



COVID-19 SAFETY PLAN AND CHECKLIST

South Maroubra Surf Life Saving Club

South Maroubra Surf Life Saving Club	
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Tony Shaw is responsible for this document	

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Version Control Table

Date	Version	Details
12 June 2020	1.3	Added registration and cleaning information to back of plan
19 June 2020	1.4	Added Junior Development (nipper) checklist and Club Shed and Equipment Area Checklist to plan

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1. Introduction

The purpose of this COVID-19 Safety Plan is to provide an overarching plan for the implementation and management of procedures by South Maroubra South Maroubra Surf Life Saving Club to support its members and participants in the staged resumption of clubhouse activity.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community. The Plan provides the framework to govern the general operation of [South Maroubra Surf Life Saving Club], and the facilities it controls,

This Plan includes, but is not limited to, the conduct of:

- a. staged opening of club operation and activity; and
- b. facility management and supporting operations (facility operations).

At all times the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

2. Key Principles

This Plan is based on:

- AIS COVID framework
- Fitness Australia guidelines for gyms
- NSW Clubs guidelines for the use of bars

The Plan also accepts as key principles that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on South Maroubra Surf Life Saving Club's plan;
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;

3. Responsibilities under this Plan

South Maroubra South Maroubra Surf Life Saving Club retains the overall responsibility for the effective management and implementation of the activities and operations outlined in this Plan.

The Board of South Maroubra Surf Life Saving Club is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

The Board has appointed the following person as the South Maroubra Surf Life Saving Club COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

Name	Tony Shaw
Contact Email	hatshaw@yahoo.com.au
Contact Number	0410 502 919

South Maroubra Surf Life Saving Club expects all members, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by [South Maroubra Surf Life Saving Club];
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

The Surf Club COVID Safety Coordinator will:

- Complete the COVID Safe Checklist and Plan (reviewed at coordination meeting)
- Distribute safety posters throughout the club (provided by SLS Sydney)
- Purchase and distribute hand sanitation material for use at entry and exits
- Update plan 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 with club management

4. Criteria for facility operating

Surf Life Saving Clubs in Sydney can open from 13 June 2020 under the following guidelines:

1. Have appointed a Club COVID Safety Co-ordinator
2. Have attend the SLS COVID Safe Briefing/ Meeting and been inducted into the safety framework
3. Have completed the safety plan and checklist for each area opening (club, showers, gym, bar)
4. The management committee are satisfied they meet the required guidelines within this plan

5. Facility Checklist

Each area of the club will require common safety measures, these include:

Numbers, distancing and registration

- ┆ Considering having one entry and one standard exit to the club to allow for registration and promotional information etc.
- ┆ Capping numbers of entry to one person per 4 metre square for the floor space used
- ┆ Capacity of any room in the clubhouse must not exceed 50 members
- ┆ Groups can only be a maximum of 10 people – no more than 10 people using a table
- ┆ Registration of those using area (tag or sign in) for possible contact tracing. Clubhouse entry via a tag system may be suitable. Club to define if they need a system section sign in system or a club entry system.
- ┆ Monitor and call out / discourage physical greetings (hand shaking, high fives, hugs and kisses, etc).
- ┆ Encourage members not to loiter in high use areas 'Get in, train and get out', "Shower and leave"

Cleaning and Hygiene

- ┆ Hand and hygiene sterilisation available on entry and exit
- ┆ Provide self-cleaning guidelines for members where required
- ┆ Develop monitoring process for compliance and cleaning
- ┆ Discourage sharing of equipment and clean between use
- ┆ Advise that no bags, clothing (including wetsuits, etc) or other personal items are to be left at the club or in change rooms.

Information and safety promotion

- ┆ Safety promotional posters and material should be displayed
- ┆ Provide guidelines in club news, social media and other channels, of club usage requirements
- ┆ Brief club officers, coaches, team managers and sections heads about this plan
- ┆ Members identified as high-risk groups of COVID-19 should be strongly encouraged to stay home.
- ┆ If a member tests positive to COVID-19 they're strongly encouraged to contact the Club President and state date and times they were at the premises (these details are to be kept confidential).

The following checklist should be used for each specific area

Showers and change rooms

It is strongly advised that members change and shower at home and adopt a “Get in, train and get out” policy.

