**WHO IS RESPONSIBLE**

1/3

**DESCRIBE WHAT YOU WILL DO**

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

Management Committee, All members

All members

Club Name:

Region:

Contact name:

Contact Details:

Date completed: Date distributed:

Revision date:



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

**Facility Use:**

* Access to the club house and gear shed are restricted to Management Committee and SAR Squad members only under Alert Level 3 and 4.
* Access to the club is via the main entrance only.
* Hand Santiser to be used upon entry and exit of facilities.
* Members will be required to “sign in” and “sign out” when entering and exiting facility areas (e.g., patrol room, changing rooms, gear shed etc.)
* Common touchpoints (e.g., door handles, keypads) to be cleaned regularly.
* To assist the club, anyone using the facilities should record their entry / exit with date / time in / time out for each days use. This will allow the Committee and Managers to determine cleaning needs on a larger time frame.

**First Aid Room:**

* Use of the first aid room is restricted to treatment of critical patients only. Where a patient is comfortable, they should be treated outside of the first aid room if possible. Care should be taken to maintain respect for their personal privacy.
* When the first aid room is used, the PC or lead responder should advise xxxxxxxxx as soon as practicably possible to ensure that cleaning is undertaken.
* First Aid Room/Patrol Room cleaning protocols
	+ The club will undertake regular cleaning of all surfaces on a regular basis during the patrolling season.
	+ It is also the responsibility of all members to maintain good hygiene whilst using the facilities and disinfect all hard surfaces they come in contact with. Cleaning products will be available in the Kitchen, First Aid Room, Patrol Room, and each Changing Room.
	+ Members are to advise the club administrator (xxxxxxxxx) when cleaning products are 50% or below used. To ensure additional supplies can be obtained before they run out.

This information will help our 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.
* Please regularly refer to the latest information from Surf Life Saving New Zealand (<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**

Refer to SLSNZ Operational Capability/Operational Compliance Document:

Regional Office Signoff:

Board/Committee Signoff:

**Surf Life Saving Club Details details**

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

2/3

All members

All members

SAR Squad Coordinator & Members

**Overnight Stays:**

* The main/family area/flat is closed for the duration of Alert Level 3 and should not be accessed at any time.

**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 at alert level 3:
				+ Changing rooms are limited to a maximum of five persons at one time to ensure physical distancing.
				+ IRB shed is limited to a maximum of three persons at one time to ensure physical distancing.
			* 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.
				+ Note: there must be separate facilities for each group; we cannot have one group at one end of the beach, and one group at the other end of the beach for them then to combine together for use of changing rooms etc.
			* Physical distancing, infection prevention and control requirements must be met.
			* All gatherings must record attendees to ensure contact tracing may be conducted if necessary.

**SAR Squad Members (Emergency Call Outs):**

* SAR squads have been notified of specific operational orders relating to their activation and operation in a callout. Members specifically tasked are required to follow these orders fully. SAR operation orders will be updated periodically, with notice sent direct to all approved SAR members.
* The use of additional PPE may be necessary and will be advised
	+ For further information on additional PPE refer to the [SLSNZ Memo.](https://www.surflifesaving.org.nz/media/989823/slsnz-covid-19-memo-8-ppe-cleaning-wash-down-procedures_final.pdf)

**Equipment Use:**

* If club equipment is used for any lifesaving operation during alert level 3 or 4, gear must be washed down and disposed of, as per the [SLSNZ Memo](https://www.surflifesaving.org.nz/media/989823/slsnz-covid-19-memo-8-ppe-cleaning-wash-down-procedures_final.pdf).
* Club equipment is only to be used in an emergency situation

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

**WHO IS RESPONSIBLE?**

**DESCRIBE WHAT YOU WILL DO**

If any member or members of their household are unwell, you should stay home.

You must not participate in physical activity (or leave home) if you are displaying symptoms of COVID-19, awaiting a test result, or required to self-isolate.

**Lifesaving Services:**

* All activities such as training, patrols and organized gatherings will require attendees to provide their contact details to meet the needs for Contact Tracing.
* For Patrols, this can be achieved through all members on patrol ensuring that their names are entered in the Patrol Captains report. Start and end times, along with member attendance times are to be accurately recorded as per normal operations of a Patrol.
* Only members actively on patrol will be permitted to remain in and around the Patrol Operations area.
* Patrol Operations may cease or Patrol team numbers may be limited to be in-line with Alert Level rules from Surf Lifesaving NZ, and/or the Government.
* Non-essential members can use the kitchen briefly but must vacate immediately after preparing drinks / meals. It is the responsibility of the individual member to clean, sanitize, and tidy after themselves. No uncleaned dishes are to be left in the kitchen.
* All lifesaving equipment that requires multiple people to operate or is utilized for rescue response (such as tubes / binoculars etc.) shall be regularly cleaned between uses. Sanitizing products will be made available specifically for this purpose. Rescue tubes and other wet tolerant equipment could be washed with warm soapy water between uses.
* For incident response, all members involved with the incident should be noted on the incident and patient report forms. We are required to record the contact details of all members of the public that assisted, or are associated with the patient(s), and have been in close physical contact with responders.
* Any member that displays signs of illness while undertaking any activity with the club will be asked to self-isolate immediately, and safe travel home will be arranged. The member will be asked to seek medical advice from their GP, or Healthline.
	+ All members associated with the activity will be advised to monitor their own health, and seek medical advice from their GP, or Healthline should they start to feel unwell.
	+ Any member that is unwell will require medical clearance to return to training, patrols or any activity associated with the club. The medical clearance advice should be sent to the Club Captain (xxxxxxxxxx). Attendance cannot be untaken until approved by the club.

