



Redhead Surf Lifesaving Club
PO Box 2009
GATESHEAD NSW 2290

COVIDSafe Action Plan

Version 2 – 7 August 2020

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Introduction

This plan describes the actions to be taken by Redhead Surf Life Saving Club (RSLSC) to ensure the safety of its members and visitors during the current pandemic. The plan will be updated as required 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.

Plan Date

This plan is current as at 7 August 20. It will be updated and reissued as necessary.

Background

RSLSC is a registered COVIDSafe organisation with relevant COVID Safety Plans in place and registered.

The RSLSC clubhouse is currently open for restricted usage. Maintenance activities are being carried out as necessary. Training is being undertaken by members outside the clubhouse. No lifesaving activities apart from being available for emergency callout are occurring.

- The club bars and associated infrastructure have been restarted for limited use.
- No functions are being booked until August. Any functions that are booked for August and September have been advised that they may be cancelled, in which case refunds will be provided.

RSLSC members are monitoring the situation on a daily basis, as government and SLSNSW directives are issued.

Club Facilities Affected

The club facilities that are affected by the current situation are:

- the clubhouse,
- Change room facilities,
- the Function Room,
- the IRB shed,
- the gear shed on the carpark side of the clubhouse, and
- the boat shed located on the Swansea channel.

Emergency Callout

The club runs an emergency callout team. Those on the team have verified that they wish to remain on that list. Where they are called out, appropriate measures, as described in this plan, should be taken to ensure member safety. It is the responsibility of each individual involved to determine what they are willing to do and what hygiene measures are needed. As a minimum:

- Hand sanitiser should be used on entering and leaving the premises;
- Members should not attend if they are feeling unwell or displaying any flu-like symptoms; and
- Members should get themselves tested if after a callout they start displaying any symptoms.

Where a member that is not part of an emergency callout is involved in an emergency they should adhere to the above.

Use of Club Facilities

The use of club facilities for surf sports and surf sports training is covered in Annex A.

The club gym is open with strict social distancing guidelines, Hygiene Marshals and cleaning protocols.

As at 7 Aug 20, the club is able to have 90 people on the premises, with the following provisos:

- Social distancing must be adhered to, including 4 sq metres per person and 1.5 metres between individuals.
- 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; which:
 - Will be stored for 28 days,
 - Will be handed over to NSW Health should it be requested, and
 - Will not be used for any other purpose.
- No groups of larger than 10 are allowed. This includes function bookings.
- Cleaning must occur as detailed in Annex B. This will vary depending on the activity being conducted.

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- A member must be nominated and clearly visible 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.

Each main area of the club has the following limit of people allowed, based on 4 sqm per person:

- Auditorium – 60 people;
- Club Rooms – 30 people;
- Kitchen – 4 people;
- Gym – 4 people;
- Male change room – 9 people;
- Female change room – 4 people; and
- Breezeway – 9 people.

COVID 19 Safety Co-ordinator

A COVID-19 Safety Coordinator has been appointed by RSLSC 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.

The Safety Coordinator will:

- Complete and update as needed 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 sanitiser for use at entries and exits,
- Update all plans 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, and
- 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.

The COVID 19 Safety Co-ordinator will also be responsible for reviewing Safework Australia's guidelines and assessing the risk of conducting any activity in or around the surf club. The COVID-19 considerations can be found at [SafeWork Australia](#) and include:

- What are my current cleaning and disinfecting arrangements?

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- 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 the contracted cleaner?

Gymnasium and Sauna

From 13 June, the club gymnasium is available for use, with the following to be adhered to:

- Hygiene Marshals must be present.
- Hands must be washed and/or sanitised before using the gym.
- The use of the COVIDSafe app is encouraged.
- No more than 4 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.
- Gym activities that do not require equipment should be conducted outside the clubhouse.
- All gym users are to have their own towel to place on equipment when it is being used.
- **All personnel** using the gym must use a fob to gain entry. This is critical to maintaining a register of who has accessed the facility.
- All equipment is to be wiped down before and after use by every individual.
- Other cleaning of the gym is as per Annex B.
- When access to the changerooms is allowed, social distancing must be maintained while using them, including while in the showers. In the men's changerooms a maximum of two showers are to be used. Three showers may be used in the women's changerooms due to the presence of partitions.

Education

Further to the update provided by SLSNSW on the 5th June, they have advised Training and Education can resume. This includes Bronze Medallion and other aquatic rescue awards and skills maintenance (including surf sport training). Wherever possible social distancing and hygiene protocols should be observed when engaged in rescue ready training activities. It is still advisable to deliver training information virtually using video conferencing technology if possible and keep groups to a smaller number. Social distancing requirements of any internal space education is being conducted in should be adhered to, including:

- Maximum numbers of people per area;

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- Hands must be washed and/or sanitised upon entering;
- Sharing equipment should be avoided. If not possible, ensure it is cleaned before and after use by each individual;
- The use of the COVIDSafe, app is encouraged;
- An attendance register is kept; and
- Encouraging members who have health conditions/older members to not participate, for their own health and safety.

Surf Sport

SLSNSW have a Return to Sport Plan that is available at <https://www.surflifesaving.com.au/downloads/slsnsw-return-sport-plan-covid-19>. Any club members involved with Surf Sport should be familiar with this plan and its requirements. The key points are reproduced at Annex A to this plan.

Members may resume training in groups of no more than 10 people, provided that:

- No shared boards or equipment should be used, and if they are then they must be cleaned down between use;
- Members must not access changeroom facilities;
- Members should arrive at training ready to train and leave immediately after training. Quick & Clean training.
- The use of the COVIDSafe app is encouraged;
- An attendance register is kept; and
- Members who have health conditions/older members are encouraged not to participate, for their own health and safety.

Access to clubhouses to access equipment such as IRBs should be limited to only persons required and where possible personal equipment should be stored off-site.

Functions and Club Bars

As of 5 Jun 2020, our bar is able to open in accordance with the current Public Health Order of [29th May -Order 3](#) and any subsequent changes made to it.

Current social distancing guidelines mean, as of 1 June 2020, the club is able to have 90 people on the premises, with the following provisos:

- Clear communication to members and general public via newsletter, website and social media channels of the update to trading requirements;

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- Social distancing must be adhered to, including 4 sq metres per person and 1.5 metres between individuals;
- Those attending are encouraged to have the COVIDSafe app installed on their mobile phones and turned on;
- 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; and
 - It will not be used for any other purpose;
- No groups of larger than 10 are allowed;
- Cleaning must occur as detailed in Annex B, which 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;
- Identification of the personnel responsible for cleaning;
- Identification of the personnel responsible for ensuring that social distancing is adhered to (Covid-19 Coordinator); and
- Protocols for operation of the bar that ensure staff safety.

RSLSC will also consider when making their decision to open the bar and function room that:

- Breach of orders made under the [Public Health Act 2010](#) is a criminal offence and attracts heavy penalties; and
- In the case of any corporation, the maximum penalty is \$55,000, with a possible further \$27,500 penalty for each day the offence continues.

Bar Operation

For the licenced area of the surf club the following applies:

- A maximum of 90 patrons, subject to complying with the 4m square criteria;
- Patrons must be seated to eat or drink;
- A COVID Safety Plan is in place;
- Conditions of entry must be displayed;
- Patrons names and contact details must be recorded for contact tracing;
- Chairs and tables must be configured to support 1.5 metre distancing between groups and signage displayed to remind people to not move tables;

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- Individual groups of no more than 10 people; and
- Sanitiser is available on entry.

To achieve social distancing for our staff, it is recommended that one person is allowed behind the bar at a time. Two may work behind the bar if they are operating at each end. It is acknowledged that this will slow down the service that can be provided. Consideration will be given to setting up a second bar for specific items such as champagne at a wedding to address the speed of service.

To protect our staff, no cash will be accepted at the bar. Contactless payments only will be provided.

Movement in the Club

When numbers expected to attend the clubhouse may entail people leaving and entering crossing over, then a one-way entry and exit system will be implemented. For functions, the entry will be via the auditorium door and exit via the upstairs door in the club rooms. These will be clearly signposted.

At other times, members should avoid crossing over when entering and exiting by waiting until the doorway is clear.

Within the kitchen, movement should be one way, keeping to the left of the room as users enter and exit. Only one person at a time should use the doorway.

Club Lift

The club lift is for the use of disabled personnel only. Where it needs to be used, a maximum of two people are to be in the lift at one time. The two people are defined as the disabled person and a carer, if required. The lift should be cleaned before and after use as per the requirements for cleaning in this plan.

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,
- Reminders to patrons to not move tables,

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- Entry and exit points as applicable,
- Hand sanitiser locations, and
- Reminders on social distancing.

Responsibilities

The following are responsible for ensuring adherence to the requirements of this plan and the relevant COVID Safety Plan:

- Overall – Club Committee
- Bar – Bar Manager
- Functions – Function Manager
- Building Usage – President
- Surf Sports – Surf Sports Representative
- Financial Implications – Treasurer
- Gym – Gym Member

Frequently Touched Surfaces

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

- All handles on external doors,
- All surfaces in the kitchen 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.

