



# COVID-19 Safety Planning Training and Education

Effective 14<sup>th</sup> September 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 based on the [general 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 risks related to their local operating environment.

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 Register the SLSC as a 'COVID Safe business'

After you have completed the COVID-19 Safety Plan, you **MUST** [Register your SLSC as 'COVID Safe Business'](#).

As a 'COVID Safe Business', your SLSC will be able to show everyone that you're committed to keeping them safe. SLS members, staff and other people will also be able to provide feedback in real-time.

When you have registered, you will get:

- a digital COVID Safe badge for use on Google and social channels
- posters on safety and hygiene
- reports on how everyone rates your SLSC safety.

## 3 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



## TEA GARDENS HAWKS NEST SLSC -Education

- keep your plan up-to-date when there are changes to the rules.

## COVID-19 Safety Plan – For Education and Training Courses

### Surf Life Saving Club details

<b>Surf Life Saving Club:</b>	Tea Gardens Hawks Nest SLSC
<b>Plan completed by:</b>	Debbie Booth - CTO
<b>Plan approved by:</b>	Nicola Young
<b>Plan effective:</b>	14 <sup>th</sup> September 2020

### 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.

Requirements	Actions
<b>Wellbeing of SLS members, staff and other people</b>	
<b>Members are asked not to attend to any Surf Life Saving education and training activities if they have been near an identified hotspot or are a close contact of someone who has been at near a hotspot.</b>	<ul style="list-style-type: none"> <li>• Ensure this requirement is clearly communicated to members</li> <li>• Ensure members are aware that the NSW Government has implemented restrictions on those who have been in Victoria to assist containing this and may introduce further restrictions for those who have travelled through NSW hotspots.</li> </ul>
<b>Communicate regularly with SLS members, staff and other people to remind everyone that they should not come to the SLSC if unwell with respiratory symptoms or fever. Encourage testing of anyone with symptoms in line with advice from NSW Health.</b>	<ul style="list-style-type: none"> <li>• Create a communications plan that includes a schedule of communications as well as the appropriate communication tools, e.g., social media, email, SMS, SurfGuard</li> <li>• Regularly update and refer members to your SLSC or Branch COVID-19 updates webpage—have their messaging align.</li> <li>• Reference and hyperlink to SLS NSW COVID19 page and HSLC Covid info.</li> </ul>
<b>Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown online and at a clear place of entry.</b>	<ul style="list-style-type: none"> <li>• Patrol first aid room is allowed 5 people.</li> <li>• Conditions of entry are displayed at all club entry points as well as on club websites and social media pages, e.g., in social media and club newsletters.</li> <li>• Display signs at entrances and exits to rooms or designated spaces with the maximum safe capacity for that space or room</li> </ul>
<b>Ensure COVID-19 Safety Plans are in place, where relevant, for:</b> <ul style="list-style-type: none"> <li>• <b>Gymnasiums</b></li> <li>• <b>Indoor recreation facilities</b></li> <li>• <b>Major recreation facilities</b></li> <li>• <b>Restaurants, bars and cafes, kiosks and canteens</b></li> <li>• <b>Swimming pools.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Complete program and facility specific COVID-19 Safety Plans</li> <li>• Review COVID-19 Safety Plans on a weekly basis in consultation with the appointed COVID Safe Coordinator and key members.</li> <li>• Have NSW Health posters on mental health posted around the club</li> </ul>
<b>Ensure processes are in place to exclude people if they have attended any of the reported case locations listed on the NSW Health website (<a href="https://nsw.gov.au/covid-19/latest-news-and-updates">nsw.gov.au/covid-19/latest-news-and-updates</a>).</b>	<ul style="list-style-type: none"> <li>• Closely monitor the information on the NSW Health Website</li> <li>• Communicate with members that any person who has attended any of the reported case locations listed on the NSW Health Website may not attend SLS activities and locations.</li> </ul>



## TEA GARDENS HAWKS NEST SLSC -Education

	<ul style="list-style-type: none"> <li>Clearly communicate the SLS organisation's position on this matter.</li> </ul>
<b>Exclude SLS members, staff and other people who are unwell.</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Communicate on club webpages and through social media channels that people who are unwell should not attend or participate in SLS activities.</li> </ul>
<b>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.</b>	<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 <b>SLSA eLearning provider eTrainu</b></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 <b>The NSW Department of Health</b> and Aspen Medical.</li> <li><b>Refer people to the NSW Health public COVID-19 Clinics</b> and free <a href="#">COVID-19 GP Respiratory Clinics</a> in NSW.</li> <li>Recommend testing if someone has a fever, cough, sore throat or shortness of breath and meets the <a href="#">current testing criteria</a>.</li> </ul>
<b>Physical Distancing</b>	
<b>Assess the safe capacity of communal facilities (one person per 4 square metres of space), such as offices, meeting or training rooms, showers, change rooms and lockers. 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.</b>	<ul style="list-style-type: none"> <li>Measure the square footage of a room or designated training space and calculate its safe capacity by allocating one person per 4 square meters</li> <li>Communicate with members that they should shower and change at their personal residence</li> <li>Include links to the NSW Health videos on the club website where possible, e.g., physical distancing</li> </ul>
<b>Capacity must not exceed one customer per 4 square metres of space.</b>	<ul style="list-style-type: none"> <li>Have table and seating arrangements laid out to separate different groups of people and disperse them throughout the area/facility</li> </ul>
<b>Consider strategies encouraging people to take breaks outside, where practical in sufficiently shaded areas, or warm sheltered areas.</b>	<ul style="list-style-type: none"> <li>Communicate on club webpages and through social media channels that members should take breaks outside when possible in sufficiently shaded areas, or warm sheltered areas.</li> <li>Place signage with large font and/or images in break areas outside where practicable to indicate that they are a good place to take a break while social distancing</li> </ul>
<b>Ensure the number of people in a facility does not exceed one person per 4 square metres of space (including staff, members and spectators) to a maximum of 500 people.</b>	<ul style="list-style-type: none"> <li>Communicate on club webpages and through social media channels the maximum number of people allowed in a club at any one time</li> <li>Where possible through electronic means, restrict the number of people allowed to enter the club to the safe area capacity (One person per 4 square meters of space)</li> </ul>
<b>Provide visual aids above hand wash basins to support effective physical distancing, e.g., <a href="#">NSW Government Posters</a></b>	<ul style="list-style-type: none"> <li>Place government posters where appropriate at areas with hand washing and sanitation facilities as well as at entries and exits to area.</li> <li>Include links to the NSW Health videos on the club website where possible, e.g., good hygiene starts here</li> </ul>
<b>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.</b>	<ul style="list-style-type: none"> <li>Ask all staff, volunteers, participants, contractors and other people to provide a record of their name and a mobile number or email address to support COVID-19 tracing before entering the building if this information is not captured through electronic lock systems</li> <li>Schedule training times and group sizes to alternate days, e.g., board training from 4.30-5.30.</li> </ul>

