



# Kiama Downs Surf Life Saving Club Inc

150 North Kiama Drive, Kiama Downs, NSW 2533

## COVIDSafe Venue Plan

January 2021

This COVIDSafe plan details standards and best practice for the Surf Club with specific tailoring to the needs of the Kiama Downs Surf Life Saving Club Inc located at 150 North Kiama Drive, Kiama Downs NSW, 2533 and the surround areas that it uses to fulfill its functions.

It incorporates and draws information from a range of materials and resources including industry, government and legislation.

The policies and procedures outlined in this COVIDSafe Plan will help to make the premises and surroundings a safe environment in which to work and visit.

# Index

1. Purpose
2. Management of the Venue
3. Capacity of the Venue
4. Responsibilities under this Plan
5. General Conditions
6. Facilities Management
7. Surf Club Activities Management
8. Suspected/Confirmed Case within the clubhouse
9. Acknowledgements
10. Review

## Version Control

Date	Version	Comment
5/06/2020	Draft	
10/6/2020	1	Approved
25/06/2020	2	Changes in legislation
3/07/2020	3	Changes in legislation
18/08/2020	4	Changes in legislation
05/09/2020	5	Changes in legislation
19/09/2020	6	Update of SLSA Activities
20/10/2020	7	Changes in legislation
08/12/2020	8	Changes in legislation
19/01/2021	9	Changes in legislation

# 1. Purpose

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the management of procedures by Kiama Downs Surf Life Saving Club Inc (**Kiama Downs SLSC**) to support its members and participants in the undertakings of clubhouse activity.

Plan also accepts as key principles that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on Kiama Downs SLSC's plan;
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- At all times the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

This Plan is based on information from:

- Safe Work Australia (SWA)
- AIS COVID framework
- NSW Government
- ClubsNSW
- Hospitality Industry
- Surf Life Saving

# 2. Management of the Venue and SLSA Activities

The management of the venue will be carried out by the Club Executive and will comply with all directives detailed in this COVIDSafe Plan.

The day-to-day management of the Club's operations will be controlled by the Club Captain who will ensure that this COVIDSafe Plan is followed.

This management will be delegated to the Club Official present at the Club where appropriate who will become the Club COVID Safety Officer. This COVIDSafe Plan will be available for this Club Official.

Key Contacts:

Title	Name	Mobile	Email
Club Captain	Josh Douglas	0438 376 233	<a href="mailto:josh@kiamadownssurf.com">josh@kiamadownssurf.com</a>
Club President	Brett Schweitzer	0421 142 752	<a href="mailto:brett@kiamadownssurf.com">brett@kiamadownssurf.com</a>

### 3. Capacity of the Venue

There are many areas within the KDSLSC and each have different capacities.

The total capacity of the venue will be monitored by the Club Official onsite by monitoring sign-in register, and simple head counting within the different areas of the club.

Each area has a maximum capacity allocated to it that is noted on entry to that section. The table below sets out these limits.

<b>Club Area - inside</b>	<b>Size</b>	<b>Capacity</b>
Function Room	130m <sup>2</sup>	64
Deck	114m <sup>2</sup>	56
Bar	12.6m <sup>2</sup>	6
Kitchen	8.6m <sup>2</sup>	4
Radio Room	12.1m <sup>2</sup>	6
Downstairs	253.5m <sup>2</sup>	100
1 <sup>st</sup> Aid Room	12.2m <sup>2</sup>	6
<b>Total</b>	<b>543m<sup>2</sup></b>	<b>242</b>
<b>Club Area - outside</b>		
Grassed area behind clubhouse	615m <sup>2</sup>	307

Volunteers working and contractors are not included in the above calculations and include people such as tradespeople, musicians and catering staff.

The maximum number of contractors onsite at any one time is 10.

For the function areas a total capacity of 130 people (120 patrons and 10 Staff and Contractors) requires 576m<sup>2</sup> under the 1 person per 2m<sup>2</sup> rule.

The total area of the club is over 700m<sup>2</sup>, therefore we are within limits under the Public Health order.

A floor plan is attached for reference.

