



# **STOCKTON SLSC**

## **COVID-19 ACTION PLAN**

### **Version Control**

Version #	Date Endorsed/Effective
V1	15 June 2020

### **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.

### **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](mailto: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](#).

- What are my current cleaning and disinfecting arrangements?
- Are they consistent with guidance provided by [Safe Work Australia](#)?
- Do I have, or have access to, sufficient and appropriate cleaning supplies, including detergents and disinfectants?
- Have I identified and cleaned frequently touched surfaces?
- Do I need to review arrangements (e.g. increase frequency) with contracted cleaner?

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.

### **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 one is dated [29<sup>th</sup> May -Order 3](#)

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:

<b>Area of Club</b>	<b>Maximum number of people at any one time</b>
First aid room	2
Gym	6
Male change facilities	4
Female change facilities	4
Hall (including balcony, office and upstairs toilets)	30
<b>TOTAL</b>	<b>46</b>

- 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 B. This will vary depending on the activity being conducted.
- There must be a nominated and clearly visible person who is responsible for ensuring that social distancing is being adhered to. This person will have the authority to close the bar and/or premises if this does not occur.

### **Gymnasium & Changeroom**

#### *Gym*

From 15 June, the club gymnasium is available for use. The 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.

### *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.

## **Club Activities**

### **Lifesaving**

As it is the SLS off-season period there are no active lifesaving operations currently being conducted. 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.

### **Education**

Stockton SLSC has ceased all education and training activities at this time. This is a result of the current SLS off-season period and current low demand / need for training. Training will resume in due course and will be communicated at the time of resumption.

In NSW, SLS is considered an emergency service and as gazetted in the current PHO emergency services are considered an essential service. Item 4 of Schedule 2 of the current Public Health Order states, “a gathering for the purposes of emergency services, including the provision of training by an emergency service”. SLSNSW have advised, it is their view that this item provides an exemption from the application of Clause 10, which excludes public gatherings of more than 10 people.

Although the need for education and training of members is low at present, the above exemption makes it possible to undertake training as seen fit by the Education team and Executive committee.

Of course, wherever possible social distancing and hygiene protocols should be observed when conducting any training.

### **Surf Sports & Junior Activities (Nippers)**

As it is the SLS off-season period for most surf sport disciplines, with the exception of IRB racing, there are no surf sport competitions currently being conducted. Likewise junior activities are also not underway.

Current PHO allow outdoor training in groups of up to 10 people where social distancing of 1.5m between individuals and hygiene protocols are practiced. This prohibits any surf boat or IRB training from taking place. There is currently no 'club sanctioned' group training being delivered. Any training of this nature will be considered by the Surf Sports Team and Executive Committee and communicated to members.

Any club sanctioned group training activities will be conducted in accordance with the current PHO, hygiene protocols and the [SLSNSW Return to Sport Plan](#)

Any individual members training in small groups or pairs should also adhere to guidance set out in the 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.

### **Functions, Hall Hire & Bar Operation**

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.

### **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.

### **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, and
- Reminders on social distancing.
- Further signs in the bar/restaurant reminding patrons to not move tables and entry/exit points.

### **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

### **Cleaning & Hygiene Protocols**

#### *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.

### *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.

## 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.  <b>Hired cleaner after the function with costs to be borne by the function.</b>
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.  <b>Hired cleaner after bar operations.</b>
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.  <b>Hired cleaner weekly</b>
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  <b>Hired cleaner weekly</b>
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