

SSAA NSW

COVID-19 SAFETY PLAN

v



Updated and approved 24 September 2020

1.0 INTRODUCTION

1.1 COVID-19 Safety Plan Requirement

The NSW Government requires that a [COVID-19 safety plan](#) is available at all ranges/venues and states:

The occupier or operator of the premises must—

- a) develop and comply with a safety plan for the premises that addresses the matters required by the [COVID-19 safety checklist](#) approved by the Chief Health Officer in relation to the type of premises and published on an appropriate Government website; and*
- b) keep a copy of the COVID-19 safety plan on the premises and make it available for inspection by an authorised officer as requested.*

SSAA NSW has developed this tailored COVID-19 Safety Plan, which may be used by ranges. **This COVID-19 Safety Plan is compulsory for all SSAA NSW owned ranges** and is recommended for all other ranges operated by SSAA NSW Branches and Affiliates.

Please note, a COVID-19 Safety Plan must be utilised by every venue (whether the venue chooses to use this tailored plan or develop their own).

In the event where a range is operated by a third party, please consult with the venue management regarding their COVID-19 Safety Plan.

1.2 Procedural Changes

Some changes to range operational procedures must be made to ensure compliance within the scope of pandemic safety. This document covers the fundamentals of infection prevention and control for COVID-19, based on the NSW Government COVID-19 Safety Plan.

1.3 Ranges May Reopen at the Discretion of Individual Range Management

While restrictions have eased, individual ranges may delay reopening until such time as they see fit. Please note that these procedures do not require that a range must open.

Please contact your local range to ascertain their individual opening date.

1.4 Local Branch/Affiliate Club Competitions May Recommence from 1 July 2020

Local Branch / Affiliate Club outdoor competitions may recommence from 1 July 2020, at the discretion of the hosting range management. Physical distancing and pandemic hygiene must still be observed. NSW Government requires the following:

- capacity must not exceed one person per 4 square metres (including staff);
- no more than 500 people in total can be gathered including players, referees/umpires, coaches, spectators or others;
- premises must have a [COVID-19 Safety Plan](#); and
- 1.5 metres distance is to be maintained between each person.

At this time, National Titles are still on hold until further notice. Any potential State Titles event will be held at the discretion of the SSAA NSW board and will be subject to health advice.

NSW Health states (as of 26 September 2020) that interregional community sporting competitions can recommence without restricting these activities to regions or zones, ensuring that:

- there is a COVID-19 Safety Plan for the community sporting activity in place;
- physical distancing of at least 1.5 metres is maintained between people that do not come from the same household;
- carpools or bus travel with people from different household groups is avoided; and
- social gatherings before and after the event are minimised.

The advice provided in August regarding limiting spectators to one parent per child, and inter-region sport and recreation activities has been removed.

1.5 Travel

While some interstate borders remain closed, travel within NSW is open and unrestricted. Camping and regional holidays are also reinstated.

1.6 Entry Restrictions for those from COVID-19 Hotspots

As advised from the Office of Sport, ranges should not allow entry to any person who has:

- travelled from Victoria in the last 14 days; or
- attended any of the reported case locations during the dates listed on the [NSW Health website](#).

People from “watch locations” will be permitted entry unless they show symptoms. The full list of case locations and watch locations is available here: <https://www.nsw.gov.au/covid-19/latest-news-and-updates>

Any person who has been to these places within these times is strongly advised to:

- immediately self-isolate until 14 days after you were last there;
- get tested even if you have no symptoms;
- watch for COVID-19 symptoms and get retested should any symptoms recur; and
- stay in isolation for 14 days, even if you get a negative test (this is because it can take 14 days before you may show symptoms or test positive).

If any area is added to the case location list, then people from that area must not be allowed entry.

Ranges are now required to update their individual COVID-19 Safety plan to include this information.

1.7 Prioritising Safety

We value the safety of our volunteers, members, staff and the general public above all else. We kindly request that you follow these procedures for your own safety as well as the safety of others.

