



# COVID-19 Safety Planning Surf Sports

Effective 7 December 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 for surf sports based on the [Community sporting competitions and full training activities 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 requirements and actions related to their local operating environment. **The template provides ideas and considerations only and is not a comprehensive COVID-19 Safety Plan for all lifesaving activities.**

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 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.

# COVID-19 Safety Plan

Surf Life Saving Club details	
<b>Surf Life Saving Club:</b>	Surf Life Saving Far North Coast Branch
<b>Plan completed by:</b>	Sam Clutterbuck
<b>Plan approved by:</b>	Debbie Pawsey – FNC Branch Director of Surf Sports
<b>Plan effective:</b>	17/12/2020 to 28/02/2021
<b>Supporting Literature:</b>	<ol style="list-style-type: none"> <li>1. <a href="#">SLSNSW COVID-19 Webpage</a></li> <li>2. <a href="#">SLSNSW COVID-19 Matrix</a></li> <li>3. <a href="#">SLSNSW COVID-19 Information Pack: Return to Sport</a></li> <li>4. <a href="#">NSW Government Website</a></li> </ol>

## 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 on the day.

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 in the last 14 days. This includes SLS members, staff and team management personnel.	<ul style="list-style-type: none"> <li>• All competitors, handlers and parents and volunteers will be advised beforehand via email not to attend if they have any symptoms or have been in contact with a suspected case, or have been to any of the current hot spots for infection in the previous 2 weeks to the event</li> <li>• All persons must sign into the venue using the <a href="#">myguestlist</a> QR code provided. The posters around the venue will also have the option to visit a website or text their details through to a number. This registration list will be pulled at the completion of the event and kept for a period of 28 days.</li> <li>• Signage will be displayed with images at entry points requesting those who are unwell not to enter the designated space or participate in activities.</li> <li>• Communication on club webpages and through social media channels will advise people who are unwell not to attend.</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>• Refer people to <a href="#">COVID-19: What It Is, How to Prevent Spread online awareness course</a> (Est. Duration 5-7 minutes) created by SLSA eLearning provider eTrainu</li> <li>• Refer people to the eLearning course for <a href="#">COVID-19 infection control training</a> (Est. Duration 30 minutes) created in partnership by The NSW Department of Health and Aspen Medical.</li> <li>• Refer people to the NSW Health public <a href="#">COVID-19 Clinics</a> and free <a href="#">COVID-19 GP Respiratory Clinics</a> in NSW.</li> <li>• Communicate regularly with SLS members, staff and other people to remind everyone that if they have any COVID-19 symptoms they must get tested and self-isolate until they get their results, and not attend any SLS activities. The same applies if they have been in close contact with a confirmed COVID19 case'</li> <li>• Regularly updates available through weekly <a href="#">SLSNSW Club Mail</a>, <a href="#">monthly branch newsletters</a> referring members to the <a href="#">SLSNSW COVID-19</a> updates webpage with the latest COVID-19 Rules and Restrictions.</li> </ul>
Display conditions of entry for members or visitors (website, social media, venue entry).	<ul style="list-style-type: none"> <li>• All non-competitors must sign into the venue using the QR code provided through myguestlist. Or the weblink, text message option as stated above.</li> </ul>

Requirements	Actions
	<ul style="list-style-type: none"> <li>Officials, work party and Club Management Personal will be issued with coloured wristband once signed in.</li> <li>Competitor entries will be tracked through the Electronic Management System.</li> <li>Conditions of entry will be displayed at all club entry points as well as on club websites and social media pages, e.g., in social media</li> <li>Signs will be displayed at entrances and exits to rooms or designated spaces with the maximum safe capacity for that space or room.</li> </ul>
Ensure COVID-19 Safety Plans are in place for the specific SLSC where the event is held.	<ul style="list-style-type: none"> <li>Cabarita Beach SLSC has a registered COVID Safety Plan in place for their clubhouse.</li> <li>However, this event will be delivered down on the beach and in the water. As such, this COVID Safety Plan relates to the operational aspects of the surf carnival.</li> </ul>
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/latest new sand-updates).	<ul style="list-style-type: none"> <li>Advertise NSW Health website on social media <a href="https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx">https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx</a></li> <li>QR sign on code will ask the relevant question to frequented hot spots and ask they leave immediately if answering "Yes".</li> </ul>
<b>Physical Distancing</b>	
<p>Ensure the number of people in a facility does not exceed one person per 2 square metres of space (excluding staff).</p> <p>The maximum number of participants at the event is 3000. This includes competitors, officials, water safety personnel, team management personnel and spectators.</p>	<ul style="list-style-type: none"> <li>Each room will have signs showing the maximum number allowed to accommodate safe capacity by allocating one person per 2 square meters.</li> <li>Entry to carnival via Electronic Management System only. No late entries or entries on the day.</li> <li>Communicate to members the maximum number of attendees on the day. It will be monitored as registrations close to see if we are anywhere near capacity. Based on previous seasons, numbers attending would be well under 3000.</li> <li>If rules change we will update accordingly.</li> </ul>
Spectators singing in groups or chanting/cheering is a particularly high-risk activity and should be avoided where possible.	<ul style="list-style-type: none"> <li>Restrict people entering or standing around in spaces without designated seating that complies with physical distancing</li> <li>Move or remove seating and tables as required to comply with physical distancing for spectators</li> </ul>
<p>Minimise co-mingling of participants from different games and timeslots where possible.</p> <p>Controlling the space on the beach where events are to take place.</p>	<ul style="list-style-type: none"> <li>Using bunting/barricades to separate Nipper activity areas (as per SLSNSW COVID-19 Matrix v1.2 15 October 2020)</li> <li>Separating entry/exit points where possible (as per SLSNSW COVID-19 Matrix v1.2 15 October 2020)</li> <li>Turn up, participate, leave (as per SLSNSW COVID-19 Matrix v1.2 15 October 2020)</li> <li>Using bunting/barricades to separate competition areas or manage people on the beach. (as per SLSNSW COVID-19 Matrix v1.2 15 October 2020).</li> <li>Monitor an entry/exit zone on the beach where members enter, sanitise, stay there for their events and leave from the exit zone only. All parents/spectators will be watching from a far and roped off from entering the beach arena.</li> <li>Splitting age groups/categories over am/pm or different days (as per SLSNSW COVID-19 Matrix v1.2 15 October 2020).</li> <li>Physical distancing should be practiced except for competitors when they are training or competing within the field of play (as per SLSNSW COVID-19 Matrix v1.2 15 October 2020).</li> </ul>
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.	<ul style="list-style-type: none"> <li>Move or block access to equipment to support 1.5 metres of physical distance between people.</li> <li>Move or remove seating and tables as required to comply with physical distancing</li> <li>Restrict people entering or standing around in spaces without designated seating that complies with physical distancing</li> <li>Outdoor venue</li> </ul>