## TEA GARDENS HAWKS NEST SLSC -Education

<p><b>Use telephone or video platforms for essential meetings where practical.</b></p>	<ul style="list-style-type: none"> <li>• Schedule club education sessions via Zoom or Microsoft Teams when sharing documents or screens is required.</li> <li>• Arrange teleconferences to avoid physical contact</li> </ul>
<p><b>Where practical, stagger the use of communal facilities. Strongly encourage everyone to shower/change at home where possible.</b></p>	<ul style="list-style-type: none"> <li>• Place closed signs at shower and change room facility entry points.</li> <li>• Restrict access to communal showers and change rooms.</li> <li>• Stagger bathroom breaks for training participants</li> </ul>
<p><b>Hygiene and Cleaning</b></p>	
<p><b>Adopt good hand hygiene practices.</b></p>	<ul style="list-style-type: none"> <li>• Clean your hands as per recommendations from NSW Health – shown in their posters (6 steps, 20 seconds).</li> <li>• Wash hands before and after touching things</li> <li>• Avoid sharing frequently touched items</li> </ul>
<p><b>Avoid shared food and drinks.</b></p>	<ul style="list-style-type: none"> <li>• Encourage member to bring their own food and drinks, e.g., bring your own water bottle</li> </ul>
<p><b>Clean frequently used indoor hard surface areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.</b></p>	<ul style="list-style-type: none"> <li>• Clean first with detergent and water, and then use a disinfectant.</li> <li>• Clean frequently used indoor hard surface areas, including children’s play areas daily, e.g., after peak-use time or between staggered entry times</li> <li>• Clean frequently touched areas and surfaces several times per day, e.g., door handles.</li> </ul>
<p><b>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers’ instructions.</b></p>	<ul style="list-style-type: none"> <li>• Follow manufacturer’s instructions for disinfectant solutions</li> </ul>
<p><b>Encourage contactless payment options.</b></p>	<ul style="list-style-type: none"> <li>• Use the <a href="#">SLS Payment Gateway</a> for online transactions (apply to use with Form F079 on SLSA IT Helpdesk)</li> <li>• Encourage the use of the <a href="#">online membership joining webpage</a> and the SLS Members Area to renew membership</li> </ul>
<p><b>Encourage everyone to bring their own water bottle, sunscreen, sweat towels, exercise mats and equipment.</b></p>	<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, exercise mats and equipment</li> </ul>
<p><b>Ensure bathrooms are well stocked with hand soap and paper towels.</b></p>	<ul style="list-style-type: none"> <li>• Frequently restock bathrooms with hand soap and paper towels.</li> <li>• Have an air dryer installed in bathroom to reduce the need for paper towel deliveries</li> </ul>
<p><b>Ensure processes are in place to clean or launder shared clothing items after use, such as wetsuits, rash shirts and caps used for training or water safety as well as PPE for IRB crews.</b></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> </ul>
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>• Have hand washing facilities or alcohol-based hand sanitiser at entry and exit points</li> </ul>
<p><b>Ensure there is accessible detergent/disinfectant and gloves for people to use, should they wish.</b></p>	<ul style="list-style-type: none"> <li>• Have disinfectant and gloves close to entry and exit points and meal areas for people to use should they wish</li> </ul>
<p><b>Provide visual aids above hand wash basins to support effective hand washing, e.g., <a href="#">NSW Government Posters</a></b></p>	<ul style="list-style-type: none"> <li>• Post the NSW Government Posters around the club as per their recommendations,</li> <li>• Handwash and hand rub posters above every handwashing facility</li> </ul>

## TEA GARDENS HAWKS NEST SLSC -Education

	<ul style="list-style-type: none"> <li>Physical distance and mental health posters at every entry and exit point</li> <li>include links to the NSW Health videos on the club website where possible, e.g., good hygiene starts here</li> </ul>
<b>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.</b>	<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> </ul>
<b>SLS members and staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</b>	<ul style="list-style-type: none"> <li>SLS members are required to wear gloves and other PPE whilst carrying out cleaning duties.</li> </ul>
<b>Where reasonably practical, consider methods to avoid the shared use of items, such as pens and pencils, tools or workstations.</b>	<ul style="list-style-type: none"> <li>Provide clearing wipes next to items that must be shared so they can be regularly wiped down</li> <li>Communicate on club webpages and through social media channels areas for everyone to bring their own stationary, avoid sharing items, and distancing any work stations to comply with physical distancing requirements</li> </ul>
<b>Record keeping</b>	
<b>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.</b>	<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> </ul>
<p><b>Keep a record of name and a mobile number or email address for all staff, volunteers, participants, contractors and other people for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</b></p> <p><b>It is the role of the COVID-19 Safe Hygiene Marshall to ensure the accuracy and legibility of records.</b></p> <p><b>Paper sign-in is permitted, but premises must digitise these within 24 hours and provide immediately on request. QR Code sign-in is encouraged</b></p>	<ul style="list-style-type: none"> <li>One or all the following methods will be used to capture this data <ul style="list-style-type: none"> <li>Create an online form plus a QR code to increase accessibility and availability of real time data</li> <li>Use club house door access</li> <li>Create a paper based register to capture this with people using their own pens where possible</li> </ul> </li> </ul>
<b>Make your SLS members, staff and other people aware of the <a href="#">COVIDSafe app</a> and its benefits to support contact tracing if required.</b>	<ul style="list-style-type: none"> <li>This will be promoted through the existing communication channels</li> </ul>

