



## HUNTER WESTERN HORNETS REGIONAL TOUCH COVID-19 SAFETY PLAN

ORGANISATION DETAILS	
<b>Organisation Name:</b>	Hunter Western Hornets Regional Touch
<b>Plan Completed By:</b>	Joel Begnell, Technical Director
<b>Approved By:</b>	Wayne Goodchild, Regional Director (on behalf of Hunter Western Hornets)

REQUIREMENTS	ACTIONS
<b>Well-being of members and visitors</b>	
Exclude participants, volunteers, parents/carers and participants who are unwell.	<ul style="list-style-type: none"> <li>• Hunter Western Hornets will exclude participants (including players, coaches, managers, referees, volunteers, parents/carers and other spectators) who are unwell during training and play.</li> <li>• Hunter Western Hornets will promote 'do not attend if unwell' via the Hunter Western Hornets website, social media and other communication to all members.</li> <li>• Hunter Western Hornets will set up signage at all events run by Hunter Western Hornets.</li> <li>• Hunter Western Hornets will provide a link to COVID-19 relevant information via the Hunter Western Hornets website.</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Hunter Western Hornets will provide all members with COVID-19 safety protocols and checklists including the need (where applicable) for testing, contact tracing, social/physical distancing, cleaning and hygiene, as well as managing sick visitors, or participants (of all types) who become sick/ill during training or play.</li> <li>• Volunteer staff will complete required COVID-19 training via The Nest.</li> <li>• Hunter Western Hornets will promote social distancing requirements via the Hunter Western Hornets website, social media, other communication to all members and with signage at Hunter Western Hornets events.</li> <li>• Hunter Western Hornets will provide alcohol-based hand wash for hand washing and bacterial</li> </ul>

	<p>wipes to clean balls.</p> <ul style="list-style-type: none"> <li>• Hunter Western Hornets will provide a hand sanitation station at Hunter Western Hornets events.</li> </ul>
Make club officials aware of expectations if they are sick or required to self-isolate.	<ul style="list-style-type: none"> <li>• Where applicable, Hunter Western Hornets will advise club officials of their requirements to self-isolate via email and our expectations and requirements if unwell.</li> </ul>
Display conditions of entry (website, social media, venue entry).	<ul style="list-style-type: none"> <li>• Hunter Western Hornets will display conditions of entry (including the requirement to comply with health orders to attend, the need for continued physical distancing, the need to comply with directions from officials and volunteers, facility and crowd limitation etc.) on Hunter Western Hornets website, social media and other communication to all members.</li> <li>• Hunter Western Hornets will display the conditions of entry at all Hunter Western Hornets events.</li> </ul>
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> <li>• Tournament Control</li> <li>• BBQ Area</li> <li>• Canteen</li> <li>• Storerooms</li> </ul>	<ul style="list-style-type: none"> <li>• Where relevant, Hunter Western Hornets will have COVID-19 Safety Plans in place for canteens, BBQ's and other facilities if we wish to use these facilities during training, competitions, development camps and gala days.</li> <li>• There will be no access to tournament control and store room areas containing Hunter Western Hornets items unless approval is granted by the Hunter Western Hornets Executive.</li> </ul>
Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any identified hot spots as per NSW Health website.	<ul style="list-style-type: none"> <li>• Hunter Western Hornets will exclude participants who have visited Victoria in the past 14 days or who have been to an identified hot spot in NSW in the past 14 days.</li> </ul>
Take all reasonable steps to minimise the number of spectators attending community sport events.	<ul style="list-style-type: none"> <li>• Hunter Western Hornets recommends that spectator attendance to training or play is in line with all current public health orders or other advice from NSW Government.</li> <li>• Hunter Western Hornets will provide communication to our members on spectator attendance to training or play via Hunter Western Hornets website, social media and other communication.</li> <li>• Hunter Western Hornets will make PA announcements reminding people to ensure spectator attendance remains in line with current public health orders.</li> </ul>

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
<p>Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding club officials) to a maximum of 500 people.</p>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets will promote social distancing requirements with ground signage, via Hunter Western Hornets website, social media and other communication all members.</li> <li>● Hunter Western Hornets will limit numbers where practical using the overarching limitation of one person per 4 square metres for all their facilities including but not limited to fields, spectator areas, dressing rooms, canteens, BBQ areas and bar facilities.</li> </ul>
<p>Minimise co-mingling of participants from different games and time slots where possible.</p>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets will minimise co-mingling of participants where practical.</li> <li>● Where required, Hunter Western Hornets will amended draws for our competitions to allow for greater time gap between games played to allow participants to vacate their field and the next time slot games to commence.</li> <li>● Hunter Western Hornets will promote '<b>Get in, Play, Leave</b>' via Hunter Western Hornets website, social media and other communication to all members.</li> </ul>
<p>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. Have strategies in place to prevent spectators from different games and timeslots co-mingling.</p>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets will minimise co-mingling of participants where practical.</li> <li>● Where required, Hunter Western Hornets will amended draws for our competitions to allow for greater time gap between games played to allow participants to vacate their field and the next time slot games to commence.</li> <li>● Hunter Western Hornets will promote '<b>Get in, Play, Leave</b>' via Hunter Western website, club social media and other communication to all members.</li> <li>● Players, spectators and officials are encouraged to have the Covid Safe app downloaded.</li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets have and will continue to require their participants including spectators to ensure they form no gatherings in breach of existing public health orders. All training and game times have been rescheduled to ensure groups do not form or commingle.</li> <li>● Hunter Western Hornets will promote '<b>Get in, Play, Leave</b>' via Hunter Western Hornets website, social media and other communication to members.</li> </ul>

