

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



Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	RUNNING WILD TRAIL ASSOCIATION INCORPORATED
Business location (town, suburb or postcode)	Leura
Completed by	Melissa Stewart McSeveny
Plan approved by	Matthew Dunshea
Email address	mel.stewart@gmail.com
Effective date	18 February 2021
Date completed	2 March 2021

Wellbeing of staff and customers

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

- An email will go out to registered participants and volunteers before their event to ask anyone who is feeling unwell or is in a household where anyone has been feeling unwell, to not attend.
- This messaging will also be included in social media posts in the lead up to any event.
- A COVID Safe statement will be added to the Running Wild NSW website

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 volunteers will be emailed this COVID-safety plan, as well as information about COVID safety and restrictions including:
 - List of symptoms and when to get tested
 - Proper hygiene practices for handwashing and cleaning of surfaces
 - Current COVID restrictions and requirements (as at date of event), such as when to wear a mask and physical distancing at event hubs and aid stations.
 - Current hotspots (as at time of event)
 - Full information about the event and all safety practices to be employed at the event.
 - Direct links will be provided to NSW Health COVID websites with volunteers asked to review current information prior to any event

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

- N/A – no paid staff, only volunteers
- Volunteers will be encouraged not to attend if feeling unwell or if any members of their household are feeling unwell.

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

- A COVID Safe statement will be added to the Running Wild NSW website, including conditions of entry.
- Conditions of entry to any event will be further communicated via email to all registered participants and volunteers in the lead up to their event.
- Conditions of entry will be displayed on the Running Wild NSW website and social media in the days before any event.
- Conditions of entry will be displayed in strategic places throughout event hubs and at aid stations throughout the race course
- COVID safety requirements will be reiterated by the race director and/or event safety staff prior to the event wave starts.

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

- The Running Wild NSW organising committee are in communication with all associated land/venue owners related to upcoming events, including the Fairmont Resort Blue Mountains, Blue Mountains City Council and NSW National Parks and Wildlife to ensure events are aligned with their COVID safety plans and requirements

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.

- Fairmont Resort Blue Mountains, Blue Mountains City Council and NSW National Parks and Wildlife have a current COVID safety plans and requirements on their respective lands.
 - Participants, spectators and volunteers will check in to Running Wild NSW events using the Service NSW QR code or Visitor Record template and will also be required to check in separately to the Fairmont Resort Blue Mountains if they move indoors.
 - Running Wild NSW subcontractors and suppliers, such as Event Safety Services, also have current COVID safety plans and work together with Running Wild NSW to ensure cohesion of COVID plans.
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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.

- The number of registered participants, event volunteers and spectators will be limited to ensure that the one person per 2 square meters requirement (or any requirement in any current Public Health Order) is met at any event hub,
- Registered participants will be advised prior to their event how many spectators they are able to have with them on event day to ensure the requirement is met.
- A volunteer will be monitoring the number of people entering the event hub to ensure limits are not exceeded.
- Note: Running Wild NSW event hubs are generally outdoors. In the case of an indoor registration area, COVID marshals will be requested to remind runners of distancing requirements prior to entry.

In indoor areas, spectators should not sing or chant.

- N/A – events will be held outdoors

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.

- The start time window will be extended to allow for multiple start waves.
- Start times will be staggered for event participants, with a maximum of 40 people per starting group at 5-minute intervals.
- Race information will be provided to runners via the pre-race briefing sent via email prior to race day. Any race day briefing will be minimised on the day to essential information and repeated for each wave.
- Starting areas will have pre-marked spots and runners requested to stand apart within the start area.
- Finish line:
 - Runners will be asked to move away from the finish line area once finished and regular announcements will be made to remind people of physical distancing at all times and to not stand around in groups.
 - Runners will be requested to stay away from the timing tent and to view their finish times online only.
 - No award presentation will be held; runners will receive their award when finishing or be sent their award after the event.
 - As at aid stations, volunteers will be available to re-fill water bottles of runners at the finish line area to reduce touch points on water taps

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.**
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- All registered participants and volunteers will be made aware of physical distancing requirements before their event, and volunteers at event hubs will be monitoring to ensure everyone meets this requirement.
 - Signs will be put around event hubs to remind people to remain 1.5m apart where possible, such as at toilets, registration desk, lines for food and drink, lines for merchandise sales, Event Safety and First Aid areas
 - Markers will be placed 1.5m away from registration and merchandise tables. Volunteers working within these areas will also be requested to stand 1.5m away from other volunteers and runners.
 - A Running Wild NSW volunteer will monitor the registration / merchandise areas to

ensure runner numbers in any queues are minimised, plus remind people to physically distance.

- Any potential touchpoints will be identified and reduced for event registration and start line processes through physical distancing, use of hand sanitisers, gloves, staggered starts.
- Event Safety Services – all treatment areas will be located outside the First Aid tent and spaced apart. In the event of wet weather, extra tents will be used to ensure that full treatment of on the day runner injuries can occur under cover.

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.

