

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Community sport

Business details

| | |
|--|---|
| Business name | Soldiers Beach Surf Life Saving Club |
| Business location (town, suburb or postcode) | Soldiers Point Drive, Norah Head NSW |
| Completed by | Philip Walls |
| Email address | <u>president@soldiersbeachsurfclub.com.au</u> |
| Effective date | 8 November 2021 |
| Date completed | 14 November 2021 |

Wellbeing of staff and customers

Exclude staff, volunteers, parents/carers and participants who are unwell.

Agree

Yes

Tell us how you will do this

Staff, volunteers, parents/carers and participants who are unwell have been asked to not attend any SLS activities if:

- the current Public Health Order does not permit attendance or participation in that activity.
- They feel unwell.
- They have been in close contact with someone who has tested positive for COVID-19.
- Have tested positive for COVID-19 and are waiting for medical clearance to

attend again.

e. If the club and surrounding area has been to a designated hotspot which has specific limitations around travel and attendance at gatherings in the 14 days prior to any of our training dates.

If any member or staff has been diagnosed with a confirmed case of COVID19 within 14 days after attending any SLS activity, the club will notify SLSNSW immediately on 02 9471 8000.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.

Agree

Yes

Tell us how you will do this

For Patrols:

Members are not to attend patrols if they have any symptoms;

- Consider getting a COVID test 72 hours prior to patrol and after patrol;
- Being vaccinated prior to undertaking any lifesaving activity;
- Be familiar with our club safety plan and follow club directives.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

Staff, volunteers, parents/carers and participants who are unwell have been asked to not attend any SLS activities if:

- a. the current Public Health Order does not permit attendance or participation in that activity.
- b. They feel unwell.
- c. They have been in close contact with someone who has tested positive for COVID-19.
- d. Have tested positive for COVID-19 and are waiting for medical clearance to attend again.
- e. If the club and surrounding area has been to a designated hotspot which has specific limitations around travel and attendance at gatherings in the 14 days prior to any of our training dates.

If any member or staff has been diagnosed with a confirmed case of COVID19 within 14 days after attending any SLS activity, the club will notify SLSNSW immediately on 02 9471 8000.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible; remind players, officials, volunteers and spectators of vaccination requirements in marketing and communications materials; check vaccination status upon arrival and only accept valid forms of evidence of vaccination; train staff and volunteers on ways to check proof of COVID-19 vaccination status. Guidance for organisations is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Agree

Yes

Tell us how you will do this

The club has NSW Government QR codes on its premises and events so that staff, members and customers can check in using the Service NSW app; and an alternative digital sign-in sheet for staff, members and customers who do not have a smart phone or are unable to sign-in using the Service NSW app.

- QR codes are displayed in prominent locations.
 - Members and the public are reminded to check in when entering our premises.
 - members & staff keep an eye out for new people who have entered our premises and ask to see the 'green tick' on the Service NSW app to ensure it relates to our premises.
- Latest Rules & Regulations are regularly posted on the clubs website - <http://www.soldiersbeachsurfclub.com.au/club-covid-19-safety-plan/>
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Physical distancing

Capacity at an outdoor community sporting event must not exceed 1 person per 2 square metres of space of the premises in which the activity is conducted.

Agree

Yes

Tell us how you will do this

- * The club will adhere to the latest Social distancing regulations as per NSW Health Orders.ill make all efforts to greatly reduce the time spent within close proximity to another person where physical distancing is not possible.
- If and where possible, have marked areas for entry and exits, and the direction of pedestrian traffic to avoid gatherings and promote physical distancing. e.g. nipper events & training.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff / volunteers.**

Agree

Yes

Tell us how you will do this

- *The club will adhere to the latest Social distancing regulations as per NSW Health Orders.
- *Will make all efforts to greatly reduce the time spent within close proximity to another person where physical distancing is not possible.
- Have signs with the maximum number of people allowed in the clubs tower & facilities as per the latest government health order.
- * Will configure seating to promote physical distancing - (e.g. a U-shape or individual desk setting)

Minimise mingling of participants from different games and timeslots where possible, particularly people aged under 16 who may not yet be fully vaccinated. For mass participation events, consider staggering the starting times for different groups to minimise crowding where possible.

