**WHO IS RESPONSIBLE**

1/3

**T E M P L A T E**

**DESCRIBE WHAT YOU WILL DO**

**How will you manage the risks of operating your Club Facilities at Alert Level 2 or 3?**

Club Name:

Region:

Contract name:

Contact Details:

Date completed: Date distributed:

Revision date:



**COVID-19 Surf Life Saving Operational Safety Plan**

**SLSNZ – COVID-19 Operational Safety Plan**

**Consider**:

* + - * Where possible, there should be a single point of entry to each facility.
			* You must wash your hands or use the hand sanitiser provided upon entry.
			* You will be required to “sign-in” and “sign-out” each time you enter and leave a facility or change areas (i.e. office, gym, gear shed).
			* You must aim to maintain one metre distancing from others where practicable.
			* You must have designated routes in, out and around our facilities.
			* Common touchpoints (door handles, taps, lift buttons) will be cleaned regularly.
			* Establishment of intensive cleaning strategies for all areas.
			* Communal areas such as, kitchens, lounges and shower facilities will need specific management plans and cleaning protocols.
			* First Aid rooms need protocols around access and cleaning.
			* **Overnight Stays:** Strongly discouraged, if clubs choose to open their facilities for overnight stays to members only, clubs will need to have a solid safety plan that meets physical distancing criteria for overnight stays.
			* **Gatherings:** Only allowed for up to 100 people indoors or outdoors at Alert Level 2 and 10 people indoors or outdoors at Alert Level 3, additional conditions on gatherings:
			* More than 100 (Alert Level 2) and 10 (Alert Level 3) people may be present in public or at a venue, as long as they are in separate groups and are not intermingling with each other.
			* Physical distancing, infection prevention and control requirements must be met.
			* All gatherings must record attendees to ensure contact tracing may be conducted if necessary.

Refer to SLSNZ Operational Capability/Operational Compliance Document: <https://www.surflifesaving.org.nz/media/994549/surf-lifesaving-covid-19-capability-operational-compliance_v10_updated15-feb-2021-draft.pdf>

Regional Office Signoff:

Board/Committee Signoff:

**Surf Life Saving Club Details details**

Use this template to document your thinking about how your club will adapt operations to keep volunteers, members and workers safe during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your volunteers, members and workers to know exactly what to do and what to expect.

* The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required, it can be used for Alert Levels 2 and 3, please be specific about the extra measures at Alert Level 3.
* This plan should be formulated using advice on the SLSNZ website (<https://www.surflifesaving.org.nz/club-management/health-safety/covid-19-updates>) and from Sport NZ website (<https://sportnz.org.nz/covid-19-response/overview/>).

**SLSNZ - COVID-19 Operational Safety Plan**

**WHO IS RESPONSIBLE**

**DESCRIBE WHAT YOU WILL DO**

**Consider**:

* Isolation procedures, including proactive isolation, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.

**How will you manage an exposure or suspected exposure to COVID-19?**

**Consider**:

* Who needs to be in the facility.
* Input into different ways of operating.
* What other people or clubs, members of the public you’ll have to interact with.
* Ensuring separation distances, disinfecting surfaces, shared equipment cleaning, training requirements, physical separation or PPE requirements are in place.
* **Lifesaving Services –** Flagged Areas, Observational Patrols, Roaming Patrols within Alert Level ‘Mass Gathering Limits’, social distancing protocols and equipment wash-down procedures.
* **Coaching Programs –** within Alert Level ‘Mass Gathering Limits’ and social distancing protocols and equipment wash down procedures.
* **Junior Surf Activity** - within Alert Level ‘Mass Gathering Limits’ and equipment wash down procedures.
* **Educational & Training Programs**- within Alert Level ‘Mass Gathering Limits’ and equipment wash down procedures.

**How will you operate your facility and programs in a way that keeps members, volunteers or workers and other people safe from exposure to COVID-19?**

**ALERT LEVEL 2 & 3**

**COVID-19 Operational Safety Plan**

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**SLSNZ – COVID-19 Operational Safety Plan**

**ALERT LEVEL 2 & 3**

**COVID-19 Operational Safety Plan**

**WHO IS RESPONSIBLE**

Notes:

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**DESCRIBE WHAT YOU WILL DO**

**How will you check to see if your work processes and risk controls are effective?**

**Consider**:

* Adapting plans as you find better/easier ways to do things.
* How to ensure volunteers, members and workers are raising concerns or solutions
* Conducting regular reviews of your plan.
* Communicating changes to the membership.

**How do any changes impact on the risks of the activity your club does?**

**Consider**:

* With volunteers, members and workers, review existing critical risks and whether work practice changes will affect current risk management?
* Are any new critical risks introduced due to changes in patrol numbers, safety ratios etc…. what new risk controls are required?