COVID-19 Safety Planning
Junior Activities

Effective 2nd September 2020

Any Surf Life Saving Club (SLSC) in NSW **MUST** complete a 'COVID-19 Safety Plan', follow the current COVID-19 Public Health Orders and manage risks to SLS members, staff and other people in accordance with Work Health and Safety laws. They **MUST** also register as the 'COVID Safe Business' to show their commitment to COVID Safety and keeping our community safe.

SLSNSW has developed this contextualised COVID-19 Safety Plan template based on the general version released by the NSW Government. The requirements have been reworded and contextualised for Surf Life Saving. This template is shared in a tool kit format allowing clubs to edit and add in specific risks related to their local operating environment.

This template will be reviewed by SLSNSW on a regular basis. It is important to note that it is the club's responsibility to ensure their COVID Safety Plans are kept up to date and that they meet the relevant legislative and compliance requirements.

1 Create and Complete a COVID-19 Safety Plan

You **MUST** create and complete a COVID-19 Safety Plan in consultation with your Club Management Team, then share it with them. This will help slow the spread of COVID-19 and reassure SLS members, staff and other people that they can safely visit the SLSC. You should update the plan to be more specifically tailored to your SLSC and you should update it in the future, as restrictions and advice changes.

The plan has the following focus areas for clubs as a guide to create and complete their own COVID-19 Safety Plan:

- Wellbeing of members, staff, and other people
- Physical distancing
- Hygiene and cleaning
- Record keeping
- Program specific risks

2 Register the SLSC as a 'COVID Safe business'

After you have completed the COVID-19 Safety Plan, you **MUST Register your SLSC as 'COVID Safe Business'.**

As a 'COVID Safe Business', your SLSC will be able to show everyone that you're committed to keeping them safe. SLS members, staff and other people will also be able to provide feedback in real-time.

When you have registered, you will get:

- a digital COVID Safe badge for use on Google and social channels
- posters on safety and hygiene
- reports on how everyone rates your SLSC safety.

3 Show that the SLSC is COVID Safe

The final step is showing that your SLSC is doing its part to keep our community COVID Safe:

- download and display your COVID Safe posters and make your SLS members, staff and other people feel confident
- share your completed COVID-19 Safety Plan with your SLS Club Management Team, staff and members to ensure their wellbeing
- display your COVID Safe badge on your digital and social channels such as Facebook and Google Maps
- train SLS members and staff to act in a COVID Safe way
- keep your plan up-to-date when there are changes to the rules.

COVID-19 Safety Plan

Surf Life Saving Club details	
Surf Life Saving Club:	URUNGA SLSC
Plan completed by:	JIM MCCULLAGH – CLUB CAPTAIN/COVID SAFETY COORDINATOR
Plan approved by:	MICK DOUGHERTY – PRESIDENT. RENEE DAWSON - JAC
Plan effective:	Monday 7th September, 2020

Requirements for SLSC

Requirements for your SLSC and the actions you will put in place to keep your SLS members, staff and other people safe.

Note: The pre-populated action items are suggestions only, you should review them and determine what is relevant and applicable to your local operating environment/program area.

Requirements	Actions
Wellbeing of SLS members, staff and other people	
Members are asked not to attend to any Surf Life Saving related activities if they have been near an identified hotspot or are a close contact of someone who has been at near a hotspot.	• *Ensure this requirement is clearly communicated to members* • *Ensure members 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.*
Communicate regularly with SLS members, staff 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.	• *Create a communications plan that includes a schedule of communications as well as the appropriate communication tools, e.g., social media, email, SMS, SurfGuard* • *Regularly update and refer members to your SLSC 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.*
Encourage members to wear a face mask: • if it is hard to maintain 1.5 metres of physical distance from others • on public transport • in indoor venues with a higher risk of transmission, where practical • if working in cafes, restaurants, pubs and clubs and other venues with a higher risk of transmission.	• *Encourage wearing a facemask in ongoing communication to reduce community transmission* • *Refer members to the NSW Government webpage on facemasks for more information on the different types of masks, why wear a mask, as well as how and when to wear one. (https://www.nsw.gov.au/covid-19/face-masks)* • *Remind members that a mask is not a substitute for good hand hygiene and physical distancing*
Ensure processes are in place to exclude people if they have attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latestnews-and-updates).	• *Closely monitor the information on the NSW Health Website*

Requirements	Actions
	• *Communicate with members that any person who has attended any of the reported locations listed on the NSW Health Website may not attend SLS activities and locations.* • *Clearly communicate the SLS organisation's position on this matter.*
Exclude SLS members, staff and other people who are unwell.	• *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.* • *Communicate on club webpages and through social media channels that people who are unwell should not attend or participant in SLS activities.* • *Screen members, staff and other people upon entry with non-contact infrared forehead thermometers for signs of fever (temperature greater than 37.5°C)*
Provide SLS members, 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.	• *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), 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.	• *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*
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. 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.	• *Wrist bands can be used to track maximum group sizes (e.g. 500 festival type bands available)* • *Restrict gym entry to up to 20 members if the space safely allows within the limits of a safe area capacity (One person per 4 square meters of space)* • *Communicate on club webpages and through social media channels the safe capacity limits of the club gym and conditions of gym entry.* • *Update gymnasium form templates available on SLS Members Area Document Library (WHS) to align with new COVID-19 restrictions.*
Ensure the number of people does not exceed one person per 4 square metres (including staff, members and spectators) to a maximum of 500 people.	• *Communicate on club webpages and through social media channels the maximum number of people allowed in a club at any one time* • *Where possible through electronic means, restrict the number of people allowed to enter the club to the safe area capacity (One person per 4 square meters of space)*
Have strategies in place to prevent parents, participants and/or spectators from co-mingling between groups.	• *Use signage, tape on the flow or other visual communication tools to designate areas for parents, participants and/or spectators, as well as how they move through the spaces to*

