



KNSW GUIDELINES TO REDUCE COVID-19 RISK AT KNSW SANCTIONED EVENTS





KNSW GUIDELINES TO REDUCE COVID-19 (CORONARVIRUS) RISK AT KNSW SANCTIONED EVENTS

(INCLUDES COME & TRY, PRACTICE AND COMPETITION)

KNSW MAY AMEND THESE GUIDELINES AT ANY TIME.

VERSION 6.0 - EFFECTIVE AS AT 01 JULY 2020

NO ONE SHOULD ATTEND A KNSW SANCTIONED EVENT IF:

- In the last fourteen (14) days you are aware that you have been in contact with a known or suspected case of COVID-19;
- You have been overseas or have had contact with someone that has been overseas in the last fourteen (14) days; or
- You have any symptoms consistent with COVID-19 (including temperature, cough, sore throat, shortness of breath, fever).

EVERYONE IS REQUIRED TO:

- Comply with all requirements ALL Public Health legislation effective in New South Wales and ACT effective from 01 July 2020
- Comply with these Guidelines; and
- Comply with each KNSW Clubs' COVID-19 Safety Plan

To reduce COVID-19 (Coronavirus) Risk at KNSW Sanctioned Events.

Karting (New South Wales) Inc is the recognised State Sporting Organisation (SSO) for the sport of karting in New South Wales by the New South Wales Office of Sport.

Should you have any queries in relation to these Guidelines, please contact
admin@kartingnsw.com.au or 02) 4731 5000



KNSW GUIDELINES TO REDUCE COVID-19 (CORONAVIRUS) RISK AT KNSW SANCTIONED EVENTS (INCLUDES COME & TRY, PRACTICE AND COMPETITION)

1. All participants will be encouraged to download the COVIDSafe App.
2. KNSW Clubs may implement temperature screening of attendees prior to attendance at a KNSW Sanctioned Event.
3. All KNSW Officials, Staff and Volunteers must undertake the following awareness training:
<https://www.playbytherules.net.au/got-an-issue/covid-19-support-centre/covid-19-awareness-mini-course>
4. Ensure the number of people at the premises does not exceed one person per 4 square metres (including staff).
5. Ensure activities are non-contact as much as practical.
6. Ensure any spectators comply with 1.5 metres [physical distance](#) where practical, such as through staggered seating. Household contacts are not required to distance.
7. Reduce crowding wherever possible and promote [physical distancing](#) with markers on the floor, including where people are asked to queue.
8. Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote [physical distancing](#).
9. Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.
10. Have strategies in place to manage gatherings that may occur immediately outside the premises.
11. Minimise co-mingling of participants from different activities and timeslots where possible.
12. 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 class start times.
13. Review regular business deliveries and request contactless delivery and invoicing where practical.
14. Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate [physical distancing](#).

15. **SPECTATORS ARE PERMITTED – PROVIDED THAT, THE KNSW CLUB HOSTING A SANCTIONED EVENT** shall facilitate taking a record of the name and a mobile number or email address for all persons entering the KNSW Circuit. This information shall be kept for at least 28 day and shall be facilitated through use of the **KNSW COVID-19 QR CODE SYSTEM**.
16. **KNSW WILL KEEP RECORDS OF ALL KNSW LICENCE HOLDERS AND SPECTATORS** through **the KNSW COVID-19 QR CODE SYSTEM**. All information received through the **KNSW COVID-19 QR CODE SYSTEM** will be handled in accordance with KNSW's Privacy Policy available at www.kartingnsw.com.au/privacy-policy-2/.
17. All Clubs will be required to have a Covid-19 Safety Plan that include these Guidelines. **From 01 July 2020**, KNSW Clubs located in NSW shall have a Covid-19 Safety Plan that shall be in the format provided by the **NSW Government - Community sporting competitions and full training activities (attached)**.
18. All Supplementary Regulations + Addendums issued will include additional social distancing requirements specific to karting practice and competition events
19. **Drivers sign on** is to be conducted via the **KNSW COVID-19 QR CODE SYSTEM**.
20. All incoming payments to be EFT or Credit Card - or alternative low/no touch methods to collect cash
21. **Scrutineering** is to be completed ONLINE via KNSW Website prior to the KNSW Event. P Platers are still required to have their karts physically scrutineered in the designated isolated area.
22. **Drivers Briefing** will be conducted by written notice to all competitors and posted ONLINE via KNSW Website and on the notice board at the event. Additional briefing items may be communicated to teams using the PA system.
23. Any person using the PA Equipment is not to share microphones (one person per microphone). We recommend, where possible, that only 1 person be responsible for PA announcements and that microphones are to be regularly cleaned and sanitised.
24. **Officials Briefing** will be conducted by written notice to all officials prior to the KNSW Event.
25. **On the Out Grid** - Driver ONLY or Driver + 1 Assistant – subject to the Guidelines for Social Distancing for the Outgrid below.
26. **The In Grid** – There will be additional markers/cones placed on approach to the In Grid to assist with limiting gathering of numbers within the In Grid. Driver + 1 person to assist will be permitted to assist in lifting the kart – when directed by relevant Official to assist with social distancing requirements.



