



ORIENTEERING NSW

Instructions for COVID-19 Safety Plans for Orienteering Events in NSW

(NSW Technical Director, 21-Oct-2021)

For any Orienteering event in NSW which might possibly get more than 50 participants, a COVID-19 Safety Plan is currently required. (Juniors, group members, and spectators are included in this count, although technically non-competing officials are not.)

The form of the Plan is not specified, although it must address all of the issues identified in the approved template available at <https://www.nsw.gov.au/covid-19/business/safety-plans/community-sport-covid-19-safety-plan>. One option is to go to that page, type in a description of how you will address each issue, and submit the form. This will email you back a PDF file of your “Plan” which you can use. Alternatively you can use or adapt a pre-prepared plan.

Note that the approved checklist has changed several times over the last year. **A plan prepared before October 2021 is unlikely to be sufficient to meet the current requirements.** However updating an existing Plan to meet current requirements shouldn't be difficult.

We have made available a sample Plan suitable for Minor Events that have:

- No indoor areas other than limited toilet facilities
- No allocated start times
- No on-course drinks stations
- Good mobile phone coverage
- No food, clothing, or other merchandise for sale

You should be able to take this plan, insert basic information about the event and print it off. You are required to have a copy of the plan at the event, to follow it, and to make it available on request to officials such as the Police.

Note that if you do not comply with the plan, the organiser *and all attendees* could be fined. Check the listed “How we will do this” descriptions. The sample includes things we recommend you should be doing. However be honest – if you don't think something is practical and reasonable in your circumstances, then change it – as you will be expected to follow what is written there. You do need to make a reasonable attempt to respond to each of the requirements, though.

It would be acceptable to make the Plan apply to multiple events – eg for a series of similar events – so long as they will be run in a similar way. A club can have a standard plan that applies to their normal way of running events, so long as they are prepared to adapt it if any special situations arise. Most likely a major event will need a Plan specific to that event.

Unless the event has no mobile phone coverage, it is mandatory to use the Service NSW QR code system for check ins for the purpose of contact tracing. **Since July 2021 it is not sufficient to rely on**

Eventor pre-entries to capture this information. Each club should get their own QR code by first registering as a COVID-19 Safe Business (with business type of “Community sport for adults”), and then downloading your QR code. This can all be done easily at <https://www.nsw.gov.au/covid-19/business/safety-plans/community-sport>. It does not require anything special such as an ABN.

Discussion of options for a COVID Safety Plan for Orienteering

The remainder of this document discusses options for responding to the different requirements in the COVID Safety Plan template. This may be useful for Major events, or for Minor Events that don't match the restriction of the provided Minor Event Safety Plan.

Wellbeing of staff and customers

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

Anyone with symptoms of COVID-19, even mild symptoms, should not attend an event before they receive a negative COVID-19 test result. Symptoms of COVID-19 include: fever (37.5 ° or higher), cough, sore throat, shortness of breath (difficulty breathing), runny nose, loss of taste, loss of smell. [From NSW Health website]

In addition, organisers will refuse entry by participants who live in regions where the NSW or Australian Government has restricted travel. Organisers should also monitor whether participants have been to a current [COVID-19 case location](#) in NSW, [interstate](#) or New Zealand and will refuse entry if that is appropriate.

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

Some provisions of this plan might require the organiser to refuse entry, disperse people who are not social distancing or require some or all participants to leave. Organisers should ensure the organisation team includes one or more people (COVID marshals) who have the appropriate skills and are ready to perform these roles if necessary.

Brief event officials on how to practice good hygiene and make it easy for event officials and attendees to practice good hygiene. Officials should wear masks when they cannot physically distance, eg providing first aid, giving map reading instruction.

First aid boxes should have both examination gloves and masks (resuscitation, medical). There is some advice available for first aiders, eg Australia Wide First Aid, Australian Resuscitation Council.

If someone is unwell and displaying respiratory symptoms (cough, sore/scratchy throat, fever or shortness of breath) they should be directed to go home, preferably with whoever they travelled to the event with. If appropriate, an ambulance should be called.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Signs must be placed at entry point(s) to the assembly area saying that the following must not enter the assembly area:

- Anyone who is unwell and displaying respiratory symptoms (cough, sore/scratchy throat, fever or shortness of breath);
- Anyone who is not permitted to travel to the event under NSW Government COVID-19 quarantine, stay at home, travel, etc restrictions;
- Anyone 16 or over who is not fully vaccinated (or exempt);
- Anyone who is not willing to provide COVID contact details.

ONSW recommends that pre-entry refunds be provided to those that absent themselves for COVID-19 related health or travel reasons.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible; remind players, officials, volunteers and spectators of vaccination requirements in marketing and communications materials; check vaccination status upon arrival and only accept valid forms of evidence of vaccination; train staff and volunteers on ways to check proof of COVID-19 vaccination status. Guidance for organisations is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>.

