COVID-19 Safety Planning
Surf Sports Training

Effective 24th 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

COVID-19 Safety Plan

Surf Life Saving Club details	
Surf Life Saving Club:	Redhead SLSC
Plan completed by:	Luke Nolan Competition Coordinator
Plan approved by:	Committee
Plan effective:	24 Sep 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.*
Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown online and at a clear place of entry.	• *Determine 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*
Encourage members to wear a face mask: • if it is hard to maintain 1.5 metres of physical distance from others • on public transport	• *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*

Requirements	Actions
• 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.	*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 COVID-19 Safety Plans are in place, where relevant, for: • Gymnasiums • Indoor recreation facilities • Major recreation facilities • Restaurants, bars and cafes, kiosks and canteens • Swimming pools.	• *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*
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* • *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.*
If hiring out areas of your SLSC, consult with the clients to address these requirements to understand what measures may already be in place.	• *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.*
Make SLSC staff (where applicable) aware of their leave entitlements if they are sick or required to self-isolate.	• *Communicate leave entitlements internally to the relevant staff members by the Board of Management.*
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 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.	• *Measure the square footage of a room or designated training space and calculate its safe capacity by allocating one person per 4 square meters. Display signage with numbers of people allowed per area.* • *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*

Requirements	Actions
Capacity must not exceed one customer per 4 square metres of space.	• *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)*
Consider strategies encouraging people to take breaks outside, where practical in sufficiently shaded areas, or warm sheltered areas.	• *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*
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. 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.	• *Restrict gym entry to up to 4 members as per Covid-19 Safety Plan - Gym (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 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.	• *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 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.*
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.	• *Use signage, tape on the flow 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*

Requirements	Actions
	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.
Manage delivery times to minimise the number of vehicles and people in loading dock areas. Designate a space where they can carry out their duties at a safe distance.	• *Designate a space where they can carry out their duties at a safe distance.* • *Stagger drop-off and pick-up times of deliveries to prevent crowding at entries, exits and drop off or pick up points.*
Most lifts can safely take 2 to 4 people providing people can stand apart; display signs near lifts to advise and recommend physical distancing.	• *Display signs near lifts to advise and recommend physical distancing*
Move or block access to equipment to support 1.5 metres of physical distance between people.	• *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.	• *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	• *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.	• *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*
Review regular SLSC deliveries and request contactless delivery and invoicing where practical.	• *Speak with contractors and other companies about their delivery options for staggered delivery time arrangements* • *Have invoices sent electronically*
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*
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*

Requirements	Actions
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*
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	• *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, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	• *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.	• *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, sunscreen, 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 bathrooms are well stocked with hand soap and paper towels.	• *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.	• *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*
Ensure there is accessible detergent/disinfectant and gloves for people to use, should they wish.	• *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	• *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*

Requirements	Actions
	• *include links to the NSW Health videos 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.	• *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.*
Where reasonably practical, consider methods to avoid the shared use of items, such as pens and pencils, tools or workstations.	• *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.	• *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 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 using the Service NSW app 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*

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 sports training

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

Requirements	Actions
Sports Training	
Have strategies in place to prevent surf sports spectators or participants from co-mingling between groups.	• *Communicate on club webpages, team app 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.* • *Move or block access to equipment to support 1.5 metres of physical distance between people.*
Sports equipment hygiene	• *Clean any sports equipment before and after use while wearing gloves* • *Encourage participants not to spit or cough, especially around others, as this can spread the virus and may be perceived as intentional which has consequential government penalties*

Requirements	Actions
Sports training groups	• *Encourage everyone to bring their own water bottle, sunscreen, sweat towels, exercise mats and equipment.* • *Log training attendance—Record and keep names and contact details of all attendees (to be maintained securely for no less than 28 days). On request you will be required to provide the information to the Chief Health Officer.* • *Take care around vulnerable people* • *Training groups should practice social distancing and 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*
Sports training in the gym	• *Communicate on club webpages and through social media channels the safe capacity limits of the club gym and conditions of gym entry.* • *Let everyone know that there is updated gymnasium form templates available on SLS Members Area Document Library (WHS) to align with new COVID-19 restrictions.* • *Move or block access to equipment to support 1.5 metres of physical distance between people.* • *Restrict gym entry to up to 4 members as per Covid -19 Safety Plan - Gym (One person per 4 square meters of space)* • *For more detail regarding gym usage see attached Covid – 19 Safety Plan - Gym*
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