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2.0 SAFETY PROCEDURES

This COVID-19 Safety Plan has been adapted to meet shooting range requirements. Safety procedures include, but are not limited to the following:

2.1 Pandemic Hygiene

1. If you have felt unwell in the last 14 days, you must stay at home. It is recommended that you are tested for COVID-19 for your safety and the safety of others. SSAA NSW has successfully advocated on behalf of our members to obtain a 12-month extension to the mandatory attendance reporting period.
2. Avoid all physical contact with other range attendees, volunteers and staff. COVID-19 can be transmitted by droplets that can be passed from hand to hand, including handshakes.
3. The range must provide soap dispensers in the amenities. Hand sanitisers with at least 60% alcohol must be provided on entry and exit to venues.
4. Ranges must provide visual aids (see signs provided in Section 5.0) in the amenities to promote effective hand washing.
5. Persons should maintain physical distancing within amenities/cubicles/showers.
6. [It is recommended](#) that you cough or sneeze into your arm or a tissue, put the tissue in the bin and then sanitise your hands before touching surfaces.
7. All persons must wash their hands often with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitiser.
8. Avoid touching your eyes, nose and mouth with unwashed hands.

9. A safe sanitising procedure for high contact items must be implemented following the [Safe Work Australia guidelines](#). Benches and frequently used surfaces must be cleaned and disinfected regularly. Please note:
 - a) **Cleaning** means physically removing germs, dirt and organic matter from surfaces.
 - b) **Disinfecting** means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.
10. Staff and volunteers should use gloves when cleaning and disinfecting and wash hands thoroughly before and after with soap and water.

2.2 Physical Distancing

11. Ensure there is [4 square metres of space](#) per person.
12. [At least 1.5 metres distance](#) (approximately two arms' length) should be maintained between yourself and anyone on the range. This prevents any possible transference of infectious droplets from coughs and sneezes.
13. As of 19 August 2020 NSW Health has advised that presentation ceremonies should not be held at this time.
14. The number of persons in a clubhouse at any one time must comply with 4 square metres of space per person.
15. Line markers (or an equivalent) should be put in place to direct persons where to stand in order to manage physical distancing.
16. Food and beverages should not be sold or shared at the ranges.
17. All persons must maintain compliance with all public health orders/directives from NSW State Government. Health information is changing rapidly. We encourage all persons to check the [NSW Government website](#) for updated information.

2.3 Indoor Range Capacity

18. The NSW Government defines an “indoor space” as an area, room or other premises that is or are substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of the roof or walls are—
 - a) permanent or temporary, or
 - b) open or closed.
19. Indoor ranges may reopen at the discretion of range management. Physical distancing and pandemic hygiene must still be observed. NSW Government requires the following:
 - capacity must not exceed one person per 4 square metres (including staff);
 - classes or organised events must not have more than 20 participants;
 - premises must have a COVID-19 Safety Plan; and
 - 1.5 metres distance is to be maintained between each person.
20. In the context of indoor facilities, up to 20 people may gather in an area at any one time, with a maximum of 100 people on the entire premises. This is contingent upon 4 square metres available to each person, with physical distancing observed.
21. Indoor ranges must display a sign indicating capacity of the venue, based on the 4 square metre rule.

2.4 Outdoor Range Capacity

22. Outdoor ranges may reopen at the discretion of the range management. Physical distancing and pandemic hygiene must still be observed. NSW Government requires the following:
 - capacity must not exceed one person per 4 square metres (including staff);
 - any public gathering must be made up of no more than 20 people (this has increased from 10 people);
 - classes or organised events must not have more than 20 participants;

- premises must have a COVID-19 Safety Plan; and
- 1.5 metres distance should be maintained between each person.

23. In the context of large outdoor facilities that house several ranges, up to 20 people may gather at each range at any one time, with a maximum of 500 people on the entire premises. This is contingent upon 4 square metres available to each person, with physical distancing observed.

2.5 Signing In

24. Ranges must display conditions of entry (please see attached example in Section 4.0) at the entrance of the venue.
25. Ranges must place at least one COVID-19 safety sign in a clearly visible position at the entrance to the sign-in area. Suggested signs can be found [here](#) or, attached at the end of this document in Section 5.0.
26. Hand sanitiser and line markers (or an equivalent) must be put in place at the entry to the office/range and throughout the range, to direct persons where to stand, in order to manage physical distancing.
27. Persons must sign in without physical contact.
28. Persons should bring their own pen for use when signing in. In the event that a person uses a communal pen, hand sanitiser is to be made available for immediate use after signing in.
29. It is requested that persons bring correct fees in order to reduce exposure from the exchange of money. Where available, the use of contactless payment options is encouraged.

2.6 Record Keeping

30. NSW Government directs that a premises must:
- keep a record of name and a mobile number or email address for all staff, volunteers, participants, visitors and contractors for a period of at least 28 days;
 - ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely; and
 - cooperate with NSW Health if contacted in relation to a positive case of COVID-19.
31. This record keeping must be dated and **kept separate to attendance records**.
32. Please note, the Government provides a free COVID-19Safe app, for the purposes of contact tracing.

