

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**



## Your COVID-19 Safety Plan

### General

#### Business details

Business name	Warriewood Surf Lifesaving Club Inc
Business location (town, suburb or postcode)	Warriewood
Completed by	Sascha Rundle
Email address	<a href="mailto:sascharundle@gmail.com">sascharundle@gmail.com</a>
Effective date	11 September 2021
Date completed	16 September 2021

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### Wellbeing of staff and customers

#### Exclude people who are unwell from the premises.

##### Agree

Yes

##### Tell us how you will do this

Warriewood SLSC will communicate to all members, staff and customers to report potential symptoms, and not visit the Warriewood SLSC or attend any club activities or

patrols if they are unwell.

Participants in club activities will be told to leave immediately and get a COVID test at the nearest testing site (Mona Vale Hospital) if they are unwell.

**Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.**

**Agree**

Yes

**Tell us how you will do this**

Warriewood SLSC will communicate to members, staff and customers the relevant information on COVID-19 advice and Public Health Orders including when to get tested, physical distancing, wearing masks and cleaning.

This information will also be further communicated in Warriewood meetings and training sessions and via all Warriewood SLSC channels.

**Display conditions of entry including requirements to stay away if unwell and record keeping.**

**Agree**

Yes

**Tell us how you will do this**

Warriewood SLSC will ensure COVID signs (including relevant QR codes and information on maximum safe capacity for that space) are on display in and around the clubhouse, all entry points, the patrol room and first aid room and in the patrol trailer.

Warriewood SLSC will recommend that people use the Healthdirect Coronavirus (COVID-19)

Symptom Checker to answer questions about symptoms to see if they need to seek medical help or get tested.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality**

**venues, nightclubs and retail premises.**

**Agree**

Yes

**Tell us how you will do this**

When the Warriewood SLSC bar and gym are permitted to open under the Public Health Orders, separate COVID-19 Safety Plans will be prepared for each of those parts of the venue, outlining additional contact details and time of entry to those parts of the premises.

**Encourage staff to access COVID-19 vaccination.**

**Agree**

Yes

**Tell us how you will do this**

Warriewood SLSC will use all communication channels to strongly recommend to members, nipper parents and participants that they are fully vaccinated.

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**Physical distancing**

**Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.**

**Agree**

Yes

**Tell us how you will do this**

Warriewood SLSC will adhere to all relevant Public Health Orders on safe capacity limits for all aspects of the premises and will display relevant signs outlining the safe numbers of people allowed in each space.

Warriewood SLSC patrol members will follow Local Government guidelines on safe capacity limits for Warriewood Beach and will alert Surf Guard if it is believed those

limits are being reached / breached.

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

**Agree**

Yes

**Tell us how you will do this**

Warriewood SLSC will use all relevant communication channels (including signs, and verbal advice) to remind club members, patrons, clients and members of the public to remain physically distant in line with official Public Health Orders or health information.

Patrol members will be asked to remain physically distant as much as practically possible while on patrol, including while under the patrol tent.

COVID Marshalls will promote physical distancing at club events and activities.

In seated training sessions or other club activities, seating will be configured in a U-shape or on individual seats 1.5m apart.

Seating and tables will be moved or removed to comply with physical distancing guidelines.

Warriewood SLSC will ensure members do not shake hands or exchange physical greetings.

Access to showers and change rooms will be restricted where possible, and members will be advised to change and shower at home.

**Agree**

Yes

**Avoid congestion of people in specific areas where possible.**

### **Tell us how you will do this**

Warriewood SLSC will use all relevant communication channels (including floor markings and signs) to avoid congestion of people around the clubhouse.

COVID Marshalls at club events and activities will advise people to relocate or remain physically distant.

Patrol members will be advised to avoid congestion and remain physically distant when underneath the patrol tent and to stick to safe capacity limits in all SLSC areas.

### **Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up and drop-off zones.**

**Agree**

Yes

### **Tell us how you will do this**

Warriewood SLSC to use resources (including signs, witches hats, floor markings and bollards) to manage gatherings that may occur outside the premises.

Beach access ramps may be restricted to entry only or exit only to manage one way traffic and assist with physical distancing.

Staggered start times will be considered for Warriewood SLSC activities .

Members will be reminded of the 'get in, get active and get out'

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## **Ventilation**

**Review the COVID-19 guidance on ventilation available on NSW Government and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

**Agree**

Yes

### **Tell us how you will do this**

Warriewood SLSC will review the COVID-19 guidance on ventilation available from the NSW Government and will ensure heating, ventilation and air conditioning (HVAC) systems are well-maintained and operating properly to help to manage the risk of virus transmission.