As detailed in Annex B, FTS are to be cleaned every hour.

Costs

The increased levels of cleaning and the consumables required will incur extra costs. For functions, these costs will be included as an additional charge for room hire. For other usage, there will be an increased overhead that will be monitored for its impact on club fundraising.

Annex A – Return to Sport

As surf clubs gradually begin to re-open based on the revised NSW Government Health Order, the following provides clarity on specific aspects of club and equipment use;

- There should be no access to change facilities, showers, training rooms and shared gear.
- Clubs should avoid storing individual's equipment during this time. Members should not share equipment, this includes but not limited to paddles, boards, IRBs, surf boats, towels, drink bottles etc.
- Club coordinated surf sports training or sport related activities can resume providing there are no more than 10 participants in attendance.
- 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.

Checklist for the Resumption of Surf Sports

1. Nominate a COVID-19 liaison.
2. Attendance logs are to be completed for all club sanctioned training.
3. Remain familiar with the current state and local government restrictions relating to COVID19.
4. Ensure that you are acquainted with the SLSA Guidelines for Safer Surf Clubs, especially pertaining to infection control.
5. Communicate hygiene protocols for sanitisation and infection control (personal hygiene, equipment cleansing, facility cleansing etc).
6. Provide clear and concise communication to manage training numbers in accordance with current local/state restrictions.
7. Be ready to respond with clear guidelines for any illness, COVID-19 diagnosis or member contact with COVID-19.
8. Considerations should be in place for members who may be vulnerable to COVID-19.
9. It is recommended that all competitors download the COVIDSafe App.

Annex B – Cleaning Schedule

Current guidelines for cleaning are that all Frequently Touched Surfaces (FTS) are cleaned hourly while the club is being used. In addition to this, toilets are to be cleaned every 15 minutes. The table below defines the different scenarios for club premises usage and the cleaning to be conducted.

Hand sanitiser will be available at all entrances to the club and behind the bar when it is in use.

Cleaning vs Disinfection

Cleaning is defined as the process of removing contaminants (the virus) from a surface and can be conducted using soap and water. Disinfection is applying a disinfectant or bleach with the ability to kill the virus.

As a general rule, soap and water are to be used for all cleaning and disinfection carried out on hard surfaces and FTS only.

PPE for Cleaners

The minimum PPE for personnel cleaning the club is disposable gloves that are used for one cleaning session only. Individuals may also prefer to wear a face mask, which will be available.

Club Usage and the Cleaning Required

The table below defines the different uses that are made of the club premises and the cleaning that is required for each scenario.

Scenario	Cleaning to be Done	Supplies Needed	Responsible
Old boys morning tea and coffee	All FTS to be cleaned before and after	Disinfectant spray and wipes	Volunteer member
Old boys morning swim	Changerooms to be cleaned before and after use	Disinfectant spray and wipes	Volunteer member. To start when changerooms are allowed to be used
Yoga Sessions	All surfaces to be cleaned before and after use	Disinfectant spray and wipes	Cleaning is the responsibility of the user

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Scenario	Cleaning to be Done	Supplies Needed	Responsible
Martial Arts	All surfaces to be cleaned before and after use		To be confirmed with the user
Functions	All FTS every hour. Toilets every 15 minutes. Full clean after the function	Soap and water / disinfectant spray and wipes. Hand sanitiser in the function room.	Costs to be borne by the function. Cleaning by paid staff.
Sunday Bar	All FTS every hour. Toilets every 15 minutes. Final clean after the premises are vacated	Soap and water / disinfectant spray and wipes	Responsible volunteer member to be rostered and present before the bar opens.
Boat Shed Use	All FTS to be wiped down before and after use	Soap and water / disinfectant spray and wipes	Responsible volunteer member to be nominated for each use
Gear Shed Use	All FTS to be wiped down before and after use	Soap and water / disinfectant spray and wipes	Responsible volunteer member to be nominated for each use
Club Lift	To be cleaned before and after use	Disinfectant spray and wipes	To be used by disabled personnel only
Gym	All equipment to be wiped down before and after use. Gym to be disinfected daily.	Soap and water / disinfectant spray and wipes. Hand sanitiser.	Volunteer cleaning Hygiene Marshal to supervise
Changeroom	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
Sauna	Wiped down before and after each use. Disinfected daily	Soap and water / disinfectant spray and wipes. Hand sanitiser.	Volunteer cleaning when opened