

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

## Your COVID-19 Safety Plan

### Community sport

#### Business details

Business name	Murrumbateman Pony Club
Business location (town, suburb or postcode)	Murrumbateman NSW 2582
Completed by	Catriona Greenup
Email address	<a href="mailto:murrumbatemanpc@gmail.com">murrumbatemanpc@gmail.com</a>
Effective date	19 October 2021
Date completed	26 October 2021

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### Wellbeing of staff and customers

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

Agree

Yes

**Tell us how you will do this**

Event registration includes declaration agreeing not to attend if unwell.

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

**Agree**

Yes

**Tell us how you will do this**

Volunteers only - trained how to check proof of vaccination and what each event COVID requirements and measures are

**Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**

**Agree**

Yes

**Tell us how you will do this**

QR code including the requirement for proof of vaccination displayed at entry

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible; remind players, officials, volunteers and spectators of vaccination requirements in marketing and communications materials; check vaccination status upon arrival and only accept valid forms of evidence of vaccination; train staff and volunteers on ways to check proof of COVID-19 vaccination status. Guidance for organisations is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: Staff and volunteers outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.**

**Agree**

Yes

**Tell us how you will do this**

Event registration includes requirement for proof of vaccination information

QR code including the requirement for proof of vaccination displayed at entry

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## Physical distancing

**Capacity at an outdoor community sporting event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 1000 persons.**

Agree

Yes

**Tell us how you will do this**

All events require pre-registration, QR code check in and attendance recorded

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

- **at points of mixing or queuing**
- **between seated groups**
- **between staff / volunteers.**

Agree

Yes

**Tell us how you will do this**

Requirement included in event registration information  
Volunteers monitor and remind attendees of requirement

**Minimise mingling of participants from different games and timeslots where possible, particularly people aged under 16 who may not yet be fully vaccinated. For mass participation events, consider staggering the starting times for different groups to minimise crowding where possible.**

**Tell us how you will do this**

Rally Days

Riders are allocated to a troop with a maximum of 10 riders plus troop leader and remain with that troop for the entire event

Gymkhanas

Riders are allocated to a troop with a maximum of 15 riders plus troop leader and remain with that troop for the entire event

**Agree**

Yes

**Avoid congestion of people in specific areas where possible, such as change rooms and other communal facilities.**

**Agree**

Yes

**Tell us how you will do this**

Not applicable - fully outdoor events

**Strategies must be in place to reduce crowding and promote physical distancing in communal facilities such as showers, change rooms and lockers.**

**Agree**

Yes

**Tell us how you will do this**

Not applicable - fully outdoor events

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

**Agree**

Yes

**Tell us how you will do this**

Not applicable - parents/carers stay with riders throughout events

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

**Agree**

Yes

**Tell us how you will do this**

Included in information provided to attendees

**Singing by audiences is not allowed in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

Not applicable - fully outdoor events

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**Ventilation**

**For indoor areas, review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> 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**

Not applicable - fully outdoor events

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Fully outdoor events

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

**Agree**

Yes

**Tell us how you will do this**

Not applicable - fully outdoor events

**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**

Not applicable - fully outdoor events

**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**

Not applicable - fully outdoor events

**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**

Not applicable - fully outdoor events

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## **Hygiene and cleaning**

**Face masks must be worn in indoor areas, unless exempt.**

**Note: People engaging in physical exercise are exempt.**

**Agree**

Yes

**Tell us how you will do this**

Not applicable - fully outdoor events

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

**Agree**

Yes

**Tell us how you will do this**

Hand sanitiser available at registration point

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

Agree

Yes

**Tell us how you will do this**

Not applicable - public toilets managed by local council

**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**

Not applicable - fully outdoor events

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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, volunteers, attendees and contractors.**

**Note: Organisations are not required to keep proof of vaccination status in their records.**

Agree



Yes

**Tell us how you will do this**

QR code displayed at registration desk or at entrance depending on the event

**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 event.**

**Agree**

Yes

**Tell us how you will do this**

Check in confirmation required at registration desk or at entrance depending on the event

**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, attendees 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**

Details taken at registration desk or at entrance depending on the event

**Other types of venues or facilities at the event must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the event 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 if the event has sub-premises that are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

**Agree**

Yes

**Tell us how you will do this**

Not applicable

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

Yes