

SURF LIFE SAVING
NEW SOUTH WALES



SURF LIFE SAVING NSW

SURF SPORTS EVENTS

COVID SAFETY GUIDE

Shelly Beach Beachletics 1st May 2021





COVID Safety Guide

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COVID Safety Guide

CONTENTS

SECTION 1: INTRODUCTION	3
1.1 DEFINITIONS	3
SECTION 2: GETTING STARTED	4
2.1 KEY MESSAGES	4
2.2 RESPONSIBILITIES UNDER THE COVID SAFETY PLAN.....	5
SECTION 3: COVID SAFETY REQUIREMENTS AND RECOMMENDED ACTIONS	6
SECTION 4: SAFETY OPERATION PROCEDURES FOR COVID-19	15
4.1 SUSPECTED COVID-19 CASE AT THE CARNIVAL	15
4.2 SUSPECTED COVID-19 CASE RECENTLY AT THE CARNIVAL	15
4.3 SOMEONE CLOSE TO AN ATTENDEE DIAGNOSED WITH COVID-19	16
4.4 ATTENDEE DIAGNOSED WITH COVID-19.....	16
4.5 CLEANING/HYGIENE PRACTICES	17
4.6 NOTIFICATION PROCEDURES	17
4.7 EMPLOYEES DIAGNOSED WITH COVID-19.....	17
4.8 SLS SHELLY BEACH SLSC'S NOTIFICATION DUTIES	18
Appendix A Four square metre rule.....	19
Appendix B COVID-19, Physical Distancing & Hygiene	20
<i>SYMPTOMS NOVEL CORONAVIRUS</i>	20
<i>ILLNESS</i>	20
<i>WELLBEING</i>	20
<i>HANDWASHING AND HYGIENE</i>	21
<i>PHYSICAL DISTANCING AT THE EVENTS</i>	21
Appendix C Adjusting Procedures and Set Up at Events.....	22
<i>CHANGES TO PROCEDURES WHERE APPROPRIATE</i>	22
<i>CHANGES TO SET UP WHERE APPROPRIATE</i>	22
<i>COMMUNICATION</i>	22
<i>ADDITIONAL EQUIPMENT AND SUPPLIES</i>	22
Appendix D New Roles.....	23
<i>BIOSECURITY SAFETY COORDINATOR (AKA EVENT COVID COORDINATOR)</i>	23
<i>TEAM COVID SAFETY OFFICER (CSO)</i>	24
Appendix E Preventing potentially contagious people from attending	25
<i>ENTRY CRITERIA</i>	25
<i>EXTRA STEPS FOR LARGER EVENTS</i>	26
Appendix F Facilities, Accommodation and Travel	27
<i>USE OF FACILITIES</i>	27
<i>SHARING ACCOMMODATION</i>	27
<i>RECOMMENDATIONS</i>	27
<i>SLS SHELLY BEACH SLSC ACCOMMODATION</i>	27



COVID Safety Guide

Section 1: Introduction

Under the [NSW Public Health Orders](#), clubs are required to complete a COVID-19 Safety Plan for each program area then register as a 'COVID Safe Business'. Sports events will need their own COVID safety plan in addition to this. A copy of the COVID-19 Safety Plan must be kept on the premises and be made available for inspection by an authorised officer if requested.

SLNSW has compiled this guide to assist clubs and branches to complete their COVID safety plans for sporting events. More information is available on the [SLNSW Coronavirus Information webpage](#).

SLS Shelly Beach SLSC must aim to keep employees, officials, competitors, team support and other event attendees safe through:

- Following Government Advice and Legislation
- Maintaining Good Hygiene Practices
- Maintaining Physical Distance
- Regular communication
- Adjusting procedures and set up for events

Attendees should be strongly encouraged to download and activate the Australian Governments COVIDSafe App as soon as possible in the lead up to events.

