

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



## Your COVID-19 Safety Plan

### Community sporting competitions and full training activities

#### Business details

Business name	Dressage NSW Inc
Business location (town, suburb or postcode)	Horsley Park, NSW
Completed by	Toni Venhaus
Plan approved by	Dressage NSW Committee
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Date completed	2 March 2021

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#### Wellbeing of staff and customers

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

Details on participants will be known a month prior to the event. Competitors and supporters requested not to attend if they display Covid symptoms or are unwell. Competitors are permitted to have a groom per horse, and owners allowed entry.

**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.**

Covid-19 guidelines will be distributed to all competitors and others associated with the event.

Organisers will liaise with the venue to ensure compliance with dealing with sick visitors, managing physical distancing and cleaning.

The wearing of masks will be subject to current guidelines at the time.

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

The event venue (Sydney International Equestrian Centre) has staff and their own Covid Safe plans.

The event is conducted by volunteers supported by officials on competition days

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

Covid-Safe plans will be posted on the event website with alerts on social media.

The venue

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

Organisers communicate on a regular basis with the Sydney International Equestrian Centre venue management regarding entry access, control of participant numbers and field of play operations.

Procedures for checking in using the Services NSW App will apply.

**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.**

The venue has its own catering company and the caterer has their own Covid Safety Plans.

## **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.**

Visitors to the venue will need to pre-register to visit the event.

Competition will take place mainly outdoors in two different areas where people can spread out and access to the covered arena will be controlled

**In indoor areas, spectators should not sing or chant.**

The covered arena will be controlled and admission will be limited and controlled to comply with physical distancing requirements.

**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.**

Competition takes place over 3.5 days with staggered start times in the various competition areas.

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.**

Physical distancing will be managed by the event organisers and venue staff

**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.**

Three different areas are used to avoid over congestion of people

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

Most participants travel with their horses along with a groom and or owner or partner

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

The venue is large with plenty of areas for people to spread out

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

Campers will be spread over three different areas to avoid overcrowding  
Participants encouraged not to remain at the venue overnight

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

Where possible competitors are to return home if they reside in the Sydney area

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

Regular zoom meetings held for organiser meetings

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

Invoicing is electronic  
Deliveries are minimal

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Signs displayed at the venue

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

Sanitiser will be available at various places throughout the venue  
Sanitiser and wipes will be available at each judging station

**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.**

Signage in areas are provided

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

Water refill stations are available at the venue  
Where possible food for volunteers will be packaged

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

N/a

**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.**

Venue cleaning programme in place to comply with above

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

Venue cleaning programme in place

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

Sharing of competitor equipment does not apply.  
Scoring tablets will be cleaned after each use  
Judges stations will be cleaned before each session

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

Venue will provide cleaning materials  
Organisers will have gloves available

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

Venue responsible for providing

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

Venue staff and volunteers/organisers are aware of good hand hygiene

**Encourage contactless payment options.**

On-line payments apply with minimal handling of cash

**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).**

Indoor covered area is open on 2 sides and one side is half open. Air flow is good

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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.**

All participant names are recorded

QR code will be displayed and all attending the venue must sign in using the Services NSW app

**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](https://nsw.gov.au).**

Details will be available

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

All attending the event will be asked to download the Services NSW before entering the venue

**Community sport organisations should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

The organisation has registered

**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.**

Dressage NSW is aware of requirements

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

Yes