2.7 Shooting

33. Ranges should encourage persons to bring their own equipment wherever possible.
34. P650 unlicensed person shooting activities for the purposes of SSAA Safe Shooting Courses and Try Shooting, may resume at the discretion of range management and instructors. Physical distancing measures and public health orders are to be followed, unless an instructor is required to engage or assist with a firearm for safety purposes. Those engaged in these activities must regularly use hand sanitiser. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.
35. Shooters must be separated by at least 1.5 metres at the firing point. This could be done, for example, by allocating every second bench or shooting position.
36. Ranges may place, or construct, a partition between each individual shooting position to further protect range users. Provided that the partitions separate the participants, the 1.5m physical distancing rule at the protected area is redundant. Standard 1.5m distancing and the 4 square metre rules continue to apply outside

of this area. To allow the Range Officer to observe all shooting activities, a clear plastic material is preferable. Other material may be used, however, provided that the safe operation of the range is not compromised.

37. Persons are to place and retrieve their own targets, limiting exposure to Range Officers and other shooters.

38. Range Officers must ensure persons keep a safe distance while changing targets and clearing rifles.
39. If a Range Officer is required to engage or assist with a firearm, physical distancing must be maintained unless in the case of an emergency. Those engaged in these activities must regularly use hand sanitiser and regularly sanitise equipment.
40. For shoots not conducted from a shooting shelter (for example sporting clays), persons must maintain the required physical distance at all times. Hand sanitiser must be available at each station and all equipment must be cleaned before a changeover.

2.8 No -Tolerance Policy

41. Failure to follow the COVID-19 Safety Plan will not be tolerated at SSAA NSW ranges. Range Officers are expected to expel you from the range for non-compliance.

3.0 ACT WITH CAUTION

Please note that at any stage (in the possible case of another outbreak of COVID-19) the NSW Government may withdraw the easing of restrictions. This may, once again, enforce the closure of all ranges and businesses.

We encourage all persons to act with caution so that we may continue to move forward and enjoy our sport safely.

4.0 COVID-19 CONDITIONS OF ENTRY EXAMPLE

Visitors are not permitted to enter any range if they:

- are experiencing any flu-like symptoms (sore throat, runny nose, persistent cough, shortness of breath, fever);
- have been in close contact with a person who has tested positive for COVID-19 (during the period of time in which the virus is contagious);
- are awaiting the results of a test for COVID-19;
- reside with anyone who is awaiting the results of a test for COVID-19;
- have returned from international travel and failed to observe the government requirement to quarantine for 14 days.

Visitors who are not subject to any of the above conditions for exclusion must be willing and able to agree to the following requirements to:

- leave the site immediately if they become unwell, after notifying a staff member/volunteer;
- at all times, maintain social distancing measures (as per the NSW Health guidelines) with respect to other visitors and staff/volunteers;
- maintain good personal hand hygiene by washing their hands regularly and thoroughly and/or using hand sanitiser;
- maintain good respiratory hygiene by coughing or sneezing into your elbow or a tissue, disposing of tissues immediately and then sanitising your hands before touching surfaces;
- provide the range with their name and contact details and consent to the range providing their name and contact details to the NSW Department of Health or any other third-party government department, as required to enable contact tracing procedures;
- acknowledge that they may be asked to wait, or be refused entry, to any range in the event that the site has reached its total capacity under NSW Health social distancing requirements;
- respond accurately to the following questions if asked by staff/volunteers:
 - Are you or anyone you live with currently undergoing testing or awaiting results for the COVID-19 virus?
 - Have you or anyone you live with tested positive for the COVID-19 virus and have



not been medically cleared as non-contagious?

- Do you have any flu-like symptoms (sore throat, runny nose, persistent cough, shortness of breath, fever)?
- acknowledge the right of the range to refuse entry or request their departure from the range at any time;
- at all times, treat staff, volunteers and other visitors with respect.

5.0 COVID-19 SAFETY SIGNS

Please see the following COVID-19 safety signs from Safe Work Australia.

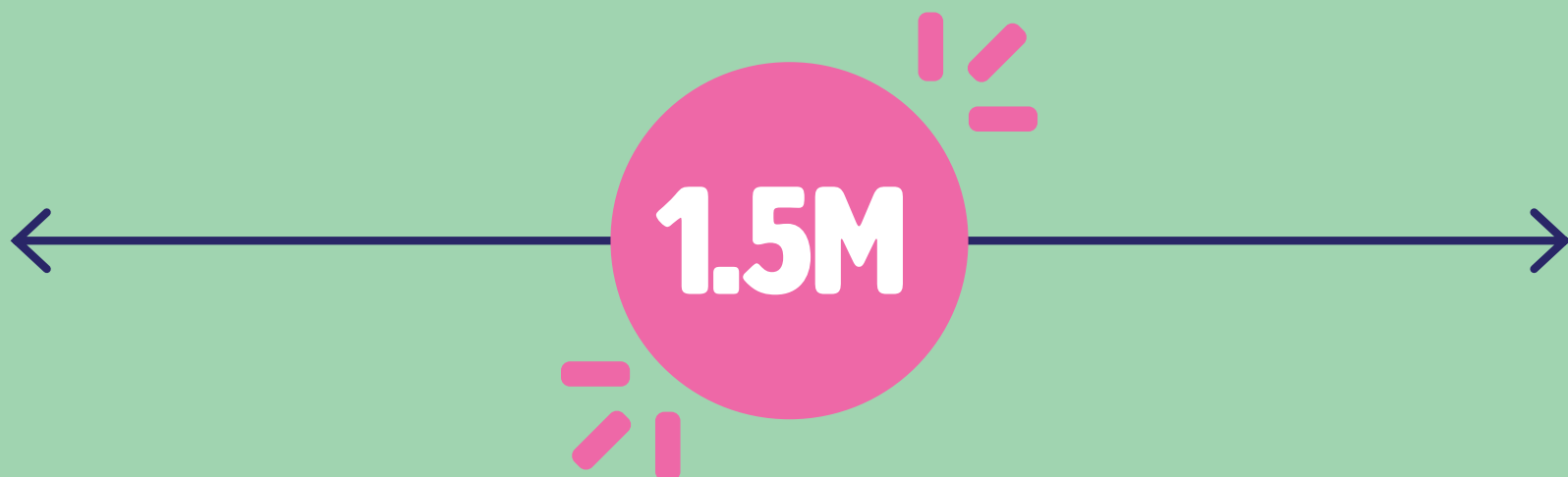
Ranges must place at least one COVID-19 safety sign in a clearly visible position at the entrance to the sign-in area.

KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit **health.gov.au**

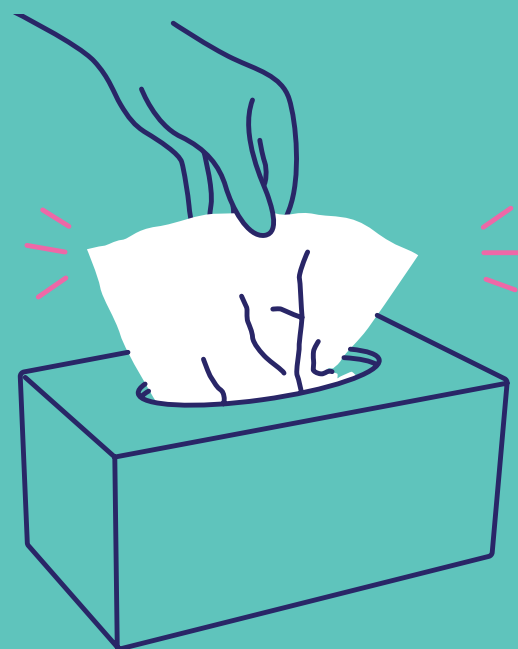


SIMPLE STEPS TO HELP STOP THE SPREAD.

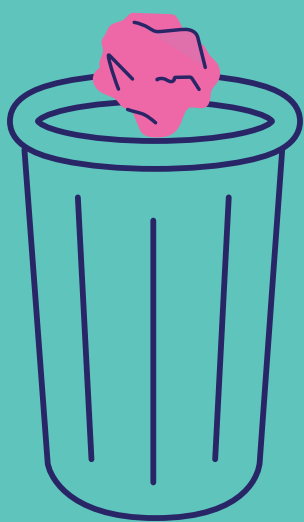
**Cough or sneeze
into your arm**



Use a tissue



Bin the tissue



Wash your hands



**TOGETHER WE CAN HELP STOP
THE SPREAD AND STAY HEALTHY.**

For more information about **Coronavirus
(COVID-19)** visit **health.gov.au**



Australian Government



Coronavirus
(COVID-19)

TO HELP STOP THE SPREAD OF CORONAVIRUS, WE SUPPORT GOOD HYGIENE PRACTICES.