### 4. Responsibilities under this Plan

Kiama Downs SLSC retains the overall responsibility for the effective management and implementation of the activities and operations outlined in this Plan.

The Executive of Kiama Downs SLSC is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

The Executive has appointed the following person as the Kiama Downs SLSC COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

<b>Name</b>	Josh Douglas
<b>Contact Email</b>	josh@kiamadownssurf.com
<b>Contact Number</b>	0438 376 233

Kiama Downs SLSC expects all members, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by Kiama Downs SLSC;
- Act with honesty and integrity regarding the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

The club COVID Safety Co-ordinator will:

- Oversee the COVID Safe Checklist and safety plan
- Distribute safety posters throughout the club
- Purchase and distribute hand sanitation material for use at entry and exits
- Update plan 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 with club management

The club COVID Safety Officer will:

- Be appointed for functions and activities occurring at the Club.
- Have delegated authority under the Plan
- Ensure that the Plan is followed for functions or club activities
- Report any issue to the Club COVID Safety Co-ordinator.

## 5. General Conditions

The Kiama Downs SLSC will ensure that the following general conditions are always met. These will be reviewed as changes occur and as need arises.

### Entry to Premises

Conditions of entry are posted at two entrances to the club. The main entrance is to be used as much as possible to help maintain total venue capacity.

The NSW Government QR COVID Safe Check-in will be used for all club function events in the hall.

A register is to be kept for all people entering the club, QR sign-in is required for all persons. This record will have date, name and contact details as a minimum. This will be kept securely for 28 days to allow for contact tracing if required.

### Wellbeing of people on premises and exclusion

No person should enter if they are showing any flu like symptoms, such as sore throat, cold, coughs, aches or shortness of breath. If it is deemed necessary, they will be required to self-isolate pending results of a test for COVID-19.

Signage will be posted to ensure that this message is conveyed. A sign at the sign-in register will ensure this occurs as people enter.

### COVIDSafe App

Kiama Downs SLSC promotes the use of the COVIDSafe app and the benefits of the app to support contact tracing if required.

### Member training and safety

All members will be provided with information relating to COVID-19 infection control and other relevant information and procedures.

### Contractor training and safety

Any contractor entering the venue for work or other, will need to prove they understand infection control and hygiene relating to COVID-19, when requested

If at any time they are not following appropriate practices they will be required to leave the premises.

### Physical Distancing

Physical distancing is important because COVID-19 is most likely spread through close contact with a person who has a confirmed infection. Physical distancing means keeping people apart.

Currently, this means keeping a distance of at least 1.5m between people.

It is not always possible to maintain this distance so minimising the amount of time people are within 1.5m is essential. If close contact has occurred, you should wash hands or use hand sanitizer.

### Mask Wearing

Whilst mask wearing is not mandatory, it is encouraged where physical distancing is not achievable.

### Work areas

Where any people are working all surfaces should be wiped down with disinfectant before and after use. If appropriate, it should be cleaned at regular intervals whilst people are using the area.

Each area has specific requirements and this needs to be addressed for these areas.

### Physical Barriers

Where appropriate, physical barriers are to be used to either separate areas and people or prevent crowds from forming.

### Handwashing and Hygiene

All handwashing areas have been stocked with soap and drying facilities.

Hand sanitizer stations have been installed at the following locations:

- Front entrance to Club
- Function room
- Upstairs amenities
- Side door entrance

As well as this small pump action dispensers are available at various locations.

Signage on appropriate use is located at these areas, and various areas around the club.

### Cleaning and Disinfecting

All efforts are made to ensure that areas are cleaned before use and other appropriate times, equipment is available so that this can be conducted efficiently.

Correct PPE is available and should be worn when cleaning including gloves and footwear.

### Crowd Control

The Club COVID Safety Officer will help to minimise this and for physical distancing to be implemented by all.

Signage will be placed at the exit to remind people to not mass at the exit and to move on as quickly as possible from the club's surrounding areas.

