

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



Your COVID-19 Safety Plan

General

Business details

Business name	Queenscliff Surf Life Saving Club
Business location (town, suburb or postcode)	Queenscliff, NSW 2096
Completed by	Ernest Mills
Email address	viceclubcaptain@queenscliffslsc.org.au
Effective date	11 September 2021
Date completed	11 September 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Queenscliff SLSC is a volunteer organisation. This general Covid plan is for our general premises, specifically the lifesaving and operational premises, and our office facilities.

QSLSC does not have control over the public, outdoor beach spaces.

For our general premises we will

- share and communicate this requirement regularly through newsletter and website and via board members portfolios.
- display signage on this requirement with COVID information in the patrol shed, IRB shed and main foyer of the Clubhouse building.
- communicate to Patrol Captains and Vice Captains prior to each patrol and at each pre patrol briefings.

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

Direct staff to current health orders regarding physical distancing, mask wearing cleaning. Will provide guidance on cleaning and hygiene.

Direct staff to the Australian Department of Health recommended Healthdirect Coronavirus (COVID-19) Symptom Checker to answer questions about symptoms to see if you or someone needs to seek medical help or get tested.

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

Agree

Yes

Tell us how you will do this

We will display signage on this requirement with COVID information in the patrol shed, IRB shed and main foyer of the Clubhouse building.

We will have appropriate QR code record keeping where applicable on the premises. We will provide instruction to Patrol Captains on non-digital record keeping.

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

We will have separate Covid safety plans for other venues, functions and sub-premises, with appropriate data collection.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

We have/will continue to encourage staff to access Covid vaccinations.

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

We will revisit the protocols for the 2020/2021 season, and apply the same restrictions where applicable.

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

We have communicated and will continue to communicate this via electronic communications channels and to our patrols.

There will be appropriate signage noting this requirement.

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

We will direct Patrol Captains and Vice Captains to strictly monitor the Patrol/First Aid room to keep all non-patrolling members out, and to limit patrolling members from congregating.

Where safe and appropriate, first aid services will be provided outside the First Aid room.

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

Patrol Captains and Vice Captains will be reminded to immediately manage gatherings, particularly at the start/end of patrol shifts.

General guidance will be communicated to members via our newsletter.

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

We will review NSW government ventilation requirements and adjust our operations accordingly.

Wherever possible we will encourage activities to be held outdoors and/or well ventilated areas.

We will wherever possible limit gatherings and aim to stagger use of the facilities.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Patrol briefings will be held outdoors.

First aid, where safe and appropriate, will be conducted outside of the First Aid room.

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

Agree

Yes

Tell us how you will do this

We will remind staff and members to open windows and doors wherever possible with signage.

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

We will examine our systems and system levels to maximise the intake of outside air and to reduce the recirculation of air.

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

We will review any of our mechanical ventilation systems for regular maintenance.

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

We will consider using outside relevant experts and facility managers 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

We have communicated this with instructions to staff and with appropriate signage.

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

Agree

Yes

Tell us how you will do this

We will provide hand sanitisers in key areas, and masks to patrolling members and staff.

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

Agree

Yes

Tell us how you will do this

We will instruct our cleaning services to ensure bathrooms are stocked and we will monitor regularly.

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

We will provide instruction and resources to patrols for proper cleaning of the patrol equipment, and put in place for patrols requirements for cleaning during patrols.

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

During the 2020/2021 season we implemented the NSW QR code system and will do so again this season.

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

All Patrol Captains/Vice Captains will be instructed to ensure QR code compliance. Staff will separately confirm QR code usage by those accessing the club.

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

Instructions will be provided for Patrol Captains and Vice Captains, as well as staff. A form will be provided to each patrol with instructions on how to fill out and file the form.

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

Yes