1.1 Definitions

Biosecurity Safety Coordinator (BSC) COVID Marshal	means the person who oversees the implementation of COVID Safety Plans and social distancing at the event
Biosecurity Safety Officer (BSO) Club COVID Marshalls	means the person on the Biosecurity Safety team who supports the implementation of the COVID Safety Plans and social distancing at the event
COVID Safety Officer (CSO)	Means the person in charge of monitoring the COVID like symptoms of their team – also referred to as Team COVID Safety Officer
Hazard	means a source of potential harm (ISO Guide 73:2009)
May	indicates the existence of an option
Risk	means the effect of uncertainty on your objective (AS/NZS ISO 31000:2009)
Risk assessment	means the overall process of risk identification, risk analysis and risk evaluation (ISO31000:2009)
Safety and Emergency Management Coordinator (SEMC)	means the person who is in overall charge of safety and emergency management, planning and operations
Shall	indicates that a statement is mandatory
Should	indicates a recommendation



COVID Safety Guide

Stakeholder

means the person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity (ISO31000:2009)

Section 2: Getting Started

National Coronavirus Helpline #1800 020 080 (24-hour help line)

COVID Safe information for “Community sporting competitions and full training activities is available from the NSW government here:

<https://www.nsw.gov.au/covid-19/covid-safe/community-sporting-competitions-and-full-training-activities>

You can download the COVID Safety Plan template or complete a COVID safety plan online here:

<https://www.nsw.gov.au/form/covid-safety-plan/community-sporting-competitions-and-full-training-activities>

Once you have completed your COVID safety plan, you can download COVID Safety posters from [NSW Government](#), [NSW Health](#) or [Australian Government](#).

2.1 Key Messages

- **MANDATORY - Record keeping for contact tracing:** Keep a record of name and a mobile number or email address for all members, participants, visitors and contractors for a period of at least 28 days. This requirement is mandatory. Clubs are strongly must adopt the use of QR code sign-ins, Service NSW App to be used .Where internet is not available a paper record will be available and digitised with 48 hours
- **Maximum occupancy:** Determine the maximum number of people in each area (4m² rule). Divide the total square metre area by 4 to give the maximum permissible number of patrons. **Note:** Staff only areas, toilets and areas occupied by fixed furniture such as counters and bars must not be included in this calculation.
- **Cleaning and disinfecting:** The use of shared equipment should be discouraged and if unavoidable they should be cleaned and disinfected frequently. Hand sanitisation should be made available at entry points, soaps readily available in bathrooms and hand washing stations.
- **Physical and social distancing:** Maintain a minimum of 4sqm per person; reduce/avoid close physical contact with others; and avoid crowds and do not enter a crowded space. Any person returning from a hotspot the last 14 days must self-isolate and be excluded from participating in any SLS activities for a minimum of 14 days. The locations can be [found here](#).
- **Appointment of a COVID safety Marshall (AKS COVID-19 Safe Coordinator):** SLSNSW recommends the appointment of a Biosecurity Safety Coordinator as part of the Safety Committee to oversee the implementation of COVID Safety Plans and physical distancing at the event.



COVID Safety Guide

2.2 Responsibilities under the COVID Safety Plan

SLS Shelly Beach SLSC retains the overall responsibility for the effective management and implementation of the operations outlined in this Plan.

The specific Event Organising Committee of SLS **Shelly Beach 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 Event Organising Committee will appoint a Biosecurity Safety Coordinator (AKA EVENT COVID Coordinator) and Deputy for each event to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

SLS Shelly Beach 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 [Organisation/Club].
- Act with honesty and integrity in regard to 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.



COVID Safety Guide

Section 3: COVID Safety Requirements and Recommended Actions

This section is designed as a guide. Not all requirements and actions contained in this table will be appropriate for all sporting events or in every area. Additional actions may be required to meet the specific requirements of the sporting event. The information in this table is subject to change and will be reviewed regularly.



COVID-19 Safety Planning Surf Sports

Effective 6 January 2021

Please note that under the current Public Health Order, there are different restrictions in place for Sydney's Northern Beaches. For SLS activities in the Sydney Northern Beaches Branch, please contact the relevant branch officer for the most up to date information and guidance.