<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.</p>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets will reduce crowding and promote the physical distancing within their facilities via measurement of space, and a combination of floor markings and signage at entrances advising of maximum people in the applicable area and at tournament control areas.</li> <li>● Where required, Hunter Western Hornets will amended draws for our competitions to allow for greater time gap between games played to allow participants to vacate their field and the next time slot games to commence.</li> <li>● Hunter Western Hornets will promote '<b>Get in, Play, Leave</b>' via Hunter Western Hornets website, social media and other communication to all members</li> </ul>
<p>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</p>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets will assess the safe capacity of their communal facilities via measurement of those spaces, followed by a combination of floor markings and signage at entrances advising maximum people in the applicable area.</li> <li>● Hunter Western Hornets will provide signage indicating reduced toilet usage capacity - one person at a time in bathroom facilities</li> </ul>
<p>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.</p>	<ul style="list-style-type: none"> <li>● See above. Hunter Western Hornets will be encouraged to not make use of communal change and shower rooms for Junior (18 and under participants) and will actively encourage those participants to shower/change at home for training and game play.</li> <li>● Hunter Western Hornets clubhouse area does not have communal change and shower rooms.</li> </ul>
<p>Use telephone or video platforms for essential staff meetings where practical.</p>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets are using Zoom for their Executive and Management Committee meetings.</li> </ul>
<p>Review regular business deliveries and request contactless delivery and invoicing where practical.</p>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets is where practical requesting contactless delivery.</li> <li>● All invoices are emailed, and all payments are made online</li> </ul>

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
<p>Adopt good hand hygiene practices.</p>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets will communicate to all members the requirement to:               <ul style="list-style-type: none"> <li># wash hands often with soap and water. This includes before and after eating and after going to the toilet</li> <li># use alcohol-based hand sanitisers when soap and water is not available</li> </ul> </li> </ul>
<p>Clean frequently used indoor hard surface 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.</p>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets uses a predominantly outdoor venue. However, all surfaces which are in frequent use during training, play or administration will be cleaned and disinfected regularly.</li> </ul>
<p>Clean areas used for high intensity sports with detergent and disinfectant after each use.</p>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets will where practical not use areas for high intensity activity other than sporting fields which do not require cleaning. If any indoor areas are, then they will be thoroughly cleaned after each use.</li> </ul>
<p>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.</p>	<ul style="list-style-type: none"> <li>● There will be no shared use of any uniform items such as playing tops, bibs, referee vests, etc.</li> <li>● Referees are to wear own shirts and use their own whistles</li> <li>● Players are not to share and/or swap shirts and water bottles.</li> <li>● Each player must have their own shirt and wear for the entire game and their own water bottle</li> <li>● Disinfected ball to be provided by the referee at the beginning of each game.</li> <li>● Referee is to return the ball after each game to a designated area for cleaning before further use.</li> </ul>
<p>Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.</p>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets will ensure there is accessible detergent/disinfectant available for visitor/spectator should they wish. Hunter Western Hornets will also provide masks and gloves which will be available at a designated area.</li> </ul>
<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.</p>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets will maintain their disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions.</li> </ul>

<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p>	<ul style="list-style-type: none"><li>● Hunter Western Hornets will require any shed duty volunteers to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</li><li>● Disposable gloves will be available from a designated area.</li></ul>
<p>Encourage contactless payment options.</p>	<ul style="list-style-type: none"><li>● Hunter Western Hornets will encourage card only payment options as the preferred method of payment at their venues and facilities, and display posters or other signage accordingly.</li></ul>

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
<p>Keep a record of name and contact details for all staff, volunteers, participants, spectators and contractors attending community sports activities 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>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets will keep a record of the name of registered participants (players, coaches, team officials, match officials). Participant sign-on sheet to be taken to / returned from each game by referee. Referee to complete.</li> <li>● All records will be stored by Hunter Western Hornets for a period of at least 28 days.</li> <li>● Spectator attendance will be recorded where practical.</li> </ul>
<p>Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets will remind all their participants and members to download the COVIDSafe App to support contact tracing if required via Hunter Western Hornets website, social media and other communication to all members.</li> </ul>
<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>	<ul style="list-style-type: none"> <li>● Hunter Western Hornets will remind all their participants and staff to contact NSW Health and Safe Work NSW (as applicable) in the event of a positive case at their venue or facilities.</li> </ul>