

# COVID-19 Safety Planning

## Australian Lifeguard Service

Effective 26<sup>th</sup> September 2020

### COVID-19 Safety Plan

#### Australian Lifeguard Service details

<b>Council Area &amp; Beach Location:</b>	Tweed Shire Salt SLSC   Beach
<b>Plan completed by:</b>	Scott McCartney – Northern NSW Lifeguard Coordinator
<b>Plan approved by:</b>	<b>Patria Harris</b>
<b>Plan effective:</b>	<b>26/09/2020</b>

### Requirements for ALS

Requirements for ALS and the actions you will put in place to keep your staff and other people safe.

Requirements	Actions
<b>Wellbeing of ALS staff and other people</b>	
ALS staff are asked not to attend work or any related activities if they have been near an identified hotspot or are a close contact of someone who has been at near a hotspot.	<ul style="list-style-type: none"> <li>Ensure this requirement is clearly communicated to staff</li> <li>Ensure staff are aware that the NSW Government has implemented restrictions on those who have been in Victoria to assist containing this and may introduce further restrictions for those who have travelled through NSW hotspots.</li> </ul>
Communicate regularly with ALS staff and other people to remind everyone that they should not come to work or training 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"> <li>Create a communications plan that includes a schedule of communications as well as the appropriate communication tools, e.g. Deputy, social media, email, SMS,</li> <li>Regular communication with Salt SLSC to ensure all measures are being followed by both parties and no issues/cases have occurred.</li> </ul>
Display conditions of entry (deputy, social media, venue entry). Display the maximum number of people allowed in each room/space and at a clear place of entry.	<ul style="list-style-type: none"> <li>Refer to Salt SLSC COVID-19 Safety Plan</li> <li>Determine how many people can safely be within each lifeguard room and designated areas.</li> <li>Display conditions of entry at all entry points as well as other relevant communications, e.g., deputy, social media, inductions, training</li> <li>Make it clear where entry points are before staff arrive, e.g. by displaying by communication to them prior to the commencement of the season</li> </ul>

Requirements	Actions
	<ul style="list-style-type: none"> <li>• <i>Display signs at entrances and exits to rooms or designated spaces with the maximum safe capacity for that space or room</i></li> </ul>
Exclude staff and other people who are unwell.	<ul style="list-style-type: none"> <li>• <i>Refer to Salt SLSC COVID-19 Safety Plan</i></li> <li>• <i>Display signage with large font and/or images at entry points requesting those who are unwell not to enter the building or designated space and participate in activities.</i></li> <li>• <i>Communicate on deputy, social media channels, training, induction, SMS that people who are unwell should not attend work or participate in activities.</i></li> </ul>
Make staff (where applicable) aware of their leave entitlements if they are sick or required to self-isolate.	<ul style="list-style-type: none"> <li>• <i>Approach ALS management for employee leave entitlements and then Communicate leave entitlements internally to the relevant staff members.</i></li> </ul>
Provide staff 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"> <li>• <i>Refer people to <a href="#">COVID-19: What It Is, How to Prevent Spread online awareness course</a> (Est. Duration 5-7 minutes) created by <b>SLSA eLearning provider eTrainu</b></i></li> <li>• <i>Refer people to the eLearning course for <a href="#">COVID-19 infection control training</a> (Est. Duration 30 minutes) created in partnership by <b>The NSW Department of Health</b> and Aspen Medical.</i></li> <li>• <i>Refer people to the <b>NSW Health</b> public <a href="#">COVID-19 Clinics</a> and free <a href="#">COVID-19 GP Respiratory Clinics</a> in NSW.</i></li> <li>• <i>Recommend testing if someone has a fever, cough, sore throat or shortness of breath and meets the <a href="#">current testing criteria</a>.</i></li> </ul>
<b>Physical Distancing</b>	
Assess the safe capacity of communal facilities (one person per 4 square metres of space), meeting or training rooms, showers and change rooms. Ensure SLS Club or ALS (whichever is agreed to manage building facility) have signs displayed 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"> <li>• <i>Refer to Salt SLSC COVID-19 Safety Plan</i></li> <li>• <i>Restrict access (as agreed with building manager) to showers, change rooms and to reduce the risk of infection as unable to maintain regular cleaning in these areas.</i></li> <li>• <i>Communicate with staff that they should shower and change at their personal residence</i></li> <li>• <i>Include links to the NSW Health videos on relevant communications where possible, e.g., physical distancing</i></li> </ul>
Capacity must not exceed one person per 4 square metres of space.	<ul style="list-style-type: none"> <li>• <i>Refer to Salt SLSC COVID-19 Safety Plan</i></li> <li>• <i>If applicable, count staff or members of the public as they enter and leave the premises or restrict their access completely.</i></li> <li>• <i>Move or remove seating and tables as required to comply with physical distancing</i></li> </ul>
Consider strategies encouraging people to take breaks outside, where practical in sufficiently shaded areas, or warm sheltered areas.	<ul style="list-style-type: none"> <li>• <i>Communicate on deputy and through social media channels that staff should take breaks outside when possible in sufficiently shaded areas, or warm sheltered areas.</i></li> </ul>
<p>Ensure training or group gatherings have no more than 20 participants and comply with one person per 4 square metres of space.</p> <p>Ensure participants maintain 1.5 metres physical distance where practical.</p>	<ul style="list-style-type: none"> <li>• <i>Communicate on deputy and through social media channels the safe capacity limits.</i></li> <li>• <i>Require confirmation of attendance prior to the training or gathering proceeding.</i></li> <li>• <i>Communicate with Salt SLSC if there are any club events or training</i></li> </ul>
Ensure the number of people in a facility does not exceed one person per 4 square metres of space.	<ul style="list-style-type: none"> <li>• <i>Communicate on club webpages and through social media channels the maximum number of people allowed in a club at any one time</i></li> <li>• <i>Where possible, restrict the number of people allowed to enter the space to the safe area capacity (One person per 4 square meters of space)</i></li> </ul>

Requirements	Actions
	<ul style="list-style-type: none"> <li>• <i>Communicate with Salt SLSC if there are any club events or training</i></li> </ul>
<p>Have strategies in place to prevent staff, SLS club members &amp; the public from co-mingling between groups.</p>	<ul style="list-style-type: none"> <li>• <i>Use signage, tape or other visual communication tools to designate areas for lifeguards, SLS club members and public to avoid co-mingling e.g signage near lifeguard tent or tower asking members of the public to keep 1.5 metre distance, lock or put signage near towers asking members of the public or club members to refrain from entering unless asked by the lifeguard.</i></li> <li>• <i>Communicate on deputy and through social media channels to avoid gatherings and maintain safe physical distancing e.g. procedures that are put in place at each location to minimise this occurrence</i></li> <li>• <i>Communicate with Salt SLSC if there are any club events or training</i></li> </ul>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises or after an activity has finished. Such as a training and then gatherings before or after to catch up with one another</p>	<ul style="list-style-type: none"> <li>• <i>Stagger start and finish times of trainings so there are smaller groups</i></li> <li>• <i>Remind staff of the 'get in, get active and get out'</i></li> <li>• <i>Communicate with Salt SLSC if there are any club events or training</i></li> </ul>
<p>Move or block access to equipment to support 1.5 metres of physical distance between people.</p>	<ul style="list-style-type: none"> <li>• <i>Move or block access to equipment to support 1.5 metres of physical distance between people.</i></li> </ul>
<p>Provide visual aids above hand wash basins to support effective physical distancing, e.g., <a href="#">NSW Government Posters</a></p>	<ul style="list-style-type: none"> <li>• <i>Refer to Salt SLSC COVID-19 Safety Plan</i></li> <li>• <i>Place government posters where appropriate at areas with hand washing and sanitation facilities as well as at entries and exits to area.</i></li> <li>• <i>Include links to the NSW Health videos on the club website where possible, e.g., good hygiene starts here</i></li> </ul>
<p>Put plans and systems in place to monitor and control the numbers of staff and other people on site at any given time to allow for physical distancing.</p>	<ul style="list-style-type: none"> <li>• <i>Refer to Salt SLSC COVID-19 Safety Plan</i></li> <li>• <i>Ask all staff, 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></li> </ul>
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<ul style="list-style-type: none"> <li>• <i>Speak with contractors and other companies about their delivery options for staggered delivery time arrangements</i></li> <li>• <i>Have invoices sent electronically</i></li> </ul>
<p>Use telephone or video platforms for essential meetings where practical.</p>	<ul style="list-style-type: none"> <li>• <i>Schedule meetings via Zoom or Microsoft Teams when sharing documents or screens is required.</i></li> </ul>
<p>Where practical, stagger the use of communal facilities. Strongly encourage everyone to shower/change at home where possible.</p>	<ul style="list-style-type: none"> <li>• <i>Refer to Salt SLSC COVID-19 Safety Plan</i></li> <li>• <i>Restrict access to communal showers and change rooms.</i></li> <li>• <i>Stagger bathroom breaks for training participants</i></li> </ul>
<p><b>Hygiene and Cleaning</b></p>	
<p>Adopt good hand hygiene practices.</p>	<ul style="list-style-type: none"> <li>• <i>Clean your hands as per recommendations from NSW Health – shown in their posters (6 steps, 20 seconds).</i></li> <li>• <i>Wash hands before and after touching things</i></li> <li>• <i>Avoid sharing frequently touched items</i></li> </ul>
<p>Avoid shared food and drinks.</p>	<ul style="list-style-type: none"> <li>• <i>Do not permit catering with shared food and drink options</i></li> <li>• <i>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</i></li> </ul>