**CPR:**

* All members are advised that any patient requiring CPR shall have chest compressions undertaken only. No resuscitation breaths are to be administered; however, bag-masking is permitted if available. The patient shall have a cloth placed over their mouth and nose to minimise the risk of salvia or droplets being expelled.
* An AED shall be attached as fast as possible by suitably trained members, where the AED is available.

All Members

All members, Patrol Captains, Lifeguards

**ALERT LEVEL 2 & 3**

**COVID-19 Operational Safety Plan**

**DESCRIBE WHAT YOU WILL DO**

**WHO IS RESPONSIBLE?**

**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?**

If any member or members of their household are unwell, you should stay home.

You must not participate in physical activity (or leave home) if you are displaying symptoms of COVID-19, awaiting a test result, or required to self-isolate.

**Coaching Programmes (Senior & Junior Training)**:

* All activities such as training, patrols and organized gatherings will require attendees to provide their contact details to meet the needs for Contact Tracing.
* A Contact Tracing record will be required for every training session. This will be managed by the facilitator / coach.
* This information is being collected to assist in the management of the COVID-19 pandemic. It will be given to the Ministry of Health and/or the District Health Board on request in the event that it is required for contact tracing purposes. We will not use it for any other purpose and will destroy it after four weeks. It will be kept here at TMSLSC. You have a right to access and correct any information we hold about you.
* Club Training may cease or be limited to small group sizes to be in-line with Alert Level rules from the Government. At Alert Level 2 for example, training groups may be limited to 10 persons or less. Where multiple groups of 10 (or less) are present, the groups shall maintain physical distancing, and should not mingle or interact with those from another group.
* **Attendance at any training session will be required to be preapproved with the coach / facilitator.**
* Unauthorized attendance is not permitted. This is to ensure that the coach / facilitator can control the number of persons in attendance in accordance with Government guidelines.

All Members

All members, coaches, coordinators

**ALERT LEVEL 2 & 3**

**COVID-19 Operational Safety Plan**

**DESCRIBE WHAT YOU WILL DO**

**WHO IS RESPONSIBLE?**

**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?**

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

* Depending on the Alert Level and the risk of community transmission, gatherings or any interactions with those outside of your immediate family may be stopped (isolation), or gatherings may be limited in size. The Club will operate as per government advice on gatherings.
* Club relies on information from Government, various Health agencies and Surf Lifesaving New Zealand to provide accurate and critical information to our members. We will regularly update any advice given through notification to members via our communication channels such as e-mail, Facebook TM pages and the official Club webpage.
* Essential information will be posted in key locations around the club facilities reinforcing the required actions of our members.
* All advice from Surf Lifesaving New Zealand will be considered for impact on how we will operate, both in our temporary setup, and longer term in the new facilities. Where required, the Board/Committee will issue a memo advising on specific impacts and controls and how that impacts us, from the received advice.

**WHO IS RESPONSIBLE**

**DESCRIBE WHAT YOU WILL DO**

It is important that we look after ourselves, and after our fellow club members. This responsibility lies on every member to play their part. It is not the responsibility of “someone”, it is the responsibility of “YOU”.

XXXXX Surf Lifesaving Club will constantly review and update this and future guidance following developments and instruction from the Government, officials and Surf Lifesaving New Zealand.

The Covid-19 Pandemic has changed how Surf Lifesaving will operate safely, minimizing the risk to our members, and maximizing the level of protection that is required for Lifeguards and Club members.

We stress the importance of the advice given by The Ministry of Health for community protection. These include:

* Physical distancing of two metres from people you don’t know when out in public
* one metre physical distancing in controlled environments like workplaces
* The club facilities can open to members but must follow public health guidance including in relation to physical distancing and contact tracing.
* You must adhere to basic hygiene measures, including washing and drying hands before and after any activity. Also exercise caution with common touch points (e.g. gates or doors) and wash or sanitise your hands after touching these surfaces.

All members

Management Committee

All members

**ALERT LEVEL 2 & 3**

**COVID-19 Operational Safety Plan**

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

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

**ALERT LEVEL 2 & 3**

**COVID-19 Operational Safety Plan**

**WHO IS RESPONSIBLE**

Notes:

3/3

**DESCRIBE WHAT YOU WILL DO**

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

* This is a live document, and will be adapted as new information and recommendations become available from the New Zealand Government, and Surf Life Saving New Zealand
* Ensure members understand the details of this plan, and raise any issues or concerns they may have with the Management Committee appropriately.
* Any changes or reviewed information will be communicated out to members as it becomes available.

All members

All members

Management Committee

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

* To ensure safety of ALL our members, anyone who accesses the club must be aware of the full guidelines and take all recommended precautions before entering and exiting the building.
* Ensure Alert Level guidelines are always followed for any club related activity. In particular gathering numbers for any lifesaving or training related programmes.