

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



## Your COVID-19 Safety Plan

### Significant events

#### Business details

Business name	Hornsby Kuring-Gai District Tennis Association
Business location (town, suburb or postcode)	Berowra
Select your business type	
Community sports	
Completed by	Beate Seiler
Email address	<a href="mailto:office@hkdt.net.au">office@hkdt.net.au</a>
Effective date	2 August 2021
Date completed	17 August 2021

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#### Wellbeing of staff and customers

**Exclude staff, performers and attendees who are unwell from the event.**

Agree

Yes

**Tell us how you will do this**

Notices on all entries to the centre and gates to individual courts advising people not to enter if they are unwell.

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

Agree

Yes

**Tell us how you will do this**

Information has been provided

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

Agree

Yes

**Tell us how you will do this**

Has been displayed

**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**

N/A

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

**Agree**

Yes

**Tell us how you will do this**

Information has been provided

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## **Physical distancing**

**Capacity for a non-controlled outdoor event that is a *COVID-19 safe outdoor gathering* must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 5,000 persons. Capacity for a non-controlled outdoor event that is not a *COVID-19 safe outdoor gathering* must not exceed 200 persons.**

**Capacity for a controlled outdoor 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 10,000 persons.**

**Agree**

Yes

**Tell us how you will do this**

Singles play only, with no mixing of players

**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**

Clubhouse is closed. Player getting encouraged to "play & go"

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

**Agree**

Yes

**Tell us how you will do this**

Signs installed to limit bathroom facilities to maximum numbers

**Have strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.**

**Agree**

Yes

**Tell us how you will do this**

N/A

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

**Patrons can only consume alcohol when seated in indoor areas.**

**Dancing is not allowed in indoor hospitality venues or nightclubs (except for weddings, where no more than 20 people from the wedding party are permitted to dance).**

**Agree**

Yes

**Tell us how you will do this**

N/A

**Where practical:**

- **encourage private transport options to minimise crowding on public transport**
- **coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.**

**Agree**

Yes

**Tell us how you will do this**

N/A

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**Hygiene and cleaning**

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

**Agree**

Yes

**Tell us how you will do this**

Is being done

**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 is accessible around the club

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

Agree

Yes

**Tell us how you will do this**

Is being done

**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**

Is being done

**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).**

Agree

Yes

**Tell us how you will do this**

N/A

## 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, attendees and contractors.**

Agree

Yes

Tell us how you will do this

Is being done

**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

Is being done

**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

Is being done

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

Yes