Always wash your hands
with soap and water before
and after eating.

For more information about **Coronavirus
(COVID-19)** visit **health.gov.au**



HELP
STOP THE
SPREAD
AND STAY HEALTHY

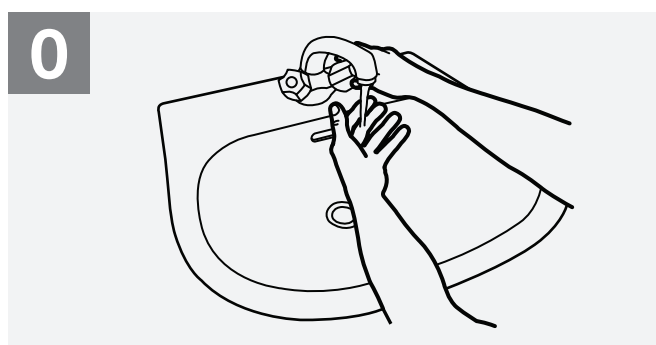


Australian Government

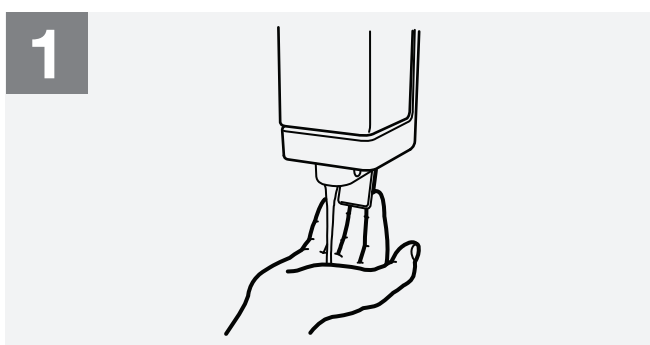
How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

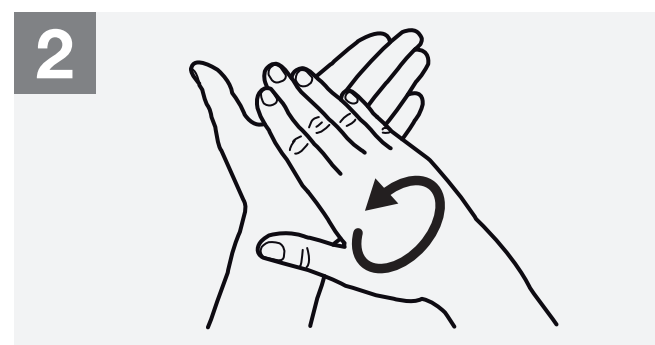
 **Duration of the entire procedure: 40-60 seconds**



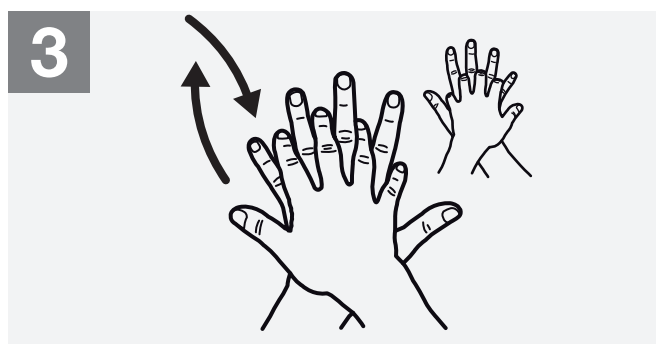
Wet hands with water;



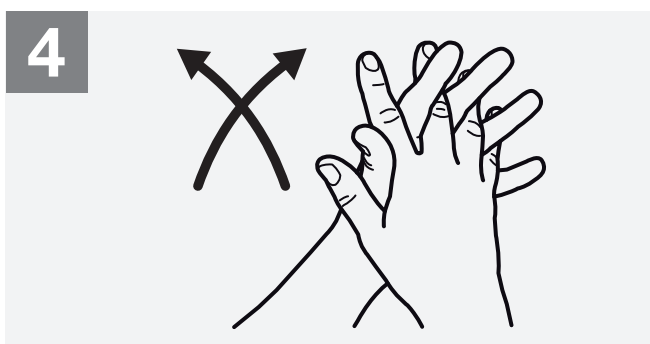
Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



