

# Pandemic Safety Plan



Taylors Mistake Surf Lifesaving Club  
18 May 2020

# Taylor's Mistake Surf Lifesaving Club Pandemic Safety Plan

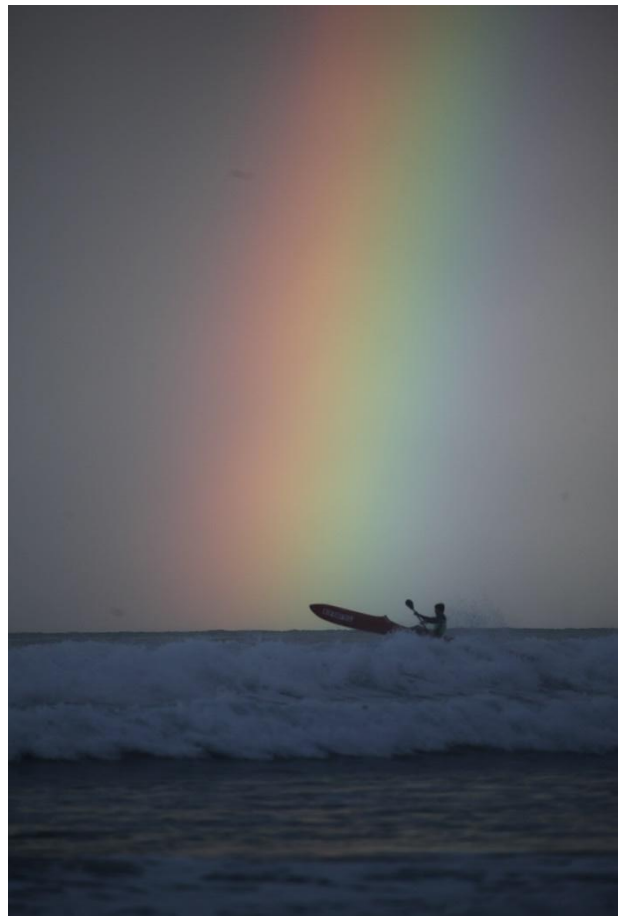
The purpose of this Pandemic Safety Plan is to keep our members and the community safe during a Pandemic (the spread of disease across continents or the entire world). This safety plan could also be adapted for use during a large scale epidemic (spread of disease at the level of a region or community).



Due to the novel coronavirus (COVID-19) pandemic, which arose from China in late 2019, the New Zealand Government put in place an Alert Level System to manage and minimise the risk of COVID-19. It is likely that this system will also be used in future Pandemics. The four alert levels, Lockdown/contain (4), restrict (3), reduce (2), and prepare (1), help people understand the current level of risk and the restrictions that must be followed accordingly.



The Ministry of Health continually monitors the national and international situation on current and new infectious diseases. During a pandemic, using reliable information sources is vital. Taylor's Mistake SLSC will follow advice from the Government, health agencies and Surf Lifesaving New Zealand to inform our decisions. Periodic updates/memos will be communicated to our members throughout the situation, as required.

This Pandemic Plan is developed for Alert Levels 3 and lower. During Alert Level 4 there is no interaction permitted, and there will be a stop to all activities.

Please remember that it is very important that every one of us follows the rules to ensure safety for all.



