

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



## Your COVID-19 Safety Plan

### Major recreation facilities

### Business details

Business name	Albury Wodonga Equestrian Association
Business location (town, suburb or postcode)	120 Corrys Rd Thurgoona
Select your business type	
Major recreation facilities	
Completed by	Barb Chenoweth
Email address	<a href="mailto:office@awec.net.au">office@awec.net.au</a>
Effective date	18 October 2021
Date completed	18 October 2021

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### Wellbeing of staff and customers

**Exclude people who are unwell from the premises.**

Agree

Yes

**Tell us how you will do this**

Signage, emails and social media messages to include reminders about temperature,

runny nose, cough, sore throat, contact with potential/known COVID case, exposure sites etc, as being reasons to not come to AWEC. The centre is open 24 hours per day and is only staffed part-time, so we have to rely on members making good choices.

**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**

Email COVID safety protocols to staff, volunteers and discuss with them. Ensure that they understand the content and do not have any issues with it. Monitor behaviour, particularly reinforce mask wearing and social distancing rules. Allow for paid attendance at COVID testing clinics if testing is required, and paid stay at home when necessary.

**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**

Signage displaying conditions of entry, including the requirement to stay away if unwell are displayed on the main entrance to the facility. Signs are also posted around the centre. Record keeping is done by the NSW QR Sign in or to use a paper based version in the clubhouse.

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials.**

**Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: Staff outside of Greater Sydney who have received one dose of a COVID-19**

**vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.**

**Agree**

Yes

**Tell us how you will do this**

All events run at AWEC will require participants to be fully vaccinated. It will be the responsibility of the organisation running the event to ensure that the vaccination status of participants is checked. Posters outlining vaccination requirements will be displayed at the Centre.

**People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.**

**Note: This does not apply to a person aged under 16 who is on the premises to carry out work**

**Agree**

Yes

**Tell us how you will do this**

Event organisers will be required ensure that people under the age of 16 who are not fully vaccinated to be accompanied by a fully vaccinated member of their household. For example, the vaccination status of the event participant and any accompanying persons can be included in the event entry.

**Review the 'COVID-19 safety guidance for large events' available on [nsw.gov.au](https://nsw.gov.au) and consider which risks and mitigation measures are relevant to your event before completing this COVID-19 Safety Plan.**

**Agree**

Yes

**Tell us how you will do this**

The COVID-19 safety guidance for large events will be provided to event organisers to ensure they incorporate any additional requirements into their COVID Plan. AWEA management will regularly review the requirements as health orders are issued and amend the COVID Safety Plan accordingly.

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## Physical distancing

**Capacity at a major recreation facility must not exceed the lesser of 1 person per 4 square metres in the premises, or 5000 persons.**

Agree

Yes

**Tell us how you will do this**

The Albury Wodonga Equestrian Centre is 97 ha, so our events will always be well under the density limit of 1 person per 4 square meters. In general people will be reminded to keep appropriate social distancing at all times and to wear a mask where social distancing cannot be maintained. Also ensure that parking and camping sites are well spaced out.

**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**

Any queuing areas will have barriers and tape ensure that queuing is orderly. Seats will be marked to ensure 1.5m is maintained. Staff will be given extra desks to ensure adequate spacing. COVID Marshall will monitor behaviour.

**Avoid congestion of people in specific areas where possible.**

**Consider zoning of areas for large events, such as by using alternate sections and access corridors.**

**Agree**

Yes

**Tell us how you will do this**

AWEC is a large open facility. Traditionally congestion occurs when competitors look at scoreboards and draws. To mitigate this, where possible scoring, draws etc are to be online.

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

**Agree**

Yes

**Tell us how you will do this**

Gatherings immediately outside the premises has never been an issue. The Centre users are equestrians and they usually come to train or compete then go home.

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

**Agree**

Yes

**Tell us how you will do this**

We do not have singing in indoor areas. Our activities are in the open.

**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**

All transport to the Centre is private as the riders bring their horses in a float or a truck.

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**Ventilation**

**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**

All of the activities undertaken at AWEC are outdoor, so ventilation is not an issue.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

All of our activities and seating are outdoor.

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

**Agree**

Yes

**Tell us how you will do this**

The only indoor area we have is the clubhouse, which has large sliding doors and windows which can be opened to provide ventilation.

**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**

All doors and windows of the clubhouse will be kept open to maximise ventilation

**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**

n/a

**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**

n/a

## Hygiene and cleaning

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

Agree

Yes

**Tell us how you will do this**

Signage, provide free masks and COVID Marshall to monitor compliance. Competitors will be warned that they can incur penalties or be eliminated if they don't follow COVID Safety rules.

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

Agree

Yes

**Tell us how you will do this**

Use mobile hand sanitiser stands. Provide hand sanitiser in all common areas. Display signage on how to properly clean hands.

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

Agree

Yes

**Tell us how you will do this**

Ensure that supplies are well stocked with soap and hand towels. Conduct regular checks to ensure that bathrooms have hand soap and towels.

**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**

Engage cleaners to disinfect high touch areas during events.

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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, customers and contractors.**

**Agree**

Yes

**Tell us how you will do this**

Have registered and obtained a NSW Government Code. The code is displayed at multiple sites throughout the Centre. A paper based version have been placed in the clubhouse. COVID Marshall to check attendees to remind them to use the QR code. AWEA staff to ask contractors to sign in.

**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 premises.**

**Agree**

Yes

**Tell us how you will do this**

COVID Marshall to check with attendees that they have signed in and ensure maintenance of 1.5m. If running a competition, event organisers to ask to see green tick

when riders sign in. QR code clearly displayed at all entrances.

**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.**

Agree

Yes

**Tell us how you will do this**

Keep a spreadsheet in AWEA Office to record any attendees who cannot use the QR Code. Delete record after 28 days.

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**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**

Agree

Yes

**Tell us how you will do this**

n/a

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

Yes