**BYRON BAY SLSC**

**COVID-19 SAFETY PLAN**

AS AT 1.09.2020

(this is a guide as information may be updated regularly)

SLSNSW is committed to ensuring the safety and well-being of our members. It continues to work closely with NSW Government and NSW Health on the response to the Coronavirus pandemic. Byron Bay SLSC is guided by information and direction of SLSNSW.

The COVID-19 outbreak represents a significant risk to the community, inclusive of our membership. The BBSLSC COVID-19 Safety Plan outlines preventative measures to lessen the impact wherever possible. The plan will be reviewed and updated as required to meet the changing nature of this crisis.

Updated advice is available at: NSW Government COVID web page and SLSNSW Coronavirus webpage.

Byron Bay SLSC is a registered as a COVID safe organisation with the NSW Government.

**Common Safety Measures:**

**Wellbeing of members, staff and visitors**

* Exclude staff, volunteers and visitors who are unwell. Inform paid positions of their entitlements.
* Provide staff and volunteers with information and training on COVID-19, including when to [get tested](https://www.nsw.gov.au/covid-19/symptoms-and-testing), [physical distancing](https://www.nsw.gov.au/covid-19/social-distancing) and cleaning, and how to manage a sick visitor.
* Make members aware if they are sick that they are required to self-isolate.
* Participants/members who have been in a COVID hotspot area are to isolate for 14 days prior to return.
* Display conditions of entry (website, social media, venue entry). Display the maximum number of people allowed in each area.
* COVID-19 Safety Plans are in place for:
* Emergency Services and Patrols
* Functions
* Training
* Gym
* Visiting groups/ activities

**Physical distancing**

* Ensure physical distancing of 1.5m and use signage.
* Capacity of indoor spaces does not exceed [one person per 4 square metres](https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/four-square-metre-rule). A guide to numbers in BBSLSC areas are:

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| --- | --- | --- |
| LOCATION | AREA (M2) | MAXIMUM NUMBER |
| Deck | 234 | 58 |
| Hall | 232 | 58 |
| Craft Storage | 129 | 32 |
| Gym | 129 | 32 |
| Club Room | 82 | 20 |
| Boat shed | 82 | 20 |
| Training Room  | 73 | 18 |
| Club toilets/ showers | 56 | 14 |
| Nipper Room | 54 | 12 |
| Hall Kitchen | 47 | 11 |
| Patrol Change Room | 21 | 5 |
| Office | 20 | 5 |

* Ensure activities are non-contact as much as practical, including huddles or other events that cause crowding in the space. Accidental contact may occur but no deliberate body contact drills.
* Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.
* Move or block access to equipment or seating to support 1.5 metres of physical distance between people.
* Strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start times.
* Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.
* Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing.
* Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.
* Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.
* Use telephone or video for essential meetings where practical.
* Administration Officer and relevant office bearers review deliveries and request contactless delivery and invoicing where practical.

**Hygiene and cleaning**

* Adopt good [hand hygiene practices](https://www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others).
* Hand sanitiser is accessible at the venue entry and throughout the facility or ground by the Administration Officer and Caretakers.
* Bathrooms are stocked with hand soap and paper towels through Contractor and Caretakers.
* Visual aids above hand wash basins to support effective hand washing.
* Participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical.
* No self-serve buffet style, or service staff carrying trays. If food is provided or share-style, one person should be allocated to serve food and practice hand hygiene before and after service.
* Cleaning products and PPE are available for use as appropriate.
* Clean frequently touched areas and surfaces, including in communal facilities, several times per day.
* Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.
* Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.
* Shared equipment/ clothing to be cleaned after use using appropriate cleaner.
* Cleaning and Disinfectant solutions are maintained at an appropriate strength and used in accordance with the manufacturers’ instructions.
* People involved in cleaning or reorganising furniture should wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
* Contactless payment options will be adopted as able.

