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COVID-19 Safety Planning Training and Education

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 | |
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| Surf Life Saving Club: | Sandon Point SLSC |
| Plan completed by: | Darren Morris CTO |
| 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 |
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| 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"> • <i>Communicate with TAFs, Participants, Parents</i> • <i>Refer Latest NSW Health requirements</i> • <i>Trainers act as COVID marshal</i> |
| 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. | |
| 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. | |
| 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. | |
| 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). | |
| Exclude SLS members, staff and other people who are unwell. | |
| 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. | |
| 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. | <ul style="list-style-type: none"> • <i>Need to place signs upstairs hall, balcony, kitchen, board room, patrol room, boat shed stating maximum numbers</i> • <i>Conduct risk assessment before each session</i> |
| Capacity must not exceed one customer per 4 square metres of space. | |
| Consider strategies encouraging people to take breaks outside, where practical in sufficiently shaded areas, or warm sheltered areas. | |
| 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"> • <i>Limit number of participants, divide groups into separate activities</i> |
| Have strategies in place to prevent parents, participants and/or spectators from co-mingling between groups. | <ul style="list-style-type: none"> • <i>No mixing of training groups, non-participants to be excluded from venue.</i> • <i>Outdoor training activities in an appropriately marked area, restricting access</i> |
| 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"> • <i>Consider restriction access via ramp / steps</i> • <i>Stagger pool times and follow Council guidelines</i> |
| Move or remove seating and tables as required to comply with physical distancing. | <ul style="list-style-type: none"> • <i>Training Room set up as per SLSNSW COVID-19 Information pack for Training and Education- Effective 28 Aug 2020</i> |
| 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. | |
| 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"> • <i>Online Theory to be done from home</i> |
| Use telephone or video platforms for essential meetings where practical. | <ul style="list-style-type: none"> • <i>Education meetings and communication by phone or email</i> |
| Where practical, stagger the use of communal facilities. Strongly encourage everyone to shower/change at home where possible. | <ul style="list-style-type: none"> • <i>Communicate to participants.</i> • <i>Stagger bathroom breaks for training participants</i> |
| Hygiene and Cleaning | |
| Adopt good hand hygiene practices. | <ul style="list-style-type: none"> • <i>Wash hands before and after touching things</i> • <i>Avoid sharing frequently touched items</i> |

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| Avoid shared food and drinks. | <ul style="list-style-type: none"> • Encourage member to bring their own food and drinks, e.g., bring your own water bottle, • No food or drinks to be provided |
| Clean frequently used indoor hard surface areas, 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"> • Clean first with detergent and water, and then use a disinfectant. • Wipe down training equipment after each use • Full clean at the end of each session |
| Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions. | <ul style="list-style-type: none"> • Min 70% alcohol content |
| Encourage contactless payment options. | <ul style="list-style-type: none"> • Registrations online |
| Encourage everyone to bring their own water bottle, sunscreen, towels, and equipment. | <ul style="list-style-type: none"> • Communicate to all participants |
| Ensure bathrooms are well stocked with hand soap and paper towels. | <ul style="list-style-type: none"> • air dryer 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. | <ul style="list-style-type: none"> • Participants to provide all their own clothing |
| 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"> • Have hand washing facilities or alcohol-based hand sanitiser at entry and exit points and training areas |
| Ensure there is accessible detergent/disinfectant and gloves for people to use, should they wish. | <ul style="list-style-type: none"> • Have disinfectant, gloves and masks close to training areas for people to use |
| 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"> • Clean any equipment before and after use while wearing gloves • Where possible provide each candidate with own training equipment eg manikins, tubes |
| 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"> • Gloves to be supplied |
| 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"> • Provide clearing wipes next to items that must be shared so they can be regularly wiped down |
| 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"> • TAFs record attendance • Use QR codes |
| 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. | |

Specific risks related to training and education 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 |
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| Clean areas used for practical training including but not limited to CPR training with detergent and disinfectant after each use. | <ul style="list-style-type: none"> • Clean areas used for practical training including but not limited to CPR training with detergent and disinfectant after each use • Follow the hygiene and cleaning guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education- Effective 28 Aug 2020 |

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| <p>Ensure all trainers, assessors and facilitators are able to disinfect CPR manikins safely</p> | <ul style="list-style-type: none"> • <i>Ensure all trainers, assessors and facilitators are aware of the disinfecting protocols</i> • <i>Ensure all trainers, assessors and facilitators have access to disinfectants, gloves and alcohol wipes</i> • <i>Follow manikin hygiene and cleaning guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education Effective 28 Aug 2020</i> |
| <p>Ensure all trainers, assessors and facilitators deliver CPR training safely</p> | <ul style="list-style-type: none"> • <i>Avoid high risk activities when training CPR</i> • <i>Make sure radios are in bags</i> • <i>Follow guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education- Effective 28 Aug 2020</i> |
| <p>Ensure training rooms or areas are set up safely to avoid the risk of spreading COVID-19</p> | <ul style="list-style-type: none"> • <i>Follow the training room or area set-up guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education- Effective 28 Aug 2020</i> |
| <p>Schedule training with staggered start times and limit enrolments to a maximum of participants in a classroom with a trainer, assessor or facilitator</p> | <ul style="list-style-type: none"> • <i>Follow the classroom capacity and scheduling training guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education- Effective 28 Aug 2020</i> |