



COVID-19 SAFETY PLAN AND CHECKLIST

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| Surf Life Saving Club | Newport Surf Life Saving Club |
| Club Facility Location | Barrenjoey Road Newport 2106 |
| Club President | Glen Borg |
| Contact Email | president@newportsurfclub.com.au |
| Contact Mobile Number | 0419 217 143 |
| Version | V11 – 8 th November 2021 |
| Glen Borg is responsible for this document | |

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1. Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by Newport SLSC 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 the Newport SLSC, 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 Newport SLSC's 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

Newport SLSC retains the overall responsibility for the effective management and implementation of the activities and operations outlined in this Plan.

The Board of Newport SLSC 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 Newport SLSC 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 | John Greenhill |
| Contact Email | John.Greenhill@Newportsurfclub.com.au |
| Contact Number | 0401 508 891 |

Newport SLSC expects all members, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued;
- Understand and act in accordance with this Plan as amended as necessary;
- Comply with any testing and precautionary measures implemented by Newport SLSC;
- 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 Northern Beaches)
- 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 Northern Beaches can open from 13 June 2020 under the following guidelines:

1. Have appointed a Club COVID Safety Co-ordinator
2. Have completed the safety plan and checklist for each area opening (Club, showers, gym, bar)
3. The management committee are satisfied that they meet the required guidelines to within this plan

5. Facility Checklist

Each area of the club will require common safety measures, these include:

Numbers, distancing and registration

- ☐ Capping numbers of entry to one person per 2 metre square for the internal floor space used and one person per 2 metre square for the external floor space used. The Gym remains at 1 person per 4 sqm.
- ☐ Capacity of the clubhouse must not exceed 160 members plus bar staff (dependent upon the area of your facility and dependent upon any change in regulations)
- ☐ Registration of those using the club via sign in for possible contact tracing.
- ☐ 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'
- ☐ All members (over the age of 16) wishing to enter the club must have received two doses of a COVID-19 vaccine or have a medical exemption. Anyone under 16 can enter if unvaccinated but must be in the company of a member of the person's household who is fully vaccinated. Members under the age of 16 on patrol or involved in training or education are exempt from this requirement.

Cleaning and Hygiene

- ☐ Hand and hygiene sterilisation available and 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

- ☐ The club is promoting “showers only”, bags are not to be left in the change rooms
- ☐ The showers will be professionally cleaned 1 once per week Sunday prior to the next weeks activities. Club members will clean the showers after each morning session.
- ☐ Club to define the maximum number that can be accommodated using one member per 4 square metre rules. Note this number is on posters supplied and 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
- ☐ Process for entry. User tracing is important if an infection is identified. We will identify members using the clubhouse via a sign in sheet and or QR Code process to enter. Display signage provided.
- ☐ The beach side door is to remained closed at all times and only Newport Members are to be admitted.
- ☐ Provide hand sanitation on entry and exit provided
- ☐ Advise that 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
- ☐ Practise good hand hygiene. Use the hand sanitiser on entry.
- ☐ Do not use the facilities if you are in the high-risk categories.
- ☐ Do not use the facilities if you are feeling unwell.
- ☐ Do not use the facilities within 14 days of being overseas or in a designated hot spot.
- ☐ Do not change the configuration of the shower taps.

Gym

- ☐ Club to define the maximum number that can be accommodated using one member per 4 square metre rules. Note this number of posters supplied and 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
- ☐ Process for entry. Sign into the club using the QR Code at the entrance and use an electronic tag to gain entry to the Gym. CCTV footage can be used to confirm Gym usage. Display signage provided
- ☐ Provide hand sanitation on entry and exit and encourage personal hygiene via poster
- ☐ Inform members must have their own towel – poster provided
- ☐ Discourage members from sharing equipment between sets
- ☐ Supply cleaning products provided to self-clean each item of equipment after use – promote self-cleaning after each use – poster provided.
- ☐ The club will provide cleaning supplier to disinfect the gym and used surfaces.
- ☐ Encourage members 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!

Club Bar

- ☐ Club to define the maximum number that can be accommodated using one member per 2 square metre. Note this number on posters supplied and 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 indoors by members/visitors standing.
- ☐ 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 preferable using the NSW Service App or the Club MS Form app then finally paper as a last resort. Members must provide proof of vaccination when requested to do so.
- ☐ 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.
- ☐ Ensure bathrooms are well stocked with hand soap and paper towels. Poster with handing washing information will be 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, sign in book or QR code
- ✓ 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

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:

1. Newport Surf Club Car Park ACL Drive-through Pathology Clinic (8am – 5pm, 7 days)
2. Mona Vale Hospital, Coronation Street, Mona Vale 2103 (6:30am – 5:30pm, 7 days)

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 possible.

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 – Tracey Hare-Boyd, President SLS Sydney Northern Beaches 0416 042 465

SLSSNB COVID-19 Liaison Officer

Mechelle Hare slss@surflifesaving.net.au or 9913 8066 (option 2)

Cleaning Safe Work Australia website:

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19#cleaning-and-disinfection>

Posters Reprints

If you would like an editable version of these posters, please contact president@surflifesaving.net.au

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 2 to calculate the maximum number of people allowed.

| Number of people | Minimum space required |
|------------------|------------------------|
| 1 | 2 square metres |
| 10 | 20 square metres |
| 20 | 40 square metres |
| 30 | 60 square metres |
| 40 | 80 square metres |
| 50 | 100 square metres |

8. Safety Promotional Material

Posters been provided and can be printed on A3 or A4 for use within each Club.

Welcome! Poster to be displayed at each entry point of the Surf Club.

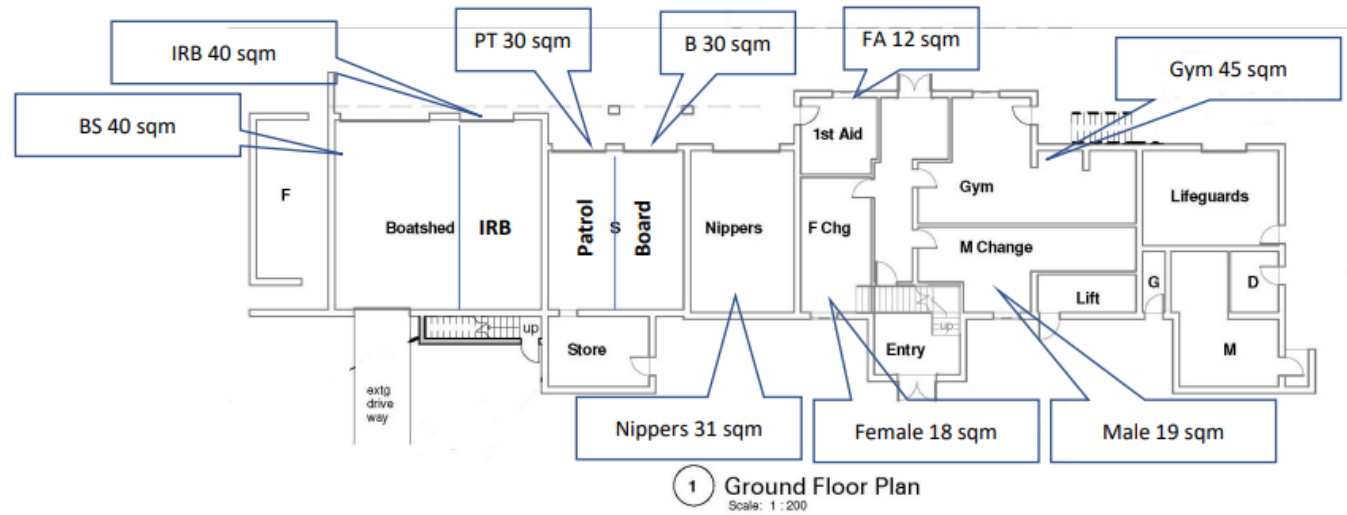
Attention Poster to be displayed at each entry point of the surf club

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)

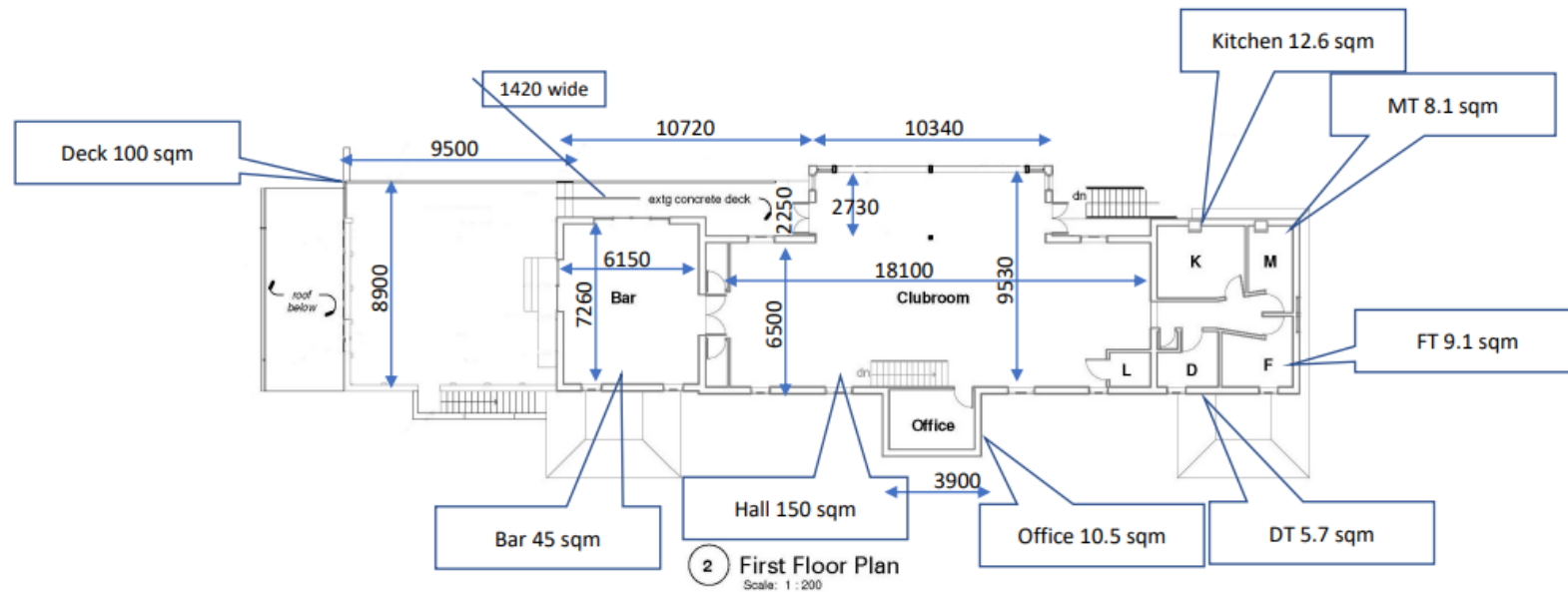
Gymnasium Poster to be displayed at entry to the gymnasium. Indicate the maximum number that can enter based on the one person per 4 square metre rule

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

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.



Down Stairs Hall
16sqm
Main Entry
8 sqm

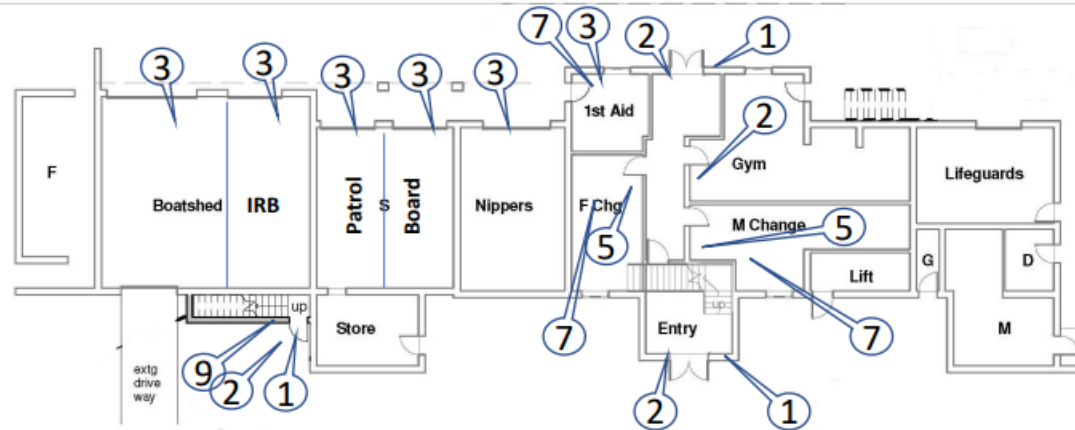


Club Area with Max Capacity

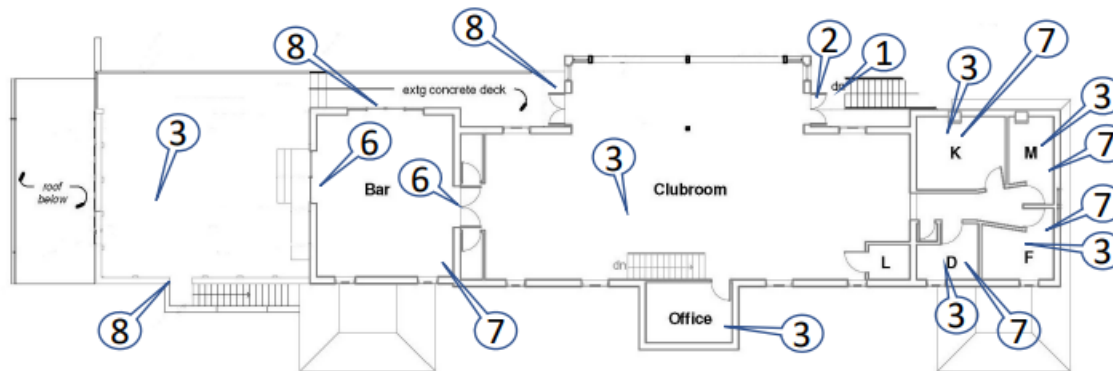
| Area | Total Sqm | Effect Sqm | Max Cap | Comment |
|------------------------------------|-----------|------------|---------|--|
| Deck | 100.0 | 100 | 50 | Based on 2 sqm rule, including deck in front of bar, standing drinking allowed |
| Bar | 45.0 | 32 | 16 | Seated consumption in the bar, number excludes staff |
| Hall | 150.0 | 150 | 75 | Based on 2 sqm rule and available seating |
| Male Toilet Upstairs | 8.1 | 8 | 4 | |
| Female Toilet Upstairs | 9.1 | 9 | 4 | |
| Disable Toilet Upstairs | 5.7 | 5 | 2 | |
| Kitchen | 12.0 | 12 | 5 | |
| Boat Shed | 40.0 | 32 | 10 | |
| IRB Shed | 40.0 | 16 | 6 | |
| Patrol Shed | 30.0 | 20 | 5 | |
| Board Shed | 30.0 | 12 | 4 | |
| Nipper Shed | 31.0 | 12 | 4 | |
| FA Room | 12.0 | 12 | 4 | |
| GYM | 45.0 | 12 | 4 | Reduced due to equipment |
| Female Toilet & Showers Downstairs | 18.0 | 18 | 8 | |
| Male Toiler & Showers Downstairs | 19.0 | 19 | 8 | |
| Hall way | 16.0 | 12 | 3 | |
| Main Entry | 8.0 | 8 | 4 | |

