



STOCKTON SLSC

COVID-19 ACTION PLAN

Version Control

Version #	Date Endorsed/Effective
V1	15 June 2020
V2	10 August 2020

1. Background & Introduction

This plan describes the actions that need to be taken by Stockton Surf Lifesaving Club (SSLSC) to ensure the safety of its members and visitors during the current Covid-19 pandemic. This will form our plan to reopen our Surf Club and Facilities. The plan will be updated regularly to take account of the rapidly changing situation.

The requirements of this plan apply to all personnel using club facilities and a copy of the plan will be available to those affected.

This plan is developed by the Covid-19 Safety Coordinator in consultation with key stakeholders and endorsed by the Executive Committee as and when required. This may be in response to restrictions changing by relevant authorities.

The clubhouse and its facilities have been closed since 23 March 2020. As restrictions begin to ease, this plan aims to identify a path for Stockton SLSC members and the community to resume normal use of the clubhouse and its facilities. This plan will also prescribe any measures or conditions imposed on the use of club facilities such as limits of people gathering in a particular place in the club at any one time.

The Club will prepare safety plans relevant to each area of the Club's operations both program and facility based. Each safety plan will be updated and activated in accordance with government requirements, as and when each area of club activity commences.

2. Covid-19 Safety Coordinator

A COVID-19 Safety Coordinator has been appointed by SSLSC who will act as the central point of contact for all matters COVID-19 within the club. The Safety Coordinator is responsible for liaising with each section of the club undertaking activity.

Stockton SLSC Covid-19 Safety Coordinator is:

Callan Nickerson
Phone: 0413 075 781

Email: president@stocktonsurfclub.com

The Safety Coordinator will:

- Complete the COVID-19 Safe Checklist and Safety Plan for each area, before they may open
- Print & distribute safety posters throughout the club
- Purchase and distribute hand sanitation material for use at entries and exits
- Update Plan as and 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 along with the Club Management Committee
- Be responsible for reviewing Safework Australia's guidelines and assessing the risk of conducting any activity in or around the surf club. COVID-19 considerations can be found at [SafeWork Australia](#).
- Manage the collection and storage of all Attendance registers for the club – bar/gym/training/education. These must be kept securely for 28 days and then destroyed. They must be handed over to the Health Department on request.

3. Stockton SLSC Safety and Wellbeing Key Principles & Actions

The following table outlines the requirements and actions Stockton SLSC will put in place to keep members and the community safe. **These key principles and actions apply to ALL safety plans which are annexed to this action plan.**

Requirements	Actions
Wellbeing of SLS members, staff and other people	
Members are asked not to attend 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 or near a hotspot.	<ul style="list-style-type: none">● 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.	<ul style="list-style-type: none">● Communicate with members as new information about Covid-19 is available. Outline to members relevant impacts to club facilities and operations● 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.
Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people	<ul style="list-style-type: none">● Determine how many people can safely be within each

<p>allowed in each room/space shown online and at a clear place of entry.</p>	<p>club room, the club itself and designated areas.</p> <ul style="list-style-type: none"> ● Display conditions of entry at all club entry points as well as on club websites and social media pages, e.g., in social media and webpage banners. ● 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
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> ● Gymsnasiums ● Indoor recreation facilities ● Major recreation facilities ● Restaurants, bars and cafes, kiosks and canteens ● Swimming pools. 	<ul style="list-style-type: none"> ● Complete program and facility specific COVID-19 Safety Plans ● Review COVID-19 Safety Plans on a weekly basis in consultation with the appointed COVID Safe Coordinator and key members. ● Have NSW Health posters on mental health posted around the club and include links to the NSW Health videos on the club website where possible
<p>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).</p>	<ul style="list-style-type: none"> ● Closely monitor the information on the NSW Health Website ● 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.
<p>Exclude SLS members, staff and other people who are unwell.</p>	<ul style="list-style-type: none"> ● 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 participate in SLS activities.
<p>If hiring out areas of your SLSC, consult with the clients to address these requirements to understand what measures may already be in place.</p>	<ul style="list-style-type: none"> ● Provide a copy of your COVID Safety Plan to anyone hiring a 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.
<p>Make SLSC staff (where applicable) aware of their leave entitlements if they are sick or required to self-isolate.</p>	<ul style="list-style-type: none"> ● Communicate leave entitlements internally to the relevant staff members by the Board of Management.
<p>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.</p>	<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)