**Record keeping**

* Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Records are used only for the purposes of tracing COVID-19 infections and are [stored confidentially and securely](https://www.oaic.gov.au/privacy/guidance-and-advice/coronavirus-covid-19-understanding-your-privacy-obligations-to-your-staff).
* Participants, staff/ members are aware of the [COVIDSafe app](https://www.health.gov.au/resources/apps-and-tools/covidsafe-app) and its benefits to support contact tracing if required.
* Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

**COVID Safety Officer:**

* The COVID Safety Officer is Paul Pattison.
* This position is the central point of contact for all matters related to COVID-19 within the club. The position will liaise with each section of the club undertaking activity.
* Will complete COVID-19 Safe Checklist provided by the Branch or SLSNSW.
* Distribute safety posters throughout the club (provided by Branch or SLSNSW)
* Ensure adequate hand sanitisers for use at entries and exits.
* Records of activity/ function safety plans will be maintained by BBSLSC Administration Officer.

**COVID-19 Safe Hygiene Marshal:**

* COVID-19 safe Hygiene Marshal to be designated and present for activities conducted at the club
* The COVID-19 Safe Hygiene Marshal will be in distinctive clothing (e.g. shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including:
* well-being of participants
* physical distancing
* hygiene and cleaning
* accuracy of record keeping.
* Gym only open when a COVID-19 Safe Hygiene Marshal is present

**Surf Club Operations:**

1. **Protecting our most vulnerable members**

Advice from NSW Heath is that those most at risk from the Coronavirus are the elderly and people with existing health issues. Members will be required to observe physical distancing and possible isolation practices with these members.

1. **Patrol Personnel**
* Patrols and Emergency Services are conducted in accordance with SLSNSW Guidelines.
* Patrol clothing to be put in wash by Patrol Captains or designated person after each patrol. Caretakers to ensure patrol clothes are dried and stored.
1. **Recommended actions for dealing with suspected cases of Coronavirus**
* Use issued PPE as per existing protocols with all patients
* If a patient exhibits flu like symptoms (fever, cough, sore throat, difficulty breathing) and/or if it is established that the patient has a high temperature over 38 degrees, withdraw from activities immediately and notify Patrol Captain/ Duty Officer
* Patrol Captains/ Duty Officers should notify SurfCom on 02 9471 8092 and follow instructions for patient and patrol members. DO NOT broadcast information regarding suspected cases of people with Coronavirus over the radio network
* DO NOT treat suspected persons with Coronavirus in Surf Club First Aid rooms or other areas of the Club, unless there is a dedicated room and the surf lifesaver is wearing appropriate PPE.
* Patrolling Members who have been directly exposed to confirmed Coronavirus cases should thoroughly wash their hands with soap and water and follow existing SOPs, then self-isolate and seek medical attention.
1. **Emergency Response Operations**
* Support Operations activities remain unchanged and maintain callout team preparedness.
* Emergency Services are conducted in accordance with SLSNSW Guidelines.
* Suspected cases of Covid-19 should be managed as stated above.
1. **Club Surf Sports Events**
* Club events involving groups will be conducted based on advice from SLSNSW and NSW Health.
* COVID Safety Plan completed for each major event
* COVID Coordinator and COVID Safety Marshals assigned for events.
* Maximum number of 500
* Maintain physical distancing 1.5m
* Appropriate screening, PPE and cleaning
* Events delayed if issues with appropriate participation
1. **Training**
* Outdoor training programs are allowed (numbers depend on activity)
* Attendance log maintained
* Maintain appropriate infection control protocol
* Clear and concise communication provided related to manage training numbers in accordance with current restrictions
* Any illness related to COVID-19 reported and testing and appropriate follow-up adhered
* Vulnerable members to be considered during training
* Recommend to have COVIDSafe App downloaded
* Organisers and participants implement safety strategies
1. **Fundraising**

Fundraising activities where the activity could expose members to increased risk of exposure to the Coronavirus are cancelled.

