

COVID-19 Safety Planning

COVID-19 Safety Plan



Surf Life Saving Club details

Surf Life Saving Club:	Salt Surf Life Saving Club Inc.
Plan completed by:	Ben Clements (Secretary / COVID Safe Coordinator)
Plan approved by:	Greg Lovett (President)
Plan effective:	03/07/2020

Requirements	Actions
Wellbeing of SLS members and other people	
Communicate regularly with SLS members and other people to remind everyone that they should not come to the SLSC if unwell with respiratory symptoms or fever. Encourage testing of anyone with symptoms in line with advice from NSW Health.	<ul style="list-style-type: none"> Regularly update members including referring members to Salt or SLSNSW COVID-19 updates webpage—have their messaging align. Include a small reference and hyperlink to this with any club newsletters to avoid over-saturation of COVID-19 messages and only draw more attention to the webpages when significant changes have been made, e.g., following NSW Government updates.
Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown online and at a clear place of entry.	<ul style="list-style-type: none"> Determine how many people can safely be within each club room, the club itself and designated areas. Display conditions of entry at all club entry points as well as on club websites and social media pages. Make it clear where club entry points are before members arrive, e.g., by displaying them on webpages and social media accounts Display signs at entrances and exits to rooms or designated spaces with the maximum safe capacity for that space or room
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Gymnasiums Restaurants, bars and cafes Swimming pools. 	<ul style="list-style-type: none"> Complete program and facility specific COVID-19 Safety Plans . Gym safety plan has been completed and submitted. Review COVID-19 Safety Plans regularly in consultation with the appointed COVID Safe Coordinator and key members.
Exclude SLS members and other people who are unwell.	<ul style="list-style-type: none"> Display signage at entry points requesting those who are unwell not to enter the building or designated space and participate in activities.

Requirements	Actions
	<ul style="list-style-type: none"> Communicate on club webpages and through social media channels that people who are unwell should not attend or participant in SLS activities.
If hiring out areas of your SLSC, consult with the clients to address these requirements to understand what measures may already be in place.	<ul style="list-style-type: none"> Although not currently hiring, provide a copy of your COVID Safety Plan to anyone attending the club venue. Consult with the clients to address these requirements to understand what measures may already be in place on a case-by-case basis. Have clients sign a declaration that includes how they will address COVID-19 safety measures and that they understand measures already in place.
Provide SLS members and others with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick person or victim.	<ul style="list-style-type: none"> Refer people to COVID-19: What It Is, How to Prevent Spread online awareness course (Est. Duration 5-7 minutes) created by SLSA eLearning provider eTrainu Refer people to the eLearning course for COVID-19 infection control training (Est. Duration 30 minutes) created in partnership by The NSW Department of Health and Aspen Medical. Refer people to the NSW Health public COVID-19 Clinics and free COVID-19 GP Respiratory Clinics in NSW. Recommend testing if someone has a fever, cough, sore throat or shortness of breath and meets the current testing criteria.
Physical Distancing	
Assess the safe capacity of communal facilities (one person per 4 square metres of space), such as offices, meeting or training rooms, showers, change rooms and lockers. Display signs at entrances with the maximum safe capacity for that space or room and have strategies in place to reduce crowding and promote physical distancing.	<ul style="list-style-type: none"> Measure the square footage of a room or designated training space and calculate its safe capacity by allocating one person per 4 square meters Restrict access to showers, change rooms and to reduce the risk of infection as unable to maintain regular cleaning in these areas. Communicate with members that they should shower and change at their personal residence Include links to the NSW Health videos on the club website where possible, e.g., physical distancing
Capacity must not exceed one customer per 4 square metres of space.	<ul style="list-style-type: none"> Move or remove seating and tables as required to comply with physical distancing Have table and seating arrangements laid out to separate different groups of people and disperse them throughout the area/facility
Consider strategies encouraging people to take breaks outside, where practical in sufficiently shaded areas, or warm sheltered areas.	<ul style="list-style-type: none"> Communicate on club webpages and through social media channels that members should take breaks outside when possible in sufficiently shaded areas, or warm sheltered areas.
Ensure gym, sport, recreation or any other classes, or sport activities, have no more than 20 participants, plus the instructor and any assistants, per space and comply with one person per 4 square metres of space. E.g., no more than 20 junior participants plus a coach, water safety personnel or age manager. There may be multiple classes in a room if there is sufficient space to accommodate this and the classes remain separate. Ensure participants maintain 1.5 metres physical distance where practical.	<ul style="list-style-type: none"> Communicate on club webpages and through social media channels the safe capacity limits of the club.
Ensure the number of people in a facility does not exceed one person per 4 square metres of space (including staff and spectators).	<ul style="list-style-type: none"> Communicate on club webpages and through social media channels the maximum number of people allowed in a club at any one time
Have strategies in place to prevent spectators or participants from co-mingling between groups.	<ul style="list-style-type: none"> Communicate on club webpages and through social media channels areas for spectators to gather safely as well as how they should move between places to avoid gatherings and maintain safe physical distancing, e.g., advise spectators