- ┆ Club to define the maximum number that can be accommodated using one member per 4 square metre rules. Note this number on posters supplied, undertake inspections and encourage member to member accountability. Record any breaches or actions taken for non-compliance.
- ┆ Promote and monitor social distancing of 1.5m. Consider helpful “X” tape on floor systems and/or safety signage displayed promoting distancing.
- ┆ Define process for entry. User tracing is important if an infection is identified. Ensure you have a system to identify members using the clubhouse such as using the club electronic tag system or including a sign in process to enter. Display signage provided
- ┆ Provide hand sanitation on entry and exit
- ┆ Supply cleaning products and encourage members to self-clean surfaces used.
- ┆ Clubs must ensure a regular cleaning protocol of showers and change rooms after each group use.
- ┆ Advise the use of own towel and personal care products – safety signage provided
- ┆ Set up a cleaning schedule and record sheet located in each bathroom/change room and ensure cleaners record each facilities clean (template attached).

Gym

- ┆ Club to define the maximum number that can be accommodated using one member per 4 square metre rules. Note this number on posters supplied, undertake inspections and encourage member to member accountability. Record any breaches or actions taken for non-compliance.
- ┆ Promote and monitor social distancing of 1.5m on all equipment – safety signage provided. You may configure equipment to include spacing or encourage members to use equipment leaving spacing as required
- ┆ Define process for entry. User tracing is important if an infection is identified. Ensure you have a system to identify members using the clubhouse such as using the club electronic tag system or including a sign in process to enter. Display signage provided
- ┆ Provide hand sanitation on entry and exit and encourage personal hygiene via poster
- ┆ Inform members they must have their own towel – poster provided
- ┆ Discourage members from using equipment between sets
- ┆ Supply cleaning products to promote self-cleaning of each item of equipment after use – poster provided
- ┆ Clubs must ensure regular cleaning of gym and equipment. For heavily used areas, this is recommended to be several times a day.
- ┆ Encourage member to member accountability where members self monitor and provide safety information to other members who do not comply. Provide advice and encouragement in newsletters – see something, say something!
- ┆ Consider using a booking system for the gym such as Acuity Scheduling etc [Acuity Scheduling](#) or [Picktime](#) which are free software programs.

Club Shed and Equipment Areas

- ┆ Ensure the number of people in a facility does not exceed one person per 4 square metres.
- ┆ Minimise co-mingling by staggering training start times.
- ┆ A register must be completed by anyone entering the facilities and records kept for 28 days.
- ┆ Promote and monitor social distancing of 1.5m. Consider helpful “X” tape on floor systems and/or safety signage displayed promoting distancing.
- ┆ Ensure signage is displayed around hygiene and cleaning protocols.
- ┆ Consider using a booking system for training sessions.
- ┆ Adhoc use of clubhouse facilities by members outside of formal or group training sessions is prohibited due to lack of ability to monitor cleaning and hygiene protocols.
- ┆ Where there is a group working on equipment or cleaning out the gear shed or club house, for example, use a booking system to keep numbers at a minimum and schedule small groups to work at different times.
- ┆ Operate on a “Get in, train or work, and get out” basis.
- ┆ Prevent gatherings occurring outside the premises.
- ┆ Consider appointing a Club house manager to oversee bookings and usage.
- ┆ Ensure regular cleaning of communal areas and wipe down of any equipment being worked on.
- ┆ Provide hand sanitiser and encourage use on entry and exit.
- ┆ Provide detergent and gloves for members working within the facility.
- ┆ Any shared sports equipment must be washed down and disinfected after each use.
- ┆ Ensure you appoint someone to oversee cleaning of shared equipment, either an overall Clubhouse and gear manager or appoint someone from each training or working group.
- ┆ The storage of personal craft within the gear shed is discouraged at this stage.
- ┆ Facilities can open under the above guidelines from 13th June. Return to full training activities including boats and double skis are able to resume from 1st July.
- ┆ IRB training can resume now under the Emergency service provision of essential training.

Club Bar

- ┌ Club to define the maximum number that can be accommodated using one member per 4 square metre rule. Note this number on posters supplied, undertake inspections and encourage member to member accountability. Record any breaches or actions taken for non-compliance. Bar staff to monitor
- ┌ The NSW Clubs guidelines note that alcohol can only be consumed by members/visitors seated
- ┌ Consider helpful processes for members to maintain social distancing of 1.5m
 - a. Space out tables and chairs
 - b. Use tape to indicate standing locations for the bar queue
 - c. Display posters
- ┌ Visitors must sign in when entering the bar. While member details will already be recorded in SurfGuard in case of the need to contact. Visitors (non-members) should have their name, number and email address recorded
- ┌ Encourage COVID Safe App – poster supplied
- ┌ Provide hand sanitation on entry and exit
- ┌ No shared food or utensils to be provided on tables. Do not have items that have multi use such as menus, sugar bowls, toothpicks etc. Napkins and straws must not be stored in communal areas or on tables
- ┌ Provide regular cleaning down of surfaces by bar staff and avoid cross infection by using the same cleaning cloth without regular washing in hot soapy water – or use paper towel and discard.
- ┌ Groups can only be a maximum of 10 people – no more than 10 people using any one table
- ┌ Ensure bathrooms are well stocked with hand soap and paper towels. Poster with hand washing information provided.

General Information to members at entry points and in newsletters

To assist us to create a COVIDSafe Surf Club please follow safety signage and the guidelines below:

- ✓ Register entry via electronic tag or sign in book
- ✓ Maintain Social distancing – 1.5m
- ✓ Personal hygiene encouraged
- ✓ Use hand sanitation on entry and exit
- ✓ Observe maximum number signage and guidelines
- ✓ Download and turn on COVIDSAFE App
- ✓ Self-clean surfaces used with product provided
- ✓ Call the club president if you are diagnosed with COVID-19 after attending the club X

Don't enter if you are feeling unwell

- X Don't congregate in groups or share equipment. Do not leave bags, cloths or wetsuits within the club

6. Junior Activity Checklist

Pre-Activity

- ┌ Add this JDC safety checklist to club COVID Safety Plan. JDC committee to approve plan before starting activity.
- ┌ Appoint a COVID Safety Officer to oversee Junior Activity/Training. Appoint additional officers for larger group numbers (use one officer per 50 nippers). Check in with club COVID Safety Officer(s)
- ┌ SLS Sydney will be providing information to the GMs of each Local Government but the junior coordinator should contact their local government representative or make district contact before activity starts. Consider a district approach for liaison.
- ┌ Develop a nipper registration process that does not involve large gatherings. Consider online registration and small groups rostered at different times.
- ┌ Encourage young members or parents/age managers who do not feel well to NOT attend the beach or junior activity.
- ┌ Communicate safety arrangements to Junior Development members before attending the beach. Also consider a community communications plan to promote your safety culture. This can be done via your website, club Facebook page and Insta page, local newspaper, your club newsletter, and maybe also liaising with local schools, who could share your information.
- ┌ Ensure all age managers hold the SLS Age Manager Award and are qualified for water safety. Encourage parents who would like to be on the beach with their children to obtain their age manager award.
- ┌ Define process for registration for each junior activity member and age managers. User tracing is important if an infection is identified. Ensure you have a system to identify members entering the clubhouse such as the club electronic tag system, a sign in process or a QR code. Display signage provided.
- ┌ Define the group management plans. Consider the following:
 - a. Should you decide to reduce numbers, one option for the larger clubs is to run the U6 and U7's age groups as a limited group for Nipper siblings only for the season.
 - b. Consider greater water activities and ensure water safety in place
 - c. Keep nippers moving and not gathering together
 - d. Mark off areas where age groups will conduct their specific program
 - e. Consider shorter programs at staggered times
 - f. Break into small groups for more effective delivery
 - g. Consider different points of drop off and pick up

On-Day Activity

- ┌ Undertake a pre-activity safety briefing to communicate to age managers plan details
 - a. Ask others how they are feeling and if not feeling well then not participant
 - b. Ensure everyone has signed in
 - c. Ensure everyone has hand sanitised

- ┌ Promote and monitor social distancing of parents, spectators and age managers of 1.5m. Encourage only one parent to attend and not to gather in groups.

- ┌ Ensure age managers and adults assisting on the beach are suitably identifiable through a vest or club shirt

- ┌ Provide hand sanitation on beach entry and exit and encourage personal hygiene

- ┌ Provide registration process

- ┌ Safety officer to monitor gatherings and actively intervene to change behaviour as required

Post Day Activity

- ┌ Undertake post activity safety briefing and update plan as required

7. Suspected/Confirmed case within the clubhouse

Exclude members or staff who are feeling unwell

Provide information on the nearest testing site.

Testing site is located at: **Prince of Wales Hospital**

If a member tests positive to COVID-19 they're strongly encouraged to contact the Club President and state date and times they were at the premises (these details are to be kept confidential).

