**[Insert Logo]**

**JUNIOR COVID-19 SAFETY PLAN & ACTIVITY CHECKLIST**

[Surf Life Saving Club]

|  |  |
| --- | --- |
| **[Surf Life Saving Club]** |  |
| **[Club Facility Location]** |  |
| **[Nipper COVID Coordinator]** |  |
| **Contact Email** |  |
| **Contact Mobile Number** |  |
| **Version** |  |
| **[Insert Name] is responsible for this document** | |

**Version 1.3 July 28 2020**

Version Control Table

|  |  |  |
| --- | --- | --- |
| **Date** | **Version** | **Details** |
| 16 July 2020 | 1.2 | Added covering page and sections |
| 28 July 2002 | 1.3 | Section 2 – Becoming a COVID Safe Business was added  Section 5, 11 & Attendance Sheet – QR code information added as NSW Government encourages clubs to use this system for attendance registration. |
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1. Introduction

The purpose of this COVID-19 Safety Plan is to provide an overarching plan for the implementation and management of procedures by [Surf Life Saving Club] to support its members and participants in the staged resumption of clubhouse activity.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community. The Plan provides the framework to govern the general operation of [Surf Life Saving Club], and the facilities it controls.

This Plan includes, but is not limited to, the conduct of:

* 1. staged opening of club operation and activity; and
  2. facility management and supporting operations (facility operations).

At all times the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

1. Key Principles

This Plan is based on:

* AIS COVID framework
* Fitness Australia guidelines for gyms

The Plan also accepts as key principles that:

* The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
* Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on [Surf Life Saving Club]’s plan;
* Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19.

**Being COVID Safe**

1. You **MUST** create and complete a COVID-19 Safety Plan
2. Register your club as a COVID Safe Business - <https://www.nsw.gov.au/register-your-business-as-covid-safe>
3. Show that your club is COVID Safe by:
4. Download and display your COVID Safe posters and make your customers feel confident
5. Consider using a contactless method such as a QR code to [collect customer details](https://www.nsw.gov.au/covid-19/covid-safe-businesses/qr-codes-and-contactless-record-keeping) for contact tracing
6. Share your completed COVID-19 Safety Plan with your staff to ensure their wellbeing
7. Display your COVID Safe badge on your digital and social channels such as Facebook and Google Maps
8. Train new workers to act in a COVID Safe way

Keep your plan up-to-date when there are changes to the rules. Customers can visit the URL in the posters to [provide feedback](https://www.nsw.gov.au/give-feedback-on-a-business) on how your business is providing a COVID Safe environment.

1. Responsibilities under this Plan

[Surf Life Saving Club] retains the overall responsibility for the effective management and implementation of the activities and operations outlined in this Plan.

The Board of [Surf Life Saving Club] is responsible for:

* Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
* Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

The Board has appointed the following person as the [Surf Life Saving Club] COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

|  |  |
| --- | --- |
| **Name** | [XXXX] |
| **Contact Email** | [XXXX] |
| **Contact Number** | [XXXX] |

[Surf Life Saving Club] expects all members, participants, coaches, officials, administrative staff and volunteers to:

* Comply with the health directions of government and public health authorities as issued from time to time;
* Understand and act in accordance with this Plan as amended from time to time;
* Comply with any testing and precautionary measures implemented by [Surf Life Saving Club];
* Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
* Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

The Surf Club COVID Safety Coordinator will:

* Complete the COVID Safe Checklist and Plan (reviewed at coordination meeting)
* Distribute safety posters throughout the club (provided by SLS Sydney)
* Purchase and distribute hand sanitation material for use at entry and exits
* Update plan when required
* Act as a contact for members regarding ideas and questions
* Develop strategies to check on maximum numbers and distancing requirements
* Define and develop cleaning strategies with club management

1. Criteria for facility operating

Surf Life Saving Clubs in Sydney can open from 13 June 2020 under the following guidelines:

1. Have appointed a Club COVID Safety Co-ordinator – Please ensure you make contact with your club coordinator
2. Have attend the SLS COVID Safe Briefing/ Meeting and been inducted into the safety framework
3. Have completed the safety plan and checklist for each area opening (club, showers, gym, bar)
4. The management committee are satisfied they meet the required guidelines within this plan
5. Facility/Key Principles Checklist

Each area of the club will require common safety measures, these include:

**Numbers, distancing and registration**

* Considering having one entry and one standard exit to the club to allow for registration and promotional information etc.
* Capping numbers of entry to one person per 4 metre square for the floor space used
* Groups can only be a maximum of 10 people – no more than 10 people using a table
* Registration of those using area (tag or sign in) for possible contact tracing. Clubhouse entry via a tag system may be suitable. Club to define if they need a section sign in system or a club entry system.
* **As of 25 July** [**QR code sign-in**](https://www.nsw.gov.au/covid-19/covid-safe-businesses/qr-codes-and-contactless-record-keeping) **is strongly encouraged by NSW Government.**
* Monitor and call out / discourage physical greetings (hand shaking, high fives, hugs and kisses, etc).
* Encourage members not to loiter in high use areas ‘Get in, train and get out’, “Shower and leave”

**Cleaning and Hygiene**

* Hand and hygiene sterilisation available on entry and exit
* Provide self-cleaning guidelines for members where required
* Develop monitoring process for compliance and cleaning
* Discourage sharing of equipment and clean between use
* Advise that no bags, clothing (including wetsuits, etc) or other personal items are to be left at the club or in change rooms.

**Information and safety promotion**

* Safety promotional posters and material should be displayed
* Provide guidelines in club news, social media and other channels, of club usage requirements
* Brief club officers, coaches, team managers and sections heads about this plan
* Members identified as high-risk groups of COVID-19 should be strongly encouraged to stay home.
* If a member tests positive to COVID-19 they’re strongly encouraged to contact the Club President and state date and times they were at the premises (these details are to be kept confidential).

**The following checklist should be used for each specific area**

Showers and change rooms

**It is strongly advised that members change and shower at home and a adopt a “Get in, train and get out” policy.**

* Club to define the maximum number that can be accommodated using one member per 4 square metre rules. Note this number on posters supplied, undertake inspections and encourage member to member accountability. Record any breaches or actions taken for non-compliance.
* Promote and monitor social distancing of 1.5m. Consider helpful “X” tape on floor systems and/or safety signage displayed promoting distancing.
* Define process for entry. User tracing is important if an infection is identified. Ensure you have a system to identify members using the clubhouse such as using the club electronic tag system or including a sign in process to enter. Display signage provided
* Provide hand sanitation on entry and exit
* Supply cleaning products and encourage members to self-clean surfaces used.
* Clubs must ensure a regular cleaning protocol of showers and change rooms after each group use.
* Advise the use of own towel and personal care products – safety signage provided
* Set up a cleaning schedule and record sheet located in each bathroom/change room and ensure cleaners record each facilities clean (template attached).

Club Shed, Multi-Purpose Rooms and Equipment Areas

* Ensure the number of people in a facility does not exceed one person per 4 square metres.
* Minimise co-mingling by staggering training start times.
* A register must be completed by anyone entering the facilities and records kept for 28 days.
* Promote and monitor social distancing of 1.5m. Consider helpful “X” tape on floor systems and/or safety signage displayed promoting distancing.
* Ensure signage is displayed around hygiene and cleaning protocols.
* Consider using a booking system for training sessions.
* Adhoc use of clubhouse facilities by members outside of formal or group training sessions is prohibited due to lack of ability to monitor cleaning and hygiene protocols.
* Where there is a group working on equipment or cleaning out the gear shed or club house, for example, use a booking system to keep numbers at a minimum and schedule small groups to work at different times.
* Operate on a “Get in, train or work, and get out” basis.
* Prevent gatherings occurring outside the premises.
* Consider appointing a Club house manager to oversee bookings and usage.
* Ensure regular cleaning of communal areas and wipe down of any equipment being worked on.
* Provide hand sanitiser and encourage use on entry and exit.
* Provide detergent and gloves for members working within the facility.
* Any shared sports/training/CPR equipment must be washed down and disinfected after each use.
* Ensure you appoint someone to oversee cleaning of shared equipment, either an overall Clubhouse and gear manager or appoint someone from each training or working group.
* The storage of personal craft within the gear shed is discouraged at this stage.
* Facilities can open under the above guidelines from 13th June. Return to full training activities including boats and double skis are able to resume from 1st July.
* IRB training can resume now under the Emergency service provision of essential training.