## 6. Facility Management

Each area of the club will require common safety measures, these include:

- Capping numbers of entry to one person per 2 metre square for the floor space used
- Capacity in each area must not exceed 100 members
- Registration of those using the venue via QR Code, sign-in log or similar
- Hand and hygiene sterilisation available at entry and exit and other appropriate locations
- Self-cleaning guidelines for members
- Safety promotional posters and material
- Monitoring compliance and cleaning
- Provide guidelines on website, social media and other channels used
- Provide advice to club officers, coaches, team managers and other appropriate people

### Radio Room

- There is no maximum number of people for this room when used as an operation Radio Room.
- Numbers should be kept to a limit of 6 people at any one time.
- Entry is only for official Life Saving Duties.
- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- Cleaning is to be carried out at a minimum, prior to and between patrols, cleaning log to be completed.
- Hand sanitation is always to be made available
- Use of own eating/drinking equipment is allowed. No personal items to be stored.
- Sharing of eating/drinking equipment and personal items is discouraged.
- Fridge, kettle, sink etc may be used, but must be cleaned after use where appropriate.
- No food to be left in Fridge after patrol has ended. Items to be cleared out.

### First Aid Room

- There is no maximum number of people for this room when used as an operation First Aid Room.
- Numbers should be kept to a limit of 6 people at any one time.
- Entry is only for official Life Saving Duties.
- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- Cleaning is to be carried out at a minimum, prior to and between patrols, cleaning log to be completed.
- Hand sanitation is always to be made available

### Function room – used as a Community Hall

- The maximum number of people (excluding contractors and staff) allowed is as per venue capacity limits.
- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- A register of all participants including contact details, may be taken by the organiser, rather than the main sign-in register at the front door. A copy is to be provided to the Kiama Downs SLSC COVID Safety Co-ordinator.

### Function room – used for classes

- The maximum number of people (excluding contractors and staff) allowed is as per venue capacity limits.
- An individual COVIDSafe plan is to be completed by the instructor and provided to Kiama Downs SLSC.
- This COVIDSafe Plan is to be kept on premises whilst classes are conducted
- A register of all participants including contact details, is to be taken and a copy provided to the Kiama Downs SLSC

#### Function room – used as a function centre

- The maximum number of people (excluding contractors and staff) allowed is as per venue capacity limits.
- COVID-19 Safety Officer is to monitor social distancing and table/chair movements
- Table layout is to be overseen by Club Official in consultation with person hiring the venue.
- Tables (trestle and round) to be setup outside to help with social distancing
- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- Promote 1.5m distancing and no co-mingling
- Alcohol can only be consumed by seated people, unless in the outside area.
- The most updated rules taken from the NSW Government website are to be followed for specific events. I.e weddings and funerals.

#### Function room – used as a licensed venue

- The maximum number of people (excluding contractors and staff) allowed is as per venue capacity limits.
- Bar staff are to monitor social distancing and table/chair movements
- Table layout is to be overseen by Club Official in consultation with person hiring the venue.
- Tables (trestle and round) to be setup outside to help with social distancing
- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- Promote 1.5m distancing for bar queue, and no co-mingling.
- Alcohol can only be consumed by seated people, unless in the outside area.
- The most updated rules taken from the NSW Government website are to be followed for specific events. I.e weddings, cooperate events and funerals.

#### Main Kitchen

- The maximum number of people (excluding contractors) allowed is 4 people
- The maximum number of Kitchen Staff allowed is 5 people
- Before and after use the surfaces are to be cleaned appropriately and cleaning log completed.
- People using kitchen are to ensure that correct hygiene protocols are always followed.
- No communal cutlery, dispensers or napkins will be available
- All cutlery etc will be prepared by appropriate person for individually packaged cutlery.
- No straws, toothpicks etc are to be used
- All unnecessary items to be removed from the kitchen area
- Hand sanitation is always to be made available

#### Upstairs Amenities

- There is no maximum number of people for amenity areas.
- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- Hand sanitation is always to be made available
- Ensure that all dispensers are stocked.
- Cleaning is to be carried out at a minimum, prior to and between formal functions, cleaning log to be completed.

