



Updated

2nd Sep, 2020

Appendix 1: SLSQ CLUB COVID19 SAFETY PLAN

Section 1. Club details

Club name: DICKY BEACH SLSC

Date completed: 2nd September 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.	DBSLSC ADMIN

Question 2: What controls have you put in place to reduce the risk of entry and spread of COVID19?	Responsible person
*All communication from SLSQ and the QLD Government is passed on to members via club approved methods of communication.	DBSLSC ADMIN
*Members have been encouraged to download the COVID safe app.	DBSLSC ADMIN
*QLD Government entry signage has been placed at entry access points at club.	DBSLSC ADMIN
* Members have been encouraged to obtain a flu injection	DBSLSC ADMIN
*Meetings where possible have changed to online platforms. Social distancing and max. room capacities are observed for face to face meetings.	DBSLSC BOARD
*Education and training to be carried out in accordance with SLSQ Lifesaving Education requirements	DBSLSC LIFESAVING
*Surf Sports training sessions to be carried out in accordance with SLSQ requirements.	DBSLSC SURF SPORTS
*Surf Club Bus and 4WD has had hand sanitiser placed in vehicles, PPE and surgical gloves placed in glove box in the event of public interaction or emergency first aid.	DBSLSC LIFESAVING
*All Staff made aware of social distancing and max. room capacity requirements. Members have been encouraged to phone/email office instead of 'face to face' contact.	DBSLSC ADMIN

Question 3: Have you consulted with your members about ways to control the COVID19 spread?	Responsible person
* All communication from SLSQ and the QLD Government is passed on to members via club approved methods of communication.	DBSLSC ADMIN
*QLD Government entry signage has been placed at entry access points at club. Social distancing and max. room capacity signage placed in appropriate locations.	DBSLSC ADMIN
*Communication is regular to members regarding specifics of returning to training, sign on requirements etc.	DBSLSC LIFESAVING/ DBSLSC SURF

SPORTS

***Members are reminded at training sessions of their risks and obligations when at the club.**

DBSLSC COACHES /
 TRAINERS

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. They will ensure that processes are being adhered to and will evaluate regularly with relevant coaches to communicate any areas of concern.**

DBSLSC DOSS
 DBSLSC COACHES

***DBSLSC Chief Training Officer given the role of auditing and reviewing training implementations around COVID risk management. They will ensure that processes are being adhered to and will evaluate regularly with relevant coaches to communicate any areas of concern.**

DBSLSC CTO
 DBSLSC TRAINERS

***Coaches & Trainers at each session to complete a checklist of COVID risk management requirements.**

DBSLSC COACHES
 DBSLSC TRAINERS

***At each session, 3 key questions to all members of training groups.**

-Does anyone feel unwell?

DBSLSC COACHES
 DBSLSC TRAINERS

-Has anyone been overseas recently?

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

***Members encouraged to arrive just prior to session and leave immediately at conclusion. Apply the AIS “Get in, Train, Get out” principle to the sessions.**

DBSLSC COACHES
 DBSLSC TRAINERS

***Maintain a max. allowable of 20-persons for training squad i.e. split into 2 or more groups with separate coach / trainer as required.**