1. **Gym**
* COVID-19 Marshal designated and present for gym to be open
* Register when attend gym for contact tracing
* Maximum of 10 participants per session
* Maintain physical distancing 1.5m ensuring 4m2 per person
* Session limited to 45 minutes
* Provide own towel to lie on and wipe down
* Use hand sanitiser on entry and between use of exercise equipment
* Wipe any used equipment with provided cleaner
* Gym has a full clean according to schedule (Wed PM and Sat AM)
1. **Change room**
* Maintain physical distancing 1.5m
* Maximum capacity 5
* Hand sanitiser available
* Daily clean
1. **Showers**
* Preference is to shower at home
* Adhere to all hygiene and physical distancing practices
* Appropriate provision of cleaning products and cleaning
1. **Pilates/ Yoga**
* Responsibility lies with trainer/ coordinator
* Safety Plan in place and NSW Government Guidelines followed
* Register when attend for contact tracing
* Maximum of 10 participants per session
* Maintain physical distancing 1.5m ensuring 4m2 per person
* Provide own towel to lie on and wipe down
* Use hand sanitiser as appropriate
* Wipe any used equipment with provided cleaner
* Area has a full clean each day
* Organisers and participants implement safety strategies
1. **Venue Hire and Functions**
* Venue hire in accordance with NSW Government and SLSNSW Guidelines
* Function coordinators have a COVID Safety Plan and ensure that the health guidelines for COVID-19 are maintained
* Safety Plan in place
* Conditions of entry displayed
* Maximum of 58 persons in hall area and 58 on the deck area ensuring the recommended 4m2 space per person
* Individual groups of no more than 10 people
* Weddings guests numbers in accordance with NSW Government Guidelines
* Maintain physical distancing 1.5m – chairs and tables configured to support 1.5m distance
* Use hand sanitiser on entry and as appropriate
* Patrons seated to eat or drink
* No communal cutlery, salt and pepper shakers, menus (single use or laminated and cleaned)
* Wipe any used equipment with appropriate cleaner
* Area has a full clean after use
1. **Training Room**
* Responsibility lies with trainer/ coordinator
* Register when attend for contact tracing
* Maximum of 15 persons
* Maintain physical distancing 1.5m ensuring 4m2 per person
* Use hand sanitiser as appropriate
* Wipe any used equipment with provided cleaner
* Area cleaned after use
* Organisers and participants implement safety strategies
1. **Club/ Indoor Recreation Room**
* Responsibility lies with trainer/ coordinator
* Register when attend for contact tracing
* Maximum of 20 persons
* Maintain physical distancing 1.5m ensuring 4m2 per person
* Use hand sanitiser as appropriate
* Wipe any used equipment with provided cleaner
* Area cleaned after use
1. **Visiting Groups/ Activities provided by Non-SLS Organisations**
* COVID Safety Plan and Procedures to be managed by organiser
* Compliance to COVID Safety Plan and NSW Government requirements under direction of the organiser
* Provision of cleaning products and cleaning during and after the activity is the responsibility of organiser
* Organisers and participants implement safety strategies
* Any issues related to use of the facility is directed to the BBSLSC Administration Officer

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| BYRON BAY SLSC**COVID-19 SAFETY** *20/08/20 - COMPLY NSW GOVERNMENT* * Byron Bay SLSC is guided by the direction of SLSNSW.
* If unwell, then seek medical advice – keep away from club
* Practice physical distancing – 1.5m & allow 4m2 per person
* Use good personal hygiene
* Register when attending a group activity
* Gym/ activities require COVID Safe Hygiene Marshal
* Do not gather in groups before or after activities
* Numbers of persons: Deck = 58, Hall = 58, Club Room = 20, Training Room = 18, Nipper Room = 12, Patrol Change = 5, Bathrooms = 7, Gym = 10, Outdoor training = 20
* Members strongly encourage to shower at home
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**BYRON BAY SLSC**

**CONTACT INFORMATION**

ACTIVITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organiser will: Exclude participation of persons who are unwell

 Ensure confidentiality of information and retain 28 days

Designated COVID-19 Safety Marshal present and identified = (SM)

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| DATE | TIME | NAME | CONTACT DETAILS |
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