ELEMENT	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p><b>Managing Risks</b></p>  <p>Stay home if you are sick</p> <p>Keep a 1-metre distance from others</p> <p>Wash &amp; dry or sanitise your hands</p> <p>Cough or sneeze into your elbow</p>	<p>It is important that we look after ourselves, and after our fellow club members. This responsibility lies on every member to play their part. It is not the responsibility of “someone”, it is the responsibility of “YOU”.</p> <p>Taylor’s Mistake Surf Lifesaving Club will constantly review and update this and future guidance following developments and instruction from the Government, officials and Surf Lifesaving New Zealand.</p> <p>The Covid-19 Pandemic has changed how Surf Lifesaving will operate safely, minimizing the risk to our members, and maximizing the level of protection that is required for Lifeguards and Club members.</p> <p>We stress the importance of the advice given by The Ministry of Health for community protection. These include:</p> <ul style="list-style-type: none"> <li>• Physical distancing of two metres from people you don’t know when out in public</li> <li>• one metre physical distancing in controlled environments like workplaces</li> <li>• The club facilities can open to members but must follow public health guidance including in relation to physical distancing and contact tracing.</li> <li>• You must adhere to basic hygiene measures, including washing and drying hands before and after any activity. Also exercise caution with common touch points (e.g. gates or doors) and wash or sanitise your hands after touching these surfaces.</li> </ul> <p><b><u>If any member or members of their household are unwell, you should stay home.</u></b></p> <p><b><u>You must not participate in physical activity (or leave home) if you are displaying symptoms of COVID-19, awaiting a test result, or required to self-isolate.</u></b></p>	<p>Everyone</p>
<p><b>Guidance for members safety from exposure to COVID-19</b></p> 	<p>Depending on the Alert Level and the risk of community transmission, gatherings or any interactions with those outside of your immediate family may be stopped (isolation), or gatherings may be limited in size. The Club will operate as per government advice on gatherings.</p> <p>TMSLSC relies on information from Government, various Health agencies and Surf Lifesaving New Zealand to provide accurate and critical information to our members. We will regularly update any advice given through notification to members via our communication channels such as e-mail, Facebook TM pages and the official TMSLSC webpage.</p> <p>Essential information will be posted in key locations around the club facilities reinforcing the required actions of our members.</p> <p>All advice from Surf Lifesaving New Zealand will be considered for impact on how we will operate, both in our temporary setup, and longer term in the new facilities. Where required, the Committee &amp; Health &amp; Safety Manager will issue a memo advising on specific impacts and controls and how that impacts us, from the received advice.</p>	<p>TMSLSC Health &amp; Safety Manager / Committee</p>

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<p><b>Member wellness</b></p>  <p><b>Sanitise on your way in</b></p>  <p>Clean and disinfect all surfaces and objects</p>	<p>All members have a personal responsibility to themselves, and to other members of the club.</p> <p>At the commencement of any activity, be it Patrols, training or meetings, the organiser is required to ask every attendee basic questions about their physical health.</p> <p><b><u>If any member or members of their household are unwell, you should stay home.</u></b></p> <p><b><u>You must not participate in physical activity (or leave home) if you are displaying symptoms of COVID-19, awaiting a test result, or required to self-isolate.</u></b></p> <p>Those engaged in activities should keep physically distanced from each other. Careful measures will be necessary to maintain physical distancing between groups while indoors for example in the clubhouse.</p> <p>Any member that displays signs of illness while undertaking any activity with the club will be asked to self-isolate immediately, and safe travel home will be arranged. The member will be asked to seek medical advice from their GP, or Healthline.</p> <p>All members associated with the activity will be advised to monitor their own health, and seek medical advice from their GP, or Healthline should they start to feel unwell.</p> <p>Any member that is unwell will require medical clearance to return to training, patrols or any activity associated with the club. The medical clearance advice should be sent to the Health &amp; Safety Manager (Mike Smith) for discussions with our trained medical members. Attendance cannot be undertaken until approved by the club.</p> <p>The temporary facilities are small, and therefore, when there is some remaining risk of community transmission, there will be limitations to the number of people permitted in each building at any one time. The limits set are:</p> <ul style="list-style-type: none"> <li>⌘ Patrol Room <b>Max</b> 4 persons</li> <li>⌘ Kitchen <b>Max</b> 5 persons</li> <li>⌘ First Aid Room <b>Max</b> 2 members, plus <b>single</b> patient</li> </ul> <p>The operation of the new facilities will be advised prior to the opening to members.</p> <p>The club will undertake regular cleaning of all surfaces on a regular basis through the Patrolling season. During the off season, it is the responsibility of every member to keep good hygiene while using the facilities and disinfect all hard surfaces that they make contact with. Cleaning products will be kept in the Patrol Room, Kitchen and First Aid room.</p> <p>Members are to advise the club administrator when the cleaning products are 50% used, to ensure that additional supplies can be obtained before they run out.</p>	<p>Everyone</p>

ELEMENT	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p><b>Lifesaving Operations</b></p>	<p>All activities such as training, patrols and organised gatherings will require attendees to provide their contact details to meet the needs for Contact Tracing.</p> <p>For Patrols, this can be achieved through all members on patrol ensuring that their names are entered in the Patrol Captains report. Start and end times, along with member attendance times are to be accurately recorded as per normal operations of a Patrol.</p> <p><b><u>Only members actively on patrol will be permitted to remain in and around the Patrol Operations area.</u></b></p> <p><b><u>Patrol Operations may cease or Patrol team numbers may be limited to be in-line with Alert Level rules from Surf Lifesaving NZ, and/or the Government.</u></b></p> <p>Non-essential members can use the kitchen briefly but must vacate immediately after preparing drinks / meals. It is the responsibility of the individual member to clean, sanitise, and tidy after themselves. No uncleaned dishes are to be left in the kitchen.</p> <p>All lifesaving equipment that requires multiple people to operate or is utilised for rescue response (such as tubes / binoculars etc) shall be regularly cleaned between use. Sanitising products will be made available specifically for this purpose. Rescue tubes and other wet tolerant equipment could be washed with warm soapy water between uses.</p> <p>For incident response, all members involved with the incident should be noted on the incident and patient report forms. We are required to record the contact details of all members of the public that assisted, or are associated with the patient(s), and have been in close physical contact with responders.</p> <p><b><u>CPR :</u></b></p> <p>All members are advised that any patient requiring CPR shall have chest compressions undertaken only. No resuscitation breaths are to be administered; however, bag-masking is permitted if available. The patient shall have a cloth placed over their mouth and nose to minimise the risk of saliva or droplets being expelled.</p> <p>An AED shall be attached as fast as possible by suitably trained members, where the AED is available.</p> <p><b><u>First Aid Room:</u></b></p> <p>Use of the first aid room is restricted to treatment of critical patients only. Where a patient is comfortable, they should be treated outside of the first aid room if possible. Care should be taken to maintain respect for their personal privacy.</p> <p>When the first aid room is used, the PC or lead responder should advise Mike Smith (0274 374 963) as soon as practicably possible to ensure that cleaning is undertaken.</p> <p>Use of the first aid room will require deep cleaning to maintain sanitisation.</p> <p><b><u>Emergency Call Out Squad (ECOS):</u></b></p> <p>ECOS squads have been notified of specific operational orders relating to their activation and operation in a callout. Members specifically tasked are required to follow these orders fully. ECOS operation orders will be updated periodically, with notice sent direct to all approved ECOS members.</p>	<p>Everyone</p> <p>Coaches / Facilitators</p>

ELEMENT	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p><b>Training Activities</b></p>	<p>All activities such as training, patrols and organised gatherings will require attendees to provide their contact details to meet the needs for Contact Tracing.</p> <p>A Contact Tracing record will be required for every training session. This will be managed by the facilitator / coach.</p> <p><i>This information is being collected to assist in the management of the COVID-19 pandemic. It will be given to the Ministry of Health and/or the District Health Board on request in the event that it is required for contact tracing purposes. We will not use it for any other purpose and will destroy it after four weeks. It will be kept here at TMSLSC. You have a right to access and correct any information we hold about you.</i></p> <p>Club Training may cease or be limited to small group sizes to be in-line with Alert Level rules from the Government. At Alert Level 2 for example, training groups may be limited to 10 persons or less. Where multiple groups of 10 (or less) are present, the groups shall maintain physical distancing, and should not mingle or interact with those from another group.</p> <p><b><u>Attendance at any training session will be required to be preapproved with the coach / facilitator.</u></b></p> <p>Unauthorised attendance is not permitted. This is to ensure that the coach / facilitator can control the number of persons in attendance in accordance with Government guidelines.</p>	<p>Everyone</p> <p>Coaches / Facilitators</p>
<p><b>Facility Cleaning</b></p>	<p>All facilities used by members are required to be cleaned after each use. This includes kitchens, change rooms etc.</p> <p>The club will undertake a deep clean after any notification of illness at our facilities, or periodically through the winter months.</p> <p>To assist the club, anyone using the Patrol Room or Kitchen should record their entry / exit with date / time in / time out for each days use. This will allow the Committee and Managers to determine cleaning needs on a larger time frame.</p>	<p>Everyone</p> <p>Committee</p>

# Contact Tracing Log

# Taylor's Mistake Surf Lifesaving Club

This information is being collected to assist in the management of the COVID-19 pandemic.

It will be given to the Ministry of Health and/or the District Health Board on request in the event that it is required for contact tracing purposes.

We will not use it for any other purpose and will destroy this record after four weeks. It will be kept on this premise in a safe and secure location.

Under the Privacy Act 1993 you have a right to access and correct any information we hold about you.

Date	Full Name	Address	Email	Phone	Time in	Time out

