



Hunter Surf Life Saving

COVID-19 Safety Plan – Community Education

Surf Life Saving Club details	
Surf Life Saving Club:	Hunter Branch
Plan completed by:	Jenny Hicks
Plan approved by:	Rhonda Scruton - CEO
Plan effective:	1 st October 2020
Plan Reviewed	11 November 2020

Requirements	Actions
Wellbeing of SLS members, staff and other people	
Staff are told not to attend to any Surf Life Saving related activities if they have been near an identified hotspot or are a close contact of someone who has been at near a hotspot.	<ul style="list-style-type: none"> • Ensure this requirement is clearly communicated to Staff before the session. • Ensure Staff are aware that the NSW Government has implemented restrictions on those who have been in Victoria to assist containing this and may introduce further restrictions for those who have travelled through NSW hotspots. • If Staff are unsure, to speak to HSLs Office for clarification
Communicate regularly with HSLs staff, School staff and other people to remind everyone that they should not come to Community Education Days if unwell with respiratory symptoms or fever. Encourage testing of anyone with symptoms in line with advice from NSW Health.	<ul style="list-style-type: none"> • A newsfeed will be sent out weekly then the day before their rostered beach programs to remind staff not to attend if they show any symptoms or been exposed to or diagnosed with COVID-19 • Reference and hyperlink and HSLs Covid info.
Exclude HSLs staff and other people who are unwell.	<ul style="list-style-type: none"> • Exclude staff member/s from working on any shifts until the appropriate medical clearance is obtained
Ensure processes are in place to exclude people if they have attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latest news-and-updates).	<ul style="list-style-type: none"> • Closely monitor the information on the NSW Health Website • Communicate with members that any person who has attended any of the reported locations listed on the NSW Health Website may not attend SLS activities and locations. • Clearly communicate the SLS organisation's position on this matter.
Exclude SLS members, staff and other people who are unwell.	<ul style="list-style-type: none"> • Display signage with large font and/or images at entry points requesting those who are unwell not to enter the building or designated space and participate in activities. • Communicate on club webpages and through social media channels that people who are unwell should not attend or participant in SLS activities.



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<p>Make staff (where applicable) aware of their leave entitlements if they are sick or required to self-isolate.</p>	<ul style="list-style-type: none"> • Advise staff as casuals they are not entitled to sick leave.
<p>Provide SLS members, staff and others with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick person or victim.</p>	<ul style="list-style-type: none"> • The assigned Team Leader for each program will act as the COVID-19 Marshal and has completed the SLSA eTrainu COVID specific training. • HSLs Staff: will isolate in line with NSW Health Guidelines if exposed and immediately to get tested. • If a student shows any signs of illness on the day, the student, will be isolated by the COVID-19 Marshal with a member of school staff present and attending School will need to provide an extraction plan for student/staff prior to being tested. • Results of testing must be made available to both parties.
<p>Physical Distancing</p>	
<p>Assess the safe capacity of communal facilities (one person per 4 square metres of space). Display signs at entrances with the maximum safe capacity for that space or room and have strategies in place to reduce crowding and promote physical distancing.</p>	<ul style="list-style-type: none"> • HSLs Staff and students will have no access to the host Surf Club. • Access to public toilets and change rooms only. • HSLs Staff will ensure Newcastle City Council facilities have appropriate signage and cleaned regularly which follow the NBC COVID-19 Safety Plan and Public Health Guidelines.
<p>Ensure the beach area has no more than the capacity numbers as specific to that beach. This includes HSLs staff, school staff and members of the public</p>	<ul style="list-style-type: none"> • Limit each day to one school to restrict the spread between schools. • Ideal number is 100 students from each school to attend. • Ensure school is spread out and away from bathing public where possible.
<p>Outdoors the number of people may not exceed 500 people with 1.5m social distancing required (including staff and spectators)</p>	<ul style="list-style-type: none"> • HSLs Community Education programs will not exceed 500 in our programs. • Schools numbers are restricted to ensure total numbers on beach is well within the maximum capacity of 500.
<p>Have strategies in place to prevent parents, participants and/or spectators from co-mingling between groups.</p>	<ul style="list-style-type: none"> • Team Leader and instructors to ensure students stay in their allocated groups and allocated areas.
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises or after an activity has finished. Such as with drop off and pick up zones or staggered start/finish times.</p>	<ul style="list-style-type: none"> • School students will arrive, be briefed then broken into smaller groups for beach activities. At the conclusion of the program, students return to the supervisor of school staff and instructors pack up and leave the beach/area. • Lunch & break times will be staggered to ensure groups maintain socially distance requirements. • If needed departures and arrivals will be staggered to ensure social distancing is maintained.
<p>Hygiene and Cleaning</p>	
<p>Adopt good hand hygiene practices.</p>	<ul style="list-style-type: none"> • Clean your hands as per recommendations from NSW Health – shown in their posters (6 steps, 20 seconds). • Wash hands before and after touching things • Avoid sharing frequently touched items • Hand sanitiser will be made available to all students upon arrival.
<p>Avoid shared food and drinks.</p>	<ul style="list-style-type: none"> • Schools to ensure all students bring their own lunch, drink bottles, hats, sunscreen • No staff are to share food, or do shared lunches.



