



COVID-19 Safety Planning

FNC Branch Office, Shelly Beach

Effective 12 February 2021

Any Surf Life Saving Club (SLSC) in NSW **MUST** complete a 'COVID-19 Safety Plan' for training and education activities, 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.

SLSNSW has developed this contextualised COVID-19 Safety Plan template for training and education based on the [general version](#) released by the NSW Government. The requirements have been reworded and contextualised for Surf Life Saving.

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

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	
Surf Life Saving Club:	Surf Life Saving Far North Coast Branch Office
Plan completed by:	Sam Clutterbuck – Branch Administration Officer
Plan approved by:	David Rope
Plan effective:	17 th February 2021
Supporting Literature:	<ol style="list-style-type: none"> 1. SLSNSW COVID-19 Webpage 2. SLSNSW COVID-19 Matrix 3. SLSNSW COVID-19 Information Pack: Training and Education 4. NSW Government Website

Important to note

Surf Life Saving Clubs in NSW should refer to the latest *SLSNSW COVID-19 Matrix for all SLS Activities* and *SLSNSW COVID-19 Information pack: Training and Education* when updating their COVID-19 Safety Plan with appropriate action items.

The latest versions of these resources are available on the [SLSNSW COVID-19 Website](#).

Remember, this template is shared in a tool kit format. **Clubs are expected to edit, add in or remove 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.**

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
Wellbeing of SLS members, staff and other people	
Exclude SLS members, staff and other people who are unwell or who have travelled overseas or to a designated hotspot in the last 14 days.	<ul style="list-style-type: none"> • Display signage with large font and/or images at entry points requesting those who are unwell not to enter the building or designated space and participate in activities. • Communicate on club webpages and through social media channels that people who are unwell should not attend or participate in SLS activities. • All persons must sign into the venue using the NSW Service App QR code provided. The QR Code is scattered around all entrances in to the venue.
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"> • Refer people to COVID-19: What It Is, How to Prevent Spread online awareness course (Est. Duration 5-7 minutes) created by SLSA eLearning provider eTrainu • Refer people to the eLearning course for COVID-19 infection control training (Est. Duration 30 minutes) created by The NSW Department of Health and Aspen Medical. • Refer people to the NSW Health public COVID-19 Clinics and free COVID-19 GP Respiratory Clinics in NSW. • 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 COVID-19 case. • Regularly update and refer members to your SLSC or SLSNSW COVID-19 updates webpage—ensure messaging are consistent.

Requirements	Actions
	<ul style="list-style-type: none"> Regularly updates available through weekly SLSNSW Club Mail, monthly branch newsletters referring members to the SLSNSW COVID-19 updates webpage with the latest COVID-19 Rules and Restrictions. Any major COVID Updates mentioned in monthly Club Meetings too.
<p>Make SLSC staff (where applicable) aware of their leave entitlements if they are sick or required to self-isolate.</p>	<ul style="list-style-type: none"> Communicate leave entitlements internally to the relevant staff members by the Board of Management.
<p>Display conditions of entry for members or visitors (website, social media, venue entry).</p>	<ul style="list-style-type: none"> Display how many people can safely be within each club room, the club itself and designated areas. Display conditions of entry at all club entry points as well as on club websites and social media pages, e.g., in social media and webpage banners. Make it clear where club entry points are before members arrive, e.g., by displaying them on webpages and social media accounts Display signs at entrances and exits to rooms or designated spaces with the maximum safe capacity for that space or room
<p>Physical Distancing</p>	
<p>Adhere to the maximum capacity and physical distancing restrictions outlined in the latest NSW government public health orders.</p>	<ul style="list-style-type: none"> Regularly check the NSW Government Public Health Orders and restrictions website 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. Ensure the number of people in a facility does not exceed one person per 2 square metres of space (excluding staff). Count people as they enter and leave the premises Have table and seating arrangements laid out to separate different groups of people and disperse them throughout the area/facility Move or remove seating and tables as required to comply with physical distancing Gatherings for the provision of training by emergency services are exempt from the restrictions on indoor and outdoor gatherings. Physical distancing must still be observed (as per the latest SLSNSW COVID-19 Matrix) Physical distancing should be practiced except for training activities where there is no reasonable alternative. PPE should be used to minimise risk (as per the latest SLSNSW COVID-19 Matrix) Entry and exit points will be monitored on days of high numbers attending the building. (As per the latest SLSNSW COVID-19 Matrix)
<p>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.</p>	<ul style="list-style-type: none"> Assign workers to specific workstations and minimise worker movement between these stations, where reasonably practical. If not practical, clean stations with detergent and disinfectant between use
<p>Use flexible working arrangements where possible, such as working from home, other locations, or working early or late nights to reduce peak periods.</p>	<ul style="list-style-type: none"> Support, encourage and use videoconferencing where possible Stagger start and finish times Have alternating work teams if cannot work from home or other locations Consider delivering training online where possible (as per the latest SLSNSW COVID-19 Matrix) Consider Showing SLS videos where available instead of providing live practical demonstrations (as per the latest SLSNSW COVID-19 Matrix)
<p>Where reasonably practical, ensure members maintain 1.5 metres physical distancing at all times. If members are not able to physically distance, or work in a role with significant public</p>	<ul style="list-style-type: none"> Move or block access to equipment to support 1.5 metres of physical distance between people. Move or remove seating and tables as required to comply with physical distancing