Requirements	Actions
	<i>where and how is best to park and congregate before, during and after a surf sports or training event.</i>
Have strategies in place to manage gatherings that may occur immediately outside the premises or after an activity has finished. Such as with drop off and pick up zones or staggered start/finish times.	<ul style="list-style-type: none"> • <i>Stagger start and finish times of SLS activities to prevent crowding at entries, exits and drop off or pick up points.</i> • <i>Remind members of the 'get in, get active and get out'</i>
Implement and take reasonable steps for children and young person's activities and recreation, to ensure parents supervising or supporting children are physically distancing.	<ul style="list-style-type: none"> • <i>Noted</i>
Manage delivery times to minimise the number of vehicles and people in loading dock areas. Designate a space where they can carry out their duties at a safe distance.	<ul style="list-style-type: none"> • <i>Noted</i>
Most lifts can safely take 2 to 4 people providing people can stand apart; display signs near lifts to advise and recommend physical distancing.	<ul style="list-style-type: none"> • <i>Display signs near lifts to advise and recommend physical distancing.</i>
Move or block access to equipment to support 1.5 metres of physical distance between people.	<ul style="list-style-type: none"> • <i>Move or block access to equipment to support 1.5 metres of physical distance between people.</i>
Move or remove seating and tables as required to comply with physical distancing. Alcohol can only be consumed by seated customers.	<ul style="list-style-type: none"> • <i>Restrict people entering or standing around in spaces without designated seating that complies with physical distancing</i>
Provide visual aids above hand wash basins to support effective physical distancing, e.g., NSW Government Posters	<ul style="list-style-type: none"> • <i>Place government posters where appropriate at areas with hand washing and sanitation facilities as well as at entries and exits to area.</i>
Put plans and systems in place to monitor and control the numbers of SLS members and other people on site at any given time to allow for physical distancing.	<ul style="list-style-type: none"> • <i>Ask all volunteers, participants, contractors and other people to provide a record of their name and a mobile number or email address to support COVID-19 tracing before entering the building if this information is not captured through electronic lock systems</i> • <i>Schedule training times and group sizes to alternate days</i>
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	<ul style="list-style-type: none"> • <i>Place markers on the floor where appropriate, to guide the flow of pedestrian traffic and inform people where and how to queue 1.5 m apart from each other if required, e.g., outside kiosk, BBQ, registration areas</i> • <i>Have clear and simple signposts at a height for both adults and children to see and/or read</i>
Review regular SLSC deliveries and request contactless delivery and invoicing where practical.	<ul style="list-style-type: none"> • <i>Noted</i>
Use telephone or video platforms for essential meetings where practical.	<ul style="list-style-type: none"> • <i>Schedule club committee and any other meetings via Zoom or Microsoft Teams when sharing documents or screens is required.</i> • <i>Arrange teleconferences to avoid contact</i>
Where practical, stagger the use of communal facilities. Strongly encourage everyone to shower/change at home where possible.	<ul style="list-style-type: none"> • <i>Place closed signs at shower and change room facility entry points.</i> • <i>Restrict access to communal showers and change rooms.</i> • <i>Stagger bathroom breaks for training participants</i>
Hygiene and Cleaning	
Adopt good hand hygiene practices.	<ul style="list-style-type: none"> • <i>Clean your hands as per recommendations from NSW Health – shown in their posters (6 steps, 20 seconds).</i> • <i>Wash hands before and after touching things</i> • <i>Avoid sharing frequently touched items</i>
Avoid shared food and drinks.	<ul style="list-style-type: none"> • <i>Do not permit catering with shared food and drink options</i>