Requirements	Actions
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	<ul style="list-style-type: none"> <li>• Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.</li> </ul>
Clean frequently used indoor hard surface areas at least daily; first with detergent and warm water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	<ul style="list-style-type: none"> <li>• Clean first with detergent and water, and then use a disinfectant.</li> <li>• Clean frequently used indoor hard surface areas e.g., after peak-use time or between staggered entry times</li> <li>• Clean frequently touched areas and surfaces several times per day, e.g., door handles.</li> </ul>
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	<ul style="list-style-type: none"> <li>• Follow manufacturer's instructions for disinfectant solutions</li> </ul>
Encourage everyone to bring their own water bottle, sweat towels, exercise mats and equipment.	<ul style="list-style-type: none"> <li>• Communicate on Deputy and through social media channels areas for everyone to bring their own water bottle, sweat towels, exercise mats and equipment</li> </ul>
Ensure bathrooms are well stocked with hand soap and paper towels.	<ul style="list-style-type: none"> <li>• Ensure bathrooms are frequently with hand soap and paper towels. Communicate with Salt SLSC so it is well stocked for club and ALS use &amp; adhere to Salt SLSC requirements on stocking of these items.</li> </ul>
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 RWC.	<ul style="list-style-type: none"> <li>• Have procedures in place to separate clean and used clothing items, as well as safe access to them</li> <li>• Frequently clean lifejackets</li> <li>• Use single-use PPE or thoroughly clean PPE before and after use while wearing gloves</li> </ul>
Have hand washing facilities or alcohol-based hand sanitiser at key points around the site. Hand sanitiser may not work well if hands are visibly dirty.	<ul style="list-style-type: none"> <li>• Have hand washing facilities or alcohol-based hand sanitiser at entry and exit points and meal areas</li> </ul>
Ensure there is accessible detergent/disinfectant and gloves for people to use, should they wish.	<ul style="list-style-type: none"> <li>• Have disinfectant and gloves close to entry and exit points and meal areas for people to use should they wish</li> </ul>
Provide visual aids above hand wash basins to support effective hand washing, e.g., <a href="#">NSW Government Posters</a>	<ul style="list-style-type: none"> <li>• Post the NSW Government Posters around the lifeguard area as per their recommendations,</li> <li>• Handwash and hand rub posters above every handwashing facility</li> <li>• Physical distance and mental health posters at every entry and exit point</li> <li>• Include links to the NSW Health videos on the SLSNSW website where possible, e.g., good hygiene starts here</li> </ul>
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	<ul style="list-style-type: none"> <li>• Communicate on Deputy and through social media channels areas for everyone to bring their own equipment where possible and where applicable</li> <li>• Clean any equipment before and after use while wearing gloves</li> </ul>
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<ul style="list-style-type: none"> <li>• Staff are required to wear gloves and other PPE whilst carrying out cleaning duties.</li> </ul>
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"> <li>• Provide clearing wipes next to items that must be shared so they can be regularly wiped down</li> <li>• Communicate on deputy and through social media channels areas for everyone to bring their own stationary, avoid sharing items, and distancing any work stations to comply with physical distancing requirements</li> </ul>
<b>Record keeping</b>	