- Participants, volunteers and spectators will be advised that there is to be no gathering of large groups (in line with current requirements related to outdoor gatherings) around the event.
- Runners will be asked to disperse from the finish area and locales soon after finishing.

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

- Registered participants will be discouraged from carpooling to events with people who are not within their household

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

- Signs will be put around events to remind people of physical distancing
- Volunteers at the event hub, aid stations and marshals on the racecourse will be monitoring to ensure everyone meets this requirement.
- Floor markers will be used in areas where runners stand or queue, such as registration areas and start areas.
- Runners will be asked to not bring family members and friends to spectate to reduce numbers at the event hubs.
- Staggered start times will reduce numbers at the event hub.

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

- N/A – toilets will be the only shared facility available to participants. There will be no lockers, changerooms or shower available for their use.
- Signs will be in toilet areas reminding runners of physical distancing

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

- N/A – toilets will be the only shared facility available to participants. There will be no lockers, changerooms or shower available for their use.

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

- Committee meetings will take place online, or in a COVID-safe way outdoors and physically distanced.
- Meetings with other event staff and volunteers will also be online or via email prior to the event,

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

- Contactless payment methods will be used where possible when selling merchandise, hiring equipment, paying invoices etc.
- Running Wild NSW event registrations are all online prior to event day. No on the day entries are available.

Hygiene and cleaning

Adopt good hand hygiene practices.

- Volunteers will be asked to use hand sanitizer, regularly clean hard surfaces (such as the registration desk and aid station tables), not share pens, and not share food or touch others' food at events

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

- Hand sanitizer will be available at all events at the entry, registration desk, outside toilets, and at aid stations on course

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.

- Toilets will be well stocked with hand soap and paper towels. Hand sanitizer will also be available near toilets and around the event hub and aid stations

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

- All participants are asked to bring their own water bottle/flask to events
- Aid stations will have single portions of food available for people to take if needed, so that there is no touching of other people's food.
- Water can be refilled at aid stations with participants holding their own water bottle while a volunteer pours the water in. Volunteers will ensure they don't touch others' water bottles, and participants will not be allowed to pour their own water.
- Volunteers at aid stations will be required to wear gloves and masks when assisting runners.
- Bag drop areas: Runners will be advised there will be no bag drop areas and should keep all gear within their own cars.

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

- There will be a maximum of 4 tail runners who will be provided with a Running Wild NSW specific bib at each event.
- No uniform laundry is required for non-committee members.
- Committee members will be responsible for laundry activities for their own RW run or crew shirts.
- Running Wild Volunteer high vis vests will be washed after each event

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.

- There will be no indoor shared surfaces. All events are outdoors.
- Registration table and aid station tables will be cleaned before events begin (6am), once during event (8-9am), and at the end of events (11am)

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

- N/A – event held outdoors

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

- No equipment will be shared by participants
- Volunteers will be asked not to share equipment such as pens at the registration desk or water jugs at the aid stations

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

- Hand sanitizer, antibacterial wipes and gloves will be made available for anyone wanting to use them at the event hub.
- Facemasks will be made available to Running Wild NSW committee and volunteers.

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

- Disinfectant wipes will be used and it is unlikely that disinfectant solution will be required, however any solutions will be maintained in accordance with instructions.

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

- Volunteers will be advised to wash hands thoroughly with soap and water before and after cleaning any surfaces.
- Volunteers will also be provided with hand sanitizer and/or antibacterial wipes

Encourage contactless payment options.

- Contactless payment will be available for the sale of merchandise. No other payments will be required at the event.

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).

- N/A – events held outdoors
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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.

- Service NSW QR code will be made available for all participants, volunteers and spectators to check in at the event.
- People entering the event who are unable to check in with the QR code can register their details on a printed copy of the Service NSW Visitor Record template
- Entry points to the event hub will have the Service NSW QR code and the printed visitor record plus hand sanitizer available and will be monitored.
- Runners and volunteers will be advised of this check in requirement in the pre-race briefing sent out prior to race day and on social media / the Running Wild NSW website.
- Details will be kept confidentially and provided to authorised officers as requested.

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.

- Written records will be entered into a spreadsheet within 12 hours of the event and stored as a google spreadsheet, available to 4 committee members only. Committee members will be advised that records are confidential, not to be shared, not to be used for any purposes other than for contact tracing, and to be stored for a minimum of 28 days.
- Runners will be advised of the confidentiality and privacy of records in the pre-race briefing sent out prior to race day and on social media / the Running Wild NSW website

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

- All volunteers, participants and spectators will be required to check in using the Service NSW QR code or the Service NSW Visitor Record template.
- Runners and volunteers will be provided with information on how to download the Service NSW app and how to use it for the QR code check in via the pre-race information sent out prior to race day

Community sport organisations should consider registering their business through

nsw.gov.au.

• RUNNING WILD NSW TRAIL ASSOCIATION INCORPORATED is registered as a COVID safe business

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 committee members and volunteers at all events will be advised to comply with NSW Health requirements related to contact tracing and COVID-19.
- All Running Wild NSW committee members will comply with NSW Health and all public health orders for all matters of COVID 19.

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

Yes