

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

## Your COVID-19 Safety Plan

### Community sport

#### Business details

Business name	Murwillumbah Rifle Club Inc.
Business location (town, suburb or postcode)	Murwillumbah, Dunbible, 2484
Completed by	Shaun Dolan
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Effective date	1 November 2021
Date completed	2 November 2021

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### Wellbeing of staff and customers

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

Agree

Yes

Tell us how you will do this

Notification through the Club Website and Facebook page to not attend if unwell.  
Range Officer of the day to make informed decision if attendee arrives on site unwell  
and asked to leave the range.

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

**Agree**

Yes

**Tell us how you will do this**

List of above rules on display at the clubhouse and on the main table on the range.

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

**Agree**

Yes

**Tell us how you will do this**

List of above rules on display at the clubhouse and on the main table on the range.  
Range Officer of the Day to check phone/paper vaccination of each attendee. Hardcopy  
of attendance also to be completed on yellow sheet at each discipline.

**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>**

**Agree**

Yes

## **Tell us how you will do this**

List of above rules on display at the clubhouse and on the main table on the range.  
Range Officer of the Day to check phone/paper vaccination of each attendee. Hardcopy of attendance also to be completed on yellow sheet at each discipline.  
All Range Officers to be instructed on protocols of the above.

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## **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.**

**Agree**

Yes

**Tell us how you will do this**

Range Officer of the Day to monitor.

**Ensure 1.5m physical distancing where possible, including:**

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

**Agree**

Yes

**Tell us how you will do this**

Range Officer of the Day to monitor.

**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.**

**Tell us how you will do this**

Range Officer of the Day to monitor and use discretion when required.

**Agree**

Yes

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

**Agree**

Yes

**Tell us how you will do this**

Range Officer of the Day to monitor and use discretion when required.

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

**Agree**

Yes

**Tell us how you will do this**

Range Officer of the Day to monitor and use discretion when required.

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

**Agree**

Yes

**Tell us how you will do this**

Range Officer of the Day to monitor and use discretion when or if required.

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

**Agree**

Yes

**Tell us how you will do this**

Notification on Club Website & Facebook page.

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

**Agree**

Yes

**Tell us how you will do this**

Notification on Club Website & Facebook page.

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## **Ventilation**

**For indoor areas, review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

**Agree**

Yes

**Tell us how you will do this**

The Club's indoor use is only under the veranda roof of Clubhouse. Airflow is a constant.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Most disciplines of the club occur on the outdoor range.

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

**Agree**

Yes

**Tell us how you will do this**

Clubhouse storage area will always have door open for ventilation whilst a discipline is scheduled.

**In indoor areas, 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**

Fans to be used on veranda if required.

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

Fans tagged and checked.

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Agree**

Yes

**Tell us how you will do this**

Not required for the purpose of the Smallbore discipline on the veranda of clubhouse.

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## **Hygiene and cleaning**

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

**Note: People engaging in physical exercise are exempt.**

**Agree**

Yes

**Tell us how you will do this**

Range Officer of the Day to monitor and use discretion when required.

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

**Agree**

Yes

**Tell us how you will do this**

Laminated instructions to be visual at all discipline shoots. Hand sanitiser always available to be used on the range.

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

## Agree

Yes

### Tell us how you will do this

Range Officer of the Day/Committee members to check and refill if required.

**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

Range Officer of the Day/Committee members to clean.

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## 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, volunteers, attendees and contractors.**

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

## Agree

Yes

### Tell us how you will do this

QR code available for use, plus COVID hardcopy sheet with attendee details completed, plus a Range Register hardcopy.



**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**

Range Officer of the Day to monitor and check.

**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**

Range Officer of the Day to monitor and assist if required. Club Treasurer to collate all COVID yellow hardcopy sheets and keep secure. All information stored securely for privacy reasons.

**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**

All requirements to be met for our Club to operate under COVID regulations.

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

Yes