

Everglades BOWLS COVID-SAFE Plan

Business Name: Everglades Bowls

Plan Completed By: Everglades Men's Bowls Committee, Everglades Women's Bowls Committee, Everglades Management.

Wellbeing of staff and customers	
Exclude staff, visitors and customers who are unwell.	Committee Members, members, visitors and spectators have been asked to stay home if they are unwell. All bowls members filled in a 'healthy to return to bowls' form when Bowls recommenced. If a game starts after the club opens: the temperature is checked by the club, If a game is earlier than the club opening time: a temperature check is performed by a committee member/group organiser.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Signage is on the notice boards and bowling greens that shows this information: when and where to get tested, keeping your distance and cleaning. Testing facilities information is also included in this plan.
Display conditions of entry for any customers or visitors (website, social media, entry points).	Signage is on all three doors into the club that displays this, as well as the club website and Facebook pages.
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.	Members who play are local. There are no or minimal spectators allowed. If spectators are here, they are inside the club, in which the club's sign in system will flag and refuse entry to patrons from Victoria. Signage of this condition of entry is on all three doors to the club.
Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latestnews-and-updates).	The hot spot list has been given to the bowls committee and will be regularly updated. There are no or minimal spectators allowed. If spectators are here, they are inside the club watching from the lounge, in which the club's sign in system will flag and refuse entry to patrons from Hotspots. Signage of this condition of entry is on all three doors to the club.
Take all reasonable steps to minimise the number of	No or minimal spectators allowed. If spectators are here they are inside the club.

spectators attending community sport events.	
Physical Distancing	
There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website. If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and close proximity where practicable.	The current restriction for outdoor sports and bowling greens is 500. With the 4 square metres per person the capacity for each green is 30. Bowling committees/group organisers are ensuring these are adhered to.
Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.	Signage has been installed on the Bowls office door that says maximum of 3 persons.
Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.	All patrons keep 1.5 metres when queuing. Sanitiser is used in between each person when handling money. The maximum capacity in the star room is 27 and then overflow is diverted to the external room, if required. This allows for adequate physical distancing.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	See above point regarding bowls office limit.
Use telephone or video for essential meetings where practical.	Meetings are currently still able carried out in larger rooms where 1.5 meters physical distancing is practical.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Signage installed outside to say 'no mingling after play'.

Provide hand sanitiser at multiple locations throughout the workplace.	Hand sanitisers are available in numerous locations inside and outside the club.
Minimise co-mingling of participants from different games and timeslots where possible.	Refer to above point in regards to 'no mingling after play' sign.
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	Signage stating 'maximum 6 people in locker rooms' has been installed.
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	Members have been advised of the above rule and encouraged to shower/change at home as to not crowd the changerooms/lockers.
Hygiene and Cleaning	
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Spray and wipe/antibacterial wipes has been provided to the Bowls Committees for this to occur.
Adopt good hand hygiene practices.	Hand washing signs and voiceover PA announcements are given to remind members to wash their hands and the steps on how to do this correctly.
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.	Bowling green bathrooms are well stocked and cleaned. If not, committee or group representatives will report them to Reception/Supervisor/Greenkeeper for immediate attention.
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	There is a water tap available on the greens, this has cup dispensers. Cups can only be used once and then thrown away. Currently there I to be no use of bubblers. BBQs have also been stopped in order to avoid sharing food.
Reduce sharing of equipment where practical and ensure these are cleaned with	Jacks and Mats are wiped and disinfected each day with a bucket and detergent. On days where the women play in the morning and the men play in the afternoon, the women will ensure the equipment has been cleaned and left ready

detergent and disinfectant between use.	for the men. All bowlers use their own bowls, there are no shared or hired bowls available.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Committee personnel/group organisers are all COVID-Safe marshals who can wear gloves and disinfect mats, jacks and any other required surfaces.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	The directions on the disinfectant bottles are read and followed by the committee personnel. The cleaning materials given by the club are solutions mixed by the cleaning contract company.
Encourage contactless payment options.	Management and committees are working towards contactless and cashless options.
Record Keeping	
Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	If entering the club, the bowls member's details are recorded by our sign-in system. If the bowler isn't entering the club, the details are recorded by the clubs committee/group organiser.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	This was mentioned and spoken about in this planning meeting and will be mentioned to the bowls members. Information on the app is also in this plan.
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.	Yes, we will do this.



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