

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

Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	Macquarie University Swimming Club
Business location (town, suburb or postcode)	Macquarie Park
Completed by	Tatiana Matts
Plan approved by	Cameron Ellicott
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Effective date	24 September 2020
Date completed	11 November 2020

Wellbeing of staff and customers

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

The Macquarie University Swimming Club endorses that "any person with symptoms should stay home and get tested".

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

The Macquarie University Swimming Club has staff members who have undergone

COVID safe testing as a part of their "return to work" post COVID Shutdown.
All signage around the Macquarie University Sport and Aquatic Centre displays information on COVID symptoms, when to get tested, maintaining 1.5 metres social distancing at all times, and cleaning any surface you may have touched upon arrival and departure from the centre.

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

Not applicable as all involved are volunteers.

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

The Macquarie University Swimming Club operates within the Macquarie University Sports and Aquatic Centre and abides by their signage and conditions of entry and COVID safe practices.

All spectators, volunteers, swimmers and officials are expected to maintain a 1.5m social distance at all times. They are also encouraged to sanitise hands upon entry and departure to the centre.

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

This is not applicable as we are a service of the Macquarie University Sport and Aquatic Centre.

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Swimming pools**
- **Indoor recreation facilities**
- **Major recreation facilities**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with a food or drink premise must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

COVID Safe plans have been completed for the "Crunch Cafe" and Macquarie Sport and Aquatic Centre in which we operate.

Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria, or have visited a location in NSW at a time and date that requires them to self-isolate, in the 14 days prior. Locations with self-isolate alerts are listed on the NSW Government website.

Note: the exclusion of Victorian residents does not apply to those with border region resident permits.

All spectators, volunteers, swimmers and officials have signed declarations which state "If I am unwell, or display any COVID related symptoms, I am to stay at home and get tested. I declare that I have not been to any "hotspots", visited Victoria, or travelled overseas in the last fourteen days. If I have travelled to a "hotspot", visited Victoria or travelled overseas, I am to be tested and self- isolate for fourteen days.

All Spectators, volunteers, swimmers and officials will sign in upon arrival, and must declare the above before proceeding to the event.

Physical distancing

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.

The Macquarie University Swimming Club abides by the Macquarie University Sport and Aquatic Centre's; one person per four square metre rule. Maintaining a 1.5m social distance between patrons.

All families will be placed 1.5m apart on the grass area adjacent to the outdoor 50m pool.

Spectators singing in groups or chanting/cheering is a particularly high-risk activity and should be avoided where possible.

All spectators will be encouraged to clap instead of chanting/cheering. Signage will be displayed on the grass area reminding patrons of this high-risk activity.

Minimise co-mingling of participants from different games and timeslots where possible.

This does not apply to the Macquarie University Swimming Club as all spectators and competitors will be competing in a single lane for each event. All competitors will be competing at various times throughout a maximum of three hours.

A timeline will be produced and sent out to the families prior to each race night informing competitors when each event/race is scheduled to begin.

Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.

Spectators shall be seated on the grassed area adjacent to the 50m outdoor pool. Cones will indicate where each family group may sit. These cones will be spaced a minimum of 1.5m from all other family groups. Spectators are encouraged to remain seated unless using the centers' facilities or undertaking their designated role for the evening.

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.

This does not apply, as the parking area is located 20 metres behind the swimming pool facilities.

All race night attendees are to be accompanied by an adult if they are under the age of 18. as each race night event finishes, attendees are encouraged to leave the premises.

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

Macquarie University Swimming Club discourages carpooling between households.

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

1.5m "X's" have been placed in the reception area to indicate a safe distance to queue. "Self-Marshalling" has been adopted. This means that chairs have been placed 1.5m apart and only 6 swimmers per race are permitted in the marshalling area at any one time. Swimmers in proceeding heats are to stand 1.5m apart on the grassed area adjacent to the "self-marshalling" area, while waiting for their race to be called.

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

All changeroom facilities at the Macquarie University Sport and Aquatic Centre have been marked with 1.5m distances between benches and locker areas. A sign indicates "use this locker". An "X" on a bench indicates that you may not use this area. An "X" on the floor indicates the space in which you may stand to get changed.

Maximum patronage signage has been posted at the entrance to the changeroom facilities.

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

Macquarie University Swimming Club adopts a "come in, train, go home" policy. This means that shower/changeroom facilities are available, however it is discouraged for swimmers to use these facilities. Members are encouraged to go home at the completion of training or racing.

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

Macquarie University Swimming Club will hold all essential meetings via "zoom" or in an open, outdoor area with the one person per four square metres rule enforced.

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

The Macquarie University Swimming Club will ensure that all deliveries and invoicing be left at reception. Personal Protective Equipment; Gloves and Hand Sanitiser will be provided for staff to open packages. Invoices will be requested via email.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand Sanitiser stations and Sanitising wipes are provided throughout the Macquarie University Sport and Aquatic Centre.

Signage is displayed, by the management of the Macquarie University Sport and Aquatic Centre; asking people to regularly wash their hands with warm, soapy water.

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

The Macquarie University Sport and Aquatic Centre has Hand Sanitising stations available throughout the centre. These are situated near any entrance/exit points as a minimum. Hand Sanitiser will also be available upon request.

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 Macquarie University Sport and Aquatic Centre ensures that bathrooms are well stocked with hand soap and that all hand dryers are in working order. The Macquarie University Swimming Club will abide by the Sport and Aquatic Centre's standards.

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

The Macquarie University Swimming Club encourages participants to bring their own food and equipment to all Race Nights.

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

This does not apply to the Macquarie University Swimming Club, as swimmers are to provide their own swimwear.

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.

The Macquarie University Sport and Aquatic Centre employs staff to ensure that all facilities are cleaned and disinfected throughout the day.

The Macquarie University Swimming Club will be responsible for extra cleaning of hard surfaces at the completion of the event.

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

This does not apply to the Macquarie University Sport and Aquatic Centre as we are in a swimming pool with chlorinated water.

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

The Macquarie University Swimming Club does not encourage shared use of equipment. All competitors and officials will use their own equipment.

If equipment needs to be shared, it will be cleaned and disinfected prior to use.

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

The Macquarie University Sport and Aquatic Centre shall have detergent/disinfectant and gloves available upon request.

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

The Macquarie University Swimming Club shall operate under the Macquarie University Sport and Aquatic Centre's cleaning operations. The Macquarie University Swimming Club will not be responsible for maintaining correct levels of disinfectant for cleaning purposes.

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

All Macquarie University Swimming Club Officials and Volunteers will be provided the opportunity to wash hands thoroughly with soap and water before and after cleaning of equipment.

Encourage contactless payment options.

All participants and spectators may only make payment for events via EFT/Online payments.

Record keeping

Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practical, for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

The Macquarie University Sport and Aquatic Centre asks all guests to the facility to sign in.

All members are required to scan their membership cards upon entry to the facility. All spectators/officials/competitors are required to check in via a QR code. This information is stored confidentially by the Macquarie University Sport and Aquatic

Centre for 28 days. Members are asked to provide their full name and contact details via the QR code.

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

The Macquarie University Sport and Aquatic Centre advertises this to all members and guests. All members of the Macquarie University Swimming Club are members of the Sport and Aquatic Centre.

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

This is not applicable to Macquarie University Swimming Club, as we are registered as a part of the Macquarie University Sport and Aquatic Centre.

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 Macquarie University Swimming Club agrees to notify NSW Health if a positive COVID Case is found at the Macquarie University Sport and Aquatic Centre. We agree to provide all relevant information as requested.

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

Yes