

COVID-19 Safety Planning

Junior Activities



Effective 20th August 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
- keep your plan up-to-date when there are changes to the rules.

COVID-19 Safety Plan

Surf Life Saving Club details	
Surf Life Saving Club:	Sandon Point
Plan completed by:	Cameron Ward, Junior Activities Chair
Plan approved by:	SPSLSC Executive
Plan effective:	September 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.	<ul style="list-style-type: none"> • Reinforce via surfguard, social media each fortnight • Refer to NSW health requirements

	<ul style="list-style-type: none"> • COVID marshall recruited
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"> •
Encourage members to wear a face mask: <ul style="list-style-type: none"> • if it is hard to maintain 1.5 metres of physical distance from others • on public transport • 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. 	<ul style="list-style-type: none"> •
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).	<ul style="list-style-type: none"> •
Exclude SLS members, staff and other people who are unwell.	<ul style="list-style-type: none"> •
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"> •
Physical Distancing	
Assess the safe capacity of communal facilities (one person per 4 square metres), 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"> • Need to place signs on upstairs hall, balcony, kitchen, board room, patrol room, boat shed stating maximum numbers
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.	<ul style="list-style-type: none"> • N/A for Junior Activities • Nippers board room maximum of 6 • U14 SRC training managed by CTO COVID plan
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.	
Ensure the number of people does not exceed one person per 4 square metres (including staff, members and spectators) to a maximum of 500 people.	<ul style="list-style-type: none"> • Split age groups up to morning and afternoon sessions (U6, U8, U10 & U12 from 10am, U7, U9, U11 & U13 from 12pm); • Start season late (08/11) and reduce Christmas break;
Have strategies in place to prevent parents, participants and/or spectators from co-mingling between groups.	<ul style="list-style-type: none"> • Split age groups up to morning and afternoon sessions (e.g. U6, U8, U10 & U12 from 10am, U7, U9, U11 & U13 from 12pm); • Start season late (08/11) and reduce Christmas break; • 1 parent per child • Preference is to drop off and pick up only;
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"> • Split age groups up to morning and afternoon sessions (e.g. U6, U8, U10 & U12 from 10am, U7, U9, U11 & U13 from 12pm); • Start season late (08/11) and reduce Christmas break; • 1 parent per child • Preference is to drop off and pick up only; • Consider entrance (pedestrian ramp) and exit points (vehicle ramp) and marshals positioned at specific potential gathering locations • Comply with Council pool restrictions for proficiency – consider alternatives for carrying out proficiencies
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"> • Split age groups up to morning and afternoon sessions (e.g. U6, U8, U10 & U12 from 10am, U7, U9, U11 & U13 from 12pm); • 1 parent per family • Preference is to drop off and pick up only; • Consider entrance (pedestrian ramp) and exit points (vehicle ramp) and marshals positioned at specific potential gathering locations • Comply with Council pool restrictions for proficiency – consider alternatives for carrying out proficiencies
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"> • Split age groups up to morning and afternoon sessions (e.g. U6, U8, U10 & U12 from 10am, U7, U9, U11 & U13 from 12pm); • 1 parent per family • Preference is to drop off and pick up only; • Consider entrance (pedestrian ramp) and exit points (vehicle ramp) and marshals positioned at specific potential gathering locations • Comply with Council pool restrictions for proficiency – consider alternatives for carrying out proficiencies

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"> • No nippers in upstairs hall; • Only U14s in hall at minimum distances – refer to training plan • Coordinate training of other age groups in hall with CTO
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"> • N/A for Junior Activities
Use telephone or video platforms for essential meetings where practical.	<ul style="list-style-type: none"> • Where required but generally N/A for Junior Activities
Where practical, stagger the use of communal facilities. Strongly encourage everyone to shower/change at home where possible.	<ul style="list-style-type: none"> • Advise everyone via surfguard the previous night to nippers that the shower down at the boat shed is not for general use
Hygiene and Cleaning	
Adopt good hand hygiene practices.	<ul style="list-style-type: none"> • Apply for signs when COVID plan is approved • Provision of sanitizer in each age managers kit
Avoid shared food and drinks.	<ul style="list-style-type: none"> • No BBQ until restrictions are eased
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	<ul style="list-style-type: none"> • Minimum 70% alcohol content • COVID marshal to ensure supply • Age manager bags • Entrance locations
Encourage contactless payment options.	<ul style="list-style-type: none"> • No registrations done in person – all must be online
Encourage everyone to bring their own water bottle, sweat towels, exercise mats and equipment.	<ul style="list-style-type: none"> • Communicate via surfguard, facebook, website etc. • Sunscreen too
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"> • No shared clothing • All water safety persons to take their rash vest home and bring the following week • All age managers to keep their own vests and shirts
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"> • 1 x bottle in each age managers bag • Encourage people to do this before they get out of their car
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"> • Flags need to be disinfected between each use • Rescue boards cleaning required – spray bottle available • Junior board cleaning to be done at board water area
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"> • Supply disposable gloves for cleaning
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.	<ul style="list-style-type: none"> • Age manager check and attendance sheets to be modified to include check box for parent/caregiver; • Put QR code sheets in many locations around the club
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 <u>stored confidentially and securely</u> . 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	
Make your SLS members, staff and other people aware of the COVIDSafe app and its benefits to support contact tracing if required.	<ul style="list-style-type: none"> •

Specific risks related to junior activities

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

Requirements	Actions
Junior Activities	

Ensure that only qualified members are on the beach as part of the delivery of nippers and training.	<ul style="list-style-type: none"> • <i>All age managers to have training checked and signed off</i>
Ensure that designated beach training areas as well as their entry and exit points are clearly marked out for nipper training and groups to comply with one person per 4 square metres of space rule	<ul style="list-style-type: none"> • <i>Require bunting/barricading for nippers beach and water areas</i> • <i>Require signs for entrance point (which will be limited to the southern pedestrian ramp) and exit point (which will be limited to the northern vehicle ramp);</i> • <i>Advise of entrance and exit points before each nippers;</i>
Proficiency – maintain social distancing according to NSW rHealth requirements	<ul style="list-style-type: none"> • <i>Use Woonona rock pool on Sunday 25/10, with allocated times for age groups – generally aligned with the split age groups. Ensure timing is such that there is reduced overlap of people coming and going;</i> • <i>Use UoW pool on Sunday 01/11, with allocated times for age groups – generally aligned with the split age groups. Ensure timing is such that there is reduced overlap of people coming and going;</i>
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