



COVID-19 SAFETY PLAN AND CHECKLIST

Wanda Surf Lifesaving Club Inc

Surf Life Saving Club	Wanda SLSC Inc
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Version	0
Gary McNamara is responsible for this document	

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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 Wanda Surf Lifesaving 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 Wanda Surf Lifesaving 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 Wanda Surf Lifesaving Clubs 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

Wanda Surf Lifesaving Club retains the overall responsibility for the effective management and implementation of the activities and operations outlined in this Plan.

The Board of Wanda Surf Lifesaving 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 Wanda Surf Lifesaving 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	Gary McNamara
Contact Email	directoryouth@wandaslsc.com.au
Contact Number	0400 180 188

Wanda Surf Lifesaving 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 Wanda Surf Lifesaving 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

- 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
- Advise the use of own towel and personal care products – safety signage provided
- Supply cleaning products and encourage members to self-clean surfaces used. Product recommendations will be provided at Coordination meeting.

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
- Decide how you will provide cleaning of the gym and used surfaces
- 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 Eventbrite or Acuity Scheduling etc
<https://acuityscheduling.com/signup.php#advanced>

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. 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: Sutherland 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>

7. Supplies and Resources

General reference guides and assistance

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

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

Hand Sanitiser

Suppliers such as Bunnings, Chemist Warehouse

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

8. 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.



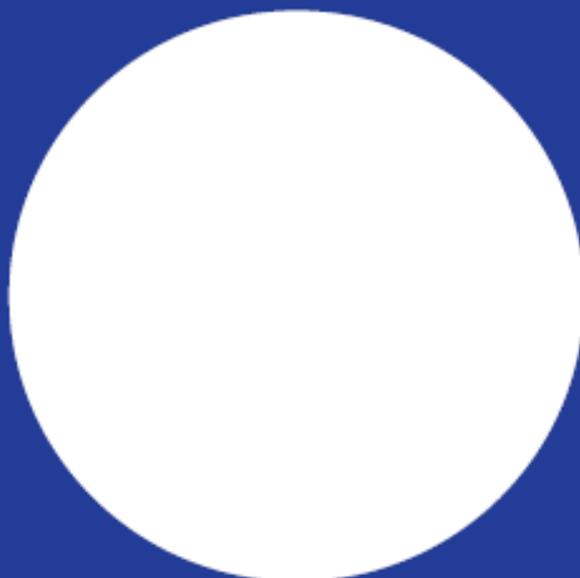
BE COVIDSAFE - Safety First!

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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.

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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!

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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!

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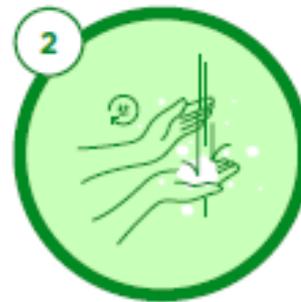


Australian Government

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)



Cleaning & Hand Sanitizer Information

As discussed, here is the information I collected so you have an idea of the varying prices on Hand Sanitiser out in the market place.

I did not dig down into general cleaning products as I thought your club would most probably have this already sourced, however LAB6, Bunnings, Officeworks and supermarkets all have a variety of products with various pricing on offer.

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