Requirements	Actions
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 and notify Patria Harris or Caroline Remington.	<ul style="list-style-type: none"> <li>• <i>Caroline Remington will notify SafeWork NSW on 13 10 50 and be the first point of contact should this occur</i></li> </ul>
Keep a record of name and a mobile number or email address for all staff, members of the public, club members, 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"> <li>– <i>Adhere to Salt SLSC requirements</i></li> </ul>
Make your staff and other people aware of the <a href="#">COVIDSafe app</a> and its benefits to support contact tracing if required.	<ul style="list-style-type: none"> <li>• <i>Encourage all Lifeguards to download and register through the COVIDSafe App.</i></li> </ul>

## Specific risks related to Lifesaving

Requirements for ALS and the actions you will put in place to keep your staff and other people safe.

Risks	Actions
<b>Lifesaving</b>	
Contact with Patients and members of the public during rescues	<ul style="list-style-type: none"> <li>• <i>Use a bag-valve-mask (BVM) where possible as safer alternative</i></li> <li>• <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></li> <li>• <i>Maintain a safe distance while checking breathing</i></li> <li>• <i>Keep a patient register document</i></li> </ul>
Regularly clean rescue-ready equipment and contact points of rescue equipment used during rescues	<ul style="list-style-type: none"> <li>• <i>Wash hands and contact points after use with warm soapy water and disinfectant</i></li> <li>• <i>Use designated Tube and Board for the entire shift (Tube/Board per lifeguard)</i></li> <li>• <i>Clean rescue equipment with warm soapy water at the end of each shift</i></li> </ul>
Use of Radios	<ul style="list-style-type: none"> <li>• <i>Make sure radios are in bags</i></li> <li>• <i>Use the same radio for the duration of the shift, do not swap radios</i></li> <li>• <i>Make sure radios are cleaned regularly and at the end of each shift</i></li> </ul>
Oxygen Equipment	<ul style="list-style-type: none"> <li>• <i>Clean non-disposable parts of the unit thoroughly</i></li> <li>• <i>Use single only equipment.</i></li> </ul>
Patrol Area / Station	<ul style="list-style-type: none"> <li>• <i>Ensure social distancing measures are clear for the public to see and stop the public from coming up to the patrol area.</i></li> <li>• <i>Use signage to demonstrate and inform public of social distancing measures</i></li> <li>• <i>Use the patient register document when a lifeguard comes into contact with a member of the public</i></li> <li>• <i>Lifeguards to wear correct PPE (gloves/mask) if in contact with a member of public</i></li> </ul>
First Aid equipment	<ul style="list-style-type: none"> <li>• <i>Wear Gloves when handling any first aid equipment</i></li> <li>• <i>Do not use first aid equipment that is clearly damaged or used where possible</i></li> <li>• <i>Where possible wear a mask when treating patients</i></li> </ul>
First Aid Room	<ul style="list-style-type: none"> <li>• <i>Keep a record of anyone that has entered the SLSC (first aid room, showers etc)</i></li> <li>• <i>Ensure all equipment and surfaces are cleaned after use</i></li> </ul>

Risks	Actions
Salt ATV / Tractor	<ul style="list-style-type: none"> <li>• Only used for operational purposes</li> <li>• Stowed away out of the public's reach while not being used</li> <li>• No public allowed in or near the ATV/Tractor unless an emergency</li> <li>• Lifeguards to clean the ATV/Tractor with warm soapy water at the end of each use and shift</li> </ul>
Salt ALS RWC	<ul style="list-style-type: none"> <li>• Social distancing area created around the RWC to prevent the public contacting the RWC</li> <li>• Lifeguards to clean the RWC with warm soapy water at the end of each shift.</li> </ul>
Salt Patrol Tower	<ul style="list-style-type: none"> <li>• Ensure all equipment, chairs and surfaces are cleaned after each shift</li> <li>• No public allowed up or around the patrol tower</li> <li>• Use signage to demonstrate social distancing and prevention measures as well as maximum capacity signage.</li> </ul>