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<p>Ensure processes are in place to clean or launder shared clothing items after use ie rash shirts.</p>	<ul style="list-style-type: none"> • HSLs will provide each student with a sunsafe high-vis shirt. • At the end of each day, these are placed into a bucket • HSLs will wash back at Head Office and air dry before packing back into truck for next day. • Staff will wear gloves when handling high vis vests.
<p>Have hand washing facilities or alcohol-based hand sanitiser at key points around the site, such as entry and exit points and meal areas. Hand sanitiser may not work well if hands are visibly dirty.</p>	<ul style="list-style-type: none"> • Hand sanitiser to be used upon arrival • Hand sanitiser to be available for use upon request by staff, students or teachers. • NCC responsible for hand washing facilities in public bathrooms.
<p>Ensure there is accessible detergent/disinfectant and gloves for people to use, should they wish.</p>	<ul style="list-style-type: none"> • Have disinfectant and gloves close to entry and exit points and meal areas for people to use should they wish. • Staff to wash down all equipment with detergent at the end of each day.
<p>Record keeping</p>	
<p>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your SLSC and notify SafeWork NSW on 13 10 50.</p>	<ul style="list-style-type: none"> • HSLs will get an accurate record of staff on each day, contact details will be made available to NSW health upon request. • Any staff swaps/changes to the published rostered, must be communicated to HSLs office for record keeping • Schools are to keep their own attendance record and HSLs will advise NSW Health of schools to contact immediately. • In the event that contact tracing needs to be carried out, both parties will need to share information as required by Public Health.
<p>Keep a record of name and a mobile number or email address for all staff, volunteers, participants, contractors and other people for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are <u>stored confidentially and securely</u>. It is the role of the COVID-19 Safe Hygiene Marshall to ensure the accuracy and legibility of records. Paper sign-in is permitted, but premises must digitise these within 24 hours and provide immediately on request. QR Codesign-in is encouraged</p>	<ul style="list-style-type: none"> • All staff member contact details are kept at the Branch Office on file for the full term 4 2020, plus 28days after completion. • No staff information will be shared for any other purpose than contact tracing if required
<p>Make your SLS members, staff and other people aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<ul style="list-style-type: none"> • Whilst not compulsory, all staff have been asked to download the COVIDSafe app for work purposes.



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Specific risks related to Surf Sports and Training

Requirements for your SLSC and the actions you will put in place to keep your SLS members, staff and other people safe.

Requirements	
Community Education	
Ensure that only qualified staff are on the beach as part of the delivery of Community Surf Fun Safe & Surf Survival sessions.	<ul style="list-style-type: none"> All staff members are financial members of a HSLC club. All staff members hold a current Bronze Medallion All staff members over the age of 18 hold a valid Working with children's check number: Only staff rostered onto the day, are to attend the beach. All assessors are qualified HSLC assessors.
Staffing	<ul style="list-style-type: none"> One HSLC staff member per 10) students Maximum of two groups of ten students plus two staff (2) to be a group. Teachers and staff are welcome to and encouraged to participate and be involved in any/all aquatic activities. School Staff are to be aware that they may be required to manage/supervise their participants on this day.
Review process of Covid-19 plan	<ul style="list-style-type: none"> HSLC will review plan on a fortnightly basis and forward school an updated version, when changes are made.

Change Log	Date Reviewed:	Reviewed By
v1	15 th October 2020	JH
v2	28 th October 2020 – changes made to group numbers, due to covid restrictions now allowing groups of 30.	JH
v3	11 th November 2020 - No changes	JH