



# Shellharbour Surf Life Saving Club Inc

115 Junction Road, Shellharbour, NSW 2529

## COVIDSafe Operations & Venue Plan June 2020

This COVIDSafe plan details standards and best practice for the Surf Club with specific tailoring to the reopening of the Shellharbour Surf Life Saving Club Inc located at 115 Junction Road, Shellharbour NSW, 2529.

It incorporates and draws information from a range of materials and resources including industry, government and legislation.

The policies and procedures outlined in this COVIDSafe Plan will help to make the premises a safe environment in which to work and visit.

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## Document Version Control

Date	Version	Comment
<b>29/06/2020</b>	Draft	Draft populated
<b>1/7/2020</b>	<b>1</b>	Approved by Management Committee
<b>7/07/2020</b>	<b>2</b>	Updated Metre Square Capacity and Maximum Numbers
<b>28/07/2020</b>	<b>3</b>	Updated Metre Square Capacity and Maximum Numbers Function Centre & Boat Shed
<b>19/08/2020</b>	<b>4</b>	Updated copy with data edits and Function Centre No Large Events Permitted statement and QR Code information added.
<b>5/10/2020</b>	<b>5</b>	Updated copy with data related to Downstairs BBQ Storage Area & Patrol Activities which are now activated. COVID Marshall name added for Club Activities
<b>16/10/2020</b>	<b>6</b>	Update includes references to patrol shelter, touch points, shower use for first aid and emergencies, patient self-treatment, COVID Safety Plans Lifesaving and Training, SLSNSW COVID-19 Matrix, Tracing data including patrolling members sign on via Log book and/or App

# 1. Purpose

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by Shellharbour Surf Life Saving Club Inc (**Shellharbour SLSC**) to support its members and participants in the staged resumption of clubhouse activity.

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 Shellharbour 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;
- At all times the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

This Plan is based on information from:

- Safe Work Australia (SWA)
- AIS COVID framework
- NSW Government
- ClubsNSW
- Hospitality Industry

# 2. Management of the Venue

The management of the venue will be carried out by the Club Executive and will comply with all directives detailed in this COVIDSafe Plan.

The day-to-day management of the Club's operations will be controlled by the Club Captain who will ensure that this COVIDSafe Plan is followed.

This management will be delegated to the Club Official present at the Club where appropriate who will become the Club COVID Safety Officer. This COVIDSafe Plan will be available for this Club Official.

Key Contacts:

Title	Name	Mobile	Email
Club President	Wayne Cavanagh	0421 052 675	<a href="mailto:waynecavo@gmail.com">waynecavo@gmail.com</a>
Club Captain	Michael Flood	0402 901 268	<a href="mailto:mflood1962@gmail.com">mflood1962@gmail.com</a>

### 3. Capacity of the Venue

There are many areas within SHSLS, and each have different capacities.

The total capacity of the venue will be monitored by the Club Official onsite by monitoring sign-in register, and simple head counting within the different areas of the club.

Each area has a maximum capacity allocated to it that is noted on entry to that section. The table below sets out these limits.

Club Area	Size	Capacity
Main Clubhouse Hall Upstairs	180m <sup>2</sup>	45
Upstairs Balcony	30m <sup>2</sup>	8
Upstairs Kitchen / Bar Area	17m <sup>2</sup>	4
Radio Observation Area	14m <sup>2</sup>	3
Male Amenities	24m <sup>2</sup>	6
Female Amenities	21m <sup>2</sup>	5
Downstairs Rescue Operations Area	90m <sup>2</sup>	22
1 <sup>st</sup> Aid Room	8m <sup>2</sup>	2
IRB Workshop Area	8m <sup>2</sup>	2
Downstairs Kitchen Area	20m <sup>2</sup>	5
Downstairs BBQ Storage Area	40m <sup>2</sup>	10
<b>Total</b>	<b>452m<sup>2</sup></b>	
<b>Function Centre Main Hall</b>	<b>265m<sup>2</sup></b>	<b>64 - NO Large Events till Further Notice</b>
<b>Function Centre Balcony (front)</b>	<b>85m<sup>2</sup></b>	<b>21 - No Large Events (TFN)</b>
<b>Function Centre Kitchen</b>	<b>20m<sup>2</sup></b>	<b>5</b>
<b>Function Centre Bar Area</b>	<b>11m<sup>2</sup></b>	<b>2</b>
<b>Centre Male Amenities</b>	<b>20m<sup>2</sup></b>	<b>5</b>
<b>Centre Female Amenities</b>	<b>24m<sup>2</sup></b>	<b>6</b>
Disabled Amenities	5.4m <sup>2</sup>	1
<b>Total</b>	<b>430m<sup>2</sup></b>	
Boat Shed Area	72m <sup>2</sup>	18

Volunteers working and contractors are not included in the above calculations and include people such as tradespeople, musicians and catering staff.