If a confirmed case of COVID-19 has been identified and they have used the clubhouse, close the facility for cleaning.

Monitor the welfare of the member and check with the member if they have contacted NSW Health and if contact tracing is underway.

Contact the NSW Health helpline on 1300 066 055 to check advice and to check if contact tracing is required from a club level. If required notify members as appropriate.

The required sections of your clubhouse will need to be thoroughly cleaned and disinfected before people can return. Some Safe Work Australia guidelines include:

- Using an ISO accredited cleaner is not required.
- Fogging is not required and is not recommended.
- Swabbing surfaces following disinfection is not required.

For more information on what to do if there is a case of COVID-19 see our infographic - What to do if a worker has COVID-19.

<https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf>

8. Supplies and Resources

General reference guides and assistance

Policy and Compliance – Peter Agnew, President SLS Sydney. 0407 938 880

Resourcing, guides and poster reprints - Karen Byron, SLS Sydney, Club Development Officer
9019 0722 or 0466 630 643 – clubdevelopment@surflifesavingsydney.com.au

Other useful COVID-19 Links

[NSW Health Infection control guidelines for Community Sport](#)

[NSW Gov Guidelines for Sports-Recreation-Safety Plan](#)

Hand Sanitiser

Suppliers such as Bunnings, Chemist Warehouse. Refer to cleaning and hand sanitiser information.

Cleaning

See Safe Work Australia website for cleaning to prevent the spread of COVID-19

[Safe Work Australia - COVID-19 workplace cleaning and disinfection](#)

[Download the PDF](#)

How to calculate the number of people for the size of your room

1. Measure the length of the room.
2. Measure the width of the room.
3. Multiply the length by the width to calculate the area of your room in square metres.
4. Divide the area of your room (calculated in square metres) by 4 to calculate the maximum number of people allowed.

Number of people	Minimum space required
1	4 square metres
10	40 square metres
20	80 square metres
30	120 square metres
40	160 square metres
50	200 square metres

9. Safety Promotional Material

Posters have been developed by Surf Life Saving Sydney and four printed A3 copies of each poster will be supplied to each surf club.

Welcome! Poster to be displayed at each entry point of the surf club.



Welcome!

To assist us to create a **COVIDSAFE** Surf Club please follow **safety signage** and the **guidelines** below:

-  Register entry via electronic tag or sign in book.
-  Maintain Social distancing - 1.5m.
-  Use hand sanitation on Entry and Exit.
-  Observe maximum number signage and guidelines.
-  We recommend you download and turn on **COVIDSAFE** App.
-  Self-clean surfaces used with product provided.
-  Contact the Club President if you are diagnosed with COVID-19 after attending the club.
-  Don't enter if you are feeling unwell.
-  Don't congregate in groups, leave clothing or wetsuits in club or share equipment without cleaning first.

BE COVIDSAFE - Safety First!

This Surf Life Saving Club is implementing **COVIDSAFE** practices. Please follow instructions provided to ensure we keep members and visitors safe.



Attention Poster to be displayed at each entry point of the surf club.

Attention!

If you have experienced a **fever, cough, sore throat, shortness of breath** or **travelled overseas** in the past month, please **do not** enter this facility.



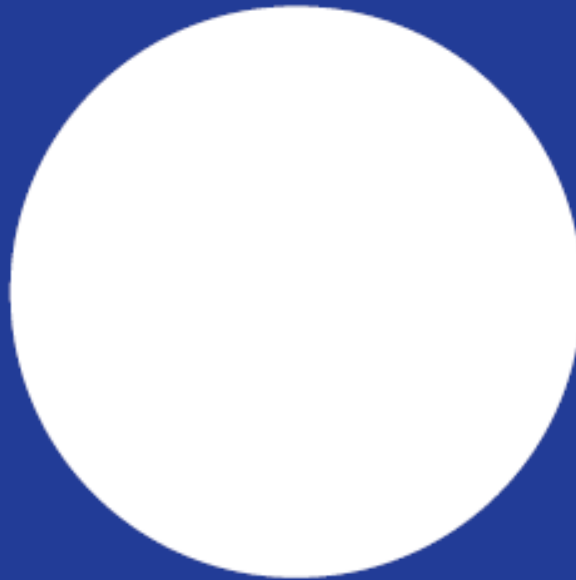
BE COVIDSAFE - Safety First!

This Surf Life Saving Club is implementing COVIDSAFE practices. Please follow instructions provided to ensure we keep members and visitors safe.



