

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



Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	Sydney Cycling Club
Business location (town, suburb or postcode)	Randwick
Completed by	Benjamin Beckers
Plan approved by	John Shiell
Email address	racing@sydneycyclingclub.org.au
Effective date	21 December 2020
Date completed	9 January 2021

Wellbeing of staff and customers

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

In line with SCC's general COVID-19 Safety Plan, the committee, ride captain and vice captains (our volunteers) inform all members of their obligations under the Plan. These state:

"If you display any COVID-related symptoms, do not participate in, or attend, any SCC rides, races or other events. These symptoms include but are not limited to:

- fever
- dry cough
- lethargic/tiredness

If you have visited a COVID-19 hotspot or have come into contact with someone who has tested positive for COVID-19 in the past 14 days, do not participate in, or attend, any SCC events."

Non-members are not permitted to participate in or attend SCC events.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning, and how to manage a sick visitor.

The COVID-19 Safety plan is circulated to all ride captains (our volunteers) and all members. The race organiser together with supporting volunteers will advise on COVID-safe practices, in particular physical distancing, during sign-on before the race and during the award ceremony after the race.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

The event is run by volunteers (club members) only. Members are not permitted to participate or volunteer if they display any flu-like symptoms.

Display conditions of entry (website, social media, venue entry).

The COVID-19 Safety Plan will be displayed at the sign-on desk that all participants and volunteers will attend first. All participants are required to sign on to race, and we will include information in relation to the Covid safety plan on the sign on sheet.

If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.

Facility is hired from Randwick City Council.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises 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 where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

No further venues or facilities within the premises are used.

Physical distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff) to a maximum of 3000 people.

In Greater Sydney, indoor areas must not exceed one participant per 4 square metres of publicly accessible space.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

The event is exclusively held outdoors. The number of participants and volunteers is limited to 100 people. The race will be held in 4 separate grades. The race organiser and volunteers will advise on physical distancing during sign-on before the race and during the award ceremony after the race.

In indoor areas, audience members should not sing or chant. In outdoor areas, spectators 12 years and older should wear masks if singing or chanting.

Does not apply.

Minimise co-mingling of participants from different games and timeslots where possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible.

Participants will be asked to remain within their grades before and after the race. The race will feature a staggered start across grades. Some interaction between participants in different grades during the race is unavoidable, for example when faster grades are overtaking slower grades.

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

The race organiser together with supporting volunteers will advise on physical distancing during sign-on before the race and during the award ceremony after the

race. The option to sign on online before the race will offered to limit crowd size and time spent at sign-on.

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.

Participants will predominantly ride to the event by bike, eliminating gathering outside the premises.

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

Does not apply.

Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.

The race organiser together with supporting volunteers will advise on physical distancing during sign-on before the race. The option to sign on online before the race will offered to limit crowd size and time spent at sign-on.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

The communal toilet facilities are managed by Randwick City Council.

Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.

No showers available.

Use telephone or video platforms for essential staff meetings where practical.

Committee meetings are held via video-conferencing as much as possible.

Review regular business deliveries and request contactless delivery and invoicing where practical.

Does not apply.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand sanitizer will be provided at the sign-on desk.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

Hand sanitizer will be provided at the sign-on desk.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.

The communal toilet facilities are managed by Randwick City Council.

Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.

As specified in the club's COVID Safety Plan, all members are requested to bring their own water bottles and snacks. No food or water will be provided.

Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.

No uniforms are provided. Race numbers will be assigned to an individual on the first race to retain for the series at which point they will be returned and sanitized.

Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.

Does not apply. Event will be held exclusively outdoors.

Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.

Does not apply. Event will be held exclusively outdoors.

Reduce sharing of equipment where practical and ensure these are cleaned with

detergent and disinfectant between use.

No equipment will be shared.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

Hand sanitizer will be supplied.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Noted.

Staff should wash hands thoroughly with soap and water before and after cleaning.

Hand sanitizer will be supplied to our volunteers.

Encourage contactless payment options.

The option to sign on online before the race will offered to limit cash payments.

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

Does not apply.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Sign-on is required for all participants and volunteers. Records will be entered into an

electronic format within our regular processes (but within 12 hours) to manage the club championships.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

Online sign-on is managed through the provider 'Buncheur'. Contact numbers and entry times on records will only be accessible to the club's Secretary and Racing Secretaries.

Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.

All members have been advised to consider installing the COVIDSafe app and activating it before any SCC events.

Community sport organisations should consider registering their business through nsw.gov.au.

Noted.

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.

The Club Secretary and Racing Secretaries will cooperate with NSW Health if contacted in relation to a positive case.

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

Yes