Requirements	Actions
	<ul style="list-style-type: none"> • Encourage member to bring their own food and drinks, e.g., bring your own water bottle, do not schedule BBQs with shared equipment and sauces • Provide single use, environmentally friendly cutlery, plates and cups
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	<ul style="list-style-type: none"> • Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.
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.	<ul style="list-style-type: none"> • Clean first with detergent and water, and then use a disinfectant. • Clean frequently used indoor hard surface areas, including children's play areas daily, e.g., after peak-use time or between staggered entry times • Clean frequently touched areas and surfaces several times per day, e.g., door handles.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	<ul style="list-style-type: none"> • Follow manufacturer's instructions for disinfectant solutions
Encourage contactless payment options.	<ul style="list-style-type: none"> • Use the SLS Payment Gateway for online transactions (apply to use with Form F079 on SLSA IT Helpdesk) • Encourage the use of the online membership joining webpage and the SLS Members Area to renew membership
Encourage everyone to bring their own water bottle, sunscreen, sweat towels, exercise mats and equipment.	<ul style="list-style-type: none"> • Communicate on club webpages and through social media channels areas for everyone to bring their own water bottle, sweat towels, exercise mats and equipment
Ensure bathrooms are well stocked with hand soap and paper towels.	<ul style="list-style-type: none"> • Frequently restock bathrooms with hand soap and paper towels. • Use air dryer in bathrooms to reduce the need for paper towel.
Ensure processes are in place to clean or launder shared clothing items after use, such as wetsuits, rash shirts and caps used for training or water safety as well as PPE for IRB crews.	<ul style="list-style-type: none"> • Have procedures in place to separate clean and used clothing items, as well as safe access to them • Frequently clean lifejackets • Use single-use PPE or thoroughly clean PPE before and after use while wearing gloves
Have hand washing facilities or alcohol-based hand sanitiser at key points around the site, such as entry and exit points and meal areas. Hand sanitiser may not work well if hands are visibly dirty.	<ul style="list-style-type: none"> • Have hand washing facilities or alcohol-based hand sanitiser at entry and exit points and meal areas
Ensure there is accessible detergent/disinfectant and gloves for people to use, should they wish.	<ul style="list-style-type: none"> • Have disinfectant and gloves close to entry and exit points and meal areas for people to use should they wish
Provide visual aids above hand wash basins to support effective hand washing, e.g., NSW Government Posters	<ul style="list-style-type: none"> • Post the NSW Government Posters around the club as per their recommendations, • Handwash and handrub posters above every handwashing facility • Physical distance and mental health posters at every entry and exit point • include links to the NSW Health videos on the club website where possible, e.g., good hygiene starts here
Reduce sharing of equipment (including SLS equipment, hire equipment, tools and machinery used at the SLSC) where practical and ensure these are cleaned with detergent and disinfectant between use.	<ul style="list-style-type: none"> • Communicate on club webpages and through social media channels areas for everyone to bring their own equipment where possible • Clean any equipment before and after use while wearing gloves