Any Surf Life Saving Club (SLSC) in NSW **MUST** complete a 'COVID-19 Safety Plan' for surf sports activities, follow the current COVID-19 Public Health Orders and manage risks to SLS members, staff and other people in accordance with Work Health and Safety laws. This plan will be one of several in place for the SLSC as separate COVID-19 Safety Plans should be developed for each portfolio area in addition to the different facility areas operating within a SLSC. Clubs with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Clubs with a food or drink premise must complete the COVID-19 Safety Plan for restaurants and cafes and/or pubs and clubs and register their business through nsw.gov.au.

SLSNSW has developed this contextualised COVID-19 Safety Plan template for surf sports based on the [Community sporting competitions and full training activities version](#) released by the NSW Government. The requirements have been reworded and contextualised for Surf Life Saving. This template is shared in a tool kit format. Clubs are expected to edit, add in or remove specific requirements and actions related to their local operating environment. **The template provides ideas and considerations only and is not a comprehensive COVID-19 Safety Plan for all lifesaving activities.**

This template will be reviewed by SLSNSW on a regular basis. It is important to note that it is the club's responsibility to ensure their COVID Safety Plans are kept up to date and that they meet the relevant legislative and compliance requirements.

1 Create and Complete a COVID-19 Safety Plan

You **MUST** create and complete a COVID-19 Safety Plan in consultation with your Club Management Team, then share it with them. This will help slow the spread of COVID-19 and reassure SLS members, staff and other people that they can safely visit the SLSC. You should update the plan to be more specifically tailored to your SLSC and you should update it in the future, as restrictions and advice changes.



COVID Safety Guide

The plan has the following focus areas for clubs as a guide to create and complete their own COVID-19 Safety Plan:

- Wellbeing of members, staff, and other people
- Physical distancing
- Hygiene and cleaning
- Record keeping

2 Show that the SLSC is COVID Safe

The final step is showing that your SLSC is doing its part to keep our community COVID Safe:

- download and display your COVID Safe posters and make your SLS members, staff and other people feel confident
- share your completed COVID-19 Safety Plan with your SLS Club Management Team, staff and members to ensure their wellbeing
- Display your COVID Safe badge on your digital and social channels such as Facebook and Google Maps train SLS members and staff to act in a COVID Safe way.



COVID Safety Guide

• COVID-19 Safety Plan

Surf Life Saving Club details	
Surf Life Saving Club:	Shelly Beach SLSC Beachlectics 1 st May 2021
Plan completed by:	Trish Watts
Plan approved by:	Club President
Plan effective:	6 th February 2021
Supporting Literature:	<ol style="list-style-type: none"> 1. SLSNSW COVID-19 Webpage 2. SLSNSW COVID-19 Matrix 3. SLSNSW COVID-19 Information Pack: Return to Sport 4. NSW Government Website

• Important to note

Surf Lifesaving Clubs in NSW should refer to the latest *SLSNSW COVID-19 Matrix for all SLS Activities* and *SLSNSW COVID-19 Information pack: Return to Sport* when updating their COVID-19 Safety Plan with appropriate action items.

The latest versions of these resources are available on the [SLSNSW COVID-19 Website](#).

• Requirements for SLSC

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

Requirements	Actions
Wellbeing of SLS members, staff and other people	
Exclude SLS members, staff and other people who are unwell or who have travelled overseas or to a designated hotspot in the last 14 days.	<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 participate in SLS activities. • Screen members, staff and other people upon entry with non-contact infrared forehead thermometers for signs of fever (temperature greater than 37.5°C)
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.	<ul style="list-style-type: none"> • Refer people to COVID-19: What It Is, How to Prevent Spread online awareness course (Est. Duration 5-7 minutes) created by SLSA eLearning provider eTrainu • Refer people to the eLearning course for COVID-19 infection control training (Est. Duration 30 minutes) created in partnership by The NSW Department of Health and Aspen Medical.