The maximum number of contractors onsite at any one time is 7.

For the function areas a total capacity of 92 people (85 patrons and 7 Staff and Contractors) requires 381m<sup>2</sup> under the 1 person per 4m<sup>2</sup> rule. **Currently NO Large-Scale Events PERMITTED.**

The total area of the club's buildings is over 954m<sup>2</sup>; therefore, we are within limits under the Public Health order.

A floor plan is available for reference.

## 4. Responsibilities under this Plan

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

The Executive of Shellharbour 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 Executive has appointed the following person as the Shellharbour 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:

<b>Name</b>	Wayne Cavanagh		
<b>Contact Email</b>	waynecavo@gmail.com	<b>Contact Number</b>	0412 052 675

Shellharbour 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 from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by Shellharbour SLSC;
- Act with honesty and integrity regarding 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 club COVID Safety Co-ordinator will:

- Oversee the COVID Safe Checklist and safety plan
- Distribute safety posters throughout the club
- 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

The club COVID Safety Officer (Marshall) will:

- Be appointed for functions and activities occurring at the Club
- Have delegated authority under the Plan
- Ensure that the Plan is followed for functions or club activities
- Report any issue to the Club COVID Safety Co-ordinator
- Wear the supplied COVID Marshall Orange Vest

## 5. General Conditions

Shellharbour SLSC will ensure that the following general conditions are always met. These will be reviewed as changes occur and as need arises.

### Entry to Premises

Conditions of entry are posted at two entrances to the club. The main entrance is to be used as much as possible to help maintain total venue capacity.

A sign in sign out register is to be kept for all people entering the club to sign in manually. This record will have date, name and contact details as a minimum. This will be kept securely for **28** days to allow for contact tracing if required.

A QR Code tracing system is also in place with Code Posters located in numerous locations in the club areas.

### Wellbeing of people on premises and exclusion

No person should enter if they are showing any flu like symptoms, such as sore throat, cold, coughs, aches or shortness of breath. If it is deemed necessary, they will be required to self-isolate pending results of a test for COVID-19.

Signage will be posted to ensure that this message is conveyed. A sign at the sign-in register will ensure this occurs as people enter.

### COVIDSafe App

Shellharbour SLSC promotes the use of the **COVIDSafe app** and the benefits of the app to support contact tracing if required.

### Member training and safety

All members will be provided with information relating to COVID-19 infection control and other relevant information and procedures.

### Contractor training and safety

Any contractor entering the venue for work or other, will need to prove they understand infection control and hygiene relating to COVID-19, when requested

If at any time they are not following appropriate practices they will be required to leave the premises.

### Physical Distancing

Physical distancing is important because COVID-19 is most likely spread through close contact with a person who has a confirmed infection. Physical distancing means keeping people apart.

Currently, this means keeping a distance of at least 1.5m between people.

It is not always possible to maintain this distance so minimising the amount of time people are within 1.5m is essential and PPE must be worn. If close contact has occurred, you should wash hands or use hand sanitizer.

### Work areas

Where any people are working all surfaces should be wiped down with disinfectant before and after use. If appropriate, it should be cleaned at regular intervals whilst people are using the area.

Each area has specific requirements and this needs to be addressed for these areas.

### Physical Barriers

Where appropriate, physical barriers are to be used to either separate areas and people or prevent crowds from forming.

### Handwashing and Hygiene

All handwashing areas have been stocked with soap and drying facilities.

Hand sanitizer stations have been installed at the following locations:

- **Front entrance to Clubhouse**
- **Patrol Operations Area**
- **Upstairs clubhouse / amenities**
- **Lifesaving Patrol Shelter**

As well as this small pump action dispensers are available at various locations.

Signage on appropriate use is located at these areas, and various areas around the club.

#### Cleaning and Disinfecting

All efforts are made to ensure that areas and touch points are cleaned before use and other appropriate times, resources are available so that this can be conducted efficiently.

Correct PPE is available and should be worn when cleaning including gloves.

#### Crowd Control

The Club COVID Safety Officer / Marshall will help to minimise this and for physical distancing to be implemented by all.

Distancing signage will be placed at the exit to remind people to not mass at the exit and to move on as quickly as possible from the club's surrounding areas.