Requirements	Actions
interaction, strongly recommend they wear a face mask if practical.	<ul style="list-style-type: none"> Restrict people entering or standing around in spaces without designated seating that complies with physical distancing Encourage wearing a facemask on ongoing communication to reduce community transmission Refer members to the NSW Government webpage on facemasks for more information on the different types of masks, why wear a facemask, as well as how and when to wear one.
Use telephone or video platforms for essential meetings where practical.	<ul style="list-style-type: none"> Schedule club committee and any other meetings via Zoom or Microsoft Teams when sharing documents or screens is required. Arrange teleconferences to limit the face to face interactions.
Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.	<ul style="list-style-type: none"> Employees will be using only their own work station. When more than one employee is in the office, benches are cleaned with disinfectant wipes.
Have strategies in place to manage gatherings that may occur immediately outside the premises, or in meeting or break rooms.	<ul style="list-style-type: none"> Use signage, tape on the floor or other visual communication tools to designate areas for participants and spectators, as well as how they move through the spaces to avoid co-mingling, Consider running more courses, but with fewer participants (as per the latest SLSNSW COVID-19 Matrix)
Hygiene and Cleaning	
Provide hand sanitizer at multiple locations throughout the workplace.	<ul style="list-style-type: none"> Clean your hands as per recommendations from NSW Health – shown in their posters (6 steps, 20 seconds). Wash hands before and after touching things Avoid sharing frequently touched items Monitor and replace hand sanitizer regularly
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"> Frequently restock bathrooms with hand soap and paper towels. All rooms are cleaned and sanitised weekly. The spaces that are used more frequently are cleaned daily.
Ensure cleaning products are available.	<ul style="list-style-type: none"> Cleaning products are available in the training room and office when required.
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"> Clean frequently touched areas and surfaces several times per day, e.g., door handles. Shared equipment should be cleaned thoroughly between use (i.e. at the end of each session, or more frequency if deemed necessary following your risk assessment) with warm soapy water or disinfectant. Hand hygiene/sanitisation or the use of gloves is essential when handling shared equipment (as per the latest SLSNSW COVID-19 Matrix) <p>When the Training room is used for courses:</p> <ul style="list-style-type: none"> Participants are to perform mouth to mouth ventilations/recue breaths to the side of the manikin without direct contact, rather than into the manikin (as per the latest SLSNSW COVID-19 Matrix) Participants are to demonstrate first aid treatments on themselves or a manikin where possible, rather than on another participant (as per the latest SLSNSW COVID-19 Matrix) Consider using manikins instead of live patients where possible (as per the latest SLSNSW COVID-19 Matrix)
Maintain disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions.	<ul style="list-style-type: none"> Follow manufacturer's instructions for disinfectant solutions
SLS members and staff should wash hands thoroughly before and after cleaning.	<ul style="list-style-type: none"> Wear gloves and other PPE whilst carrying out cleaning duties.

Requirements	Actions
Record keeping	
<p>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.</p>	<ul style="list-style-type: none"> • All persons must sign into the venue using the NSW Service App QR code provided. The QR Code is scattered around all entrances in to the venue. • All information is sent to the Service NSW Application. In instances of meeting or training there is a role kept to keep a trace of who has entered the building.
<p>Make your SLS members, staff and other people aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<ul style="list-style-type: none"> • This will be promoted through the existing communication channels
<p>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.</p>	<ul style="list-style-type: none"> • The Club's President will notify SafeWork NSW on 13 10 50 and be the first point of contact should this occur • 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.