



Version 1

Updated on: 7 June 2020

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Introduction

This plan describes the actions that need to be taken by Merewether Surf Lifesaving Club (MSLSC) to ensure the safety of its members and visitors during the current pandemic. This will form our plan to reopen our Surf Club and Facilities. The plan will be updated regularly to take account of the rapidly changing situation.

The requirements of this plan apply to all personnel using club facilities and a copy of the plan will be available to those affected.

Plan Date

This plan is current as at 13 June 2020. It will be updated and reissued, as necessary.

Background

The MSLSC Clubhouse is currently closed for general usage. Maintenance activities are being carried out, as necessary. Limited training is being undertaken by members outside the Clubhouse. No lifesaving activities apart from being available for emergency callout are occurring.

- The Functions/Events and Coldies and associated infrastructure are shut down.

The MSLSC Club Executive are monitoring the situation on a daily basis, as government and SLSNSW directives are issued.

Club Facilities Affected

The Club facilities that are currently closed are:

- the Clubhouse
- Change room facilities
- The Bar/ Function Room,
- the IRB shed and equipment storage,
- Patrol Room and Training Room
- GYM

Emergency Callout

MSLSC have an emergency call out team. Those on the team have verified that they wish to remain on that list. When they are called out, appropriate measures, as described in this plan, should be taken to ensure member safety. It is the responsibility of each individual involved to determine what they are willing to do and what hygiene measures are needed. As a minimum:

- Hand sanitiser should be used on entering and leaving the premises;
- Members should not attend if they are feeling unwell or displaying any flu-like symptoms;
and
- Members should get themselves tested if after a callout they start displaying any symptoms.

Where a member that is not part of an emergency callout is involved in an emergency they should adhere to the above.

Use of Club Facilities

The use of club facilities for surf sports and surf sports training is covered in Appendix A.

Current guidelines do not allow the use of the change rooms. Following the NSW Government announced on 2 June 2020 Gyms may open, adhering to strict social distancing guidelines and cleaning protocols.

If MSLSC decide to reopen facilities from the 13th June 2020 MSLSC will

- Adhere to the Current Public Health order (PHO)– and any changes subsequently made to it. The latest one is dated [29th May -Order 3](#)

Current social distancing guidelines mean, as of 13 June 2020, the club is able to have a maximum of 50 people on the premises, with the following provisos:

- Social distancing must be adhered to, including 4sq metres per person and 1.5 metres between individuals.

Meaning for the following area's there is a limit of:

GYM: 5 Members only.

Training Room: 8 Members only

Patron Room: 6 Members only

Function Room: 40 Patrons only

Toilet and change Rooms: max of 4 members only.

- Those attending are encouraged to have the COVIDSafe app installed on their mobile phones.
- Any people who are feeling unwell should not enter the Club's facilities.
- All people entering and leaving the club for a function are required to sign in using the provided Entry Register
 - *this register will be storage securely for 28 days and then destroyed.*
 - *The information on it, will be handed over to NSW Health should it be requested.*
 - *It will not be used for any other purpose.*
- No groups of larger than 10 are allowed. MSLSC recommend pre bookings are made where possible
- Cleaning must occur as detailed in Appendix B. This will vary depending on the activity being conducted.
- There must be a nominated and clearly visible person who is responsible for ensuring that social distancing is being adhered to. This person will have the authority to close the bar and/or premises if this does not occur.

Covid-19 Safety Coordinator

A COVID-19 Safety Coordinator (Damien Hoar) has been appointed by MSLSC (the Club) who will act as the central point of contact for all matters COVID-19 within the Club. The Safety Coordinator is responsible for liaising with each section of the club undertaking activity.

The Safety Coordinator will:

- Complete the COVID-19 Safe Checklist and Safety Plan for each area, before they may open
- Print & distribute safety posters throughout the club
- Purchase and distribute hand sanitation material for use at entries and exits
- Update Plan as and 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 along with the Club Management Committee

Be responsible for reviewing Safework Australia's guidelines and assessing the risk of conducting any activity in or around the surf club. COVID-19 considerations can be found at [SafeWork Australia](#).

- What are my current cleaning and disinfecting arrangements?
- Are they consistent with guidance provided by [Safe Work Australia](#)?
- Do I have, or have access to, sufficient and appropriate cleaning supplies, including detergents and disinfectants?
- Have I identified and cleaned frequently touched surfaces?
- Do I need to review arrangements (e.g. increase frequency) with contracted cleaner?

