

# COVID-19 Safety Planning

## Lifesaving

Effective 19<sup>th</sup> September 2020

- ### COVID-19 Safety Plan

Surf Life Saving Club details	
Surf Life Saving Club:	Redhead
Plan completed by:	Steve Foggett
Plan approved by:	Club Captain
Plan effective:	19 Sep 20

### 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
<b>Wellbeing of SLS members, staff and other people</b>	
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.	<ul style="list-style-type: none"> <li>Members are briefed on this. The Conditions of Entry for the use of the facilities also contain this advice.</li> </ul>
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"> <li>Communications will be included in the patrol reminders and is included in the Conditions of Entry for the club.</li> <li>All COVIDSafe plans are available on the club website and are regularly updated</li> </ul>
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.	<ul style="list-style-type: none"> <li>Conditions of entry and the number of personnel allowed are displayed at entry points and within the club building.</li> <li>All COVIDSafe Conditions of Entry are on the club website.</li> <li>Entry registers are available, along with sanitiser at all entry points.</li> <li>The maximum number of seated people in the club is 90. 60 in the Function room and 30 in the club room.</li> </ul>
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>Gymnasiums</li> <li>Indoor recreation facilities</li> <li>Major recreation facilities</li> <li>Restaurants, bars and cafes, kiosks and canteens</li> <li>Swimming pools.</li> </ul>	<ul style="list-style-type: none"> <li>All required COVIDSafe plans are on the club website and are regularly updated as changes occur.</li> </ul>

Requirements	Actions
Ensure processes are in place to exclude people if they have attended any of the reported case locations listed on the NSW Health website ( <a href="https://nsw.gov.au/covid-19/latestnews-and-updates">nsw.gov.au/covid-19/latestnews-and-updates</a> ).	<ul style="list-style-type: none"> <li>Conditions of Entry to the club are modified as necessary to include exclusions from known hotspots.</li> </ul>
Exclude SLS members, staff and other people who are unwell.	<ul style="list-style-type: none"> <li>Included in the club conditions of entry</li> </ul>
If hiring out areas of your SLSC, consult with the clients to address these requirements to understand what measures may already be in place.	<ul style="list-style-type: none"> <li>COVIDSafe plans and Conditions of Entry are provided to all hirers of the facility.</li> </ul>
Make SLSC staff (where applicable) aware of their leave entitlements if they are sick or required to self-isolate.	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
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.	<ul style="list-style-type: none"> <li>Members are referred to COVID-19: What It Is, How to Prevent Spread online awareness course (Est. Duration 5-7 minutes) created by SLSA eLearning provider eTrainu</li> <li>Members are referred 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.</li> <li>Club Conditions of Entry include not entering the building if feeling unwell or displaying any symptoms.</li> </ul>
<b>Physical Distancing</b>	
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.	<ul style="list-style-type: none"> <li>Communal use areas of the club building have maximum occupancy numbers displayed.</li> </ul>
Capacity must not exceed one customer per 4 square metres of space.	<ul style="list-style-type: none"> <li>All users of the facility are advised of the maximum numbers. Those entering are counted.</li> </ul>
Consider strategies encouraging people to take breaks outside, where practical in sufficiently shaded areas, or warm sheltered areas.	<ul style="list-style-type: none"> <li>This is not applicable as club usage is restricted to short term use.</li> <li>Hirers holding functions are advised of their responsibilities.</li> </ul>
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.	<ul style="list-style-type: none"> <li>Gym use is subject to separate plans and entry controlled. The plans are available on the club website.</li> <li>Safe capacity limits are displayed within the club building and advised to hirers</li> </ul>
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.	<ul style="list-style-type: none"> <li>As above</li> </ul>
Have strategies in place to prevent parents, participants and/or spectators from co-mingling between groups.	<ul style="list-style-type: none"> <li>Where required, spectators will not be allowed.</li> <li>A separate plan is in place for Nippers.</li> <li>Co-mingling is actively discouraged at all club events.</li> </ul>
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.	<ul style="list-style-type: none"> <li>This will be confirmed with those using the facilities prior to their function. Adequate space is available outside the premises to accommodate anticipated numbers.</li> </ul>
Implement and take reasonable steps for children and young person's activities and recreation, to ensure parents supervising or supporting children are physically distancing.	<ul style="list-style-type: none"> <li>This is covered in the separate Nipper's plan.</li> </ul>

Requirements	Actions
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.	<ul style="list-style-type: none"> <li>Sufficient space is available to ensure this occurs as the club does not receive regular deliveries.</li> </ul>
Most lifts can safely take 2 to 4 people providing people can stand apart; display signs near lifts to advise and recommend physical distancing.	<ul style="list-style-type: none"> <li>Signage is in place for a maximum of two people.</li> </ul>
Move or block access to equipment to support 1.5 metres of physical distance between people.	<ul style="list-style-type: none"> <li>This has been done in all areas of the club.</li> </ul>
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"> <li>Seating has been put in place to ensure this occurs.</li> <li>Signage is in place and customers are regularly reminded by the COVID Marshal.</li> </ul>
Provide visual aids above hand wash basins to support effective physical distancing, e.g., <a href="#">NSW Government Posters</a>	<ul style="list-style-type: none"> <li>Posters are in place at all hand washing points.</li> </ul>
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"> <li>Entry registers are at all club entry points and are used for training events</li> <li>All coaches are reminded of the group size requirements</li> </ul>
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"> <li>Markers are in place to support physical distancing at the bar.</li> </ul>
Review regular SLSC deliveries and request contactless delivery and invoicing where practical.	<ul style="list-style-type: none"> <li>The club does not have regular deliveries</li> <li>All invoices are requested to be sent electronically</li> </ul>
Use flexible working arrangements where possible, such as working from home, other locations, or working early or late nights to reduce peak periods.	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>
Use telephone or video platforms for essential meetings where practical.	<ul style="list-style-type: none"> <li>Teleconferences are used wherever possible.</li> </ul>
Where practical, stagger the use of communal facilities. Strongly encourage everyone to shower/change at home where possible.	<ul style="list-style-type: none"> <li>Communal use is discouraged. Where this is not possible measures are in place to ensure physical distancing.</li> </ul>
<b>Hygiene and Cleaning</b>	
Adopt good hand hygiene practices.	<ul style="list-style-type: none"> <li>Posters are in place to remind members of good hygiene practices</li> </ul>
Avoid shared food and drinks.	<ul style="list-style-type: none"> <li>The club does not provide shared food or drinks</li> <li>Users of the club are reminded of this requirement when hiring the facility</li> </ul>
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>
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.	<ul style="list-style-type: none"> <li>Regular cleaning of all areas is in place.</li> <li>Extra cleaning is conducted while functions are being held</li> <li>FTS's are identified and cleaned on a more frequent basis.</li> </ul>
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	<ul style="list-style-type: none"> <li>Manufacturer's instructions for disinfectant solutions are followed</li> </ul>
Encourage contactless payment options.	<ul style="list-style-type: none"> <li>Contactless payment is the preferred option</li> </ul>

Requirements	Actions
Encourage everyone to bring their own water bottle, sunscreen, sweat towels, exercise mats and equipment.	<ul style="list-style-type: none"> <li>Sharing of any equipment is not allowed</li> </ul>
Ensure bathrooms are well stocked with hand soap and paper towels.	<ul style="list-style-type: none"> <li>This is checked daily</li> </ul>
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"> <li>Where possible there is no sharing of clothing</li> <li>Single use PPR is disposed of after use</li> <li>Hot soapy water is used for shared items such as lifejackets and rescue equipment</li> </ul>
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"> <li>Hand sanitiser is available at strategic locations throughout the club building.</li> <li>Hand washing facilities are available in all bath rooms and the kitchen</li> </ul>
Ensure there is accessible detergent/disinfectant and gloves for people to use, should they wish.	<ul style="list-style-type: none"> <li>Sanitising kits are available throughout the club. They include paper towels, sanitiser, gloves and masks.</li> </ul>
Provide visual aids above hand wash basins to support effective hand washing, e.g., <a href="#">NSW Government Posters</a>	<ul style="list-style-type: none"> <li>Hand washing posters are in place at all wash basins</li> </ul>
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"> <li>Sharing of equipment is actively discouraged</li> <li>Equipment that must be shared is cleaned using hot soapy water</li> </ul>
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"> <li>SLS members are required to wear gloves and other PPE whilst carrying out cleaning duties.</li> </ul>
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"> <li>Shared use is discouraged</li> <li>Members are advised to bring their own items such as stationery</li> </ul>
<b>Record keeping</b>	
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"> <li>The Club's President will notify SafeWork NSW on 13 10 50 and be the first point of contact should this occur</li> </ul>
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 sign-in is encouraged	<ul style="list-style-type: none"> <li>Online (QR Code) entry registers are available</li> <li>Paper entry registers that are kept for 28 days are also available</li> <li>An SMS entry register system is also available</li> </ul>
Make your SLS members, staff and other people aware of the <a href="#">COVIDSafe app</a> and its benefits to support contact tracing if required.	<ul style="list-style-type: none"> <li>This is included in the Conditions of Entry</li> </ul>

## Specific risks related to Lifesaving

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

Risks	Actions
<b>Lifesaving</b>	
Contact with Patients and members of the publics during rescues	<ul style="list-style-type: none"> <li>• Use a bag-valve-mask (BVM) where possible as safer alternative</li> <li>• Resuscitation masks with a one way valve may be used if available and following individual risk assessment</li> <li>• Compression only CPR may be used.</li> <li>• Maintain a safe distance while checking breathing</li> </ul>
Regularly clean rescue-ready equipment and contact points of rescue equipment used during rescues	<ul style="list-style-type: none"> <li>• Wash hands and contact points after use</li> <li>• Hot soapy water is used for cleaning all equipment that is shared or may be contaminated</li> </ul>
Use of Radios	<ul style="list-style-type: none"> <li>• Radios are in bags</li> </ul>
Oxygen Equipment	<ul style="list-style-type: none"> <li>• Non-disposable parts of the unit are cleaned thoroughly using hot soapy water and disinfectant</li> </ul>
First Aid equipment	<ul style="list-style-type: none"> <li>• Gloves are advised to be worn when handling any first aid equipment</li> <li>• First aid equipment that is clearly damaged or used is removed and disposed of</li> </ul>