



**WALLSEND TOUCH ASSOCIATION INC**  
**COVID-19 SAFETY PLAN**

ORGANISATION DETAILS	
<b>Organisation Name:</b>	Wallsend Touch Association (WTA)
<b>Plan Completed By:</b>	Kellie Johnston, Wallsend Touch Safety Coordinator
<b>Approved By:</b>	Wallsend Touch Executive Committee, on behalf of WTA Committee

REQUIREMENTS	ACTIONS
<b>Well being of staff and visitors</b>	
Exclude staff, volunteers, parents/carers and participants who are unwell.	<ul style="list-style-type: none"> <li>● WTA will exclude participants (including players, coaches, managers, referees, volunteers, parents/carers and other spectators) who are unwell during training and play.</li> <li>● WTA will promote 'Do not attend if unwell' via our website, social media channels and via emails to all members.</li> <li>● WTA will set up signage at Upper Reserve.</li> <li>● WTA will provide a link to COVID-19 relevant sections of NSW Government and NSW Health websites on the WTA website.</li> <li>● WTA will notify participants (including players, coaches, managers, referees, volunteers, parents/carers and other spectators) that anyone who has been to Victoria within the past month, or any hot spot that has been notified by the NSW Government, is excluded from the fields. This includes anyone who has been in these areas, or in contact with someone from one of these areas, to stay at home and be alert for symptoms and be tested if necessary</li> </ul>



<p>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.</p>	<ul style="list-style-type: none"> <li>● WTA 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 Covid Safe Certificate</li> <li>● WTA will promote social distancing requirements via our WTA website, social media channels, via email to all members and with signage at Upper Reserve.</li> <li>● WTA will provide alcohol-based hand wash for hand washing and bacterial wipes to clean balls</li> <li>● WTA will provide a hand sanitation station at the Ground Manager's desk.</li> <li>● WTA will hold a copy of this COVID-19 Safety Plan on site at all times</li> </ul>
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<ul style="list-style-type: none"> <li>● Where applicable, WTA will advise employees and volunteers of their requirements to self-isolate via email and our expectations and requirements if unwell.</li> </ul>
<p>Display conditions of entry (website, social media, venue entry).</p>	<ul style="list-style-type: none"> <li>● WTA 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 our WTA website, via social media channels and via email to all members.</li> <li>● WTA will display conditions of entry where practical at Upper Reserve entries that are used by participants and spectators via signage, posters and other publicly displayed information</li> <li>● WTA will also display the conditions of entry at the Ground Manager's desk.</li> </ul>



<p>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.</p>	<ul style="list-style-type: none"> <li>• WTA does not sublet or hire out its facilities. Should external parties wish to use any facilities at Upper Reserve they are to liaise directly with Newcastle City Council.</li> </ul>
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> <li>• Clubhouse</li> <li>• BBQ Area</li> <li>• Canteen</li> <li>• Storerooms</li> </ul>	<p>Where relevant, WTA will include in this COVID-19 Safety Plan processes and procedures for canteens, BBQ's and other facilities if we wish to use these facilities during training, competitions, development camps and gala days. There will be no access to the Club House unless approval is granted by the WTA Executive.</p>

REQUIREMENTS	ACTIONS
<p><b>Physical distancing</b></p>	
<p>Ensure the number of people in a facility does not exceed one person per 4 square metres to a maximum of 500 people (including staff and spectators).</p>	<ul style="list-style-type: none"> <li>• WTA will promote social distancing requirements with ground signage and via our WTA website, social media channels and via email to all members.</li> <li>• WTA will limit numbers where practical using the overarching limitation of one person per 4 square metres, to a maximum of 500 people, for all their facilities including but not limited to fields, spectator areas, dressing rooms, canteens, BBQ areas and bar facilities.</li> <li>• Examples: <ul style="list-style-type: none"> <li># WTA will mark an area around Ground Manager's Desk to discourage people gathering in this area</li> <li># Participant sign-on sheet to be taken to / returned from each game by COVID Safe Marshal</li> <li># Maximum number of participants per team to be 14 players</li> <li># Sub box to extend the entire length of sideline</li> </ul> </li> </ul>



<p>Minimise co-mingling of participants from different games and time slots where possible.</p>	<ul style="list-style-type: none"> <li>● WTA will minimise co-mingling of participants where practical.</li> <li>● WTA has amending draw times for our competitions to allow for a greater time gap between games played to allow participants to vacate their field and the next time slot games to commence</li> <li>● WTA will promote '<b>Get in, play, leave</b>' via our WTA website, social media channels and via email to all members.</li> <li>● WTA will promote and prioritise delaying of match or event if sufficient numbers to field team/s cannot be achieved, rather than substituting people from other teams or from the community.</li> </ul>
<p>Promote and encourage any spectators to 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>● WTA will minimise co-mingling of participants where practical.</li> <li>● WTA has amending draw times for our competitions to allow for a greater time gap between games played to allow participants to vacate their field and the next time slot of games to commence</li> <li>● WTA will promote '<b>Get in, play, leave</b>' via WTA website, social media channels and via emails to all members</li> <li>● Larger time gap between games played to allow spectators to vacate the grounds</li> <li>● Promotion of physical distancing requirements and '<b>Get in, play, leave</b>' via our WTA website, WTA social media channels and via email 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>● All spectators will be encouraged to not attend the venue and to remain in car where possible.</li> <li>● All spectators will be encouraged to not gather with others to watch training or games</li> </ul>



	<p>and organise a pick up point for after training or games.</p> <ul style="list-style-type: none"><li>● WTA have and will continue to require their participants including spectators to ensure they form no gatherings in breach of existing health orders outside the Club facilities. All training and game times have been rescheduled to ensure groups do not form or commingle.</li><li>● WTA will promote '<b>Get in, play, leave</b>' via our WTA website, social media channels and via email to all members.</li></ul>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor.</p>	<ul style="list-style-type: none"><li>● WTA will reduce crowding and promote the maintenance of 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 the Ground Managers Desk</li><li>● WTA has amending draw times for our competitions to allow for a greater time gap between games played to allow participants to vacate their field and the next time slot games to commence</li><li>● WTA will promote '<b>Get in, play, leave</b>' via WTA website, social media channels and via emails to all members.</li></ul>
<p>Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.</p>	<ul style="list-style-type: none"><li>● WTA 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>● WTA 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. WTA 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>● WTA's main clubhouse 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>● WTA will continue to choose Zoom for their Executive and Management Committee meetings but where a meeting is required to be held inside the Ron Andrews Clubhouse, all current restrictions will be followed as per the NSW Government Public Health Order outlined on the following website:  <a href="https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules">https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules</a></li> </ul>
<p>Review regular business deliveries and request contactless delivery and invoicing where practical.</p>	<ul style="list-style-type: none"> <li>● WTA is where practical requesting contactless delivery.</li> <li>● All invoices are emailed, and all payments are made online</li> </ul>
<p><b>REQUIREMENTS</b></p>	<p><b>ACTIONS</b></p>
<p><b>Hygiene and cleaning</b></p>	
<p>Adopt good hand hygiene practices.</p>	<ul style="list-style-type: none"> <li>● WTA have communicated 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> <li># avoid touching your eyes, nose and mouth</li> <li># clean and disinfect objects you use often such as mobile phones, keys, wallets and work passes</li> </ul> </li> <li>● WTA will provide alcohol-based hand wash for hand washing, bacterial wipes to clean balls, a hand sanitiser station at the Ground Manager's desk, and sanitising stations</li> </ul>



<p>Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.</p>	<ul style="list-style-type: none"> <li>• WTA will make available alcohol-based hand wash for hand washing, bacterial wipes to clean balls, hand sanitiser will be provided at facilities such as canteens, BBQ's and clubhouse.</li> <li>• A hand sanitiser station will also be available at Ground Managers desk for the use of all participants and match officials.</li> </ul>
<p>Ensure bathrooms are well stocked with hand soap and paper towels.</p>	<ul style="list-style-type: none"> <li>• WTA will ensure bathrooms are well stocked with hand soap and paper towels</li> <li>• WTA will liaise with NBC to ensure paper towels are available in all toilet facilities.</li> </ul>
<p>Provide visual aids above hand wash basins to support effective hand washing.</p>	<ul style="list-style-type: none"> <li>• WTA will provide visual aids in the form of signage or posters to support effective handwashing in bathrooms, toilets and change rooms.</li> </ul>
<p>Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.</p>	<ul style="list-style-type: none"> <li>• WTA will encourage all participants to bring their own water bottles/drinks and other personal items such as towels, food and beverage items via our WTA website, social media channels. via emails to all members. Signage will also be placed at Upper Reserve.</li> <li>• WTA will encourage participants to ensure all drink bottles and personal items are properly labelled with players Full Name. Anything left behind will be discarded and not held in lost property.</li> </ul>
<p>Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.</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</li> <li>• Each player must have their own shirt and wear for the entire game</li> <li>• Where trials are required to take place, single bib use only. All bibs to be laundered after each after single use.</li> </ul>



<p>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.</p>	<ul style="list-style-type: none"> <li>● WTA uses a predominantly outdoor venue. However, all surfaces which are in frequent use during training, play or administration of the competition such as the Ground Manager's desk 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>● WTA will where practical not use areas for high intensity activity other than sporting fields which do not require cleaning. If any indoor areas are used such as the Club House, 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>● Players will be marked off the sign on sheets that will be handled by a club official. The sign on sheets will not be touched by any player.</li> <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>● Where trials are required to take place, single bib use only. All bibs to be laundered after each after single use.</li> <li>● Disinfected ball to be carried in a disinfected bucket to the field by the referee at the beginning of each game.</li> <li>● Players will be advised to place ball directly into bucket at completion of game, and the referee will carry the bucket to the Ground Manager's desk for cleaning of both bucket and ball after each game before further use. The bucket and ball will be sanitised at the</li> <li>● completion of all games. Each ball will be</li> </ul>





	stored in its own sanitised bucket in between games and competition nights.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	<ul style="list-style-type: none"> <li>WTA will ensure there is accessible detergent/disinfectant available for visitor/spectator should they wish. WTA will also provide masks and gloves which will be available at the Ground Manager's desk.</li> </ul>
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	<ul style="list-style-type: none"> <li>WTA will maintain their disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions.</li> </ul>

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<ul style="list-style-type: none"> <li>WTA will require any Ground Manager's to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</li> <li>Disposable gloves will be available from the Ground Manager's desk</li> </ul>
Encourage contactless payment options.	<ul style="list-style-type: none"> <li>WTA 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>
<b>REQUIREMENTS</b>	<b>ACTIONS</b>

### 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 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.	<ul style="list-style-type: none"> <li>WTA 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 WTA for a period of at least 28 days. Mobile number and email address of all participants is stored in the WTA CRM system.</li> <li>Spectator attendance will be recorded where practical.</li> </ul>
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<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>● WTA have communicated to and reminded all their participants and members to download the COVIDSafe App to support contact tracing if required via our WTA website, social media channels and via email 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>● WTA have communicated to and reminded 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>
<p><b>REQUIREMENTS</b></p>	<p><b>ACTIONS</b></p>
<p><b>Canteen Facilities</b></p>	
<p>Liaise and work with venue/facility owners - e.g. Local Councils, schools (public/private), or private owners to comply with any specific requirements they may have.</p> <p>Determine physical distancing protocols to be used within shared facility spaces (e.g. bar/canteen, change rooms, toilets, spectator viewing areas, entrance foyers, corridors and club house/rooms), and where necessary, clearly demonstrate these protocols through marking tape and/or signage.</p> <p>Consider whether to permit bar/canteen operations</p>	<ul style="list-style-type: none"> <li>● WTA will liaise with Newcastle City Council to ensure all requirements for canteen operation are met</li> <li>● WTA will ensure signage is visible around canteen area</li> <li>● WTA will continue to promote the ARRIVE-PLAY-LEAVE requirements when canteen is open</li> <li>● WTA will not sell any liquor until such times as the Public Health Order allow.</li> <li>● WTA will not sell liquor whilst arrive-play-leave environment is required</li> <li>● WTA will:             <ul style="list-style-type: none"> <li>○ Implement queuing requirements to maintain physical distancing;</li> <li>○ Ensure appropriate food/beverage and cash handling arrangements</li> <li>○ Implement low(er) risk menu options such as those requiring less direct food handling/contact);</li> <li>○ Implement hygiene measures including hand sanitiser at point of sale and gloves for bar/canteen volunteers;</li> <li>○ ensure volunteers understand the protocol of regularly changing gloves between customers.</li> </ul> </li> </ul>



REQUIREMENTS	ACTIONS
Overnight Accommodation	
<p>Dr Kerry Chant advice regarding <a href="https://www.health.nsw.gov.au/Infectious/covid-19/Pages/CHO-advice-sports-and-education.aspx">Minimising risk of COVID-19 transmission</a>:</p> <p><a href="https://www.health.nsw.gov.au/Infectious/covid-19/Pages/CHO-advice-sports-and-education.aspx">https://www.health.nsw.gov.au/Infectious/covid-19/Pages/CHO-advice-sports-and-education.aspx</a></p> <p><i>COVID-19 is transmitted easily in household-like settings. Overnight accommodation settings where facilities are shared by people from different households and children require additional adult supervision and interaction, such as camps, may have an increased risk of COVID-19 transmission should someone attending be infected.</i></p> <p><i>As the COVID-19 situation can change quickly, schools, facilities and overnight event organisers should:</i></p> <ul style="list-style-type: none"> <li><i>consider the level of community transmission in the local community just before the overnight event is to be held, along with the other risks associated with the event as part of a risk assessment process</i></li> <li><i>pay particular attention to excluding anyone with symptoms before the event, and</i></li> <li><i>consider arrangements for isolating and testing anyone who develops symptoms during the event.</i></li> </ul> <p><i>Overnight activities may take place so long as accommodation facilities and overnight event organisers develop and implement a COVID-19 Safety Plan and event organisers consider the issues above.</i></p>	<ul style="list-style-type: none"> <li>WTA will advise players and coaching staff of the current NSW Government requirements for overnight accommodation advised by NSW Health and NSW Touch</li> <li>WTA require that their representative players abide by the conditions of entry as set out by NSW Touch; with specific reference to accommodation and COVID swab requirements, any player that refuses to abide by the conditions of entry will be deemed unable to compete in that specific event.</li> <li>WTA will request a COVID-19 test result for any player/coaching staff who presents with flu like symptoms within 14 days prior to the event. Refusal of the test will force the club to remove the player from the rep team.</li> <li>WTA will encourage all players and coaching staff to follow all requirements as set out by NSW Government Public Health Order regarding overnight stays.</li> </ul>