Manage the collection and storage of all Attendance registers for the Club – bar/gym/training/education. These must be kept securely for 28 days and then destroyed. They must be handed over to the Health Department on request.

Gymnasium, Change Rooms:

From 13 June, the club gymnasium and change rooms are available for use, with the following to be adhered to:

- No more than 5 people are allowed in the gymnasium at any one time and social distancing must be adhered to, including 1.5m between individuals at all times.
- This number is due to the floor space at the gym being Gym - 9 x 6.5 = 58.5m², which meets the required 4sqm's per person as per the PHO.
- Hands must be washed and/or sanitised before using the gym.
- All equipment is to be cleaned before and after use by every individual.
- The use of the COVIDSafe app is encouraged.
- Gym activities that do not require equipment should be conducted outside the Clubhouse.
- All gym users are to have a towel to place on equipment when it is being used and wipe it down after use.
- **All personnel** using the gym or change rooms must use sign the entry register including time entering and exiting. This is critical to maintaining a register of who has accessed the facility and who may have had contact with another member.
- We encourage members who have health conditions/older members to not use our shared facilities, for their own health and safety, or use the facilities outside of normal peak hours to reduce their potential exposure.

Other cleaning of the gym and change rooms is as per Annex B.

No change room facilities are to be used after using the gym. Members are to get changed before arriving and then shower/get changed at home following their workout.

If the health advice on using change rooms and showers changed, MSLSC will update this policy.

We expect to know more after the 13th June 2020 when the Public Health order is updated.

Education

Further to the update provided by SLSNSW on the 5 June 2020, they have advised Training and Education can resume This includes Bronze Medallion and other aquatic rescue awards and skills maintenance (including surf sport training). Wherever possible social distancing and hygiene protocols should be observed when engaged in rescue ready training activities.

It is still advisable to deliver training information virtually using video conferencing technology if possible and keep groups to a smaller number. Ensure you are adhering to the social distancing requirements of any internal space you are conducting education in.

- No more than 8 people are allowed in the Training Room at any one time and social distancing must be adhered to, including 1.5m between individuals at all times.
- This number is due to the floor space of approximately 32 square metres, the room measuring approximately 7m x 4.6m. This meets the required 4sqm's per person as per the PHO.
- Hands must be washed and/or sanitised upon entering.
- Avoid sharing equipment, if you do ensure it is cleaned before and after use by each individual.
- The use of the COVID Safe, app is encouraged.
- An attendance register is to be kept, the entry register including time entering and exiting. This is critical to maintaining a register of who has accessed the facility and who may have had conduct with another member.
- We encourage members who have health conditions/older members to not participate, for their own health.

Surf Sport

Any club members involved with Surf Sport should be familiar with this plan and its requirements. The key points are reproduced at Annex A to this plan.

Members may resume training in groups of no more than 10 people including trainers.

- No shared boards or equipment to be used, and if they are then they must be cleaned down between use with soapy water or disinfectant.
- Whilst training members should maintain social distancing requirements.
- Members should bring their own water bottle
- Members must not access change room facilities.
- You should arrive at training ready to train and leave immediately after training. Quick & Clean training. The use of the COVIDSafe, app is encouraged.
- An attendance register is keep, the register including time entering and exiting. This is critical to maintaining a register of who has accessed the facility and who may have had conduct with another member.
- We encourage members who have health conditions/older members to not participate, for their own health and safety.

Access to the CLUB to access equipment such as IRBs should be limited to only persons required and where possible personal equipment should be stored off-site.

Functions and Club Bars

Surf Club bars and restaurants may now open, as of 13 June 2020.

MSLSC (the Club) will open and the following must be adhered to.

MSLSC will,

- Adhere to the Current Public Health order (PHO)– and any changes subsequently made to it. The latest one is dated [29th May -Order 3](#)

Current social distancing guidelines mean, as of 1 June 2020, the Club is able to have 40 people on the premises, with the following provisos:

- Clear communication to members and general public via newsletter, website and social media channels of the update to trading requirements.
- Social distancing must be adhered to, including 4 sq metres per person and 1.5 metres between individuals. Floor Space $16 \times 9 = 144\text{m}^2$ or 40 persons
- Those attending are encouraged to have the COVIDSafe app installed on their mobile phones and turned on.
- Any people who are feeling unwell should not enter the club's facilities.
- All people entering and leaving the club for a function are required to sign in using the provided Entry Register
 - this register will be storage securely for 28 days and then destroyed.
 - The information on it, will be handed over to NSW Health should it be requested.
 - It will not be used for any other purpose.
- No groups of larger than 10 are allowed. MSLSC recommend pre bookings are made where possible
- Cleaning must occur as detailed in Appendix B. This will vary depending on the activity being conducted.
- ***Bar Staff will be responsible for ensuring that social distancing is being adhered to. This person will have the authority to close the bar and/or the premises if this does not occur.***
- Identification of the personnel responsible for cleaning,
- Identification of the personnel responsible for ensuring that social distancing is adhered to (Covid-19 Coordinator)
- Protocols for operation of the bar that ensure staff safety.

The Bar will be opened until the Committee is comfortable all procedures and current persona and staff requirements are in place.

MSLSC is also considers when making their decision that:

- Breach of orders made under the [Public Health Act 2010](#) is a criminal offence and attracts heavy penalties.
- In the case of any corporation, the maximum penalty is \$55,000 and a further \$27,500 penalty may apply for each day the offence continues.

Bar Operations

The following advice assumes MSLSC Licensed area falls under the Category of as an On –Licence. A maximum of 40 patrons (subject to complying with the 4m square criteria) per food and drink area.

- Patrons must be seated to eat or drink
- A COVID safety plan should be in place
- Conditions of entry must be displayed
- Patron's names and contact details must be recorded for contact tracing.
- Chairs and tables must be configured to support 1.5 metre distancing between groups.
- Signage displayed to remind people to not move tables.
- Individual groups of no more than 10 people
- Sanitiser should be available on entry
- No communal cutlery, salt and pepper shakers,
- Menus (single use or laminated and cleaned after each group departs/orders)

To achieve social distancing for our staff, it's recommended only two persons are allowed behind the bar at a time. It is acknowledged that this will slow down the service that can be provided.

- To protect staff ***contactless payments*** will be encouraged and ideally no cash will be accepted at the bar.
- This will need to be included in all communication/marketing and social media materials, along with signage at entry to bar.

If we breach the social distancing restrictions and receive a fine, this will incur great financial and reputational cost to the Club and our members.

Movement in the Club

When numbers expected to attend the Club may entail people leaving and entering crossing over, then a one-way entry and exit system will be implemented.

MSLSC will designate the function room door/staircase as the northern end of the building will be the designated entry and the eastern door/staircase at the beach front of the building will be the exit. These will be clearly signposted.

At other times, members should avoid crossing over when entering and exiting by waiting until the doorway is clear.

Within the kitchen, movement should be one way, keeping to the left of the room as users enter and exit. Only one person at a time should use the doorway.

Signage

Signage will be displayed in the club for the following:

- The number of people allowed in each area,
- General hygiene and hand washing advice,
- Entries and exits as applicable,
- Hand sanitiser locations, and
- Reminders on social distancing.
- Further signs in the bar/restaurant reminding patrons to not move tables and entry/exit points.

Responsibilities

The following are responsible for ensuring adherence to the requirements of this plan:

- Overall – Club Committee
- Bar – Club Committee & Bar Manager
- Functions – Club Committee & Function Manager
- Building Usage – President
- Surf Sports – Surf Sports Representative
- Financial Implications – Treasurer
- Gym – Club Committee & Gym Member

Frequently Touched Surfaces

Key areas that have been defined for cleaning and hygiene purposes are Frequently Touched Surfaces (FTS). For the club they are:

- All handles on external doors,
- All surfaces in the kitchen when it is in use,
- Internal and external handrails,
- Tables and chairs that are in use,
- All surfaces in the bar when it is in use,
- All handles on internal doors in the areas being used.

As detailed in Annex B, FTS are to be cleaned every hour.

Costs

The increased levels of cleaning and the consumables required will incur extra costs. For functions, these costs will be included as an additional charge for room hire.

For other usage, they will be an increased overhead that will be monitored for its impact on club fundraising.

Annex A – Return to Sport

As surf clubs gradually begin to re-open based on the revised NSW Government Health Order, the following provides clarity on specific aspects of club and equipment use;

- There should be no access to gyms, change facilities, showers, training rooms and shared gear.
- Clubs should avoid storing individual's equipment during this time. Members should not share equipment, this includes but not limited to paddles, boards, IRBs, surf boats, towels, drink bottles etc.
- Club coordinated surf sports training or sport related activities can resume providing there are no more than 10 participants in attendance.
- Participants must adhere to social distancing requirements and remain 1.5m apart prior to the activity commencing, during and at the conclusion of the activity.
- Adopt a 'Get in, train and get out' approach, meaning all participants are advised to leave immediately following the conclusion of the activity. This may also include the introduction of staggered training times.
- Apply superior personal hygiene measures, such as regular washing of hands, frequent use of hand sanitiser, coughing into an elbow or tissue etc.
- High fives or handshaking should be avoided.
- Spitting and clearing of nasal /respiratory secretions is strongly discouraged.

Checklist for the Resumption of Surf Sports

1. Nominate a COVID-19 liaison.
2. It is suggested that attendance logs are completed for all club sanctioned training.
3. Remain familiar with the current state and local government restrictions relating to COVID19.
4. Ensure that you are acquainted with the SLSA Guidelines for Safer Surf Clubs, especially pertaining to infection control.
5. Communicate hygiene protocols for sanitisation and infection control (personal hygiene, equipment cleansing, facility cleansing etc).
6. Provide clear and concise communication to manage training numbers in accordance with current local/state restrictions.
7. Be ready to respond with clear guidelines for any illness, COVID-19 diagnosis or member contact with COVID-19.
8. Considerations should be in place for members who may be vulnerable to COVID-19.
9. It is also a recommendation for all to download the COVIDSafe App.

Annex B – Cleaning Schedule

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. It is highly recommended that workplaces are cleaned at least daily. More frequent cleaning may be required in some circumstances

Current guidelines for cleaning are that all Frequently Touched Surfaces (FTS) are cleaned hourly while the club is being used. The table below defines the different scenarios for club premises usage and the cleaning to be conducted.

Hand sanitiser will be available at all entrances to the club and behind the bar when it is in use.

Cleaning vs Disinfection

Cleaning and disinfecting are two different processes:

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs.

The following disinfectants are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in): alcohol in a concentration of at least 70%, chlorine bleach in a concentration of 1000 parts per million, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds.

These chemicals will be labelled as 'disinfectant' on the packaging and must be diluted or used following the instructions on the packaging to be effective

PPE for Cleaners

The minimum PPE for personnel cleaning the club is disposable gloves that are used for one cleaning session only.

Individuals may also prefer to wear a face mask, which will be available on request.

Club Usage and the Cleaning Required

The table below defines the different uses that are made of the club premises and the cleaning that is required for each scenario.

Scenario	Cleaning to be Done	Supplies Needed	Responsible
Functions	All FTS every hour. Toilets every 15 minutes. Full clean after the function	Soap and water / disinfectant spray and wipes. Hand sanitiser in the function room.	Costs to be borne by the function. Cleaning by paid staff.
Bar/Coldies/Functions	All FTS every hour Toilets every 15mins. With deep clean at the close of the night. Tables & chairs wiped down when customers vacate them. Full clean of all surfaces, floors and FTS at close	Soap and water Disinfectant spray and wipes. Hand sanitiser is available Disinfectant floor and cleaning sprays. PPE for staff cleaning.	Bar Staff And additional staff to oversee cleaning.
Gymnasiums	Hands cleaned on arrival All pieces of equipment are to be cleaned down after each member has used them. Gym is cleaned & disinfected thoroughly at least once a day	Club to supply disinfectant spray and wipes. Hand sanitiser is available. PPE for those cleaning.	Members using equipment Or volunteers/ cleaners hired to go in daily to clean
Boat Shed Use	All FTS to be wiped down before and after use	Soap and water / disinfectant spray and wipes	Responsible volunteer member to be nominated for each use

Scenario	Cleaning to be Done	Supplies Needed	Responsible
Gear Shed Use	All FTS to be wiped down before and after use	Soap and water / disinfectant spray and wipes	Responsible volunteer member to be nominated for each use
Change Room - Toilets	All FTS to be wiped down after each use. Area to be disinfected daily.	Soap and water . Disinfectant sprays and wipes. Hand sanitiser.	Volunteer cleaning Or Cleaner hired

APPROVED AND TO BE ADHERED TO BY ALL MEMBERS AND PATRONS EFFECTIVE IMMEDIATELY.

MSLSC Executive Committee

09 June 2020