#### Downstairs Amenities (showers toilets, and change rooms)

- The maximum number of people allowed in each downstairs amenity area is 3
- Showers are not to be used until further notice.
- Signage is placed at entrance of these areas Member to count numbers on entry. If members remain in the change room exceeding the maximum numbers, they are in breach of our safety plan and their membership can be suspended.
- Hand sanitation is always to be available
- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- Ensure that all dispensers are stocked.



- Cleaning is to be carried out at a minimum, prior to and between formal functions, cleaning log to be completed.
- Signage to advise that the use of own towel and personal care products
- No personal items to be left in the rooms.
- Use cleaning products provided to self-clean surfaces used.

#### Bar area

- The maximum number of people (excluding bar staff) allowed is 6 people
- The maximum number of bar staff allowed is 3 people.
- Bar staff to monitor numbers and social distancing within bar area.
- Maximum number allowed to be displayed at entrance.
- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- Hand sanitation is to always be made available.
- Cleaning down of surfaces to be undertaken regularly by bar staff
- Glasses to be cleaned using glasswasher after use.
- No straws are to be accessed by patrons
- Barriers may be required to form lines

#### Grassed Area behind Surf Club Building

- The maximum number of people allowed is 307 people
- Signage for people to follow social distancing are to be placed prominently.
- Signage for correct hygiene is to be placed at all appropriate places.
- Hand sanitation is to always be made available.
- Cleaning down of surfaces to be undertaken regularly
- Barriers may be required to form lines

## **7. Surf Club Activities Management**

#### Patrol Activities

- SLSNSW COVID-19 Information Pack – Lifesaving will be followed for all lifesaving activities.
- The latest copy of the above Information Pack is available on the SLSNSW website.
- If a member is unwell, they should let their Patrol Captain know before their Patrol if possible.
- If a member is not comfortable with the situation, then should notify their Patrol Captain and retire to the club house.
- Patrol members will be in full uniform to easily identify members
- All members to follow the general conditions that are stated below and on posters around the club and patrol shelter

#### Emergency Callouts

- The Public Health Order does not impede the carrying out of emergency callouts.
- The health of our members is to be taken seriously and of most importance.
- The Duty Officer, Club Emergency Co-ordinator or person in charge will check member welfare and ensure that it is maintained at all times.

#### Education Training

- SLSNSW COVID-19 Information Pack – Education will be followed for all lifesaving activities.
- The latest copy of the above Information Pack is available on the SLSNSW website.
- Strict hygiene protocols apply for all shared equipment, including the disinfecting of equipment after each use.
- Award specific protocols will be provided as training recommences.

### Junior Activities

- SLSNSW COVID-19 Information Pack – Junior Activities will be followed for all junior activities.
- The latest copy of the above Information Pack is available on the SLSNSW website.
- Junior committees, Age Mangers and parents will be trained as appropriate in how Nippers will work this season.
- A welcoming person will be available to direct and assist all nippers and parents attending
- Hand sanitizers will be placed on approach to surf club for all to use.
- QR sign in is available for all parents that accompany their child
- Age mangers will have a QR code to log in their age group as well as a paper backup
- All age groups will muster at different areas to help stop cross mingling between age groups
- All equipment will wash and sanitized at the completion of nippers

### IRB Competition Training

- SLSNSW COVID-19 Information Pack – Sports will be followed for all Sport training activities.
- The latest copy of the above Information Pack is available on the SLSNSW website.
- Training can recommence with approval from Club Executive
- Strict hygiene protocols apply for all shared equipment, including the disinfecting of equipment after each use
- Strict physical distancing measures remain in place while outside the IRB maintaining 1.5m distance apart
- A COVID Official is to be nominated for each training session and forwarded to the COVID Safety Officer.
- A training schedule of proposed sessions is to be forwarded to the COVID Safety Officer.
- A log of all participants, including trainers/instructors and spectators is to be maintained, with contact details. This log is to be forwarded to COVID Safety Co-ordinator.
- Please remember to gradually increase your training loads to reduce the risk of injury.