## **6. Facility Management**

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

- Capping numbers of entry to one person per 4 metre square for the floor space used
- Capacity in each area must not exceed 50 members
- Groups can only be a maximum of **10** people – no more than **10** people using a table
- Registration of those using the venue via sign-in tracing log or QR code system. Patrol members log on with Operations App or Patrol Log Book.
- Hand and hygiene sterilisation available at entry and exit and other appropriate locations
- Self-cleaning guidelines for members
- Safety promotional posters and material
- Monitoring compliance and cleaning
- Provide guidelines on website, social media and other channels used
- Provide advice and access to COVID-19 Safety Plans to club officers, coaches, team managers and other appropriate people

#### Radio Observation Post

- There is no maximum number of people for this room when used as an operation Radio Room.
- Numbers should be kept to a limit of **3** people at any one time.
- Entry is only for official Surf Life Saving Duties.
- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- Cleaning is to be carried out at a minimum, prior to and between patrols, cleaning log to be completed.
- Hand sanitation is always to be made available
- Use of own eating/drinking equipment is allowed. No personal items to be stored.
- Sharing of eating/drinking equipment and personal items is discouraged.
- Fridge, kettle, sink etc may be used, but must be cleaned after use where appropriate.
- No food to be left in Fridge after patrol has ended. Items to be cleared out.

#### First Aid Room

- Numbers should be kept to a limit of **2** people at any one time.
- Entry is only for official Surf Life Saving Duties.

- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- Cleaning is to be carried out at a minimum, prior to and between patrols.
- Hand sanitation is always to be made available.

#### Function Centre – used as a Community Hall

- The maximum number of people (excluding contractors and staff) allowed is **20** people unless:
    - a. It is a meeting of an emergency service
    - b. It is a meeting of a support group service
    - c. There is an exception in the Public Health Order allowing it
- Venue capacities will be used for these gatherings.
- Signage for people to follow social distancing are to be placed prominently.
  - Signage for correct hygiene is to be placed at all appropriate places.
  - A register of all participants including contact details, may be taken by the organiser, rather than the main sign-in register at the front door. A copy is to be provided to Shellharbour SLSC COVID Safety Co-ordinator.

#### Function Centre – used for classes (**Not currently utilised**)

- The maximum number of people (excluding contractors and staff) allowed is **20** people
- An individual COVIDSafe plan is to be completed by the instructor and provided to Shellharbour SLSC.
- This COVIDSafe Plan is to be kept on premises whilst classes are conducted
- A register of all participants including contact details, is to be taken and a copy provided to Shellharbour SLSC

#### Function Centre – used as a licensed venue

- The maximum number of people (excluding contractors and staff) allowed is **20** people
- Groups can only be a maximum of **10** people – no more than 10 people using a table
- Bar staff are to monitor social distancing and table/chair movements
- Table layout is to be overseen by Club Official in consultation with person hiring the venue.
- Tables (trestle and round) to be setup outside to help with social distancing
- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- Promote 1.5m distancing for bar queue
- Alcohol can only be consumed by members seated

#### Function Centre Kitchen

- The maximum number of people (excluding contractors) allowed is **5** people
- The maximum number of Kitchen Staff allowed is 5 people
- Before and after use the surfaces are to be cleaned appropriately and cleaning log completed.
- People using kitchen are to ensure that correct hygiene protocols are always followed.
- All cutlery and plates are to be cleaned with dishwasher prior to hiring.
- No communal cutlery, dispensers or napkins will be available
- All cutlery etc will be prepared by appropriate person for individually packaged cutlery.
- No straws, toothpicks etc are to be used
- All unnecessary items to be removed from the kitchen area
- Hand sanitation is always to be made available

#### Clubhouse Upstairs Amenities

- There is a maximum number of people for amenity areas. Refer to COVID – 19 Safety Signs.
- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- Hand sanitation is always to be made available
- Ensure that all dispensers are stocked.
- Cleaning is to be carried out at a minimum, prior to and between formal functions.



### Downstairs Amenities (showers toilets, and change rooms)

- The maximum number of people allowed in each downstairs amenity area is **3**
- Showers are not to be used until further notice **with the exception for First Aid and Emergency use by Patrols.**
- Promote 1.5m distancing
- Signage is placed at entrance of these areas Member to count numbers on entry. If members remain in the change room exceeding the maximum numbers, they are in breach of our safety plan and their membership can be suspended.
- Hand sanitation is always to be available
- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- Ensure that all dispensers are stocked.
- Cleaning is to be carried out on a regular basis.
- Signage to advise that the use of own towel and personal care products
- No personal items to be left in the rooms.
- Use cleaning products provided to self-clean surfaces used.

