COVID-19 Safety Planning
Junior Activities

Effective 7 December 2020

Any Surf Life Saving Club (SLSC) in NSW **MUST** complete a 'COVID-19 Safety Plan' for junior activities, 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. This plan will be one of several in place for the SLSC as separate COVID-19 Safety Plans should be developed for each portfolio area in addition to the different facility areas operating within a SLSC. Clubs with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Clubs with a food or drink premise must complete the COVID-19 Safety Plan for restaurants and cafes and/or pubs and clubs and register their business through nsw.gov.au.

SLSNSW has developed this contextualised COVID-19 Safety Plan template for junior activities based on the Community sporting competitions and full training activities 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. Clubs are expected to edit, add in or remove specific requirements and actions related to their local operating environment. **The template provides ideas and considerations only and is not a comprehensive COVID-19 Safety Plan for all lifesaving activities.**

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

2 **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.

COVID-19 Safety Plan

Surf Life Saving Club details	
Surf Life Saving Club:	Stockton SLSC
Plan completed by:	Callan Nickerson, President & Covid-19 Safety Coordinator
Plan approved by:	Stockton SLSC Executive Committee
Plan effective:	
Supporting Literature:	1. SLSNSW COVID-19 Webpage 2. SLSNSW COVID-19 Matrix 3. SLSNSW COVID-19 Information Pack: Junior Activities 4. NSW Government Website

Important to note

Surf Lifesaving Clubs in NSW should refer to the latest *SLSNSW COVID-19 Matrix for all SLS Activities* and *SLSNSW COVID-19 Information pack: Junior Activities* when updating their COVID-19 Safety Plan with appropriate action items.

The latest versions of these resources are available on the [SLSNSW COVID-19 Website](#).

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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.

Requirements	Actions
Wellbeing of SLS members, staff and other people	
Exclude SLS members, staff and other people who are unwell or who have travelled overseas or to a designated hotspot in the last 14 days.	• 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)

Requirements	Actions
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 <u>COVID-19: What It Is, How to Prevent Spread online awareness course</u> (Est. Duration 5-7 minutes) created by **SLSA eLearning provider eTrainu** • Refer people to the eLearning course for <u>COVID-19 infection control training</u> (Est. Duration 30 minutes) created in partnership by **The NSW Department of Health** and Aspen Medical. • **Refer people to the NSW Health** public <u>COVID-19 Clinics</u> and free <u>COVID-19 GP Respiratory Clinics</u> in NSW. • Communicate regularly with SLS members, staff and other people to remind everyone that if they have any COVID-19 symptoms they must get tested and self-isolate until they get their results, and not attend any SLS activities. The same applies if they have been in close contact with a confirmed COVID019 case' • 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.
Display conditions of entry for members or visitors (website, social media, venue entry).	• Display how many people can safely be within each club room, the club itself and designated areas. • Display conditions of entry at all club entry points as well as on club websites and social media pages, 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
If using the clubhouse or other facility, consult with the Director of Club Services or management team to address these requirements to understand what measures may already be in place.	• Frequently consult with the management team
Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with a food or drink premise must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.	• Register safety plans for club gym, café, restaurant and bar
Physical Distancing	
Ensure the number of people in a facility does not exceed one person per 2 square metres of space (excluding staff).	• Use markers to designate competition and Nipper activity areas • Scheduling age groups to use activity areas based on number of age groups • Using alternative locations if required (as per SLSNSW COVID-19 Matrix v1.2 15 October 2020). • Limiting the number of spectators that come with the child to Nippers if required • Avoid using the hall and club facilities unless required. If required, adhere to Covid Safety plan for club facilities.

Requirements	Actions
Spectators singing in groups or chanting/cheering is a particularly high-risk activity and should be avoided where possible.	• Restrict people entering or standing around in spaces without designated seating that complies with physical distancing • Move or remove seating and tables as required to comply with physical distancing for spectators
Minimise co-mingling of participants from different games and timeslots where possible.	• Use markers to designate competition and Nipper activity areas • Encourage participants to keep left when entering/exit at beach access way where possible (as per SLSNSW COVID-19 Matrix v1.2 15 October 2020) • Turn up, participate, leave (as per SLSNSW COVID-19 Matrix v1.2 15 October 2020) • Assign Age Managers, Water Safety etc to specific groups and minimise movement between these stations, where reasonably practical. If not practical, clean stations with detergent and disinfectant between use
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.	• 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 • Restrict people entering or standing around in spaces without designated seating that complies with physical distancing
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.	• Turn up, participate, leave (as per SLSNSW COVID-19 Matrix v1.2 15 October 2020) • Instruct participants to meet Age Managers directly on beach to avoid mingling outside club facilities • Stagger start and finish times of SLS activities to prevent crowding at entries, exits and drop off or pick up points if required. • Include in communications to avoid mingling uneccessarily around the surf club and facilities.
Where possible, encourage participants to avoid carpools with people from different household groups.	• Communicate on club webpages and through social media channels areas to minimise carpooling where possible. • Stagger start times to minimise the amount of cars arriving and leaving at the same time
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	• 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 • Have markings or signage in place to designate directions of pedestrian traffic on the ground and at eye-level
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	• Assess the maximum capacity of change rooms and lockers and have display signs showing maximum capacity • Consider closing shower and change room facility entry points if necessary. • Stagger bathroom breaks for training participants
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	• Encourage nippers to arrive ready and shower and change at home before and after the session • Consider putting time limits on changing room use to ensure no mingling
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

Requirements	Actions
Review regular business deliveries and request contactless delivery and invoicing where practical.	• Designate a space where they can do contactless drop off • Choose off peak delivery times to prevent crowding at entries, exits and drop off or pick up points.
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
Provide hand sanitizer at multiple locations throughout the workplace.	• Monitor and replace hand sanitizer regularly • Encourage Nippers to sanitize before and after training as well as between different activities
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers and have posters with instructions on how to wash hands.	• Frequently restock bathrooms with hand soap and paper towels. • Have an air dryer installed in bathroom to reduce the need for paper towel deliveries
Encourage participants to bring their own water bottle, snacks/ orange slices and sweat towels. Avoid shared food and drinks.	• Communicate on club webpages and through social media channels areas for everyone to bring their own water bottle, sweat towels, and food. • Remind parents each week to come prepared the following week
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	• 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
Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.	• Clean first with detergent and water, and then use a disinfectant. • Clean frequently touched areas and surfaces several times per day, e.g., door handles. • Encourage member to bring their own food, drinks and equipment to minimise cleaning of shared resources • 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. • 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.
Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.	• Have detergent and disinfectant readily available • Clean the indoor hard surfaces between every session whilst wearing gloves
Reduce sharing of equipment 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
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	• Monitor and replace cleaning equipment as necessary
Maintain disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions.	• Follow manufacturer's instructions for disinfectant solutions
SLS members and staff should wash hands thoroughly before and after cleaning.	• Wear gloves and other PPE whilst carrying out cleaning duties.

Requirements	Actions
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
Record keeping	

Keep a name and contact number for all staff, visitors and contractors for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. QR Code sign-in is encouraged.	• 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
	  – Use club house door access
	  – Create a paper based register to capture this with people using their own pens where possible
	  – Encourage members to download and use the Service NSW app
	• Paper sign-in is permitted, but premises must digitise these
	
	within 24 hours and provide immediately on request. QR Code using the Service NSW app 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.	• This will be promoted through the existing communication channels
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 • Also contact the SLSNSW Media Team on 0405 203 764. You will be provided with our COVID-19 Media Response Plan for Surf Life Saving.