Tell us how you will do this

- * The club will adhere to the latest Social distancing regulations as per NSW Health Orders.
- * If and where possible, have marked areas for entry and exits, and the direction of pedestrian traffic to avoid gatherings and promote physical distancing. e.g. nipper events & training.

Agree

Yes

Avoid congestion of people in specific areas where possible, such as change rooms and other communal facilities.

Agree

Yes

Tell us how you will do this

- * Restricted access to showers and change rooms where possible, advising members to change and shower at home.
- Stagger the use of communal facilities. e.g., stagger break times that participants need for bathroom breaks & to use outdoor facilities where possible

Strategies must be in place to reduce crowding and promote physical distancing in communal facilities such as showers, change rooms and lockers.

Agree

Yes

Tell us how you will do this

- Restricted access to showers and change rooms where possible, advising members to change and shower at home.
- Stagger the use of communal facilities. e.g., stagger break times that participants need for bathroom breaks & to use outdoor facilities where possible

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up/drop-off zones and staggered start/finish times.

Agree

Yes

Tell us how you will do this

- * The club will adhere to the latest Social distancing regulations as per NSW Health Orders.
- * If and where possible, have marked areas for entry and exits, and the direction of pedestrian traffic to avoid gatherings and promote physical distancing.

Where possible, encourage participants to avoid carpools with people from different household groups.

Agree

Yes

Tell us how you will do this

Patrols have been asked to avoid Car pooling between different households.

Ventilation

For indoor areas, review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Most Surf Life Saving Tasks and activities occur outdoors.

For the clubs operational areas ample ventilation is provided via opened doors and windows.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Most Surf Life Saving Tasks and activities occur outdoors.

Outdoor seating for cafe and bar areas have been provided & are subject to the latest Social distancing regulations as per NSW Health Orders.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Outdoor seating for cafe and bar areas have been provided & are subject to the latest Social distancing regulations as per NSW Health Orders.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

The club has no air conditioning systems in place. For the clubs operational areas ample ventilation is provided via opened doors and windows.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

As above.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

As above.

Hygiene and cleaning

Face masks must be worn in indoor areas, unless exempt.

Note: People engaging in physical exercise are exempt.

Agree

Yes

Tell us how you will do this

COVID Safe Measures to utilize masks are in place, noting that there may be times where emergency service workers will not be able to wear these - swimming, rescue, IRB situations etc.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

COVID-19 safety signage is displayed as required and in areas that require greater attention to hygiene. Sanitiser is readily accessible throughout club facilities.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

Sanitiser is readily accessible with bathrooms well stocked with hand soap and display posters to support effective hand washing.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

disinfection wipes should be utilised over hard surfaces, including tables and chairs.

- Patrols clean and/or disinfect equipment before, in-between and after each use where possible.
 - Frequent cleaning of Club & Tower i.e. indoor or outdoor shared/frequently touched surfaces (e.g crowd control barriers, door handles) is carried out between each shift.
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Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, attendees and contractors.

Note: Organisations are not required to keep proof of vaccination status in their records.

Agree

Yes

Tell us how you will do this

The club has NSW Government QR codes on its premises and events so that staff, members and customers can check in using the Service NSW app; and an alternative digital sign-in sheet for staff, members and customers who do not have a smart phone or are unable to sign-in using the Service NSW app.

- QR codes are displayed in prominent locations.

- Members and the public are reminded to check in when entering our premises.

- members & staff keep an eye out for new people who have entered our premises and ask to see the 'green tick' on the Service NSW app to ensure it relates to our premises.

Latest Rules & Regulations are regularly posted on the clubs website -

<http://www.soldiersbeachsurfclub.com.au/club-covid-19-safety-plan/>

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the event.

Agree

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If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, attendees and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

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Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. If contact details are captured electronically upon entry to the event on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured if the event has sub-premises that are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

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I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes