



**June 5, 2020**

# Appendix 1: SLSQ CLUB COVID19 SAFETY PLAN

## Section 1. Club details

**Club name: DICKY BEACH SLSC**

**Date completed: 5th June 2020**

Club Authorised Personnel approval

SLSQ approval

Date Approved

## Section 2. Risk – General

Question 1: What have you done to identify and assess how COVID19 might spread in your club?	Responsible person
*Accessed all the information available on the SLSQ SLSA and QLD Government websites .	DBSLSC ADMIN
* The Board identified key areas within the surf club and the surrounding area and sent out to ALL members the restrictions that are implemented to comply with SLSQ SLSA and QLD Government requirements.	DBSLSC BOARD
*Identified all the likely areas people would come in contact with each other – bottlenecks, training, amenities and craft storage areas and closed these off.	DBSLSC ADMIN

Question 2: What controls have you put in place to reduce the risk of entry and spread of COVID19?	Responsible person
*We closed the Surf Club completely from access for the past 8 weeks other than Lifeguard access.	DBSLSC ADMIN
*All communication from SLSQ and the QLD Government was then resent to all members of surf sports within the club to ensure communication was continued.	DBSLSC SPORTS
*Encourage members to download the COVID safe app.	DBSLSC ADMIN
*Encourage members to obtain a flu injection	
*All meetings were changed to online, Zoom or email.	
*All education training and use of training room was stopped.	
*All training sessions were stopped in compliance with SLSQ requirements.	
*Surf Club Bus and 4WD moved off site. Hand sanitizer placed in vehicles P2 masks and surgical gloves placed in glove box in the event of public interaction or emergency first aid.	
*All Staff made aware of social distancing and club office contactable by appointment only	

Question 3: Have you consulted with your members about ways to control the COVID19 spread?	Responsible person
*Email communications have gone out with everything we are sent from both Surf Authorities and anything relevant from the QLD Government.	DBSLSC ADMIN
*Signage has been erected outside the club warning of potential risks and inside the club reminding members of their obligations to keep themselves and others around them safe.	DBSLSC ADMIN
*An email went out to surf sports members regarding specifics of returning to training, when that occurs.	DBSLSC DOSS and COACHES
*Once training recommences competitors will be reminded daily at training of their risks and obligations when at the club.	DBSLSC COACHES

**\*No surf boat, double ski or rescue board training in stage 2.**

**Question 4: How will you review your process and manage risk of COVID19**

**Responsible person**

**\*DBSLSC Director of Surf Sports given the role of auditing and reviewing coach's implementations around COVID risk management. He will continually double check that processes are being adhered to and will sit down weekly with relevant coaches to voice concerns.**

DBSLSC DOSS  
DBSLSC COACHES

**\*All Coaches do a weekly checklist of COVID risk management requirements and makes changes depending on their success.**

**\*Daily asking of 3 key questions to all members of training groups.**

**-Does anyone feel unwell?**

**-Has anyone been overseas recently?**

**-Has anyone been in contact with someone who has COVID?**

**\*Apply the AIS "Get in, Train, Get out" principle to the sessions.**

**As our clubhouse is closed most competitors will be arriving ready to train going straight down into the water and leaving straight back up the beach to go home .**

**\*To ensure we do not go over the 20-person ratio allowed squads are split into 2 groups – u14/15 & u17 – each will have separate co-ordinators and coaches.**

**These 2 groups also have separate water safety requirements therefore.**

## Section 3. Hygiene

Question 1: How will you manage the requirements for cleaning?	Responsible person
<p><b>*Information regarding washing hands ect has constantly been sent out to members.</b></p>	DBSLSC ADMIN
<p><b>*Our clubhouse is currently closed – no members will be using showers or changerooms ect until they reopen. Use of toilets only. Hand sanitiser to be available at all doors that are required to be touched in order to open/close.</b></p>	
<p><b>*Hand sanitising stations will be provided outside the club for everyone prior to walking onto the sand.</b></p>	
<p><b>*The COACHES will be the only person using the hose to wash-down craft and he will wash down everyone’s craft as they walk past so not everyone is using the hose.</b></p>	DBSLSC COACHES
<p><b>*Lifesaving admin has organised full club clean for when the club reopens.</b></p>	DBSLSC ADMIN
<p><b>*Signs at the entrance and throughout the gym.</b></p> <p><b>*alcohol-based hand sanitiser at entry to the gym</b></p> <p><b>* disinfectant wipes to wipe down of exercise equipment before and after use on all touch points.</b></p> <p><b>* using a clean towel each time they attend their gym session</b></p> <p><b>* bringing extra towels to lay on equipment benches and seats</b></p> <p><b>* members to bring their own drink bottles to use instead of water fountains.</b></p> <p><b>* Have equipment sanitizing materials in a location visible and easily accessible to the equipment.</b></p> <p><b>* Provide bins lined with a plastic liner for disposal of wipes and used paper towel. Bins should be regularly emptied to ensure they are not overflowing.</b></p>	DBSLSC GYM OFFICER

<b>Question 2: How will you ensure your members are only using their own equipment?</b>	<b>Responsible person</b>
<p><b>*There is no shared equipment at our club - all club craft is allocated to specific people and was cleaned and sanitised between handover.</b></p> <p><b>*There is currently no use of the club trailer.</b></p> <p><b>*Competitors will be reminded not to share equipment while training is on.</b></p> <p><b>*No use of surf boats, double skis or rescue boards.</b></p> <p><b>*When traveling to training must be with family. No traveling together in vehicles.</b></p>	DBSLSC COACHES

<b>Question 3: How will you ensure your members will not use communal facilities?</b>	<b>Responsible person</b>
<p><b>*Club facilities are closed and access for external groups have been cancelled to ensure no one is accessing communal facilities.</b></p> <p><b>*Signage is installed advising that areas are closed.</b></p> <p><b>*Email and Team App advising members</b></p>	DBSLSC ADMIN

<b>Question 4: How will you ensure your members/trainees/trainers etc know where to find the cleaning equipment</b>	<b>Responsible person</b>
<p><b>*Club coaches sends weekly notifications that outlines all information for training regarding both COVID management and general info.</b></p> <p><b>*Signage will be erected detailing the location of specific cleaning equipment.</b></p> <p><b>*Club coaches will carry disinfectant and other cleaning equipment with him to all sessions regardless of location.</b></p>	DBSLSC COACHES

## Section 4. Social distancing

### Question 1: How will you keep 4sq metres for each member/trainees/ trainers? Responsible person

**\*This is difficult to calculate training in the ocean but we have an unlimited amount of ocean to work with.**

DBSLSC COACHES

**\*Training groups are split and sent either side of the red & yellow flags to begin sessions.**

**\*Members are given no go zones that create sidelines to training sessions – Signage to be used. These provide and set visual barriers when looking back at the beach.**

**\*On the beach witches hats are set out to stop people encroaching on the session and ensure there is adequate social distancing when doing starts ect.**

**\* For the gym During stage 2, in accordance with public health directives, the number of people in an indoor space is limited to one person per 7 square metres of floor space. This will allow all persons to maintain a physical distance of 1.5 metres from any other person whilst exercising or using fitness facilities. As the gym is 80 sq metres only 11 members allowed at any one time.**

DBSLSC GYM  
OFFICER

**\*The layout of the gym floor and specific workout areas to keep at least 1.5 metres apart while exercising can be achieved by: increasing spacing between fitness equipment. If this is not possible, e.g. restrict access to every second rowing machine or treadmill.**

DBSLSC COACHES

**\*When traveling to training must be with family. No traveling together in vehicles.**

### Question 2: How will you ensure that members/trainees/ trainers understand their obligations to reduce the risk posed by COVID19 Responsible person

**\*Club has a communication policy of sending all COVID advice to all Surf Sports members via email and Team App– that provides a level of responsibility for the members to ensure they're doing the right thing.**

DBSLSC ADMIN  
DBSLSC COACHES

**\*Club coaches to fill out the SLSQ Log prior to every session AND include COVID on their standard risk assessment form.**

**\*all members are reminded prior to sessions of their risks and obligations when in the training environment with regard to COVID.**

**\*Consultation has been undertaken with Fitness Australia – National Peak Association for Fitness framework of operations for fitness facilities under COVID restrictions - The framework aligns with public health and Safe Work Australia recommendations for workplaces.**

DBSLSC GYM  
OFFICER

## Section 5. Record Keeping

**Question 1: How will you store records of the members/trainees/trainers and ensure contact details are up to date (this will aid the investigation for QLD Government if there is a COVID19 Recorded case)**

**Responsible person**

**\*A log is always taken at training regardless of COVID – this will be kept for standard 7 years with Surf Sports risk assessment forms for each session.**

DBSLSC COACHES

**\*All competitors were asked to update their phone number and email address prior to training returning to club coach.**

**\*Surf Sports risk assessment log, training attendance, contact details and COVID training log will be kept with club coach at all times.**

**\*Gym users to sign in with date and time of entry and exit on the gym register. Training logs monitored by Gym Officer to ensure compliance with number requirements.**

DBSLSC GYM  
OFFICER

## Section 6. Outbreak

Question 1: What will you do if a members/trainees/ trainer is diagnosed with COVID19	Responsible person
<ul style="list-style-type: none"><li>*Confirm with member of the positive test.</li><li>*SMS and EMAIL all club members of a potential positive &amp; outbreak and advise they should self-isolate until we can contact trace and determine who they've been in contact with.</li><li>* Contact SLSQ and QLD Health for further direction.</li><li>* Determine when and where the member was at the club from Logs</li><li>* Determine which sessions the member was at and who else attended those sessions.</li><li>* Resend SMS and EMAIL regarding potential outbreak to all with more specific times and locations of potential contact.</li><li>*Personally call all those who have attended sessions with the person to ensure they have received the message and are getting tested / social isolating.</li><li>*Club should be locked down to limit further infection.</li><li>*All gear that has been stored in and around that persons (and theirs) should be professionally cleaned.</li><li>*All facilities used by the member should be professionally cleaned.</li><li>*A review of procedures should take place to determine where the risk management plan broke down and adjust the risk management Plan.</li></ul>	DBSLSC ADMIN DBSLSC COACH DBSLSC PRES DBSLSC DOSS