### Clubhouse & Function Centre Bar areas

- The maximum number of people (including bar staff) allowed is **4** people
- The maximum number of bar staff allowed is 2 people.
- Bar staff to monitor numbers and social distancing within bar area.
- Maximum number allowed to be displayed at entrance.
- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- Hand sanitation is to always be made available.
- Cleaning down of surfaces to be undertaken regularly by bar staff
- Glasses to be cleaned using glasswasher before and after use.
- No straws are to be accessed by patrons
- Barriers may be required to form lines
- Entry and exit paths are to be defined.

## **7. Surf Club Activities Management**

### Patrol Activities

- Patrols are currently activated. COVID-19 recommendation's tabled and explained at pre-season Patrol Captains meeting.
- General Social Distancing requirements are required.
- Personal and touch point sanitising has been provided including instructions for proper use.
- PPE to be used for all patient care.
- If possible allow patients to self-treat under guidance.
- COVID-19 Safety Plan for Lifesaving** has been disseminated to all Patrol Captains and Emergency Call Out Team members.

### Emergency Callouts

- The Public Health Order does not impede the carrying out of emergency callouts.
- The health of our members is to be taken seriously and of most importance.
- The Duty Officer, Club Emergency Co-ordinator or person in charge will check member welfare and ensure that it is maintained at all times.

### Education Training

- Training can recommence with approval from Club Executive.
- Strict hygiene protocols apply for all shared equipment, including the disinfecting of equipment after each use.

- Award specific protocols will be provided as training recommences.
- SLSNSW will be providing clubs with an information pack on how to minimise the specific risks associated with resuscitation training in the very near future, including reasonable adjustments that can be made in training and assessment.
- Refer to the current **COVID-19 Safety Plan for Training** and **COVID Matrix** provided by SLSNSW.

#### Junior Activities

- All junior Activities are currently suspended.
- Details will be coming out regarding return to these activities.

#### IRB Competition Training

- Training can recommence with approval from Club Executive
- From 27th June:
  - a. Groups are to be a maximum of **20** people
  - b. Live patient pickups should be kept to a minimum using “Macca” the Manikin.
- Strict hygiene protocols apply for all shared equipment, including the disinfecting of equipment and touch points after each use.
- Strict physical distancing measures remain in place while outside the IRB maintaining 1.5m distance apart with no more than **20** participants.
- A COVID Official is to be nominated for each training session.
- A log of all participants, including trainers/instructors and spectators is to be maintained, with contact details. Participants must use the QR code or Tracing Log book.
- Please remember to gradually increase your training loads to reduce the risk of injury.

#### Competition Beach Training

- Training can recommence with approval from Club Executive
- Strict physical distancing measures remain in place maintaining 1.5m distance apart with no more than **20** participants.
- A COVID Official is to be nominated for each training session.
- QR code or Tracing Log book entries of all participants, including trainers/instructors and spectators is to be completed.
- Please remember to gradually increase your training loads to reduce the risk of injury.

#### Competition Water Training

- Training can recommence with approval from Club Executive
- Strict physical distancing measures remain in place maintaining 1.5m distance apart with no more than **20** participants.
- A COVID Official is to be nominated for each training session.
- QR code or Tracing Log book entries of all participants, including trainers/instructors and spectators is to be completed.
- Please remember to gradually increase your training loads to reduce the risk of injury.

#### 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 to any club room or area via COVID-19 Entry Restrictions sign in book OR QR Code System. NO Exceptions!**
- ✓ 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 products provided
- ✓ Call the COVID Safety Co-ordinator or Club President if you are diagnosed with COVID-19 after attending the club

- X Don't enter if you are feeling unwell. Get tested and await your results before returning to the club.
- X Don't congregate in groups

## 8. Suspected/Confirmed case within the clubhouse

If anyone is found to be a confirmed case of COVID-19, the SafeWork flowchart is to be followed. It is attached to this policy.

All members or staff who are feeling unwell are to be isolated, excluded from the club. Full support is to be given to this/these members. Where possible the club will provide information on the nearest testing site or ensure that they have the appropriate support to get tested for COVID-19

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 contracted NSW Health and if contract 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 appropriate.

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>

## 9. Acknowledgements

This document has been prepared using information from the following sources:

- Australian Government
- New South Wales Government
- Surf Life Saving New South Wales
- Surf Life Saving Sydney Branch
- Kiama Golf Club
- Woonona Bulli RSL
- Dapto Leagues Club

## 10. Review

This plan and its guidelines will be reviewed regularly and following any future government announcements. Following the review all modifications will be listed and recorded in revision history – Version Control Page 2. Any modifications will be communicated to appropriate people.

Compiled by:

A handwritten signature in black ink that reads "W. Cavanagh". The signature is written in a cursive style with a large initial 'W' and a long, sweeping tail.

Wayne Cavanagh  
President / COVID-19 Coordinator  
Shellharbour SLSC