**BYRON BAY SLSC**

**COVID-19 SAFETY PLAN**

AS AT 10.10.2021

(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. Byron Bay SLSC is guided by the information and direction of SLSNSW.

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](https://www.nsw.gov.au/covid-19) web page and [SLSNSW Coronavirus webpage.](https://www.surflifesaving.com.au/resources/coronavirus-covid-19-updates-resources-slsnsw-clubs)

All members are strongly encouraged to get vaccinated to protect your own health as well as the community.

**The following restrictions currently apply to Byron Bay SLSC:**

* **Surf Club indoor areas open but need to be fully vaccinated if over 16 years. Maintain 4M2 rule with 1.5M social distancing. Masks are mandatory for those older than 12 years.**
* **Gym open but need to be fully vaccinated if over 16 years. Maintain 4M2 rule with 1.5M social distancing. 20 limit**
* **Toilets/ bathrooms open but need to be fully vaccinated if over 16 years. Maintain 4M2 rule with 1.5M social distancing.**
* **Outdoor group activities limited to 30 persons and follow SLSNSW guidelines**

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

**Common Safety Measures where applicable:**

**Wellbeing of members, staff and visitors**

* Exclude persons who are unwell or tested positive to COVID-19.
* 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 identified as close contact must follow the Health NSW guidelines
* 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 | 20 |
| 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 physical distance between people to meet NSW Government Guidelines.
* 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 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.

**Masks**

Masks are to be worn indoors unless eating or performing strenuous activity.

**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 (minimum twice 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**

* BBSLSC COVID QR Code is displayed at entrances to Byron Bay SLSC and for BBSLSC activities. Other events, and activities conducted are to have COVID QR Code provided by the organiser.
* 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 Safety Marshal:**

* A COVID-19 Safety Marshal to be designated and present for activities conducted at the club
* The COVID-19 Safety 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 – exclude persons who are unwell
* physical distancing – encourage 1.5M and if inside 4M2 per person
* hygiene and cleaning – use hand hygiene and clean shared surfaces between participants
* record attendance (either sign-in or COVID OR Code).
* COVID-19 Safety Marshal is present in gym if more than 10 participants.

**Surf Club Operations:**

As well as the general COVID Safety Procedures, there are some specific requirements for various activities/ events.

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.
* Use own Patrol Clothing. Clothing soiled by any rescue or first aid incident is to be removed and placed in a plastic bag. The clothing is washed by member when returns home.
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 as per NSW Health and SLSNSW Guidelines
* Maintain physical distancing 1.5m
* Appropriate screening, PPE and cleaning
* Events delayed if issues with appropriate participation
1. **Training**
* Outdoor training programs are allowed (maximum of 30)
* 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
* 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**
* Register when attend gym
* Maximum of 20 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
* Wipe equipment when finish
* Gym has a full clean according to schedule (Wed PM and Sat AM)
1. **Patrol Change room**
* Maintain physical distancing 1.5m
* Maximum capacity 5
* Hand sanitiser available
* Daily clean
1. **Change Rooms/ Showers**
* Adhere to all hygiene and physical distancing practices – 1.5M between people and maximum of 7 at a time in each change area
* Use hand cleaning products
* Use the provided cleaning products as appropriate before and after utilising an area.
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 hired 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
* Function co-ordinator to provide COVID OR Code and/or register of attendees
* Safety Plan in place with COVID Marshal allocated
* Conditions of entry displayed
* Maximum of 58 persons in hall area and 58 on the deck area ensuring the recommended 4m2 space per person
* Weddings guests numbers and event procedures in accordance with NSW Government Guidelines
* Use hand sanitiser on entry and as appropriate
* 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 18 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

 16. **Junior Activities**

* Conduct activities in accordance with [sls junior activity policy](https://www.surflifesaving.com.au/sites/site.test/files/Junior%20Activities%20COVID-19%20Info%20Pack%20v5.4.pdf)
* Conduct activities in accordance with BBSLSC Covid plan
* Conduct activities in accordance with NSW community sport
* All volunteers including Age Managers, Age Assistants and Water Safety and all participants who are eligible to be safely vaccinated must be doubly vaccinated, unless they are exempt on medical or other grounds.
* Group training activities in accordance with slsnsw

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| BYRON BAY SLSC**COVID-19 SAFETY** *10/10/21 - COMPLY NSW GOVERNMENT* * Byron Bay SLSC is guided by the direction of SLSNSW
* If unwell, been to a COVID hotspot or in contact with someone with COVID then seek medical advice – keep away from club
* Practice physical distancing – 1.5m & allow 4m2 per person
* Use good personal hygiene
* Utilise the Byron Bay SLSC COVID QR Code or sign-in sheet
* Masks mandatory inside for those older than 12 years
* Club and Gym open with 4M2 rule
* Access to inside areas of Club requires full vaccination (for those aged 16+)
* Outdoor group activities limited to 30 persons and follow the SLSNSW guidelines
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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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