Requirements	Actions
	<ul style="list-style-type: none"> <li>No club marquees to be set up on grassed spectator area.</li> <li>Club COVID Marshals responsible for monitoring safe physical distancing.</li> </ul>
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.	<ul style="list-style-type: none"> <li>Turn up, participate, leave (as per SLSNSW COVID-19 Matrix v1.2 15 October 2020)</li> <li>Stagger start and finish times of SLS activities to prevent crowding at entries, exits and drop off or pick up points. This will separate age groups and numbers.</li> <li>Have signage with large font and/or images to indicate pick up and drop off zones, and no-gathering zones within and around the surf club—include this information in any communications</li> <li>Communication with maps on areas where spectators can gather safely as well as how they should move between places to avoid gatherings and maintain safe physical distancing will be shared with the entries for the event. This information will be presented in the carnival Circular in further detail.</li> </ul>
Have strategies in place to prevent parents, competitors and/or spectators from co-mingling between groups.	<ul style="list-style-type: none"> <li>Signage, barrier tape and other visual communication tools will be set up to show designated areas for competitors and spectators.</li> <li>Communicate on club webpages and through social media channels areas for spectators to gather safely and to stay out of competition area, as well as how they should move between places to avoid gatherings and maintain safe physical distancing.</li> <li>Designated area for spectators has been defined as grass area only.</li> <li>Block Age Group racing with competitors and Age Managers remaining on the beach (in the field of play) separated in age groups for the duration of the carnival.</li> <li>Club COVID Marshals are responsible for monitoring physical distancing.</li> </ul>
Where possible, encourage participants to avoid carpools with people from different household groups.	<ul style="list-style-type: none"> <li>Communicate on club webpages and through social media channels areas to minimise carpooling where possible.</li> <li>Stagger start times to minimise the number of cars arriving and leaving at the same time</li> </ul>
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	<ul style="list-style-type: none"> <li>Have markings or signage in place to designate directions of pedestrian traffic on the ground and at eye-level</li> <li>Signage, barrier tape and other visual communication tools will be set up to show designated areas for competitors and spectators.</li> <li>Communicate on club webpages and through social media channels areas for spectators to gather safely and to stay out of competition area, as well as how they should move between places to avoid gatherings and maintain safe physical distancing.</li> <li>Designated area for spectators has been defined as grass area only.</li> </ul>
Provide visual aids above hand wash basins to support effective physical distancing, e.g., NSW Government Posters	<ul style="list-style-type: none"> <li>Government posters have been placed where appropriate at areas with hand washing and sanitation facilities as well as at entries and exits to carnival area.</li> </ul>
<p>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>The COVID Safe Plan of the relevant Club will apply here as it will be their facilities they are controlling for the purpose of the carnival.</li> <li>Include links to the NSW Health videos on the club website where possible, e.g., physical distancing <a href="http://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx">http://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx</a></li> <li>Assess the maximum capacity of change rooms and lockers and have display signs showing maximum capacity</li> <li>Consider closing shower and change room facility entry points if necessary.</li> <li>Stagger bathroom breaks for training participants</li> </ul>
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	<ul style="list-style-type: none"> <li>Encourage members to arrive ready and shower and change at home before and after the session</li> <li>If Cabarita Beach's current COVID Safety Plan allows showers to be used, time limits on changing room use will be in place to ensure no mingling.</li> </ul>