Requirements	Actions
SLS members are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<ul style="list-style-type: none"> • SLS members are required to wear gloves and other PPE whilst carrying out cleaning duties.
Where reasonably practical, consider methods to avoid the shared use of items, such as pens and pencils, tools or workstations.	<ul style="list-style-type: none"> • Provide clearing wipes next to items that must be shared so they can be regularly wiped down
Record keeping	
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your SLSC and notify SafeWork NSW on 13 10 50.	<ul style="list-style-type: none"> • The Club's President will notify SafeWork NSW on 13 10 50 and be the first point of contact should this occur
Keep a record of name and a mobile number or email address for all volunteers, participants, contractors and other people 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.	<ul style="list-style-type: none"> • One or all the following methods will be used to capture this data <ul style="list-style-type: none"> – Create an online form plus a QR code to increase accessibility and availability of real time data – Use club house door access – Create a paper-based register to capture this with people using their own pens where possible
Make your SLS members and other people aware of the COVIDSafe app and its benefits to support contact tracing if required.	<ul style="list-style-type: none"> • This will be promoted through the existing communication channels
Junior Activities	
<p>n et at nly alfe e e a e n t e ea a at fte el ey fn e an tann</p>	<ul style="list-style-type: none"> • !
<p>000000000000 000000000000 0000000000 00</p>	<ul style="list-style-type: none"> • • • •

- **Specific risks related to Lifesaving**

Risks	Actions
Lifesaving	
Contact with Patients and members of the publics during rescues	<ul style="list-style-type: none"> • <i>Use a bag-valve-mask (BVM) where possible as safer alternative</i> • <i>Resuscitation masks with a one way valve may still be used following individual risk assessment or a lifesaver may perform compression only CPR.</i> • <i>Maintain a safe distance while checking breathing</i>
Regularly clean rescue-ready equipment and contact points of rescue equipment used during rescues	<ul style="list-style-type: none"> • <i>Wash hands and contact points after use</i>
Use of Radios	<ul style="list-style-type: none"> • <i>Make sure radios are in bags</i>
Oxygen Equipment	<ul style="list-style-type: none"> • <i>Clean non-disposable parts of the unit thoroughly</i> • <i>Use single only equipment.</i>
First Aid equipment	<ul style="list-style-type: none"> • <i>Wear Gloves when handling any first aid equipment</i> • <i>Do not used first aid equipment that is clearly damaged or used where possible</i>
Patrol Hygiene	<ul style="list-style-type: none"> • <i>Ensure that there is hand sanitiser and alcohol wipes available in the patrol trailer.</i>
Ensure that the facilities are clean and safe for the members of the Emergency Call Out Team.	<ul style="list-style-type: none"> • <i>Quarantine the gear and equipment area, ensure it is clean and disinfected and only allow access for essential purposes.</i> • <i>Ensure that any member entering this area has access to hand sanitiser.</i> • <i>Ensure that there are toilets and showers reserved for the ECOT.</i>

Specific risks related to training and education activities

Requirements	Actions
Facility Management	
Clean areas used for practical training including but not limited to CPR training with detergent and disinfectant after each use.	<ul style="list-style-type: none"> • Clean areas used for practical training including but not limited to CPR training with detergent and disinfectant after each use • Follow the hygiene and cleaning guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education- Effective July 2020
Ensure all trainers, assessors and facilitators are able to disinfect CPR manikins safety	<ul style="list-style-type: none"> • Ensure all trainers, assessors and facilitators are aware of the disinfecting protocols • Ensure all trainers, assessors and facilitators have access to disinfectants, gloves and alcohol wipes • Follow manikin hygiene and cleaning guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education- Effective July 2020
Ensure all trainers, assessors and facilitators deliver CPR training safety	<ul style="list-style-type: none"> • Avoid high risk activities when training CPR • Make sure radios are in bags • Follow guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education- Effective July 2020
Ensure training rooms or areas are set up safely to avoid the risk of spreading COVID-19	<ul style="list-style-type: none"> • Follow the training room or area set-up guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education- Effective July 2020
Schedule training with staggered start times and limit enrolments to a maximum of participants in a classroom with a trainer, assessor or facilitator	<ul style="list-style-type: none"> • Follow the classroom capacity and scheduling training guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education- Effective July 2020

Specific risks related to facility management

Requirements	Actions
Facility Management	
Ensure that the Club's facilities are kept clean	<ul style="list-style-type: none"> • Wipe all tables and chairs with disinfectant prior to clients arriving at the facility. • Request that clients bring their own cups, plates, utensils