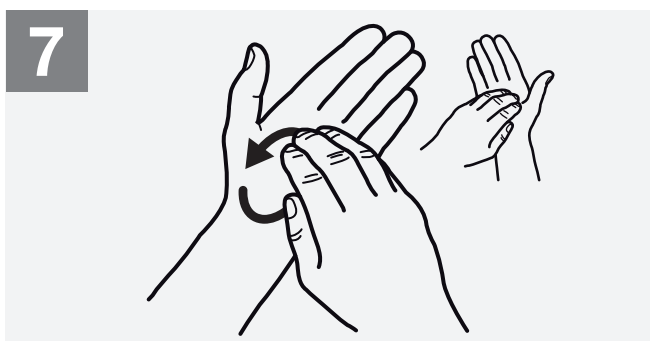
Palm to palm with fingers interlaced;



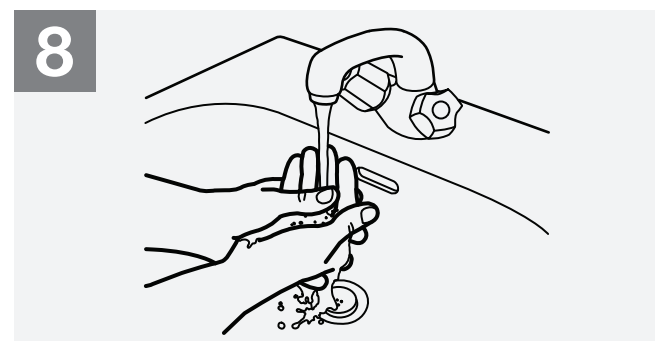
Backs of fingers to opposing palms with fingers interlocked;



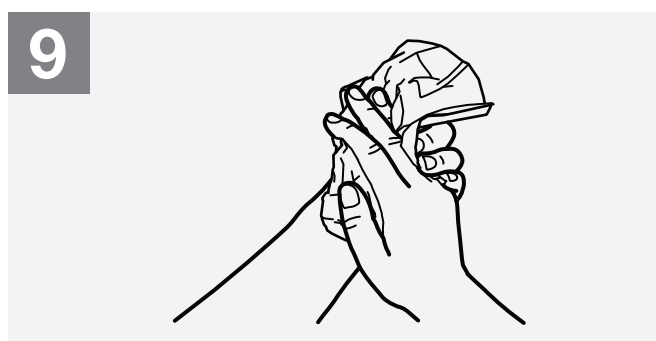
Rotational rubbing of left thumb clasped in right palm and vice versa;



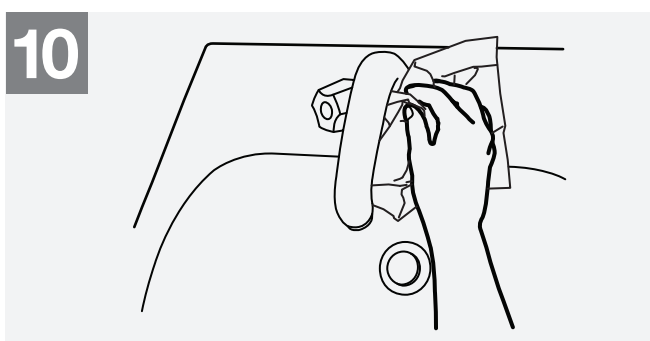
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



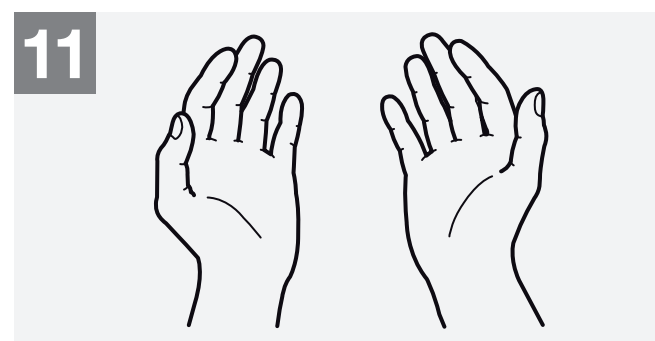
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

May 2009

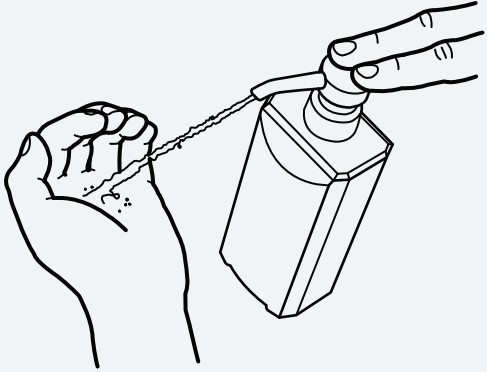
How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED



Duration of the entire procedure: 20-30 seconds

1a

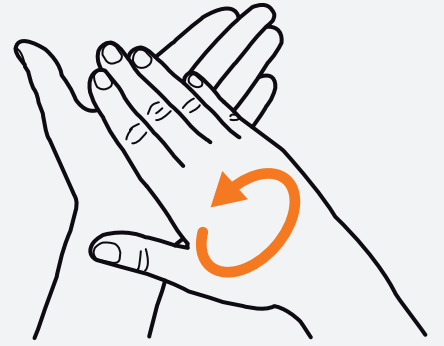


Apply a palmful of the product in a cupped hand, covering all surfaces;

1b

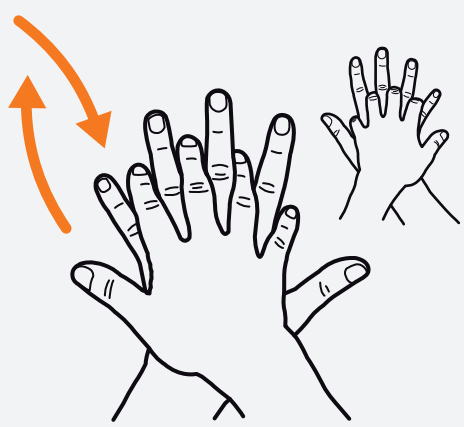


2



Rub hands palm to palm;

3



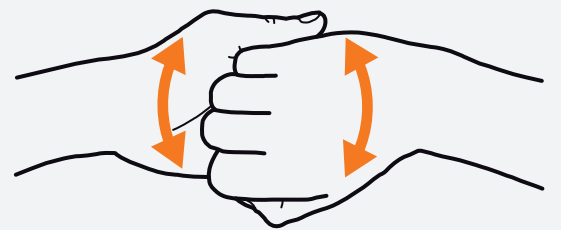
Right palm over left dorsum with interlaced fingers and vice versa;

4



Palm to palm with fingers interlaced;

5



Backs of fingers to opposing palms with fingers interlocked;

6



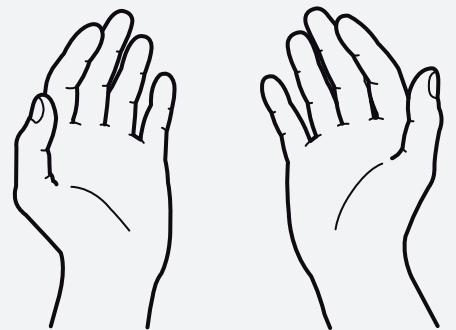
Rotational rubbing of left thumb clasped in right palm and vice versa;

7



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8



Once dry, your hands are safe.



World Health Organization

Patient Safety

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May 2009

Coronavirus (COVID-19) anxiety and staying mentally healthy

FOR OLDER ADULTS

As the number of COVID-19 cases rise across Australia, the level of anxiety within the community is likely to increase. It is important to take reasonable precautions, however, we also need to learn to manage our stress before it turns into more severe anxiety and panic. The following tips may help older Australians to keep stress and anxiety at bay during this challenging period.

Learn the facts (but limit media exposure)

Stay up-to-date with factual information from reliable sources such as the [Australian Government Department of Health](https://www.health.gov.au), the [Centers for Disease Control and Prevention](https://www.cdc.gov), or the [World Health Organization](https://www.who.int), and follow their recommendations.

However, a constant influx of information and media coverage about COVID-19 will actually make us feel more anxious and concerned. Try to limit how often you are exposed to news updates on COVID-19. Take breaks from both media coverage and COVID-19 conversations throughout the day so you can focus on other things.

Take reasonable precautions and keep things in perspective

As the pandemic continues to develop, we all worry about how this is going to affect our own and our family's health, work and finances. Try to keep your concerns in perspective. Rather than imagining the worst-case scenario and worrying about it, ask yourself:

- **What are the actual levels of risk and are there other facts that are important to remember in this situation?**

Current evidence suggests that older adults are no more likely to contract COVID-19 than younger adults. Among those who do contract COVID-19, those over the age of 60 are at greater risk of serious or life-threatening health complications that may require medical intervention. However, even with this increased risk, the large majority of older adults who contract this illness will recover.