	<p>created in partnership by The NSW Department of Health and Aspen Medical.</p> <ul style="list-style-type: none"> ● 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	
<p>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.</p>	<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
<p>Capacity must not exceed one customer per 4 square metres of space.</p>	<ul style="list-style-type: none"> ● Count customers as they enter and leave the premises ● 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 ● Have a maximum seating arrangement for a group of up to 20 people at the one table in a food or drink area within the limits of a safe area capacity (One person per 4 square meters of space)
<p>Consider strategies encouraging people to take breaks outside, where practical in sufficiently shaded areas, or warm sheltered areas.</p>	<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. ● Place signage with large font and/or images in break areas outside where practicable to indicate that they are a good place to take a break while social distancing
<p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> ● Restrict gym entry to up to 6 members (One person per 4 square meters of space and 1.5metres apart) ● 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.
<p>Ensure the number of people in a facility does not exceed one person per 4 square metres of space (including staff, members and spectators) to a maximum of 500 people.</p>	<ul style="list-style-type: none"> ● Only allow a maximum of 45 people throughout the club house building at any one time. Each room within the clubhouse has its capacity signposted at the entry

	<p>to that room and is also compiled in the Club's Covid-19 Action Plan.</p> <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. • 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)
<p>Have strategies in place to prevent parents, participants and/or spectators from co-mingling between groups.</p>	<ul style="list-style-type: none"> • Use signage, tape on the floor or other visual communication tools to designate areas for participants and 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 • 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 where and how is best to park and congregate before, during and after a surf sports or training event.
<p>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.</p>	<ul style="list-style-type: none"> • If a large crowd is expected to gather at the club for any particular event / gathering, 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'
<p>Implement and take reasonable steps for children and young person's activities and recreation, to ensure parents supervising or supporting children are physically distancing.</p>	<ul style="list-style-type: none"> • Use signage, tape on the floor or other visual communication tools to designate areas for junior activities and their parent 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 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 where and how is best to park and congregate before, during and after a surf sports or training event.
<p>Manage delivery times to minimise the number of vehicles</p>	<ul style="list-style-type: none"> • If an event or gathering is planned or scheduled at the

and people in loading dock areas. Designate a space where they can carry out their duties at a safe distance.	<p>club that would allow the delivery of goods of any sort, designate a space where they can carry out their duties at a safe distance.</p> <ul style="list-style-type: none"> ● Stagger drop-off and pick-up times of deliveries to prevent crowding at entries, exits and drop off or pick up points.
Move or block access to equipment to support 1.5 metres of physical distance between people.	<ul style="list-style-type: none"> ● Move or block access to equipment to support 1.5 metres of physical distance between people.
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"> ● Restrict people entering or standing around in spaces without designated seating that complies with physical distancing ● Display signage with large font and/or images that alcohol may only be consumed by seated customers
Provide visual aids above hand wash basins to support effective physical distancing, e.g., NSW Government Posters	<ul style="list-style-type: none"> ● Place government posters where appropriate at areas with hand washing and sanitation facilities as well as at entries and exits to area. ● Include links to the NSW Health videos on the club website where possible, e.g., good hygiene starts here
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.	<ul style="list-style-type: none"> ● 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.	<ul style="list-style-type: none"> ● If an event or gathering planned with a substantial crowd, 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
Review regular SLS deliveries and request contactless delivery and invoicing where practical.	<ul style="list-style-type: none"> ● Speak with contractors and other companies about their delivery options for staggered delivery time arrangements ● Have invoices sent electronically
Use telephone or video platforms for essential meetings where practical.	<ul style="list-style-type: none"> ● Schedule club committee and any other meetings via Zoom when sharing documents or screens is required. ● Arrange teleconferences or speak to people over the phone where appropriate to avoid face-to-face contact.
Where practical, stagger the use of communal facilities.	<ul style="list-style-type: none"> ● Place closed signs at shower and change room facility

Strongly encourage everyone to shower/change at home where possible.	<p>entry points.</p> <ul style="list-style-type: none"> ● Restrict access to communal showers and change rooms. ● Stagger bathroom breaks for training participants
Hygiene and Cleaning	
Adopt good hand hygiene practices.	<ul style="list-style-type: none"> ● 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 ● Make hand sanitiser available throughout the clubhouse
Avoid shared food and drinks.	<ul style="list-style-type: none"> ● 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
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, regularly; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day whenever they have been used.	<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) ● Use ‘tap and go’ or invoicing to make payments where possible if the SLS payment gateway is unavailable ● 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. ● Have an air dryer installed in bathroom to reduce the need for paper towel deliveries

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 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.	<ul style="list-style-type: none"> • Have hand washing facilities or alcohol-based hand sanitiser at entry and exit points and meal areas and appropriate signage to indicate location of hand sanitiser stations
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 hand rub 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
SLS members and staff 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 • Communicate on club webpages 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
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 staff, 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 <u>stored confidentially and securely</u> . It is the role of the COVID-19 Safe Hygiene Marshall to ensure the accuracy and legibility of records.	<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

Paper sign-in is permitted, but premises must digitise these within 24 hours and provide immediately on request. QR Code sign-in is encouraged	
Make your SLS members, staff 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

4. Facility Specific Key Principles, Actions and Protocols

4.1 Use of Club Facilities

Stockton SLSC clubhouse will re-open for use by members on Saturday 13 June 2020. From this time, Stockton SLSC will adhere to the current Public Health Order (PHO) - and any changes subsequently made to it. The latest PHO is available [HERE](#).

Current PHO requirements and government advice about social distancing will be adhered to and is as follows:

- 4sq metres per person in a room
- 1.5 metres between individuals

Based on these requirements the club is able to have a maximum of 46 people on the premises at any one time. The following table sets out the maximum number of people allowed in each area of the club:

Area of Club	Maximum number of people at any one time
First aid room	2
Gym	6
Male change facilities	4
Female change facilities	4
Hall (including balcony, office and upstairs toilets)	30
Nippers shed	3
TOTAL	49

Old Clubhouse (rooms occupied by SSLSC):

Area of Club	Maximum number of people at any one time
Ski and board shed	4
Patrol shed	5

- While a maximum of 30 people are allowed upstairs at any one time, the following limits of people at any one time apply to rooms within the upstairs hall and are included in the limit of 30 people:
 - Balcony – 15 people
 - Office – 2 people

- Male toilet – 2 people
- Female toilet – 2 people
- This number is due to the floor space in each of the above rooms, which meets the required 4sqm's per person as per the PHO
- Those attending are encouraged to have the COVIDSafe app installed on their mobile phones.
- Any people who are feeling unwell should not enter the club's facilities.
- All people entering and leaving the club for a function are required to sign in using the provided Entry Register
 - this register will be stored securely for 28 days and then destroyed.
 - The information on it, will be handed over to NSW Health should it be requested.
 - It will not be used for any other purpose.
- Cleaning must occur as detailed in Appendix A. This will vary depending on the activity being conducted.
- There must be a nominated and clearly visible Covid Safe Hygiene Marshal who is responsible for ensuring that social distancing and hygiene is being adhered to. This person will have the authority to close the bar and/or premises if this does not occur. Requirements around Marshals that is prescribed by the NSW Government is available [HERE](#) and will be complied with.

4.2 Functions, Hall Hire & Bar Operation (*moved up from down further*)

The club is not currently engaging in or allowing functions within the clubhouse. Although gatherings of people are permitted within the clubhouse no functions are permissible until after 30 June 2020 when this will be reviewed by the club.

4.3 Gymnasium & Changeroom

4.3. a) Gym

The following rules, protocols and procedures will be in place if current PHO's allow for gymnasiums to open and the club's Executive Committee endorse the opening of the gym. Normal club gym use rules apply and must be adhered to in addition to the following Covid-19 measures:

- No more than **6 people** are allowed in the gymnasium at any one time and social distancing must be adhered to, including 1.5m between individuals at all times.
 - This number is due to the floor space at the gym and requirement to maintain 1.5 square metres at all time as per the PHO
- If you arrive and there are already 6 people in the gym, you must not enter and should wait until someone has completed their workout before you enter and commence exercising.
- Hands must be washed and/or sanitised before using the gym.
- All equipment is to be cleaned with the cleaning products supplied, before and after use by every individual.
- Members should plan their workout prior to arriving at the gym and have the mindset of '*get in, train and get out*' – meaning only spend the necessary time required to complete your workout and leave the gym as soon as you are done.
- The use of the COVIDSafe app is encouraged.

- Gym activities that do not require equipment should be conducted outside the clubhouse.
- All gym users are to have a towel to place on equipment when it is being used and wipe it down after use, with the cleaning products supplied.
- **All personnel** using the gym or change rooms must be a current financial member of both the club and gym, and must sign the entry register including time entering and exiting. This is critical to maintaining a register of who has accessed the facility and who may have had contact with another member.
- We encourage members who have health conditions/older members to not use our shared facilities, for their own health and safety, or use the facilities outside of normal peak hours to reduce their potential exposure.
- All members are encouraged to maintain a common sense approach to the Covid-19 measures and when using the gym.

