

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



## Your COVID-19 Safety Plan

### Community sporting competitions and full training activities

#### Business details

<b>Business name</b>	Hastings Valley Mountain Bike Riders / Jolly Nose Mountain Bike Park
<b>Business location (town, suburb or postcode)</b>	Jolly Nose Mountain Bike Park, Spring Creek Road. Queens Lake State Forest.
<b>Completed by</b>	James Gregory
<b>Plan approved by</b>	Michael Fullbrook
<b>Email address</b>	<a href="mailto:james@youmewe.com.au">james@youmewe.com.au</a>
<b>Effective date</b>	7 December 2020
<b>Date completed</b>	20 December 2020

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#### Wellbeing of staff and customers

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

Personal wellbeing and safety of others must be maintained at all times if you are feeling unwell within 2 weeks prior to the event or have come in contact with suspected COVID cases, confirmed cases or accessed current COVID hot spots DO NOT attend HVMBR / Jolly Nose Mountain Bike Park events.

**Provide staff and volunteers with information and training on COVID-19, including**

**when to get tested, physical distancing, wearing masks and cleaning, and how to manage a sick visitor.**

Up to date information can be obtained by accessing <https://www.nsw.gov.au/covid-19/latest-news-and-updates>

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

HVMBR is a volunteer Mountain Biking Club.

**Display conditions of entry (website, social media, venue entry).**

HVMBR & Jolly Nose Mountain Bike Park will provide information relating to events on social media along with venue information.

**If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.**

HVMBR manage Jolly Nose Mountain Bike Park authorised by Forestry Corporation NSW.

**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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

All activities for Jolly Aussie Ride Day will be contained within Jolly Nose Mountain Bike Park.

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## **Physical distancing**

**Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff) to a maximum of 3000 people.**

Jolly Aussie Ride Day will have attendance cap of 300 people. Visitors for the event will

be encouraged to stay at least 1 bike length apart from each other which is a very practical and obvious method of separation.

**Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.**

Not applicable to our event.

**Minimise co-mingling of participants from different games and timeslots where possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible.**

We kindly ask that you stay at least 1 bike length apart from each other. Distance indicators will be implemented at service areas.

**Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable, including in non-ticketed or grass areas.**

We kindly ask that you stay at least 1 bike length apart from each other.

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

We kindly ask that you stay at least 1 bike length apart from each other. Distance indicators will be implemented at service areas.

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

We encourage you not to carpool outside your immediate family to attend the event.

**Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.**

We kindly ask that you stay at least 1 bike length apart from each other. Distance indicators will be implemented at venue.

**Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.**

Showers, change rooms & lockers are NOT available. A toilet facility will be available we advise you stay at least 1 bike length apart from each other while in line.

**Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.**

Showers, change rooms & lockers are NOT available. A toilet facility will be available we advise you stay at least 1 bike length apart from each other while in line.

**Use telephone or video platforms for essential staff meetings where practical.**

All communications prior to event day will be via telephone & social media with event information & checkin provided at venue.

**Review regular business deliveries and request contactless delivery and invoicing where practical.**

This does not apply

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Hygiene signage & personal hygiene products will be supplied. Participant are encouraged to wear cycling gloves. Avoid sharing cups & utensils.

**Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.**

Hand sanitiser will be available at venue

**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.**

Hand washing facilities will be limited due to water availability, we encourage riders to

use sanitiser provided.

**Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.**

Please avoid sharing at all times, please bring your own water bottles.

**Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.**

This does not apply

**Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.**

The event is an outdoor event we request you use sanitiser provided & use cycling gloves where possible.

**Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.**

Toilet facilities will be cleaned regularly.

Food & drink service will be carried out by club members wearing appropriate PPE.

**Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.**

Please wear cycling gloves & reduce sharing of equipment. Use your own water bottle.

**Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.**

Handwash, sanitiser & disposable gloves will be accessible.

**Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

Disinfectant solutions will be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

**Staff should wash hands thoroughly with soap and water before and after cleaning.**

Staff will wash hands, use sanitiser & disposable gloves before and after cleaning.

**Encourage contactless payment options.**

Contactless payment is not an option at our venue. Minimal purchases will be required due to food & beverages being supplied for riders.

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

Mountain Biking is an outdoor event, our clubhouse facility is located at our mountain base carpark.

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## **Record keeping**

**Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.**

Record keeping on the day will be via

[https://myguestlist.com.au/mgl/contact\\_forms/covid-checkin/index.html](https://myguestlist.com.au/mgl/contact_forms/covid-checkin/index.html)

QR scan, SMS checkin & Web link checkin.

Registration for the event will be encouraged via our facebook registration facility.

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au).**

Record keeping on the day will be via

[https://myguestlist.com.au/mgl/contact\\_forms/covid-checkin/index.html](https://myguestlist.com.au/mgl/contact_forms/covid-checkin/index.html)

**Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.**

<https://www.nsw.gov.au/covid-19/latest-news-and-updates>

**Community sport organisations should consider registering their business through [nsw.gov.au](https://www.nsw.gov.au).**

HVMBR have this COVID Safe Plan registered with NSW Government

**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.**

HVMBR will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 connected with our event.

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

Yes