27. **Stewards** are to remain isolated for the entirety of the event. In the event of a Stewards Hearing being necessary, the hearing will be held in an isolated open area.
28. **Presentation** will proceed if there is a large open area where adequate separation can be maintained. Trophies and placards will not be handed to individuals; they will be placed on a table where they will be collected by the recipient.
29. There will be no hand shaking.
30. **KNSW Authorised Photographers** are to comply with these Guidelines at all times (including ensuring that their equipment is regularly cleaned and not shared with any other person whilst attending a KNSW Sanctioned Event

GUIDELINES FOR SOCIAL DISTANCING WITHIN THE OUT GRID

1. Determine the size of your Club's Out Grid. (For Example: 10m x 4m = 40sqm).
2. The total number people permitted in the Out Grid (including 2 Officials) should **AT ALL TIMES** have 4sqm per person.

Area of Outgrid	Total Number of permitted Persons in Area (Area / 4sqm)	Number of Club Supervisors/ Officials	Maximum Number of Other persons permitted (including Competitors)
40 sqm	10	2	8
60 sqm	15	2	13
80 sqm	20	2	18
100 sqm	25	2	22
120 sqm	30	2	27
140 sqm	35	2	33
160 sqm	40	2	36 ** subject to maximum numbers permitted as per Track Capacity in KNSW Rules & Regulations

Each Out Grid will clearly display signage of the MAXIMUM number of persons permitted in the Out Grid.

AT EACH KNSW CLUB'S FACILITIES – KNSW RECOMMENDS THE FOLLOWING:

1. **Pit Space** should comply with the 4sqm guideline per person. A minimum of 2.0m between each Pit Bay is required. (This could be a clear space or a trailer).
2. Participants and people in the **Viewing Areas** are to maintain a 2m separation wherever possible and be never closer than 1.5m.
3. **Control Tower** personnel are required to comply with the 4sqm guideline where possible. If not possible, additional preventative measures to be implemented (incl. opening windows, installing protective screens, limit access to the tower) to reduce contact is required.
4. Adopt good [hand hygiene practices](#).
5. Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.
6. Ensure bathrooms are well stocked with hand soap and paper towels.
7. Provide [visual aids](#) above hand wash basins to support effective hand washing.
8. Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical. Avoid shared food and drinks.
9. No self-serve buffet style, or service staff carrying trays. If food is provided or share-style, one person should be allocated to serve food and practise [hand hygiene](#) before and after service.
10. Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.
11. 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.
12. Clean areas used for high intensity cardio classes with [detergent and disinfectant](#) after each use.
13. Reduce sharing of equipment (including hire equipment) where practical and ensure these are cleaned with [detergent and disinfectant](#) between use.
14. Ensure there is accessible [detergent/disinfectant](#) and gloves for visitors to use, should they wish.
15. Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.
16. Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Anyone who is identified as being symptomatic or non-compliant with social distancing restrictions will be excluded and asked to leave the event.

KNSW may amend these Guidelines from time to time to comply with the then current NSW Health Directives and requirements of NSW Sport.

The following Checklists and Education Materials are available for the use of our Clubs:

- **COVIDSAFE APP –**
<https://www.health.gov.au/resources/collections/covidsafe-app-campaign-resources>
- **COVID19 VIDEOS & POSTER RESOURCES -**
<https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources>
- **NSW OFFICE OF SPORT -** <https://sport.nsw.gov.au/novel-coronavirus-covid-19>
- **NSW GOVERNMENT -** <https://www.nsw.gov.au/covid-19>
- **ACT SPORT & RECREATION -** <https://www.sport.act.gov.au/>
- **ACT GOVERNMENT -** <https://www.covid19.act.gov.au/>

> HELPING BUSINESS GET BACK TO WORK

13 June 2020

COVID-19 Safety Plan

Effective 1 July

Community sporting competitions and full training activities

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers, volunteers and your visitors.

Complete this plan in consultation with your workers and volunteers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely participate in activities. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Organisations must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

ORGANISATION DETAILS

Organisation name:

Plan completed by:

Approved by:

> REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers, parents/carers and participants who are unwell.	
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	

Wellbeing of staff and visitors
Display conditions of entry (website, social media, venue entry).
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> • Swimming pools • Gyms • Restaurants and cafes

REQUIREMENTS	ACTIONS
Physical distancing	
Ensure the number of people in a facility does not exceed one person per 4 square metres (including staff and spectators).	
Minimise co-mingling of participants from different games and timeslots where possible.	
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance. Have strategies in place to prevent spectators from different games and timeslots co-mingling.	
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.	
Reduce crowding wherever possible and promote physical distancing with markers on the floor.	
Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.	
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	
Use telephone or video platforms for essential staff meetings where practical.	

Physical distancing

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

REQUIREMENTS

ACTIONS

Hygiene and cleaning

Adopt good hand hygiene practices.

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

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

Provide visual aids above hand wash basins to support effective hand washing.

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

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

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.

Clean areas used for high intensity sports with detergent and disinfectant after each use.

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

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

Hygiene and cleaning

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

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Encourage contactless payment options.

REQUIREMENTS

ACTIONS

Record keeping

Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities 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.

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

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.

KARTING»

NEW SOUTH WALES

EST 1987

Karting (New South Wales) Inc

ABN 80 078 024 223

Sports House
Level 2, 8 Parkview Drive,
Sydney Olympic Park NSW 2127

Email: admin@kartingnsw.com.au

Tel: 02 4731 5000