COVID Safety Guide

Requirements	Actions
	<ul style="list-style-type: none"> • Refer people to the NSW Health public COVID-19 Clinics and free COVID-19 GP Respiratory Clinics in NSW. • Communicate regularly with SLS members, staff and other people to remind everyone that if they have any COVID-19 symptoms they must get tested and self-isolate until they get their results, and not attend any SLS activities. The same applies if they have been in close contact with a confirmed COVID-19 case' • Create a communications plan that includes a schedule of communications as well as the appropriate communication tools, e.g., social media, email, SMS, SurfGuard • Regularly update and refer members to your SLSC or SLSNSW COVID-19 updates webpage—have their messaging align. • Include a small reference and hyperlink to this with any club newsletters to avoid over-saturation of COVID-19 messages and only draw more attention to the webpages when significant changes have been made, e.g., following NSW Government updates.
Make SLSC staff (where applicable) aware of their leave entitlements if they are sick or required to self-isolate.	<ul style="list-style-type: none"> • Communicate leave entitlements internally to the relevant staff members by the Board of Management.
Display conditions of entry for members or visitors (website, social media, venue entry).	<ul style="list-style-type: none"> • Display how many people can safely be within each club room, the club itself and designated areas. • Display conditions of entry at all club entry points as well as on club websites and social media pages, e.g., in social media and webpage banners. • Make it clear where club entry points are before members arrive, e.g., by displaying them on webpages and social media accounts • Display signs at entrances and exits to rooms or designated spaces with the maximum safe capacity for that space or room
If using the clubhouse or other facility, consult with the management team to address these requirements to understand what measures may already be in place.	<ul style="list-style-type: none"> • Frequently consult with the management team
Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with a food or drink premise must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.	<ul style="list-style-type: none"> • Register safety plans for club gym, café, restaurant and bar
Physical Distancing	
Ensure the number of people in a facility does not exceed one person per 2 square metres of space (excluding staff).	<ul style="list-style-type: none"> • Measure the square footage of a room or designated training space and calculate its safe capacity by allocating one person per 2 square meters



COVID Safety Guide

Requirements	Actions
	<ul style="list-style-type: none"> • Strongly recommend the use of facemasks in indoor setting in the Greater Sydney area (including Central Coast and Wollongong). Also under tents for spectators • Block racing or using multiple locations for carnivals. (as per the latest SLSNSW COVID-19 Matrix) • Limiting overall competitor numbers or cancelling particular age groups. (as per the latest SLSNSW COVID-19 Matrix) <p>Conducting smaller inter-club or inter-branch events. (as per the latest SLSNSW COVID-19 Matrix)</p>
Spectators singing in groups or chanting/cheering is a particularly high-risk activity and should be avoided where possible.	<ul style="list-style-type: none"> • Restrict people entering or standing around in spaces without designated seating that complies with physical distancing • Move or remove seating and tables as required to comply with physical distancing for spectators
Minimise co-mingling of participants from different games and timeslots where possible.	<ul style="list-style-type: none"> • Using bunting/barricades to separate Nipper activity areas (as per the latest SLSNSW COVID-19 Matrix) • Separating entry/exit points where possible (as per the latest SLSNSW COVID-19 Matrix) • Turn up, participate, leave (as per the latest SLSNSW COVID-19 Matrix) • Using bunting/barricades to separate competition areas or manage people on the beach. (as per the latest SLSNSW COVID-19 Matrix) • Splitting age groups/categories over am/pm or different days (as per the latest SLSNSW COVID-19 Matrix) • Physical distancing should be practiced except for competitors when they are training or competing within the field of play ((as per the latest SLSNSW COVID-19 Matrix)
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.	<ul style="list-style-type: none"> • Move or block access to equipment to support 1.5 metres of physical distance between people. • Move or remove seating and tables as required to comply with physical distancing • Restrict people entering or standing around in spaces without designated seating that complies with physical distancing
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.	<ul style="list-style-type: none"> • Turn up, participate, leave (as per the latest SLSNSW COVID-19 Matrix) • Stagger start and finish times of SLS activities to prevent crowding at entries, exits and drop off or pick up points. • Have signage with large font and/or images to indicate pick up and drop off zones, and no-gathering zones within and around the surf club—include this information in any communications • Communicate on club webpages and through social media channels areas for spectators to gather safely as well as how they should move between places to avoid gatherings and maintain safe physical distancing, e.g., advise spectators where and how is best to park and congregate before, during and after a surf sports or training event.
Where possible, encourage participants to avoid carpools with people from different household groups.	<ul style="list-style-type: none"> • Communicate on club webpages and through social media channels areas to minimise carpooling where possible.