DBSLSC COACHES
 DBSLSC TRAINERS

Section 3. Hygiene

Question 1: How will you manage the requirements for cleaning?	Responsible person
<p>*Information regarding good hygiene practices is available to all members through signage.</p>	<p>DBSLSC ADMIN</p>
<p>*Hand sanitiser & instructions on how to apply to be available at all doors that are required to be touched in order to open/close, outside the club for members prior to walking onto the sand and at all indoor and outdoor training locations.</p>	<p>DBSLSC ADMIN</p>
<p>*Handwashing & hand sanitising hygiene stations to be made available at training sessions.</p>	<p>DBSLSC TRAINERS</p>
<p>*Change facilities & showers:</p> <p>- Members have been encouraged to avoid using communal facilities where possible.</p>	<p>DBSLSC MEMBERS</p>
<p>- Where communal facilities need to be accessed during training frequently touched items are to be cleaned and disinfected daily and between users using detergent and disinfectant. Infrequently touched items are to be cleaned and disinfected daily (in accordance with Safe Work Australia COVID-19 Recommended cleaning: Supplementary information Section 1.6.7). Members are to BYO towel and toiletries.</p>	
<p>GYM</p>	
<p>*Govt guidelines to ‘Stop the Spread’ signs at the entrance and throughout the gym.</p>	<p>DBSLSC GYM OFFICER</p>
<p>*Alcohol-based hand sanitiser at entry to the gym</p>	
<p>*Disinfectant wipes to wipe down of exercise equipment before and after use on all touch points.</p>	
<p>*Using a clean towel each time they attend their gym session</p>	
<p>*Bringing extra towels to lay on equipment benches and seats</p>	
<p>*Members to bring their own drink bottles to use instead of water fountains.</p>	
<p>* Have equipment sanitizing materials in a location visible and easily accessible to the equipment.</p>	
<p>* 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.</p>	
<p>* Gloves to be worn when bins are emptied.</p>	

TRAINING ROOM / COMMON ROOM

DBSLSC TRAINERS

- * Govt guidelines to 'Stop the Spread' signs at the entrance and at prominent locations.
- * Hand sanitiser at entry to all training areas
- * Cleaning products to be supplied to clean equipment as per SLSQ requirements.
- * Members to bring their own drink bottles to use instead of water cooler.
- * Members to bring their own pens / notebooks and other equipment.

KITCHEN

- * Complete disinfect/surface clean after every use
- * Safe hygiene to be practiced.
- * Disposable plastic/environmentally-friendly plates, cups & cutlery to be used
- * Disposable gloves to be readily accessible

DBSLSC CLUBHOUSE
DIRECTOR

DORM ROOM

- * Complete disinfect/surface clean after every use
- * Disinfect/surface clean to be recorded
- * Guidelines for accommodation COVIDSafe industry plan to be followed.

DBSLSC CLUBHOUSE
DIRECTOR

Question 2: How will you ensure your members are only using their own equipment?	Responsible person
<p>*There is no shared equipment at our club - all club craft is allocated to specific people and was cleaned and sanitised between handover.</p> <p>*Members to be reminded not to share equipment while training is on.</p>	DBSLSC COACHES
Question 3: How will you ensure your members will not use communal facilities?	Responsible person
<p>*Club facilities are available to gym users and training groups only.</p> <p>*Signage advising limitations on use of club facilities to be displayed.</p> <p>*Club approved communication advising members</p>	DBSLSC ADMIN
Question 4: How will you ensure your members/trainees/trainers etc know where to find the cleaning equipment	Responsible person
<p>*Club to send notifications that outlines all information for training regarding both COVID management and general info.</p> <p>*Signage to be erected detailing the location of specific cleaning equipment.</p> <p>*Club coaches will make available disinfectant and other cleaning equipment to all sessions regardless of location.</p> <p>*Club trainers will make available disinfectant and other cleaning equipment to all sessions regardless of location.</p>	DBSLSC ADMIN DBSLSC ADMIN DBSLSC COACHES DBSLSC TRAINERS

Section 4. Social distancing

Question 1: How will you keep 4sq metres for each member/trainees/ trainers?	Responsible person
<p>* Venue checks have been conducted in accordance with 1 person / 4sqm rule (Stage 3 Restrictions). Max. allowable numbers in club areas are: Dorm Room – 11, Training Room – 16, Common Room Area – 20, Gym - 20</p>	<p>DBSLSC BOARD DBSLSC MEMBERS</p>
<p>*1.5m social distancing is to be maintained with training carried out in accordance with SLSQ Training Plan Guidelines</p>	<p>DBSLSC ADMIN</p>
<p>*Signage indicating max. allowable numbers and 1.5m social distancing reminders are to be placed in every area.</p>	<p>DBSLSC COACHES</p>
<p>*Training groups are to have a max. of 20 participants i.e. split into 2 or more groups with separate coach / trainer as required.</p>	<p>DBSLSC TRAINERS</p>
<p>*Training is to be carried out outside wherever practicable.</p>	<p>DBSLSC COACHES DBSLSC TRAINERS</p>
<p>*On the beach witch's hats or other markers are to be set up to stop onlookers encroaching on the session and ensure there is adequate social distancing when doing starts etc.</p>	<p>DBSLSC COACHES DBSLSC TRAINERS</p>