Signage

1. Welcome
2. Attention
3. Max Capacity
4. Gym
5. Shower
6. Bar
7. Hand Washing
8. No Exit
9. No Entry



1 Ground Floor Plan
Scale: 1 : 200

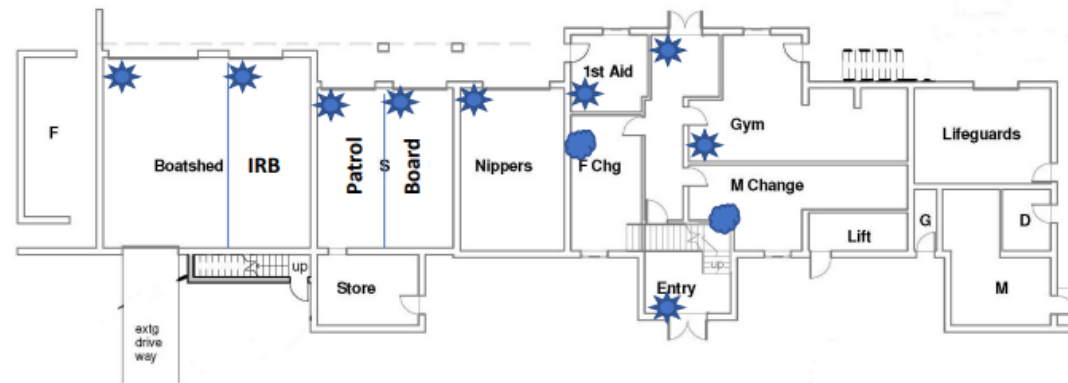


2 First Floor Plan
Scale: 1 : 200

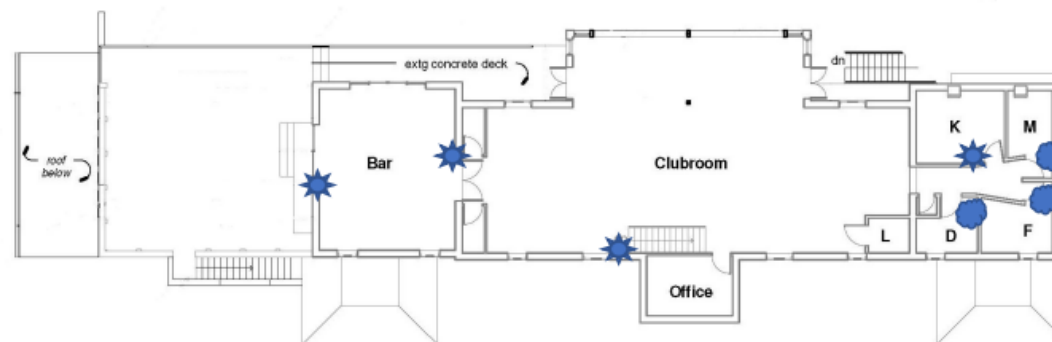
Sanitiser Dispensers

★ Fixed

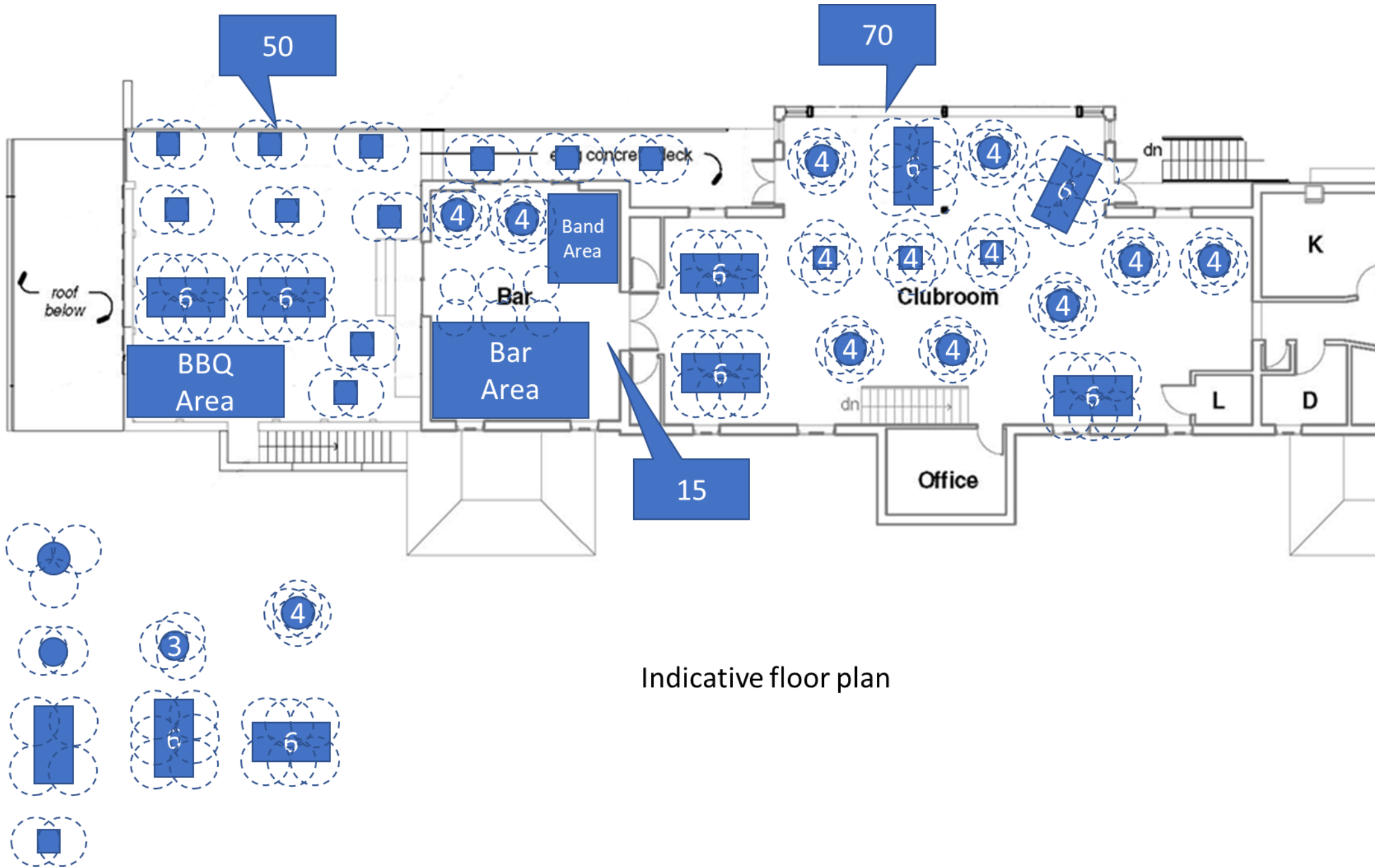
● Floating



1 Ground Floor Plan
Scale: 1 : 200



2 First Floor Plan
Scale: 1 : 200



Indicative floor plan