



Lake Illawarra Athletics Association Inc

PO Box 251, Warilla NSW 2528

ABN 68 652 028 719
www.lakeillawarra.lac.net.au
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COVID-19 SAFETY PLAN for LAKE ILLAWARRA ATHLETICS ASSOCIATION INC

Affiliated with Little Athletics NSW and Athletics NSW

Important Information

Registered Name	Lake Illawarra Athletics Association Inc
Ground Location	Myimbarr Community Park
Ground Address	Wattle Road Flinders NSW 2529
President	Kevin McGarry
Contact Email	Lakeillawarra_president@outlook.com
Contact Mobile Number	0417048148
COVID 19 Safety Coordinator	Kevin McGarry (Chair)
Contact Email	lakeillawarra_president@outlook.com
Contact Number	0417048148
Version	1.2 (19 th August 2020)

Lake Illawarra Athletics Association Inc is committed to the safety and well-being of all Athletes, Parents/Carers, Volunteers and Administrators, who attend our Training or Competition Nights, Gala Days/Carnivals or who are using our equipment and facilities for their School Carnivals.

We've developed this COVID-19 Safety Plan to help create and maintain a safe environment for our athletes (members), parents/carers, volunteers, and visitors.

Outlined below is our Covid-19 Safety Plan which follows the current COVID-19 Public Health Orders and will be updated when these Orders change.

The Below Plan has been endorsed by the Little Athletics Association of NSW and Athletics NSW

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Wellbeing of Club Administrators, Officials, Volunteers, Parents/Guardians and Participants who are unwell.

1. Before participating in Athletics at Lake Illawarra, we have advised that any participants, their parents/carers, volunteers, or anyone visiting centre must not attend any Athletics activity, if in the last 14 days have:
 - Visited the state of Victoria
 - Been unwell or had any flu-like symptoms, or
 - Been in contact with a known or suspected case of COVID-19, or
 - Any sudden loss of smell or loss of taste, or
 - Are from a known hot spot where cases have been identified as per the relevant state or federal government information, or
 - Are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions.
 - If they have had a COVID-19 test with a negative result
2. To minimise the transmission at our Centre we will not be allowing any of the following
 - Only registered athletes of this centre can attend and participate in the centres activities
 - No visiting athletes are to attend the centres activities including training sessions and weekly competition days/nights
 - Only registered members of this centre can attend organised training sessions
3. We have advised everyone that they should check the NSW Government website for advice regarding the full list of symptoms associated with COVID-19 Infection: <https://www.nsw.gov.au/covid-19/symptoms-and-testing>
4. We will recommend that our committee, COVID-19 Safety Coordinator/s along with any other interested volunteers (e.g. age managers as much as practicable), complete the COVID-19 Infection Control Training – <https://covid-19training.gov.au/login>
5. We have worked with the Little Athletics NSW and Athletics NSW to promote and encourage the use of the following resources and websites to obtain accurate information
 - Australian Government Department of Health: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
 - NSW Government Department of Health: <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx>
 - World Health Organisation: <https://www.who.int/>
 - Australian Institute of Sport: <https://ais.gov.au/health-wellbeing/covid-19>
 - Sport Australia: <https://www.sportaus.gov.au/>
 - Little Athletics NSW COVID-19 Resources: <https://lansw.com.au/covid-19-resources/>
6. Similarly, we have promoted the range of COVID-19 “campaign resources” produced internally along with those produced by the Federal Government, including the posters outlining hygiene practices (e.g. promoting thorough hand washing) found at:
<https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources/>

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7. Whilst our centre's workforce are volunteers, we have made them aware of the above-mentioned symptoms and stipulated that they should stay away from the centre and self-isolate if they experience any symptoms.
8. We will display posters, distribute and "share" information about COVID-19 across our digital channels and at appropriate locations around our club house and venue.
9. Where appropriate, we will identify and address potential language, cultural and disability barriers associated with communicating COVID-19 information to participants, members, and other stakeholders. In conjunction with our state governing body, Little Athletics NSW, we have developed and promoted amongst our members and stakeholders, a range of resources on COVID-19. These can be downloaded here.
10. We have to date and will continue to liaise and work with our venue owners – Shellharbour City Council to comply with any specific requirements they may have.
11. We have determined physical distancing protocols to be used within shared facility spaces (e.g. canteen, toilets/change rooms, spectator viewing areas and club house/rooms), and where appropriate, have clearly marked with tape and/or signage.
12. We have and will continue to encourage individuals to be respectful of shared space, minimise time spent in these areas and observe physical distancing measures.
 - marking social distancing for queues and for canteen volunteers.
 - having hand sanitiser at point of sale.
 - regularly wiping down counters with detergent/disinfectant.
 - providing gloves for canteen volunteers; and
 - displaying hand washing directions above sinks
13. We do not have a pool or gymnasium, and as stated above will implement the necessary protocols for the conduct of our canteen operations.

Physical Distancing.

1. Consideration around the 500 participants

The current Public Health Order directs the organiser of a community sporting activity must ensure that gathering for the activity involved has no more than 500 participants, at any one time.

Participants include the following:

- a) A person engaged in the sporting activity
- b) An official involved in the conduct or organization of the sporting activity
- c) A spectator of the sporting activity

To ensure compliance with the order the following options will be used as required:

- Limiting the number of parents/family members from each family allowed at the venue
- Spreading competitions/events across more than one day or evening
- Placing a cap on registrations

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Consideration of available playing options to staying within the 500 participants limit

2. Wherever possible, we will allow time between age groups at each event (particularly field events), to enable one group to leave the event area before the next group arrives, to minimise congestion and contact.
3. We will communicate with age managers, officials, and members to encourage personal equipment and bags be arranged to maintain adequate physical distancing between individuals.
4. Wherever necessary, we have identified separate entry and exit points to the venue via signage and communicated this to participants and parents/carers.
5. We will take the necessary precautions to minimise the risk of transmission by dispersing spectators throughout the venue and by using signage and PA announcements to advise of the strict requirements.
6. We will encourage members to leave the facility as soon as possible following the conclusion of their training session or last event.
7. We will manage gate access onto the field and entry and exit points to buildings, allowing a seamless flow of people through the venue, to limit the risk of overlap and congestion.
8. We will promote and communicate the importance of social distancing of 1.5 metres between spectators (e.g. parents/carers). This will be done through PA announcements, marked seating, social media, direct communication, and signage.
9. We will indicate the number of people that can occupy indoor spaces in accordance with the 4m2 guideline including toilets/changerooms, canteens, club house rooms etc.
10. We will not permit any showering at the venue.
11. We will indicate the number of people that can occupy indoor spaces in accordance with the 4m2 guideline including toilets/changerooms, canteens, club house rooms etc.
12. Toilets will be open for use and will display clear signage to indicate the recommended number of people entering (dependent on the space of the amenities).
13. We will also request Council to increase the regularity that they clean public amenities.
14. We will limit the use of toilets/changerooms as far as possible and clean as required.
15. When possible, we will conduct centre committee meetings via virtual meeting platforms such as Zoom, Facetime, Teams and so on, in place of face-to-face meetings. If we need to meet face-to-face, we will keep the time to a minimum, implement social distancing requirements by ensuring maximum room allowances are not exceeded and ask participants sit more than 1.5m apart.
16. We will contact all suppliers and seek their support for contactless deliveries to the centre and electronic invoicing where practical.

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In addition to the above we will endeavour to:

1. Limit Age Group sizes to 15 athletes, should registrations for age groups be above this number, then we will split them into 2 equally sized groups.
2. Limit access to the Field Event areas by only allowing the age manager and 3 additional helpers to be with the Age Group at any time, all other parents and spectators must be outside the track and adhering to social distancing of 1.5m
3. Our Canteen will have an in/out partition that will be roped off and markings in the ground to maintain the 1.5m Social Distancing while people are queuing up.
4. Our Vendors (Steve's Coffee and Pizza and Berrylicious Ice cream) have their Covid Plan and are adhering to Social Distancing requirements.
5. We will be advising that any other relatives or friends not needing to attend competitions or gala days refrain from visiting our Centre

Hygiene and Cleaning

1. We will wipe down key spaces, surfaces, and objects (such as benchtops, door handles, keys etc regularly).

Further we will:

- Promote and provide hand washing guidance to all participants and volunteers (http://www.who.int/gpsc/clean_hands_protection/en/).
 - Promote regular and thorough hand washing by volunteers and participants.
 - Provide sanitising hand rub within the venue and refill regularly.
 - Replace/refill soap in toilets regularly.
 - Place bins around the venue.
2. We will provide hand sanitiser within the venue and ensure it is refilled
 3. We will provide hand sanitiser to our Age Managers to allow them to promote good personal hygiene with our athletes
 4. We will encourage participants, volunteers, and/or parents/carers to carry personal hand sanitiser to enable good personal hygiene
 5. We will
 - Refill soap in toilets regularly
 - Refill paper towel dispensers in toilets when required
 - Promote and provide hand washing guidance to all participants and volunteers and display hand washing guidance in all toilets/changerooms and canteens.
 6. We will stipulate that all participants provide their own clearly labelled drink bottles for their use only and that these are not to be shared
 7. We will not provide any communal drink or food for participants or volunteers such as drink containers etc.
 8. We will avoid the sharing of articles of clothing such as volunteer high visibility vests, these will also be cleaned after each competition night or gala day.

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9. We will clean frequently used spaces, surfaces, and objects regularly
10. Within the restraints of the competition, we will implement arrangements to minimise the shared use of equipment
11. Participants will be encouraged not to share personal items such as drink bottles and towels
12. We will discourage the sharing of common stationary items (pens, clipboards etc) and other personal IT equipment (laptops, iPad, headphones and starting equipment)
13. Shared equipment such (particularly throws equipment) will be washed and wiped with antibacterial wipes or alcohol-based sanitiser prior to use by each age group.
14. We will make soap and disinfectant/sanitiser available in common areas for visitors to access
15. We will store sanitisers, disinfectant solutions, and detergents appropriately and use in accordance with the manufacturer's instructions
16. We will encourage the use of gloves by volunteers when cleaning and to wash their hands thoroughly before and after with soap and water
17. We will encourage appropriate food/beverage and cash handling arrangements are in place including the use of correct monetary value to minimise contact where possible, we encourage contactless electronic payments.
18. We will coordinate with the Shellharbour City Council to ensure that the Washrooms/Change rooms and common areas are cleaned before use.
19. Signage to be placed above all wash basin to support effective hand washing as well as upon exit point to washing hands etc.
20. Canteen benches, handles and utensils to be cleaned and sanitised on a regular basis during competitions.

Record Keeping

1. Centre weekly results are record on Manual results sheets which are then entered into our online competition management system. This allows the competition administrator to identify which members were in attendance on any given competition night.
2. Officials/volunteers are required to sign on each night for insurance purposes, and this sign-on information will double as an attendance register for the purpose of contract tracing, this will be in the form of either a QR Code or Manual Sign on Register.
3. A record will be kept for at least 1 Parent/Carer for all athletes in attendance on Competition Nights and Gala Days, these will be kept for a period of at least 28 days, This record will include the Name and Mobile Phone Number and/or Email Address.
4. To further aid the fight against COVID-19, Lake Illawarra Athletics Association Inc, Little Athletics NSW, and Athletics NSW supports the Governments COVIDSafe app, and we have encouraged all participants were possible to download the COVIDSafe App

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5. Any vendor and contractor that come to our competitions will have their details recorded in a visitor log, these details will be kept for at least 28 days and include their Name, Company and Mobile Phone Number or Email address.
6. Advise the use of the COVIDSafe App while at Competitions and Events.
7. We will cooperate with the NSW Health if contacted in relation to a positive case of COVID-19 and notify any relevant authorities including and not limited to the Shellharbour City Council, Little Athletic NSW, Athletics NSW and SafeWork NSW on 13 10 50.

Canteen

1. Our Association will have a Food Safety Coordinator on premises for every Competition Night and Gala Day
2. Napkins, Sauces, Straws etc will be kept out of reach from the public and be distributed by canteen volunteers.
3. All canteen volunteers will ensure that if they are feeling unwell to remain at home and not attend competition nights or gala days
4. Benches, handles and utensils will be cleaned and sanitised before opening, during and after competition night and gala days.
5. We will have a in/out system to encourage social distancing as well as marking on the floor to adhere to the 1.5m physical distancing recommendation.

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