

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



Your COVID-19 Safety Plan

Significant events

Business details

Business name	Hornsby Kuring-Gai District Tennis
Business location (town, suburb or postcode)	2077
Select your business type	
Community sports	
Completed by	Beate Seiler
Email address	office@hkdata.net.au
Effective date	2 August 2021
Date completed	16 August 2021

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 centres 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.

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

Clubhouses are 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

Install signs to limit bathroom facilities to a maximum of 2 people at one time

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

No gatherings. Players are getting asked to play & go.

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

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

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