

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

COVID-19 Safety Plan

NRURA 2021

Community sporting competitions and full training activities

ORGANISATION DETAILS	
Organisation name:	NEWCASTLE RUGBY UNION REFEREES ASSOCIATION (NRURA)
Location:	VARIOUS
Plan completed by:	LISA BARTLEY - COVID Safety
Approved by:	BOB HAWES - President NRURA
Effective Date:	April 2021
** In line with “Community Sporting Competitions and Full Training Activities” COVID-19 Safety Plan provided by NSWCRU effective from 18/02/2021	

> REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers, parents/carers and participants who are unwell.	NRURA will exclude participants (including referees, volunteers, officials, parents/carers and other spectators) who are unwell during training and/or play.
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.	<i>NSWCRU will provide NRURA with COVID-19 safety protocols and check-lists 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.</i>
Make staff aware of their leave entitlements if they are sick or required to self isolate.	NRURA will advise NHRU and NSWCRU of any requirements to self isolate.
Display conditions of entry (website, social media, venue entry).	Clubs 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 their web-site, via their social media channels and where practical at the venue and facility entries used by participants and spectators via signage, posters and other publicly displayed information. All NRURA members educated to follow the procedures of each Club venue.
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	NRURA will follow conditions of entry of all facilities used for training and on game days as displayed on venue websites, via their social media channels and at the venue entries used by their participants via signage, posters and other publicly available information. Club, Zones & Affiliates will liaise directly with Councils or facility owners to ensure approvals are in place to move progressively into contact training, full training activities and game play.
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.	NRURA will set-up QR data and record keeping of referees, spectators and volunteers when entering the training venues and sub-premises i.e Green Room Blue Room etc. for education sessions.

REQUIREMENTS	ACTIONS
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.	NRURA will limit numbers where practical using the over-arching limitation of one person per 2 square metres at all facilities they use including but not limited to fields, spectator areas, dressing rooms, BBQ areas and other facilities.
In indoor areas, spectators should not sing or chant.	NRURA will adhere to this rule. Limiting after match gatherings and functions as advised.
Minimise co-mingling of participants from different games and timeslots where possible.	NRURA will minimise co-mingling of participants where practical, and competition managers will be (a) amending draws for our competitions to stagger timeslots and (b) assisting affiliates to do similar time-slot staggering or splitting venues in their zone competitions.
Ensure 1.5m physical distancing where possible, including: <ul style="list-style-type: none"> • at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points • between seated groups • between staff. 	NRURA will practically work to minimise co-mingling of participants, and Competition Managers will be (a) amending all draws for our competitions to stagger timeslots and (b) assisting our affiliates to do same with their zone competitions. Use of PA announcements will assist with communication to spectators.
Where possible, encourage participants to avoid carpools with people from different household groups.	NRURA will adhere to this rule. Limiting car pooling and bus travel where possible.
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	NRURA will follow crowd reduction advice and techniques and promote the maintenance of physical distancing whilst at facilities by following measurements of space, and a combination of floor markings and signage at entrances advising of maximum people in the applicable area.
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	NRURA will assess and follow the safe capacity of any communal facilities they use via measurement of those spaces, and following a combination of floor markings and signage at entrances advising of maximum people in the applicable area.
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	NRURA will be encouraged to NOT make use of communal change and shower rooms and will actively encourage referees to shower/change at home for training and game play.
Use telephone or video platforms for essential staff meetings where practical.	NRURA are using online platforms such as Zoom, Conference calls for their essential board and committee meetings
Review regular business deliveries and request contactless delivery and invoicing where practical.	NRURA are reviewing deliveries and where practical requesting contactless delivery.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	NRURA have communicated to all participants the requirement to: <ul style="list-style-type: none"> • wash hands often with soap and water. This includes before and after eating and after going to the toilet • use alcohol-based hand sanitisers when soap and water is not available • avoid touching your eyes, nose and mouth • clean and disinfect objects you use often such as mobile phones, keys, wallets and work passes • use tap and go instead of cash where possible
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	NRURA will make available hand sanitiser where practical at training venue entrances, and also encourage its' use at game day facilities such as canteens, BBQ's and bars. Hand sanitiser will be made available at scoring tables/sidelines for the use of participants, team and match officials on game days.
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.	NRURA will follow visual aids supporting effective hand washing.
Encourage participants to bring their own water bottle, snacks/ orange slices and sweat towels. Avoid shared food and drinks.	NRURA will encourage participants to bring their own water bottles/drinks. Where practical snacks will be brought by participants. Those prepared by the Association will be in COVID safe hygienic conditions.
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	All shared uniform items will be laundered by a Team Official after use.
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.	All surfaces which are in frequent use during training will be cleaned and disinfected regularly.
Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.	All surfaces which are in frequent use during training or play will be cleaned and disinfected regularly.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Where practical, shared use of equipment such as Rugby ball, hit-shields, tackle pads, and other training equipment is being kept to a minimum. However, if any equipment is shared between training sessions, game warm-ups or games, then the equipment will be cleaned between use.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	NRURA will ensure there is accessible detergent/disinfectant available for visitor/spectator should they wish. NRURA will be advised that should visitors/spectators from their Association wish to attend a game at another NSWCRU Clubs, Zones & Affiliates venue and they require gloves to attend, it will be their own responsibility to bring those gloves, not NRURA.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	NRURA will maintain their disinfectant solution based on manufacturer' assumptions.
Staff should wash hands thoroughly with soap and water before and after cleaning.	NRURA will require any members to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
Encourage contactless payment options.	NRURA will encourage card only payment option as the preferred method of payment at any venues and facilities they attend.
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).	NRURA acknowledge the recommendation for increased indoor ventilation.

REQUIREMENTS	ACTIONS
<p>Record keeping</p> <p>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.</p> <p>Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.</p>	<p>NRURA will keep a record of the name, mobile number or email address for all members. Will record the name of registered participants (referees, coaches) via the Rugby Xplorer Competition Management system (which has linked email addresses and mobile number where applicable via registration). Any additional officials (referees) will either be recorded on the Xplorer Competition Management system or on the Attendee Register maintained by the Home Club at the their venue.</p> <p>NRURA will remind all members where practical to complete the attendance register.</p> <p>NRURA has set-up QR data and record keeping of referees, spectators and volunteers when entering the training venue and sub-premise i.e Clubhouse, gym etc. Manual recording of names will be accessible for authorised officers upon request.</p>
<p>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.</p>	<p>NRURA has followed the recommended format of QR codes to ensure record keeping is safe and not shared. For manual collection ONLY allocated association administrators will have access to manual personal information collected.</p>
<p>Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>NRURA has communicated to and reminded all their participants to download the COVIDSafe App to support contact tracing if required.</p>
<p>Community sport organisations should consider registering their business through nsw.gov.au.</p>	<p>NRURA has registered their club/ business via nsw.gov.au and subsequently follow the QR code data and record keeping.</p>
<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>	<p>NRURA has communicated to and reminded all their participants to contact NSW Health and Safe Work NSW (as applicable) in the event of a positive case within the association or at any venues they have trained or refereed.</p>
<p>I agree to keep a copy of this COVID-19 Safety Plan at the business premises</p>	<p>Yes</p>