### Competition Beach Training

- SLSNSW COVID-19 Information Pack – Sports will be followed for all Sport training activities.
- The latest copy of the above Information Pack is available on the SLSNSW website.
- Training can recommence with approval from Club Executive
- Strict physical distancing measures remain in place maintaining 1.5m distance apart.
- A COVID Official is to be nominated for each training session and forwarded to the COVID Safety Officer.
- A training schedule of proposed sessions is to be forwarded to the COVID Safety Officer.
- A log of all participants, including trainers/instructors and spectators is to be maintained, with contact details. This log is to be forwarded to COVID Safety Co-ordinator.
- Please remember to gradually increase your training loads to reduce the risk of injury.

### Competition Water Training

- SLSNSW COVID-19 Information Pack – Sports will be followed for all Sport training activities.
- The latest copy of the above Information Pack is available on the SLSNSW website.
- Training can recommence with approval from Club Executive
- Strict physical distancing measures remain in place maintaining 1.5m distance apart.
- A COVID Official is to be nominated for each training session and forwarded to the COVID Safety Officer.
- A training schedule of proposed sessions is to be forwarded to the COVID Safety Officer.
- A log of all participants, including trainers/instructors and spectators is to be maintained, with contact details. This log is to be forwarded to COVID Safety Co-ordinator.
- Please remember to gradually increase your training loads to reduce the risk of injury.

### BBQ and other catering activities

- All catering activities must be first approved by Kiama Downs Surf Club committee.
- All equipment must be thoroughly washed before commencement of preparation or cooking of any foods.
- Correct personal hygiene is to be always followed.
- No persons with any cold or flu like systems are to be involved with the activity.
- The work area is to be regularly clean and disinfected.
- Gloves to be worn where prepared food is directly touched by people.
- Money handling and food serving is to be kept separate.

### General Information to members at entry points and in newsletters

To assist us to create a COVIDSafe Surf Club please follow safety signage and the guidelines below:

- ✓ Register entry via electronic fingerprint scanner or QR code
- ✓ Maintain Social distancing – 1.5m
- ✓ Personal hygiene encouraged
- ✓ Use hand sanitation on entry and exit
- ✓ Observe maximum number signage and guidelines
- ✓ Download and turn on COVIDSAFE App
- ✓ Self-clean surfaces used with products provided
- ✓ Call the COVID Safety Co-ordinator or Club President if you are diagnosed with COVID-19 after attending the club
  
- X Don't enter if you are feeling unwell
  
- X Don't congregate in groups

## **8. Suspected/Confirmed case within the clubhouse**

If anyone is found to be a confirmed case of COVID-19, the SafeWork flowchart is to be followed. It is attached to this policy.

All members or staff who are feeling unwell are to be isolated, excluded from the club. Full support is to be given to this/these members. Where possible the club will provide information on the nearest testing site or ensure that they have the appropriate support to get tested for COVID-19

If a confirmed case of COVID-19 has been identified and they have used the clubhouse, close the facility for cleaning.

Monitor the welfare of the member and check with the member if they have contracted NSW Health and if contract tracing is underway.

Contact the NSW Health helpline on 1300 066 055 to check advice and to check if contact tracing is required from a club level. If required notify members as appropriate.

The required sections of your clubhouse will need to be thoroughly cleaned and disinfected before people can return. Some Safe Work Australia guidelines include:

- Using an ISO accredited cleaner is not required.
- Fogging is not required and is not recommended.
- Swabbing surfaces following disinfection is not required.

For more information on what to do if there is a case of COVID-19 see our infographic What to do if a worker has COVID-19.

<https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Infographic-Suspected-or-Confirmed-Cases-a3.pdf>

## 9. Acknowledgements

This document has been prepared using information from the following sources:

- Australian Government
- New South Wales Government
- Surf Life Saving New South Wales
- Surf Life Saving Sydney Branch
- Kiama Golf Club
- Woonona Bulli RSL
- Dapto Leagues Club

## 10. Review

This plan and its guidelines will be reviewed regularly and following any future government announcements.

Following the review all modifications will be listed and recorded in revision history.

Any modifications will be communicated to appropriate people.

Compiled by:

A handwritten signature in black ink, appearing to read 'JD', with a long horizontal stroke above it.

Josh Douglas

Club Captain  
Kiama Downs SLSC