Warriewood SLSC will use outdoor settings wherever possible or large well-ventilated indoor spaces for any club activities.

Wherever possible the club will hold meetings and training online or via telephone instead of face to face in line with relevant Public Health Orders.

### **Use outdoor settings wherever possible.**

#### **Agree**

Yes

### **Tell us how you will do this**

Warriewood SLSC will use outdoor settings wherever possible for club activities including dry training sessions on the club verandah.

### **In indoor areas, increase natural ventilation by opening windows and doors where possible.**

#### **Agree**

Yes

### **Tell us how you will do this**

Doors and windows will be opened where possible to increase natural ventilation to indoor areas of the Warriewood SLSC.

### **In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside**

**air and reducing or avoiding recirculation of air).**

**Agree**

Yes

**Tell us how you will do this**

Warriewood SLSC will endeavour where possible to maximise the intake of outside air and reducing the recirculation of air from clubhouse air conditioners.

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

Warriewood SLSC will ensure mechanical ventilation systems are regularly maintained including regular filter cleaning or changes.

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Agree**

Yes

**Tell us how you will do this**

Warriewood SLSC seek guidance from Surf Lifesaving NSW and other authorities and will consider consulting relevant experts to optimise indoor ventilation.

## **Hygiene and cleaning**

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

## **Agree**

Yes

### **Tell us how you will do this**

All Warriewood SLSC members, patrons and customers will follow relevant Public Health Orders and wear face masks in indoor clubhouse areas (including in the gear shed and patrol room) when social distancing cannot be maintained (eg when treating a patient) and while on patrol on the beach unless exempt.

## **Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

## **Agree**

Yes

### **Tell us how you will do this**

Warriewood SLSC will ensure members do not shake hands or exchange physical greetings.

Hand sanitiser will be available for use at key points in and around the Warriewood SLSC clubhouse including the office, bar, gym, hall, kitchen, patrol room, shed and first aid room. Hand sanitiser will also be made available in the patrol trailer and under the patrol tent.

Warriewood SLS patrols will be equipped with PPE including gloves, masks, face shields, gowns, protective glasses/goggles, alcohol wipes and hand sanitiser.

Patrol members undertaking first aid will always wear gloves.

All training sessions will communicate the advice on wearing gloves for first aid and on good hand hygiene practises.

Antiseptic wipes or soapy water will be available for use to wash down shared surfaces including the trailer handle and doors, patrol chairs, flags, training mannequins and all other relevant surfaces or equipment.

Warriewood SLSC will communicate correct procedures for the donning and doffing of



PPE, including following hand hygiene practices in between removing each item of PPE in turn (gown & gloves, hand hygiene and leave patient zone, eye protection, hand hygiene, face mask and hand hygiene)

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

**Agree**

Yes

**Tell us how you will do this**

Warriewood SLSC will ensure club bathrooms are well stocked with hand soap and paper towels and posters with handing washing information will be displayed.

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

**Agree**

Yes

**Tell us how you will do this**

Patrol captains will instruct patrol members to wash / disinfect all relevant hard surfaces for the beach patrol, including flags, chairs, trailer handles etc.

An infection safety briefing will be provided at the start of every training session advising participants of the areas and resources (including mannequins) which need to be cleaned with disinfectant wipes in-between each participant.

After a rescue is finalised, patrol members will take restrospective action to minimise any risk by showering and cleaning equipment.

## Record keeping

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.**

Agree

Yes

**Tell us how you will do this**

All Warriewood SLSC members, patrols, parents, customers or contractors will be told to log in via the NSW Government QR code system when taking part in club activities, entering any part of the Warriewood SLSC clubhouse or when on patrol.

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.**

Agree

Yes

**Tell us how you will do this**

COVID Safe Officers or other club officials appointed COVID Marshalls will check that people have successfully logged in using QR codes at Warriewood SLSC activities or when entering any part of the clubhouse.

Patrol captains will check that all patrol members have successfully logged in to the relevant QR code at the start of each patrol.

**If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as**

**possible, but within 4 hours, upon request from an authorised officer.**

**Agree**

Yes

**Tell us how you will do this**

In first aid cases when patients are unable to communicate, patrol members will keep written details of the entry time for entering the first aid room and will add these to the incident log.

COVID Safe Officers or club officials will keep a written record of the name, contact number and entry time for all people entering the Warriewood SLSC clubhouse who are unable to use the check-in. These details will be provided in an electronic format upon request from an authorised officer.

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes