

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



## Your COVID-19 Safety Plan

### Gyms and indoor recreation

#### Business details

Business name	Australian Country Junior Basketball Cup (ACJBC)
Business location (town, suburb or postcode)	Albury
Select your business type	
Indoor recreation facilities	
Completed by	Paul Gooding
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Effective date	1 July 2021
Date completed	1 June 2021

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### Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

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

Agree

Display conditions of entry including requirements to stay away if unwell and record

## **keeping.**

ACJBC is a hirer of the venue and is not responsible for record keeping as such. ACJBC will inform its members regarding the conditions of entry as provided by the Lauren Jackson Sports Centre (LJSC) and information regarding staying away if unwell.

**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.**

Agree

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## **Physical distancing**

**Capacity must not exceed the greater of one person per 2 square meters of space in the premises, or 25 persons.**

Agree

**Support 1.5m physical distancing where possible.**

Agree

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

ACJBC is a hirer of the venue and is not responsible for the venue as such. Managing congestion will be undertaken by LJSC staff. ACJBC will inform its members regarding avoiding congestion as provided by LJSC.

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

ACJBC is a hirer of the venue and is not responsible for managing gatherings outside the premises. ACJBC will inform its members regarding gatherings outside as provided by LJSC.

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## Hygiene and cleaning

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

ACJBC is a hirer of the venue and is not responsible for hand sanitiser. ACJBC will inform its members regarding good hygiene practices and will also provide hand sanitiser to members during games and in the ACJBC office.

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

ACJBC is a hirer of the venue and is not responsible for the facility including the bathrooms. This will be undertaken by LJSC staff.

**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. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors to wipe down equipment after they have finished using it.**

ACJBC is a hirer of the venue and is not responsible for the facility. Cleaning will be undertaken by LJSC staff. However, ACJBC does have protocols in place for cleaning basketball equipment.

**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).**

ACJBC is a hirer of the venue and is not responsible for the facility.

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## Record keeping

**Keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar.**

Note: Community centres and halls are not required to collect electronic entry records

but are strongly encouraged to do so.

ACJBC is a hirer of the venue and is not responsible for recording this information. ACJBC will advise its members of the LISC requirement for entry.

**Processes must be in place to ensure that customers provide the required contact information.**

ACJBC is a hirer of the venue and is not responsible for recording this information. ACJBC will advise its members of the LISC requirement for entry and can provide member information if required.

**Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.**

ACJBC is a hirer of the venue and is not responsible for recording this information. ACJBC will advise its members of the LISC requirement for entry and can provide member information if required.

**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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.**

ACJBC is a hirer of the venue and is not responsible for recording this information.

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

Yes