pittwater Road Warriewood NSW
Completed by	Helen Wyatt
Email address	<a href="mailto:mlpresident@manlybaseball.com.au">mlpresident@manlybaseball.com.au</a>
Effective date	19 October 2021
Date completed	21 October 2021

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### Wellbeing of staff and customers

**Exclude staff, volunteers, parents/carers and participants who are unwell.**

Agree

Yes

Tell us how you will do this

Minor League have no staff members. Volunteers and Participants are requested not to attend events if they are unwell and posters at the venue will serve as on-location reminders.

**Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.**

**Agree**

Yes

**Tell us how you will do this**

Minor League have no staff members. Volunteers are advised to review the NSW Health Website for all information relating to Covid-19 and posters at the venue will serve as on-location reminders.

**Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**

**Agree**

Yes

**Tell us how you will do this**

Covid-19 posters at the venue will serve as on-location reminders of conditions of entry.

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible; remind players, officials, volunteers and spectators of vaccination requirements in marketing and communications materials; check vaccination status upon arrival and only accept valid forms of evidence of vaccination; train staff and volunteers on ways to check proof of COVID-19 vaccination status. Guidance for organisations is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: Staff and volunteers outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.**

## **Agree**

Yes

### **Tell us how you will do this**

All Officials, spectators and participants have been sent email and website communications, prior to the season commencing, that participation is restricted to fully vaccinated individuals and they will be required to sign in on arrival with the Service NSW QR code. A centralised portal has been set up for regular players/members to upload their proof of vaccination, as well as Club Covid Officers keeping a register. For incidental spectators or players not on the register, proof of vaccination will be checked at QR code signing in at each game.

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## **Physical distancing**

**Capacity at an outdoor community sporting event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 1000 persons.**

## **Agree**

Yes

### **Tell us how you will do this**

Participation will always remain below the current limits, as games are typically not attended by spectators. No major tournaments attracting large crowds will be conducted until all restrictions are lifted

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff / volunteers.**

**Agree**

Yes

**Tell us how you will do this**

All activities are based outside. Posters displaying Covid-19 social distancing requirements will be made available to all participating clubs and team managers will be responsible for enforcing physical distancing.

**Minimise mingling of participants from different games and timeslots where possible, particularly people aged under 16 who may not yet be fully vaccinated. For mass participation events, consider staggering the starting times for different groups to minimise crowding where possible.**

**Tell us how you will do this**

All mingling will be outdoors. No mass participation events will be held.

**Agree**

Yes

**Avoid congestion of people in specific areas where possible, such as change rooms and other communal facilities.**

**Agree**

Yes

**Tell us how you will do this**

There are no indoor facilities. Outdoor groups will be limited to below current guidelines

**Strategies must be in place to reduce crowding and promote physical distancing in communal facilities such as showers, change rooms and lockers.**

**Agree**

Yes

**Tell us how you will do this**

There are no indoor facilities. Outdoor groups will be limited to below current guidelines

**Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up/drop-off zones and staggered start/finish times.**

**Agree**

Yes

**Tell us how you will do this**

Maximum participants in any one game is approx 30 people, who arrive in separate cars, ensuring there are no crowd areas before or after events.

**Where possible, encourage participants to avoid carpools with people from different household groups.**

**Agree**

Yes

**Tell us how you will do this**

Communication regarding this will be sent to all participants

**Singing by audiences is not allowed in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

Our players do not sing, nor are there any indoor areas

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**Ventilation**

**For indoor areas, review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

**Agree**

Yes

**Tell us how you will do this**

No indoor areas

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

No indoor areas

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

**Agree**

Yes

**Tell us how you will do this**

No indoor areas

**In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

**Agree**

Yes

**Tell us how you will do this**

No indoor areas

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

No indoor areas

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Agree**

Yes

**Tell us how you will do this**

No indoor areas

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## **Hygiene and cleaning**

**Face masks must be worn in indoor areas, unless exempt.**

**Note: People engaging in physical exercise are exempt, unless they are participating in an indoor gym class or dance class**

**Agree**

Yes

**Tell us how you will do this**

No indoor areas

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

**Agree**

Yes

**Tell us how you will do this**

Hand sanitiser available in all team kits

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

**Agree**

Yes

**Tell us how you will do this**

Existing bathrooms are fitted out with all required hygiene facilities.

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

**Agree**

Yes

**Tell us how you will do this**

No indoor areas

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**Record keeping**



**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, attendees and contractors.**

**Note: Organisations are not required to keep proof of vaccination status in their records.**

**Agree**

Yes

**Tell us how you will do this**

QR code check in posters displayed and available to all participating clubs and at all utilised fields.

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the event.**

**Agree**

Yes

**Tell us how you will do this**

Everyone will be required to sign in on arrival with the Service NSW QR code. Team managers will be responsible to ensure each team member and official is checked in.

**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 it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, attendees and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

**Agree**

Yes

**Tell us how you will do this**

Manual records for such persons will be taken by each team manager and passed to the Club Covid Manager at the end of each day, who will enter this into a spreadsheet and maintain this for at least 28 days.

**Other types of venues or facilities at the event must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the event on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured if the event has sub-premises that are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

**Agree**

Yes

**Tell us how you will do this**

No indoor sub-premises

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes