

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



## Your COVID-19 Safety Plan

### Community sporting competitions and full training activities

#### Business details

Business name	Central Coast Cross Country Inc
Business location (town, suburb or postcode)	Gorokan, NSW 2263
Completed by	Nicky Kelly
Plan approved by	Kay Bell
Email address	<a href="mailto:centralcoast.xcountry@gmail.com">centralcoast.xcountry@gmail.com</a>
Effective date	18 February 2021
Date completed	5 March 2021

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#### Wellbeing of staff and customers

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

Central Coast Cross Country Inc is a non for profit running club that offers a welcoming running environment for the whole family. It is solely operated by volunteers with participants and spectators attending races each week. The club regularly advises all its members and their families via its website, social media and individual member e-mail, to not attend or participate in any club run event if they are feeling unwell. We also encourage all members to ensure they are tested for COVID if they exhibit any cold or flu like symptoms before returning to a club event.

**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.**

All information, notices and updates provided by the NSW Health are communicated to all members, volunteers and spectators via the following.

1. Website <https://www.centralcoastcrosscountry.com/>
2. Social media Facebook page <https://www.facebook.com/CentralCoastCrossCountryInc>
3. Individual e-mail to all its registered members weekly
4. Over the PA system at the start of each race
5. Volunteers are provided instructions on social distancing and wearing of masks.

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

As a volunteer sporting organisation, we do not have paid members with sick leave entitlements but we do encourage all our volunteers, members and spectators to stay home if unwell, get tested if they have flu like symptoms and self-isolate until the results of their tests are confirmed.

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

Conditions of entry of each race is dependent on NSW Health orders, which are made available to all club members via

1. Website <https://www.centralcoastcrosscountry.com/>
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4. Over the PA system at the start of each race

Although CCXC keeps record of runners names each week via the shoe tags and via race video, we encourage all attendees to scan our QR code when they arrive and leave again.

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

Our venues are hired from Central Coast Council or directly from the owners/caretakers of the venue. COVID safety plans as well as a risk management plan and environmental impact assessment is undertaken and is a mandatory part of the application process.

Note: all of our venues are outdoors and we have no indoor aspect to our competition.

**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.

N/A for Central Coast Cross Country Inc.

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## **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.**

All of our venues are outdoors and there is always sufficient room to observe the 2 sq/m rule. Our events would not exceed 300 people in total including participants, spectators and officials/volunteers.

**In indoor areas, spectators should not sing or chant.**

N/A for Central Coast Cross Country Inc.

**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.**

Race times are separated by 30 mins. Spectators are encouraged to spread out across the course of the run.

Ensure 1.5m physical distancing where possible, including:

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

Race starts and registration are the only places that people will gather -

At reception, we have implemented a QR code scanning process that makes registration quicker avoiding long queues. Dots are on the ground outlining where to stand 1.5m apart while waiting.

At race starts, there are spots marked behind the start mats for participants to stand which are 1.5m apart. The start area will always have enough room for all participants to wait to cross the mats. Race time is not impacted as the shoe tag will start the race once the mat is crossed, even if that is 30 secs after the gun has sounded.

**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.**

The finish area is the main spot where crowds may gather after running. An official is allocated to the finish area to ensure each tag beeps when the runner finishes and also to move people along once they have finished.

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

This information will be communicated via our website, Facebook page and emails. It will also be re-iterated during the PA announcement at the start of each race.

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

Markers (dots) are placed near the registration desk and also at the start of each race before the mats to ensure social distancing.

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

Toilets are the only communal areas at our events and these are usually only small amenities anyway so generally don't have enough room for many people to be in there at the one time.

Information around amenities is communicated at registration and again during the PA announcement at the start of each race.

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

Toilets are the only communal areas at our events and these are usually only small amenities anyway so generally don't have enough room for many people to be in there

at the one time.

Information around amenities is communicated at registration and again during the PA announcement at the start of each race.

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

Committee meetings have been conducted via zoom for the past 6 months now. This will continue as it's actually easier than trying to co-ordinate everyone in the one place at the same time.

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

N/A for Central Coast Cross Country Inc.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Hand sanitiser is available at the registration desk. Pens are cleaned after each event and any returned shoe tags are sanitised before being used again the following week.

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

Hand sanitiser is available at the registration 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.**

Amenities we use already have COVID-19 signage. We will bring our own hand soap to venues each week.

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

We no longer have our canteen available to participants so they are aware of the need to bring their own drinks with them.

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

N/A for Central Coast Cross Country Inc.

**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.**

Registration tables and start equipment, including shoe tags, are cleaned before and after each event and throughout the event in between races.

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

Registration tables and start equipment, including shoe tags, are cleaned before and after each event and throughout the event in between races.

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

Registration tables and start equipment, including shoe tags, are cleaned before and after each event and throughout the event in between races.

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

Cleaning wipes are at the registration desk and also near the start line for any participants who wish to use them.

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

Cleaning solutions are purchased from the supermarket and are listed as killing 99.9% of germs.

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

Hand sanitiser is provided for all to use, and we will also bring our own hand soap (pump) each week for the amenities.

**Encourage contactless payment options.**

Square card payment equipment has been purchased for use this season and will be encouraged rather than 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).**

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**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.**

All participants information is captured from their shoe tag data, including full name, DOB, mobile and email address. Spectators are encouraged to register via our QR code. Information is kept for the entire season as it forms the final pointscore.

**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](https://www.nsw.gov.au).**

Results are published on the website the day after the race. All member data is securely saved on the CCXC database in a program called 'Race Director' and can be retrieved when required.

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

Committee members are encouraged to use the COVID safe app and the Service NSW app for QR code registration.

**Community sport organisations should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

Central Coast Cross Country Inc will register through [nsw.gov.au](https://nsw.gov.au)

**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.**

All records will be shared and any information requested by NSW Health will be provided without any issue.

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

Yes