Maximum Capacity poster should be displayed at the entry to change rooms/showers, the gym and the bar. Write the maximum number of people allowed to enter based on one person per square metre (see Section 7)

The Maximum Capacity for people in this section is:



Public Health Orders require social density not to exceed one person per 4 square metres. This number is calculated on this order.

BE COVIDSAFE - Safety First!

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Gymnasium Poster to be displayed at entry to the gymnasium. Indicate the maximum number that can enter based on the one person per 4 square metre rule

Gymnasium

- 1** A condition of entry to this gym is that a maximum of members is not exceeded. Please count numbers on entry. If you remain in the gym exceeding the maximum numbers, you are in breach of our safety plan and your membership will be suspended.
- 2** Maintain social distancing of 1.5m.
- 3** Each member must use the club electronic tag or sign in process to use this gym.
- 4** Please use hand sanitation on entry and exit.
- 5** You must have your own towel.
- 6** Use cleaning products provided to self-clean each item of equipment after use.

BE COVIDSAFE – Safety First!

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Shower and Change Room Poster to be displayed at entry of male and female change rooms. Indicate the maximum number that can enter based on the one person per 4 square metre rule

Shower and Change Room

- 1 A condition of entry to these showers/change rooms is a maximum of members is not exceeded. Please count numbers on entry. If you remain in the change room exceeding the maximum numbers, you are in breach of our safety plan and your membership will be suspended.
- 2 Maintain social distancing of 1.5m.
- 3 Each member must use the club electronic tag or sign in process to enter.
- 4 Please use hand sanitation on entry and exit.
- 5 Use own towel, soap & personal care products.
- 6 Use cleaning products provided to self-clean surfaces used.

BE COVIDSAFE – Safety First!

This Surf Life Saving Club is implementing COVIDSAFE practices. Please follow instructions provided to ensure we keep members and visitors safe.



Club Bar Poster to be displayed at entry and inside the club bar. Indicate the maximum number that can enter based on the one person per 4 square metre rule.

Club Bar

- 1** A condition of entry to the club bar is that a maximum of members is not exceeded. Please count numbers on entry. If maximum numbers are exceeded members will be asked to leave.
- 2** Maintain social distancing of 1.5m.
- 3** Each member must use the club electronic tag or sign in process when attending the bar.
- 4** Please use hand sanitation on entry and exit .
- 5** Do not share food, drinks or utensils.

BE COVIDSAFE – Safety First!

This Surf Life Saving Club is implementing COVIDSAFE practices. Please follow instructions provided to ensure we keep members and visitors safe.



Good Hygiene Poster – to be displayed in bathrooms and toilets



Australian Government

Good hygiene is in your hands.



Wet hands with running warm water and apply soap.



Rub hands and lather for at least 20 seconds.



Rinse hands under running warm water.



Dry hands thoroughly with a clean towel.

BE COVIDSAFE

For more information about Coronavirus (COVID-19), please visit [health.gov.au](https://www.health.gov.au)



10. Cleaning Information

Cleaning & Hand Sanitizer Information

LAB6 Pty Ltd – 9540 2616

Unit 17B, 1 Endeavour Road, Caringbah

\$53.90 for 5ltr Hand Sanitiser = \$10.78 per litre

[LAB 6 Full Price List](#)

idc Medical - 9587 0232

3 Production Avenue, Kogarah

\$125.00 for 5ltr Hand Sanitiser = \$25.00 per

[idc Medical Full Price List](#) and [idc Medical Product Flyer](#)

Paul Cooper – Secretary Burning Palms

The Intellectual Disability Foundation of St George

0412 532 863

Bulk Hand Sanitiser – produced by Manildra Group @ \$6.00 per litre

Bunnings Warehouse

\$13.90 per litre

Chemist Warehouse

\$14.49 per litre

Officeworks

\$25.80 per litre

Cleaning schedule – Toilets, showers and change facilities

CLUB:

LOCATION:

DATE:

Area	Time	Time	Time
Sanitise and wipe down sinks and taps			
Sanitise and wipe down toilets			
Sanitise and wipe down communal touch points – door handles, hand dryers, light switches, bin lids.			
Spray and wipe surfaces and benches			
Mop floors			
Check no personal belongings left			
Top up hand sanitiser, soap, paper towel, toilet paper, spray sanitiser bottles			

Checked and signed by facilities / club house manager or cleaner