Other cleaning of the gym and changerooms is described below under *Cleaning & Hygiene Protocols* and in Annexure A – Cleaning Schedule.

Members should not use changeroom facilities after using the gym. You should get changed before arriving and then shower/get changed at home following your workout. If the health advice on using change rooms and showers changes, SSLSC will update this policy.

We expect to know more after the 13th June 2020. When the Public Health order is updated.

4.3.b)Changeroom

Both male and female changerooms are currently closed. Members should not use these facilities for showering and changing, however, naturally the bathroom and basin within each changeroom can still be used.

Further advice about the use of changerooms is expected to be announced by the NSW government soon and updated information will be supplied.

5. Club Activity Specific Key Principles, Actions and Protocols

5.1 Lifesaving

SSLSC have an emergency call out team which is not operational at the moment as a result of no beach access arising from erosion. This has been communicated to SLSNSW Support Operations through Hunter SLS and as such the SSLSC call out team is on active stand-down.

Stockton SLSC will prepare a Lifesaving related safety plan which will be communicated to members prior to lifesaving activities commencing.

5.2 Education

In NSW, surf lifesaving is considered an emergency service and as gazetted in the current PHO, emergency services are considered an essential service. The club may commence training and education activities at any time, in accordance with:

- Current PHO
- SSLSC Covid-19 Action Plan

- SSLSC Covid-19 Education and Training Safety Plan (Annexure E)
- Hygiene protocols

5.3 Surf Sports Training

Current PHOs allow outdoor training and community sport participation in groups social distancing of 1.5m between individuals and hygiene protocols are practiced. The club may decide to allow 'club sanctioned' training to commence and will prepare a safety plan (annexure F) that reflects requirements set out by PHOs, other government and surf lifesaving requirements. Key principles set out in the Safety and Wellbeing principles in this action plan will be applied to the surf sports training safety plan which will be communicated to members.

Any club sanctioned group training activities will be conducted in accordance with:

- Current PHO
- SSLSC Covid-19 Action Plan
- SSLSC Covid-19 Surf Sports Training Safety Plan (Annexure F)
- Hygiene protocols, and
- [SLSNSW Return to Sport Plan](#)

The following provides some practical guidance for members currently undertaking non-club sanctioned training and will apply when sanctioned training commences:

- You should arrive at training ready to train and leave immediately after training.
- Participants must adhere to social distancing requirements and remain 1.5m apart prior to the activity commencing, during and at the conclusion of the activity.
- Adopt a 'Get in, train and get out' approach, meaning all participants are advised to leave immediately following the conclusion of the activity. This may also include the introduction of staggered training times.
- Apply superior personal hygiene measures, such as regular washing of hands, frequent use of hand sanitiser, coughing into an elbow or tissue etc. • High fives or handshaking should be avoided.
- Spitting and clearing of nasal /respiratory secretions is strongly discouraged - <https://legislation.nsw.gov.au/regulations/2020-145.pdf> Page 3 of 4
- If you feel or have been unwell you should avoid training with others and not use any shared facilities including storage sheds and other club facilities.
- We encourage members who have health conditions/older members to not participate, for their own health and safety.

5.4 Junior Activities (Nippers)

Current PHOs allow outdoor training and community sport participation in groups social distancing of 1.5m between individuals and hygiene protocols are practiced. The club may

5.5 Movement in the Club

Because of the layout of the clubhouse it is not possible to adopt designated entry and exit points or a traffic plan for one way entry and exit within the building. As a result members should avoid crossing over when entering and exiting by waiting until the doorway is clear.

Thoroughfares and central points should not be used as places for people to gather or stand around. This includes:

- The foyer
- Stairs leading to the hall
- Hallway to access the changerooms

The principle mentioned above should be applied in each of these locations.

5.6 Signage

Signage will be displayed in the club for the following:

- The number of people allowed in each area,
- General hygiene and hand washing advice,
- Entries and exits as applicable,
- Hand sanitiser locations
- Reminders on social distancing
- Further signs in the bar area reminding patrons to not move tables
- Entry/exit points.
- Sign in / sign out points
- Posters around the club giving information on where to access mental health support

6. Cleaning & Hygiene Protocols

6.1 Frequently Touched Surfaces

Key areas that have been defined for cleaning and hygiene purposes are Frequently Touched Surfaces (FTS). For the club they are:

- All door handles,
- All surfaces in the kitchen and first aid room when it is in use,
- Internal and external handrails,
- Tables and chairs that are in use,
- All surfaces in the bar when it is in use,
- All handles on internal doors in the areas being used.
- Taps; showers, kitchen, first aid room external taps
- Gym equipment

Further actions and guidance is set out at item 3: *Stockton SLSC Safety and Wellbeing Key Principles & Actions* of this action plan.