This will need to be done at the same time as confirmation is made that people are checked in.

Physical distancing

Capacity at an outdoor community sporting 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 1000 persons.

Check that assembly and start areas and drinks controls or stations have enough space to meet the 2 square metre rule.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff / volunteers.**

Organisers should use the entry information, signs, markers on the ground to emphasise the need for 1.5m physical distancing. They should, if necessary, supplement this by using COVID Marshals to encourage participants to move further apart. Organisers can disqualify orienteers if they don't social distance, please give a warning before doing this (ONSW's Competitors' Rules require compliance with the COVID-19 Safety Plan). If necessary, organisers can stop the event on safety grounds.

Minimise mingling of participants from different games and timeslots where possible, particularly people aged under 16 who may not yet be fully vaccinated. For mass participation events, consider staggering the starting times for different groups to minimise crowding where possible.

Ways to achieve this include an "Arrive, Compete, Depart" policy; and a wide start window. You should avoid mass start events.

Avoid congestion of people in specific areas where possible such as change rooms and other communal facilities.

In planning for events, organisers should pay attention to areas where crowding may occur. For example: toilets, start areas, relay changeovers, download stations, drinks at the finish, result boards, returning collected maps to competitors, presentations.

Strategies must be in place to reduce crowding and promote physical distancing in communal facilities such as showers, change rooms and lockers.

Generally not applicable.

Strategies must be in place to manage gatherings that may occur immediately outside the premises, such as pick-up/drop-off zones and staggered start/finish times.

Generally not applicable.

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

This should be addressed in the event information on Eventor.

Singing by audiences is not allowed in indoor areas.

Generally not applicable.

Ventilation

Most of the issues under this heading are not applicable because most orienteering events are held outdoors. Although some consideration may be required with regards toilets and change rooms.

If the event has indoor areas, they should be kept well ventilated by opening windows and doors where possible.

Hygiene and Cleaning

Face masks must be worn in indoor areas, unless exempt.

As most events are outdoors, the only real consideration is in toilets and change rooms.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Event information should encourage competitors to wash and/or sanitise their hands regularly. The information should ask competitors to bring their own hand sanitisers. If competitors are likely to finish the event with visibly dirty hands, they should be encouraged to bring extra water and soap. Hand sanitisers are less effective if the dirt is not washed off.

Provide hand sanitiser facilities at the assembly area (eg registration, key boxes, portaloos, finish), the start and at any refreshment points.

Hand sanitiser must be provided at the expected entry and exit points of drinks controls or drinks stations provided at the start, on the course or at the finish. Event information and starters must inform competitors how to maintain COVID safety at drink controls/stations.

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

Organisers should ensure public toilets or portaloos are well stocked with hand soap and paper towels or hand dryers. A poster should be placed so it encourages people to hand wash effectively. A suitable poster is available on the Orienteering NSW COVID-19 Updates webpage.

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.

Event organisers should provide some protective equipment, cleaning materials and disinfectant for event officials. Officials should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

If water controls or water stations on courses are not staffed, they should be set up to minimise the size of the groups touching the same surfaces during the event.

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, customers and contractors.

Note: Organisations are not required to keep proof of vaccination status in their records.

Since 12th July 2021, it has become mandatory to use Service NSW's QR code system for recording contact tracing details wherever such records are required. ***It is no longer sufficient to rely on Eventor pre-entries to capture this information.*** The QR code is automatically provided when you register as a COVID Safe Business, which all clubs should do.

There are exceptions allowed in such cases as when there is no mobile phone coverage at the assembly area. In this case one approach is to require Eventor pre-entry for everyone, including non-competing attendees. A printed copy of this list can be provided to COVID marshals who check off each arrival against that list. The handful of arrivals who are not on the list can be recorded manually. Note that the required information includes ***the entry time***. Depending on the scale of the event, and the length of the start window, it may be sufficient to assume that everyone arrives at about the same time.

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.

The best way to do this is to have one entry point to the event and to ensure everyone checks in. There will need to be a volunteer present to check that attendees are correctly checking in. If the assembly area layout makes this difficult to enforce, one or more volunteers may need to circulate around the assembly area with laminated copies of the QR code.

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, customers 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.

The organisers should make provision for registering people without a phone. The Service NSW QR code system has provision for registering a participant via a web form. Alternatively, you could use a manual method, remembering that you may be required to convert it to electronic form within 4 hours.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

If the event has catering, clothing shops, etc, they must have a separate COVID-19 Safety Plan. The event organiser should review these Plans and confirm they are appropriate. If orienteering participants will be the only people going to the shops, the food outlets can rely on the event's processes for capturing contact details. This is not true for shops selling clothing, compasses, etc.