Remember there are qualified professionals working to keep people well and policymakers are working on strategies to manage the spread of COVID-19, and create economic support packages to assist people. Health professionals are working hard to help people recover. The scientific community is working on understanding the illness, and developing treatments.

Be familiar with the difference between symptoms of COVID-19 and cold/flu symptoms, but also try limiting how often you monitor changes in your physical sensations. For example, don't excessively check your temperature if you are otherwise feeling well.

- **Am I overestimating how bad the consequences will be and underestimating my ability to cope?**

Consider how you (or your family) have gotten through difficulties in the past, and whether these coping skills might help you to get through this situation. Also remind yourself

that even though things might be difficult now, many of the consequences are time limited (ill health, financial burden, supply shortages etc.), and will eventually improve.

Change some of your routine if needed. For example, discuss whether you should postpone non-essential doctor appointments, including wellness visits. If available, telehealth consultations can be a reasonable substitute. Call your pharmacist to enquire about access to prescription medications and alternative methods of collection if necessary.

Have respectful and open conversations with your family and caregivers about your health concerns. Ask about what precautions they are taking to reduce your health risks, and what to do if you are concerned about your health.

Practise physical distancing but ensure social connection

Current recommendations advise practising social distancing as a way to prevent or slow the spread of COVID-19. This means keep your physical distance from others where possible. Unfortunately this can also result in reduced social contact, which can be especially problematic for people who are already socially isolated or feeling lonely.

According to the Australian Institute of Health and Welfare, 39 per cent of people aged 65 and over live alone. Research has shown that social isolation and loneliness increase the risk of physical and mental health problems.

Engaging in social activities is still possible while maintaining physical distance, but it does take creative and flexible thinking. Switch to virtual catch-ups via videoconferencing technology (e.g., Zoom, FaceTime, Skype) instead of face-to-face. Send a text or email. Call your friends and family on the telephone if you do not have access to video-based technology. If you are part of a community group or volunteering agency, enquire what alternative activities you can complete from home. Explore more ideas online about how to maintain social connections during this crisis (bit.ly/2UsdXcm).

Social distancing doesn't mean locking yourself indoors. If you practise good hygiene and keep your physical distance from others, you can still enjoy your backyard, do gardening, sit on the porch, get your mail and talk to neighbours (from a distance).

Tips for supporting older adults distressed by the COVID-19 outbreak

- Check in with older relatives/friends and ask how they are feeling
- Talk to them about how they are managing changes to their routine
- Offer practical and/or emotional support if needed (e.g., offer to set up videoconferencing technologies on their computer/tablet via FaceTime, offer to deliver groceries)
- Encourage them to do things they enjoy
- If you think they are not coping, or are overly isolated, suggest they seek help from their GPs, or encourage them to speak with a mental health professional (see below for contact information)
- Keep up contact with elderly relatives by writing emails, calling them on the telephone, talking via videoconference, send them videos to watch via email, send photos or drawings from children via email, or to the facility where they are.

Remember...

There are steps you can take to help protect yourself and those around you. Practising good hygiene, enacting physical distancing, and following government recommendations will help you make a difference. You can do things to help those around you, whether that is preventing the spread of illness or by supporting others socially or emotionally. As a community, we can work together to get through this challenging time and we all have a role to play.

Seeking additional support

If you feel that the stress or anxiety you experience as a result of COVID-19 is getting too much, a psychologist may be able to help.

Psychologists are highly trained and qualified professionals skilled in providing effective interventions for a range of mental health concerns, including stress. A psychologist can help you manage your stress and anxiety using techniques based on the best available research.

If you are referred to a psychologist by your GP, you might be eligible for a [Medicare rebate](#). You may also be eligible to receive psychology services via [telehealth](#) so that you do not need to travel to see a psychologist. Ask your psychologist or GP for details.

There are number of ways to access a psychologist. You can:

- use the Australia-wide [Find a Psychologist™](#) service. Go to findapsychologist.org.au or call 1800 333 497
- ask your GP or another health professional to refer you.

More information

Australian Government Department of Health

The Department of Health has developed a collection of resources for the general public, health professionals and industry about COVID-19, including translated resources. bit.ly/38OOWHe

World Health Organization

The World Health Organization provides information and guidance regarding the current outbreak of COVID-19. bit.ly/3cQUwCw

Centers for Disease Control and Prevention

The Centers for Disease Control and Prevention provides reliable information about COVID-19 such as its symptoms, steps you can take to protect yourself, and what to do if you are affected. bit.ly/39MEml8

Acknowledgments

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The Australian Psychological Society Limited
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