

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



## Your COVID-19 Safety Plan

### General

#### Business details

|  |  |
|--|--|
| Business name                                | Sutherland Shire Canoe Club  |
| Business location (town, suburb or postcode) | Burnum Burnum Sanctuary, Woronora  |
| Completed by                                 | Annette Mathews  |
| Email address                                | <a href="mailto:committee@shirekayaking.info">committee@shirekayaking.info</a> |
| Effective date                               | 11 September 2021  |
| Date completed                               | 3 October 2021   |

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### Wellbeing of staff and customers

#### Exclude people who are unwell from the premises.

##### Agree

Yes

##### Tell us how you will do this

Until the guidelines change, only fully vaccinated people and those with a medical exemption will be able to participate in club activities including access to club equipment and the clubhouse. This includes members, volunteers, guardians and

spectators.

The club's COVID guidelines will be emailed to all members, are available on our web site , and will be on the clubhouse notice board. All member comms will include COVID safe messages.

Large events, such as the Marathon and Harbour Racing Series races, will have an event specific COVID Safety Plan.

We will ask our members as they arrive and at the start of a paddle to leave if they are feeling unwell.

**Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.**

Agree

Yes

**Tell us how you will do this**

Volunteers will be briefed about our safety guidelines including wearing masks, etc.

**Display conditions of entry including requirements to stay away if unwell and record keeping.**

Agree

Yes

**Tell us how you will do this**

Appropriate signage will be displayed.

**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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

Agree

Yes

### **Tell us how you will do this**

A record of attendees will be taken at club activities that take place at other locations. A COVID Safety Plan will be developed for any large event such as marathon and HRS races.

### **Encourage staff to access COVID-19 vaccination.**

**Agree**

Yes

### **Tell us how you will do this**

We will encourage everyone to get vaccinated.

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## **Physical distancing**

**Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.**

**Agree**

Yes

### **Tell us how you will do this**

Club activities almost entirely take place outdoors. The space immediately outside the clubhouse is large and we can easily meet the 2 square metre rule.

Access to the boatshed is restricted to 4 people wearing masks (max 2 in either side of the shed).

The kitchen, toilet and showers will remain closed.

### **Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**

- **between staff.**

**Agree**

Yes

**Tell us how you will do this**

Minimal outdoors seating will be provided. Chairs will be spaced as per the guideline. Queuing is also minimal but volunteers will remind members to maintain appropriate physical distancing.

Members are being encouraged to 'arrive, paddle, have a chat and leave'

**Agree**

Yes

**Avoid congestion of people in specific areas where possible.**

**Tell us how you will do this**

See above.

**Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up and drop-off zones.**

**Agree**

Yes

**Tell us how you will do this**

The clubhouse is located in a large public park with lots of open space. We have our own car park so there is minimal interaction with park users.

Members are being encouraged to 'arrive, paddle, have a chat and leave'

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## **Ventilation**

**Review the COVID-19 guidance on ventilation available on NSW Government and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

## **Agree**

Yes

### **Tell us how you will do this**

All club activities will take place outside.

The kitchen, toilet and showers will remained closed. The safety plan will be updated when we decide to open these facilities.

In the boatshed, all 3 roller doors will be open to maximise the ventilation.

## **Use outdoor settings wherever possible.**

## **Agree**

Yes

### **Tell us how you will do this**

Club activities take place outdoors

Committee meetings will held outdoors or online

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

## **Agree**

Yes

### **Tell us how you will do this**

The kitchen, toilet and showers will remained closed. The safety plan will be updated when we decide to open these facilities.

In the boatshed, all 3 roller doors will be open to maximise the ventilation.

## **In indoor areas, 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).**

**Agree**

Yes

**Tell us how you will do this**

This will be addressed when we reopen the kitchen area.

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

This is not applicable at this time.

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Agree**

Yes

**Tell us how you will do this**

This will be discussed with the building owner, Sutherland Shire Council

## **Hygiene and cleaning**

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

**Agree**

Yes

**Tell us how you will do this**

Anyone entering the boatshed will be requested to wear a mask. Even though they will be outdoors, volunteers will be encouraged to wear a mask. The club will supply a single use mask to anyone who requests one.

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

**Agree**

Yes

**Tell us how you will do this**

Hand hygiene signs will be displayed. Hand sanitiser will be available.

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

**Agree**

Yes

**Tell us how you will do this**

The clubhouse kitchen, toilet and showers will remain closed.

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

**Agree**

Yes

**Tell us how you will do this**

The clubhouse kitchen, toilet and showers will remain closed.  
Shared club equipment will be cleaned and sanitised each time it's used.  
The check-in area will be cleaned regularly.

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## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.**

**Agree**

Yes

**Tell us how you will do this**

When members arrive at the clubhouse, they will:

1. Check in using the club's QR code (for contact tracing)
2. Show the club opening/closing officer their vaccination digital certificate or exemption
3. Have their name added to the club's attendance register

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.**

**Agree**

Yes

**Tell us how you will do this**

See previous answer

Only club members can participate in club activities. Member's contact information is stored in our digital membership database. The Committee members have access to this information.

Visitors will be required to use the QR code and add their information to the attendance book.



QR Codes signs will be displayed prominently at the club's check in area and at the entrance to the boatshed and kitchen area.

**If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

**Agree**

Yes

**Tell us how you will do this**

See previous answer

The attendance book and our membership database system are a backup for the QR system.

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

Yes