Question 2: How will you ensure that members/trainees/ trainers understand their obligations to reduce the risk posed by COVID19	Responsible person
<p>*Club has a communication policy of sending all COVID advice to all members via email and Team App– that provides a level of responsibility for the members to ensure compliance.</p>	<p>DBSLSC ADMIN DBSLSC BOARD DBSLSC COACHES</p>
<p>*Club coaches to fill out the SLSQ Log prior to every session AND include COVID on their standard risk assessment form.</p>	<p>DBSLSC COACHES</p>
<p>*All members are reminded prior to sessions of their risks and obligations when in the training environment with regard to COVID.</p>	<p>DBSLSC COACHES DBSLSC TRAINERS</p>
<p>*All training is to be carried out in accordance with SLSQ COVID-19 Lifesaving Education Training Plan Guidelines & Circulars</p>	<p>DBSLSC TRAINERS</p>

***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

*** All training is to be carried out in accordance with SLSQ COVID-19 Lifesaving Education Training Plan Guidelines & Circulars with the Training Risk Assessment Checklist completed prior to each session.**

DBSLSC TRAINERS

*** All training course participants are to complete a Member Training Agreement prior to the start of any training.**

*** All members involved with a training session are to complete the SLSQ Daily Training Attendance Record which is to be kept securely for a min. of 56 days.**

Section 6. Outbreak

Question 1: What will you do if a members/trainees/ trainer is diagnosed with COVID19

Responsible person

MANAGEMENT OF AN UNWELL MEMBER

- Member is to self-isolate at home if presenting symptoms and compare the symptoms of coronavirus (COVID-19), with the common cold and flu. DBSLSC ADMIN
DBSLSC BOARD
- Member who is unwell or develops a fever, a cough, sore throat or shortness of breath, must contact a doctor or call 13HEALTH (13 43 25 84) and are encouraged to undergo a COVID-19 test as soon as possible.
- A space is to be identified, that can be used to isolate members who become unwell at an activity and cannot leave immediately. The isolation area should be equipped with necessary PPE supplies to facilitate hand hygiene and respiratory etiquette.
- Ensure coaches/trainers understand that members who become unwell should be immediately isolated and given a clean disposable facemask to wear.

UPON CONFIRMATION OF POSITIVE COVID-19 TEST OF MEMBER

- *Confirm with member of the positive test. DBSLSC ADMIN
- *SMS and EMAIL all club members of a potential positive test & outbreak and advise members should self-isolate until contact tracing can determine who the unwell member has been in contact with. DBSLSC BOARD
- * Contact SLSQ and QLD Health for further direction.
- * Determine when and where the member was at the club from Training Logs / Attendance Sheets.
- * Resend SMS and EMAIL regarding potential outbreak to all members with more specific times and locations of potential contact.
- * Identify members who may have come into contact with unwell member through training logs / attendance sheets.
- * Personally call all those who may have come into contact with unwell member to ensure they have received the message and are getting tested and are self- isolating in accordance with QLD Health directives.
- *Club facilities should be closed to limit potential of any further infection.

***All gear that has been stored in and around that persons (and theirs) should be cleaned in accordance with Safe Work Australia guidelines and QLD Health guidelines.**

***All facilities used by the member should be cleaned in accordance with Safe Work Australia and QLD Health guidelines.**

*** Club to follow all SLSQ and QLD Health directives for resumption of activities and re-opening of facilities.**

*** Board to evaluate the effectiveness of the COVID-19 Safety Plan and adjust as required.**

*** Board to gather feedback to note lessons learned and to improve organisational plans and systems.**