General Information to members at entry points and in newsletters

To assist us to create a COVIDSafe Surf Club please follow safety signage and the guidelines below:

* Register entry via electronic tag, sign in book or QR code sign-in
* Maintain Social distancing – 1.5m
* Personal hygiene encouraged
* Use hand sanitation on entry and exit
* Observe maximum number signage and guidelines
* Download and turn on COVIDSAFE App
* Self-clean surfaces used with product provided
* Call the club president if you are diagnosed with COVID-19 after attending the club

X Don’t enter if you are feeling unwell

X Don’t congregate in groups or share equipment. Do not leave bags, cloths or wetsuits within the club.

1. Junior Activity Checklist

**Pre-Activity**

* Add this JDC safety checklist to club COVID Safety Plan. JDC committee to approve plan before starting activity.
* Appoint a COVID Safety Officer to oversee Junior Activity/Training. Appoint additional officers for larger group numbers (use one officer per 50 nippers). Check in with club COVID Safety Officer(s)
* SLS Sydney will be providing information to the GMs of each Local Government but the junior coordinator should contact their local government representative or make district contact before activity starts. Consider a district approach for liaison.
* Develop a nipper registration process that does not involve large gatherings. Consider online registration and small groups rostered at different times.
* Encourage young members or parents/age managers who do not feel well to NOT attend the beach or junior activity.
* Communicate safety arrangements to Junior Development members before attending the beach. Also consider a community communications plan to promote your safety culture. This can be done via your website, club Facebook page and Insta page, local newspaper, your club newsletter, and maybe also liaising with local schools, who could share your information.
* Ensure all age managers hold the SLS Age Manager Award and are qualified for water safety. Encourage parents who would like to be on the beach with their children to obtain their age manager award.
* Define process for registration for each junior activity member and age mangers. User tracing is important if an infection is identified. Ensure you have a system to identify members entering the clubhouse such as the club electronic tag system, a sign in process or a QR code. Display signage provided.
* Define the group management plans. Consider the following :
  1. Should you decide to reduce numbers, one option for the larger clubs is to run the U6 and U7’s age groups as a limited group for Nipper siblings only for the season.
  2. Consider greater water activities and ensure water safety in place
  3. Keep nippers moving and not gathering together
  4. Mark off areas where age groups will conduct their specific program
  5. Consider shorter programs at staggered times
  6. Break into small groups for more effective delivery
  7. Consider different points of drop off and pick up

**On-Day Activity**

* Undertake a pre-activity safety briefing to communicate to age managers plan details
  + 1. Ask others how they are feeling and if not feeling well then not participant
    2. Ensure everyone has signed in
    3. Ensure everyone has hand sanitised

Following the government requirements (as of 1st July) for a community sporting activity (indoors or outdoors) that involves a gathering of more than 20 participants <https://sport.nsw.gov.au/novel-coronavirus-covid-19> :

* The gathering must not exceed a total of 500 participants, which includes:
  1. a **person** engaged in the sporting activity, and
  2. an **official** (including a volunteer) involved in the conduct or organisation of the sporting activity, and
  3. a **spectator** of the sporting activity.
* Promote and monitor social distancing of parents, spectators and age managers of 1.5m. Encourage only one parent to attend and not to gather in groups.
* Community sporting activity organisers may need to consider measures that may need to be implemented to adhere to the Public Health Order requirements. Some suggestions include:

1. Limiting the number of areas operating on the beach or the club house.
2. Allowing additional time between age groups and/or activities to ensure there are no more than 500 people onsite at any one time.
3. Encourage participants not to spend additional time in the area. - ‘Turn Up, Participate, Leave’
4. Encourage only one parent/carer to accompany their child to the beach for the purpose of supervision.

* Ensure age managers, adults assisting on the beach and water safety personnel are suitably identifiable through a vest, club shirt, hat or rash vest.
* Provide hand sanitation on beach entry and exit and encourage personal hygiene
* Provide registration process
* Safety officer to monitor gatherings and actively intervene to change behaviour as required

**Post Day Activity**

* Undertake post activity safety briefing and update plan as required

1. Supplies and Resources

**General reference guides and assistance**

Policy and Compliance – Peter Agnew, President SLS Sydney. 0407 938 880

Resourcing, guides and poster reprints - Karen Byron, SLS Sydney, Club Development Officer

9019 0722 or 0466 630 643 – [clubdevelopment@surflifesavingsydney.com.au](mailto:clubdevelopment@surflifesavingsydney.com.au)

**Other useful COVID-19 Links**

[NSW Health Infection control guidelines for Community Sport](https://www.health.gov.au/sites/default/files/documents/2020/05/covid-19-infection-control-guidelines-for-community-sport.pdf)

[NSW Gov Guidelines for Sports-Recreation-Safety Plan](https://www.nsw.gov.au/covid-19/industry-guidelines/sports-recreation-and-gyms#checklist-of-matters-to-be-addressed-in-your-covid-19-safety-plan)

[QR code sign-in details](https://www.nsw.gov.au/covid-19/covid-safe-businesses/qr-codes-and-contactless-record-keeping)

[Register your business as COVID safe](https://www.nsw.gov.au/register-your-business-as-covid-safe)

**How to calculate the number of people for the size of your room**

1. Measure the length of the room.
2. Measure the width of the room.
3. Multiply the length by the width to calculate the area of your room in square metres.
4. Divide the area of your room (calculated in square metres) by 4 to calculate the maximum number of people allowed.

|  |  |
| --- | --- |
| **Number of people** | **Minimum space required** |
| 1 | 4 square metres |
| 10 | 40 square metres |
| 20 | 80 square metres |
| 30 | 120 square metres |
| 40 | 160 square metres |
| 50 | 200 square metres |

**Hand Sanitiser**

Suppliers such as Bunnings, Chemist Warehouse. Refer to cleaning and hand sanitiser information.

**Cleaning**

See Safe Work Australia website for cleaning to prevent the spread of COVID-19

[Safe Work Australia - COVID-19 workplace cleaning and disinfection](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19#cleaning-and-disinfection)

[Download the PDF](https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/COVID-and-Cleaning-info-sheet_26May2020_0.pdf)

1. Safety Promotional Material

Posters have been developed by Surf Life Saving Sydney and four printed A3 copies of each poster will be supplied to each surf club.

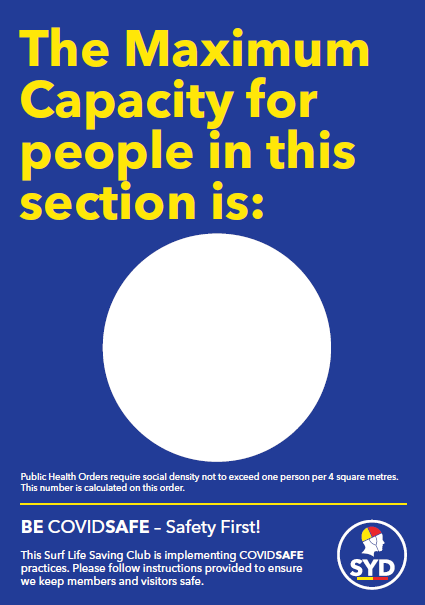
**Welcome! Poster** to be displayed at each entry point of the surf club.



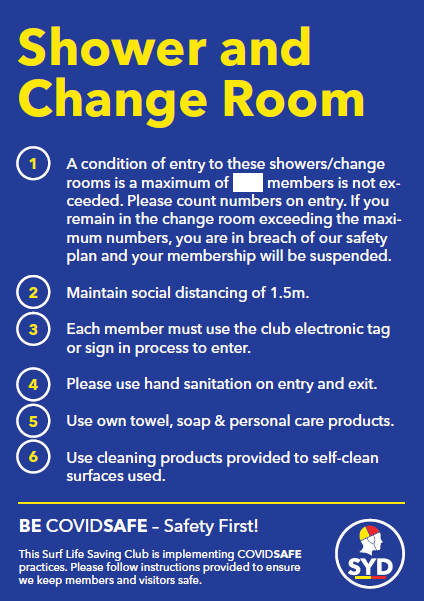
**Attention Poster** to be displayed at each entry point of the surf club.



**Maximum Capacity poster** should be displayed at the entry to change rooms/showers, the gym and the bar. Write the maximum number of people allowed to enter based on one person per square metre (see Section 7)



**Shower and Change Room Poster** to be displayed at entry of male and female change rooms. Indicate the maximum number that can enter based on the one person per 4 square metre rule



**Good Hygiene Poster** – to be displayed in bathrooms and toilets



1. Cleaning Information

**Cleaning & Hand Sanitiser Information**

As discussed, here is the information I collected so you have an idea of the varying prices on Hand Sanitiser out in the market place.

I did not dig down into general cleaning products as I thought your club would most probably have this already sourced, however LAB6, Bunnings, Officeworks and supermarkets all have a variety of products with various pricing on offer.

**BULK HAND SANITISER**

**LAB6 Pty Ltd – 9540 2616**

Unit 17B, 1 Endeavour Road, Caringbah

$53.90 for 5ltr Hand Sanitiser = $10.78 per litre

[LAB 6 Full Price List](http://surflifesavingsydney.com.au/wp-content/uploads/2020/06/LAB6-PRICE-LIST-SURF-CLUBS-2020.pdf)

**idc Medical - 9587 0232**

3 Production Avenue, Kogarah

$125.00 for 5ltr Hand Sanitiser = $25.00 per

[idc Medical Full Price List](http://surflifesavingsydney.com.au/wp-content/uploads/2020/06/IDC-Medical-Price-List-Sani-Range.pdf) and [idc Medical Product Flyer](http://surflifesavingsydney.com.au/wp-content/uploads/2020/06/IDC-SaniSystems-product-range-flyer-v3.pdf)

**Paul Cooper – Secretary Burning Palms**

**The Intellectual Disability Foundation of St George**

0412 532 863

Bulk Hand Sanitiser – produced by Manildra Group @ $6.00 per litre

**Retail Outlets - Prices as at 16th July 2020**

**Bunnings Warehouse**

from $12.00 per litre

**Chemist Warehouse**

from $14.49 per litre

**Officeworks**

from $19.90 per litre

**[Club Name]** **Attendance Register**

Register of attendees

**Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Arrival time | Departure time | Full name | Phone | Email address | Club | Role | In the previous 14 days, have you:   * Had any COVID-19 symptoms? * Been in contact with any confirmed/suspected COVID-19 case? * Travelled internationally? | Downloaded and using COVIDSafe app? |
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Consider collecting customer details for contact tracing with a contactless method such as a QR code will help keep customers and staff safe.

<https://www.nsw.gov.au/covid-19/covid-safe-businesses/qr-codes-and-contactless-record-keeping>