Requirements	Actions
Use telephone or video platforms for essential meetings where practical.	<ul style="list-style-type: none"> <li>In the lead up to the event, all club committee and any other meetings will provide a link to Zoom or Microsoft Teams to share documents and offer the teleconference option to limit face to face interaction.</li> </ul>
Review regular business deliveries and request contactless delivery and invoicing where practical.	<ul style="list-style-type: none"> <li>Designate a space where they can do contactless drop off</li> <li>Choose off peak delivery times to prevent crowding at entries, exits and drop off or pick up points.</li> </ul>
<b>Hygiene and Cleaning</b>	
Adopt good hand hygiene practices.	<ul style="list-style-type: none"> <li>Signs are displayed, sanitiser will be available at the entrance to registration, the toilet facilities are stocked with hand wash and paper towels.</li> <li>Wash hands before and after touching things</li> <li>Avoid sharing frequently touched items</li> <li>Encourage competitors not to spit or cough, especially around others, as this can spread the virus and may be perceived as intentional which has consequential government penalties</li> <li>Clean your hands as per recommendations from NSW Health – shown in their posters (6 steps, 20 seconds).</li> </ul>
<p>Provide hand sanitizer at multiple locations throughout the Event.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>Monitor and replace hand sanitizer regularly</li> <li>Encourage members to sanitize before and after training as well as between different activities</li> <li>Alcohol-based hand sanitiser will be provided at entry and exit points and sign in desk.</li> </ul>
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers and have posters with instructions on how to wash hands.	<ul style="list-style-type: none"> <li>Responsibility of Cabarita Beach SLSC, hosting club to have all available bathrooms stocked to cater for the event. Refer to their Club COVID-19 Safety Plan.</li> </ul>
Encourage contactless payment options	<ul style="list-style-type: none"> <li>Clubs invoiced by SLSFNC if required (generally these events have no entry fee to competitors).</li> </ul>
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels, sunscreen. Avoid shared food and drinks.	<ul style="list-style-type: none"> <li>Communicate on club webpages and through social media channels areas for everyone to bring their own water bottle, sweat towels, and food.</li> <li>Remind parents each week to come prepared the following week</li> </ul>
<p>Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.</p> <p>Where reasonably practical, consider methods to avoid the shared use of items, such as pens and pencils, tools or workstations</p>	<ul style="list-style-type: none"> <li>Have procedures in place to separate clean and used clothing items, as well as safe access to them</li> <li>Frequently clean lifejackets</li> <li>Use dingle-use PPE or thoroughly clean PPE before and after use while wearing gloves</li> <li>Cleaning wipes will be provided next to items that must be shared so they can be regularly wiped down</li> </ul>
Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.	<ul style="list-style-type: none"> <li>Clean first with detergent and water, and then use a disinfectant.</li> <li>Clean frequently touched areas and surfaces several times per day, e.g., door handles.</li> <li>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.</li> </ul>
Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.	<ul style="list-style-type: none"> <li>Have detergent and disinfectant readily available</li> <li>Clean the indoor hard surfaces between every session whilst wearing gloves</li> <li>Registration and Officials table will be cleaned first with detergent and water, and then use a disinfectant.</li> <li>Frequently touched areas and surfaces will be cleaned several times per day. As standard as well as when required.</li> </ul>

Requirements	Actions
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>Refer to the Surf Life Saving Club COVID Safety Plan of where the Event is being held on the day.</li> </ul>
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	<ul style="list-style-type: none"> <li>Communicate on club webpages and through social media channels areas for everyone to bring their own equipment where possible</li> <li>Clean any equipment before and after use while wearing gloves</li> <li>Individual Club's responsibility to follow their COVID Safe Plan.</li> </ul>
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	<ul style="list-style-type: none"> <li>Monitor and replace cleaning equipment as necessary</li> </ul>
Maintain disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions.	<ul style="list-style-type: none"> <li>Follow manufacturer's instructions for disinfectant solutions</li> </ul>
SLS members and staff should wash hands thoroughly before and after cleaning.	<ul style="list-style-type: none"> <li>Wear gloves and other PPE whilst carrying out cleaning duties.</li> </ul>
<b>Record keeping</b>	
Keep a name and contact number for all staff, visitors and contractors for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. QR Code sign-in is encouraged. The QR Code that will be issued around the venue is the myguestlist QR Code. The records will be reviewed by the Branch Admin Officer after each event.	<ul style="list-style-type: none"> <li>All non-competitors must sign into the venue using the QR code provided through myguestlist. Or the weblink, text message option as stated above.</li> <li>Competitor entries will be tracked through the Electronic Management System.</li> </ul>
Make your SLS members, staff and other people aware of the <a href="#">COVID Safe app</a> and its benefits to support contact tracing if required.	<ul style="list-style-type: none"> <li>This will be promoted through the existing communication channels</li> </ul>
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> <li>Also contact the SLSNSW Media Team on 0405 203 764. You will be provided with our COVID-19 Media Response Plan for Surf Life Saving.</li> </ul>