

SSAA NSW

COVID-19 SAFETY PLAN



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1.0 INTRODUCTION

1.1 COVID-19 Safety Plan Requirement

The NSW Government requires that all ranges/venues:

- [develop and comply with a safety plan](#) for the premises;
- keep a copy of the COVID-19 safety plan on the premises and make it available for inspection by an authorised officer as requested;
- [register as a COVID Safe business](#); and
- access your QR code and business resources online.

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 and in Accordance with Regional Restrictions

Government restrictions regarding the COVID-10 pandemic vary from region to region. Due to this, individual ranges may delay reopening until such time as they see fit and in accordance with regional restrictions. 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 Competitions, Outdoor Gatherings and Presentation Ceremonies

Restrictions for gatherings in NSW may vary for each region. Competitions, team gatherings and awards functions for clubs and associations are only permitted to take place at the discretion of the hosting range management and in line with the relevant COVID-19 Safety Plan at the venue and the current restrictions in the region in which it is being hosted.

All community sporting activities registered as COVID safe outdoor events, as well as Indoor Recreation Facilities, are now required by government to use [NSW Government QR code check-ins](#). Community sport organisations can support this by [registering as a COVID Safe business or organisation](#). Registering is easy, free and will provide you with a QR code poster to be printed and displayed at your range/event. Please see section [2.6](#) below for more details.

When organising an outdoor event please note that the Organiser must have and comply with the [Outdoor Events COVID-19 Safety Plan](#). Please refer to the [Office of Sport website](#) for specific restrictions and requirements for hosting an event.

At this time, State Titles are still on hold until further notice. Any future State Titles event will be held at the discretion of the SSAA NSW board and will be subject to health advice and regional restrictions. This also applies to National Titles being held within NSW. Please contact SSAA National for more information on National Titles.

Please visit the [NSW Government site](#) and for specific restrictions in your region, regarding gatherings and movement, capacity, mask requirements and event formats.

1.5 Face Mask Requirements

The general rules regarding where and when you must wear a mask can be found [HERE](#). Please note, a mask is not a substitute for good hand hygiene and physical distancing.

1.6 Travel

Some interstate borders remain closed. Travel within NSW is dependant upon your region. Please check the [NSW Government site](#) for the specific restrictions/requirements for your region.

1.7 Camping/Accommodation and Food/Beverage Sales

Camping/accommodation and the selling of food and beverages require separate COVID-19 Safety Plans. If you intend to provide these services to members, you will need to abide by all safety directives on the NSW Government website.

1.8 Entry Restrictions for those from COVID-19 Hotspots

As directed from the [NSW Health website](#), ranges should not allow entry to any person who has attended any of the locations under the heading “**COVID-19 Case Locations**” in the last 14 days.

The full list of case locations and areas with increased testing is available here:

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

Any person who has been to case locations within the times listed 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).

People who have attended areas listed under the heading “**Cases on public transport routes,**” as listed on the NSW Health website, will be permitted entry unless they show symptoms.

Please monitor the NSW Health website for additions and changes to the lists. Ranges are now required to update their individual COVID-19 Safety plan to include this information.

1.9 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.

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 that the appropriate square metre per person rule is followed [according to your region](#).
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. The number of persons in a clubhouse at any one time must comply with the appropriate square metre per person rule [according to your region](#).
14. Line markers (or an equivalent) should be put in place to direct persons where to stand in order to manage physical distancing.
15. 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

16. 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.
17. 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 the appropriate square metre per person rule [according to your region](#);
 - classes must not exceed the limit as dictated by NSW Government [according to your region](#);

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

18. Indoor ranges must display a sign indicating capacity of the venue, based on the appropriate square metre per person rule [according to your region](#).

2.4 Outdoor Range Capacity

19. 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 the appropriate square metre per person rule [according to your region](#);
 - premises must have a COVID-19 Safety Plan; and
 - 1.5 metres distance is to be maintained between each person.

2.5 Signing In

20. Ranges must display conditions of entry (please see attached example in Section 4.0) at the entrance of the venue.
21. Ranges must place at least one COVID-19 safety sign in a clearly visible position at the entrance to the sign-in area.
22. 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.
23. Persons must sign in without physical contact.
24. All community sporting activities registered as COVID safe outdoor events, [as well as Indoor Recreation Facilities](#), are now required to use the NSW Government QR Code Check-ins. Community sport organisations can support this by [registering as a COVID Safe business or organisation](#). Registering will provide you with a QR code poster to be printed and displayed at your range/event. Please see section [2.6](#) below for more details.
25. 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

26. 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.

27. This record keeping must be dated and **kept separate to attendance records**.

28. All community sporting activities registered as COVID safe outdoor events, as well as Indoor Recreation Facilities, are now required by government to use [NSW Government QR code check-ins](#). Community sport organisations can support this by [registering as a COVID Safe business or organisation](#). Registering is easy, free and will provide you with a QR code poster to be printed and displayed at your range/event.

29. NSW Government QR Code check-ins are essential for contact tracing purposes. This method is also contactless and reduces physical contact between people.

30. **Different ways members can check in**

Using the Service NSW COVID Safe Check-in there are different ways for members to check in. They can use their own mobile phone and:

- the Service NSW app and a MyServiceNSW Account
- the Service NSW app only
- the Service NSW Check-in webform.

Learn more

- [Step by step for first time QR code users](#)
- [Tips for common problems](#)

The NSW Government requires that all ranges/venues:

- [develop and comply with a safety plan](#) for the premises;
- keep a copy of the COVID-19 safety plan on the premises and make it available for inspection by an authorised officer as requested;

- [register as a COVID Safe business](#); and
 - access your QR code and business resources online.
31. If you don't have a phone, or you're unable to use yours for some reason, the venue can record your details on their own electronic system.
32. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage or technical limitations), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours ([as required by the NSW Government](#)). Venues must delete all records (electronic and paper) after 28 days if not required for contact tracing. [A record template is available here for download.](#)
33. Find out more about your record keeping obligations [here](#).

2.7 Shooting

34. Ranges should encourage persons to bring their own equipment wherever possible.
35. 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.
36. 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.
37. 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 appropriate square metre per person rule ([according to your region](#)) 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.

38. Persons are to place and retrieve their own targets, limiting exposure to Range Officers and other shooters.
39. Range Officers must ensure persons keep a safe distance while changing targets and clearing rifles.
40. 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.
41. 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

42. 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 [click here to download the COVID-19 safety signs](#) from NSW Health.

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