### Specific risks related to training and education activities

Requirements for your SLSC and the actions you will put in place to keep your SLS members, staff and other people safe.

Requirements	Actions
<b>Clean areas used for practical training including but not limited to CPR training with detergent and disinfectant after each use.</b>	<ul style="list-style-type: none"> <li>Clean areas used for practical training including but not limited to CPR training with detergent and disinfectant after each use</li> <li>Follow the hygiene and cleaning guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education- Effective DD Month YEAR</li> </ul>
<b>Ensure all trainers, assessors and facilitators are able to disinfect CPR manikins safety</b>	<ul style="list-style-type: none"> <li>Ensure all trainers, assessors and facilitators are aware of the disinfecting protocols</li> <li>Ensure all trainers, assessors and facilitators have access to disinfectants, gloves and alcohol wipes</li> </ul>

## TEA GARDENS HAWKS NEST SLSC -Education

	<ul style="list-style-type: none"> <li>Follow manikin hygiene and cleaning guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education- Effective DD Month YEAR</li> </ul>
<p><b>Ensure all trainers, assessors and facilitators deliver CPR training safety</b></p>	<ul style="list-style-type: none"> <li>Avoid high risk activities when training CPR</li> <li>Make sure radios are in bags</li> <li>Follow guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education- Effective DD Month YEAR</li> </ul>
<p><b>Ensure training rooms or areas are set up safely to avoid the risk of spreading COVID-19</b></p>	<ul style="list-style-type: none"> <li>Follow the training room or area set-up guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education- Effective DD Month YEAR</li> </ul>
<p><b>Implement measures to prevent crowding at ocean baths, such as limiting the number of swimmers to 3 per lane and ensuring physical distancing for swim training or entry-requirement swims (which can have up to 20 participants).</b></p>	<ul style="list-style-type: none"> <li>Display signage at ocean baths that indicates 3 swimmers per lane</li> <li>Stagger pool entries during swim training</li> <li>Where possible, mark areas for pool entry and exits, and the direction of pedestrian traffic to avoid gatherings and promote physical distancing</li> </ul>
<p><b>Schedule training with staggered start times and limit enrolments to a maximum of participants in a classroom with a trainer, assessor or facilitator</b></p>	<ul style="list-style-type: none"> <li>Follow the classroom capacity and scheduling training guidelines set out in the SLSNSW COVID-19 Information pack for Training and Education- Effective DD Month YEAR</li> </ul>
<p><b>If staff or workers need to travel together in the same vehicle:</b></p> <ul style="list-style-type: none"> <li>encourage passengers and drivers to spread out, using front and back seats</li> <li>workers should only handle their own tools and bags where possible</li> <li>have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant</li> <li>encourage workers to set the air-conditioning to external airflow rather than recirculation.</li> </ul>	<ul style="list-style-type: none"> <li>Encourage having one person in a SSV at a time</li> <li>Advise people to handle their own tools and bags where possible</li> <li>clean the SSV hand touch areas at the end of each use with a detergent/disinfectant</li> </ul>