Requirements	Actions
	• *avoid co-mingling, e.g., create pathways lines on the floor or with flags to guide people along a pathway to or from areas* • *Communicate on club webpages and through social media channels areas for parents and/or spectators to gather safely as well as how they should move between places to avoid gatherings and maintain safe physical distancing, e.g., advise parents and/or spectators where and how is best to park and congregate before, during and after a surf sports or training event.*
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.	• *Have markings or signage in place to designate directions of pedestrian traffic on the ground and at eye level* • *Have signage with large font and/or images to indicate pick up and drop off zones, and no-gathering zones within and around the surf club—include this information in any communications* • *Stagger start and finish times of SLS activities to prevent crowding at entries, exits and drop off or pick up points.* • *Remind members of the 'get in, get active and get out'*
Implement and take reasonable steps for children and young person's activities and recreation, to ensure parents supervising or supporting children are physically distancing.	• *Communicate 'one person per child' message– focusing on parents and carers and asking parents and/or spectators to stay at home* • *Use signage, tape on the flow or other visual communication tools to designate areas for junior activities and their parents or spectators, as well as how they move through the spaces to avoid co-mingling, e.g., create pathways lines on the floor or with flags to guide people along a pathway to or from areas* • *Make announcements over loudhailers or loudspeakers* • *Communicate on club webpages and through social media channels areas for parents and/or spectators to gather safely as well as how they should move between places to avoid gatherings and maintain safe physical distancing, e.g., advise parents and/or spectators where and how is best to park and congregate before, during and after a surf sports or training event.*
Put plans and systems in place to monitor and control the numbers of SLS members, staff and other people on site at any given time to allow for physical distancing.	• *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* • *Schedule training times and group sizes to alternate days, e.g., Nippers from 4-5 and ski training from 4.30-5.30.*
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	• *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 cafes, BBQs, registration areas* • *Have clear and simple signposts at a height for both adults and children to see and/or read* • *Encourage members to use BBQ, café and canteen facilities for take away only*
Use flexible working arrangements where possible, such as working from home, other locations, or working early or late nights to reduce peak periods.	• *Support, encourage and use videoconferencing where possible* • *Stagger start and finish times* • *Have alternating work teams if cannot work from home or other locations*
Use telephone or video platforms for essential meetings where practical.	• *Schedule club committee and any other meetings via Zoom or Microsoft Teams when sharing documents or screens is required.* • *Arrange teleconferences to avoid physical contact*

Requirements	Actions
Where practical, stagger the use of communal facilities. Strongly encourage everyone to shower/change at home where possible.	• *Place closed signs at shower and change room facility entry points.* • *Restrict access to communal showers and change rooms.* • *Stagger bathroom breaks for training participants*

Hygiene and Cleaning	
Adopt good hand hygiene practices.	• *Clean your hands as per recommendations from NSW Health – shown in their* posters *(6 steps, 20 seconds).* • *Wash hands before and after touching things* • *Avoid sharing frequently touched items*
Avoid shared food and drinks.	• *Do not permit catering with shared food and drink options* • *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*
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	• *Follow manufacturer's instructions for disinfectant solutions*
Encourage contactless payment options.	• *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, sweat towels, exercise mats and equipment.	• *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 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.	• *Have procedures in place to separate clean and used clothing items, as well as safe access to them* • *Frequently clean lifejackets* • *Use dingle-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.	• *Have hand washing facilities or alcohol-based hand sanitiser at entry and exit points and meal areas*
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.	• *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*
SLS members and staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	• *SLS members are required to wear gloves and other PPE whilst carrying out cleaning duties.*

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.	• *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 staff, volunteers, participants, contractors and other people for a period of at least 28 days. Ensure records are used only for the	• *One or all the following methods will be used to capture this data* – *Create an online form plus a QR code to increase accessibility and availability of real time data*

Requirements	Actions
purposes of tracing COVID-19 infections and are stored confidentially and securely. It is the role of the COVID-19 Safe Hygiene Marshall to ensure the accuracy and legibility of records. Paper sign-in is permitted, but premises must digitise these within 24 hours and provide immediately on request. QR Code sign-in is encouraged	– *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, staff and other people aware of the COVIDSafe app and its benefits to support contact tracing if required.	• *This will be promoted through the existing communication channels*

Specific risks related to junior activities

Requirements for your SLSC and the actions you will put in place to keep your SLS members, staff and other people safe.

Requirements	Actions
Junior Activities	
Ensure that only qualified members are on the beach as part of the delivery of nippers and training.	• *Age Managers, Coaches and Junior Activity Chairs wear clearly marked club shirts, and qualified water safety personnel wear the orange rash vest and cap while on duty (as per SLSA water safety policy)*
Ensure that designated beach training areas as well as their entry and exit points are clearly marked out for nipper training and groups to comply with one person per 4 square metres of space rule	• *Use hazard cones to mark out designated beach training areas* • *Have clear and simple signposts at training area entry and exit points at a height for both adults and children to see and/or read* • *Display training signs available to members and public* • *Use signage, tape on the flow or other visual communication tools to designate areas for junior activities and their parents, as well as how they move through the spaces to avoid co-mingling, e.g., create pathways lines on the floor or with flags to guide people along a pathway to or from areas*
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