6.2 Cleaning

Cleaning and disinfecting are two different processes. Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces.

According to government advice, a combination of cleaning and disinfection is most effective in managing the risk of COVID-19 virus. Current guidelines suggest frequently touched surfaces are cleaned frequently whenever they are in use. Areas such as the hall should be thoroughly cleaned prior to and after a function has taken place. Common use areas such as gym, changerooms and the first aid room should be disinfected daily (if they have been used) and cleaned thoroughly at least once a week. This time period is acceptable when we consider it is currently SLS off-season period and the clubhouse generally has a low level of usage.

Following government advice, minimally touched surfaces include floors, ceilings, walls, window curtains and blinds. Clean these surfaces when visibly dusty or dirty and straight after any spills. Use detergent solution or wipes for general surfaces detergent solution to damp mop instead of dry mopping and regularly clean sinks and basins.

Annexure A identifies the cleaning schedule that should be in place in response to the current PHO, government advice and expected usage of the clubhouse. [Environmental cleaning and disinfection principles for Covid-19](#) as prescribed by the Department of Health will be applied when undertaking the cleaning schedule at Annexure A

Any club members who volunteer to assist in cleaning will be supplied with appropriate PPE including disposable gloves that are used for one cleaning session only. Individuals may also prefer to wear a face mask, which will be available. Professional cleaners engaged by the club are expected to supply their own PPE and equipment as per usual.

Further actions and guidance is set out at item 3: *Stockton SLSC Safety and Wellbeing Key Principles & Actions* of this action plan.

6.3 Personal Hygiene

It is important each person acts responsibly to manage their own personal hygiene to reduce the risk of Covid-19 transmission. Alcohol based hand sanitiser will be available at the clubhouse entry point and at key locations around the clubhouse. People should adhere to the advice shown on signage that is spread throughout the clubhouse which includes:

- Clean your hands with soap and water or hand sanitiser
- Cover your nose and mouth when you cough or sneeze
- Avoid touching your face, eyes, mouth and nose
- Observe physical distancing of 1.5 metres between individuals
- Stay at home if you are sick.

Further actions and guidance is set out at item 3: *Stockton SLSC Safety and Wellbeing Key Principles & Actions* of this action plan.

Annexure A

Red text denotes areas required to be cleaned by hired cleaner

Scenario	Cleaning to be Done	Supplies Needed	Responsible
Functions	All FTS frequently throughout the function including bathrooms. Full clean after the function including tables and chairs, surfaces, floors and FTS.	Soap and water / disinfectant spray and wipes. Hand sanitiser available for guests. Disinfectant floor and cleaning sprays. PPE for staff cleaning.	Bar Staff/club members Any additional staff to oversee cleaning. Hired cleaner after the function with costs to be borne by the function.
Bar operations	All FTS frequently throughout the period of bar operation including bathrooms. Full clean after the function including tables and chairs, surfaces, floors and FTS.	Soap and water Disinfectant spray and wipes. Hand sanitiser is available Disinfectant floor and cleaning sprays. PPE for staff cleaning.	Bar Staff And additional staff to oversee cleaning. Hired cleaner after bar operations.
Gymnasiums	Hands cleaned on arrival All pieces of equipment are to be cleaned down after each member has used them. Gym is cleaned & disinfected frequently	Club to supply disinfectant spray and wipes. Hand sanitiser is available. PPE for those cleaning.	Members using equipment, volunteer cleaning after use. Hired cleaner weekly
Changeroom – <i>Not Yet Opened</i>	All FTS to be wiped down after each use. Area to be disinfected daily.	Soap and water Disinfectant spray and wipes. Hand sanitiser.	Volunteer cleaning frequently/after use Hired cleaner weekly
First Aid Room	All FTS frequently throughout use of the room.	Soap and water Disinfectant spray and wipes. Hand sanitiser.	Volunteer cleaning frequently/after use Hired cleaner weekly
Boat Shed Use	All FTS to be wiped down before and after use	Soap and water / disinfectant spray and wipes	Volunteer cleaning frequently/after use

Gear Shed Use	All FTS to be wiped down before and after use	Soap and water / disinfectant spray and wipes	Volunteer cleaning frequently/after use
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