COVID Safety Guide

Requirements	Actions
	<ul style="list-style-type: none"> Stagger start times to minimise the amount of cars arriving and leaving at the same time
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	<ul style="list-style-type: none"> Use signage, tape on the floor or other visual communication tools to designate areas for participants and spectators, as well as how they move through the spaces to avoid co-mingling, e.g., create pathways lines on the floor or with flags to guide people along a pathway to or from areas Have markings or signage in place to designate directions of pedestrian traffic on the ground and at eye-level
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	<ul style="list-style-type: none"> Assess the maximum capacity of change rooms and lockers and have display signs showing maximum capacity Consider closing shower and change room facility entry points if necessary. Stagger bathroom breaks for training participants
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	<ul style="list-style-type: none"> Encourage members to arrive ready and shower and change at home before and after the session Consider putting time limits on changing room use to ensure no mingling
Use telephone or video platforms for essential meetings where practical.	<ul style="list-style-type: none"> Schedule club committee and any other meetings via Zoom or Microsoft Teams when sharing documents or screens is required. Arrange teleconferences to avoid
Review regular business deliveries and request contactless delivery and invoicing where practical.	<ul style="list-style-type: none"> Designate a space where they can do contactless drop off Choose off peak delivery times to prevent crowding at entries, exits and drop off or pick up points.
Hygiene and Cleaning	
Adopt good hand hygiene practices.	<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 Encourage participants not to spit or cough, especially around others, as this can spread the virus and may be perceived as intentional which has consequential government penalties
Provide hand sanitizer at multiple locations throughout the workplace.	<ul style="list-style-type: none"> Monitor and replace hand sanitizer regularly Encourage members to sanitize before and after training as well as between different activities
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers and have posters with instructions on how to wash hands.	<ul style="list-style-type: none"> Frequently restock bathrooms with hand soap and paper towels. Have an air dryer installed in bathroom to reduce the need for paper towel deliveries
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	<ul style="list-style-type: none"> Communicate on club webpages and through social media channels areas for everyone to bring their own water bottle, sweat towels, and food. Remind parents each week to come prepared the following week



COVID Safety Guide

Requirements	Actions
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	<ul style="list-style-type: none"> • Have procedures in place to separate clean and used clothing items, as well as safe access to them • Frequently clean lifejackets • Use dingle-use PPE or thoroughly clean PPE before and after use while wearing gloves
Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.	<ul style="list-style-type: none"> • Clean first with detergent and water, and then use a disinfectant. • Clean frequently touched areas and surfaces several times per day, e.g., door handles. • Encourage member to bring their own food, drinks and equipment to minimise cleaning of shared resources • Ensure processes are in place to clean or launder shared clothing items after use, such as wetsuits, rash shirts and caps used for training or water safety as well as PPE for IRB crews. • Reduce sharing of equipment (including SLS equipment, hire equipment, tools and machinery used at the SLSC) where practical and ensure these are cleaned with detergent and disinfectant between use.
Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.	<ul style="list-style-type: none"> • Have detergent and disinfectant readily available • Clean the indoor hard surfaces between every session whilst wearing gloves
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	<ul style="list-style-type: none"> • Communicate on club webpages and through social media channels areas for everyone to bring their own equipment where possible • Clean any equipment before and after use while wearing gloves
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	<ul style="list-style-type: none"> • Monitor and replace cleaning equipment as necessary
Maintain disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions.	<ul style="list-style-type: none"> • Follow manufacturer's instructions for disinfectant solutions
SLS members and staff should wash hands thoroughly before and after cleaning.	<ul style="list-style-type: none"> • Wear gloves and other PPE whilst carrying out cleaning duties.
Encourage contactless payment options.	<ul style="list-style-type: none"> • Use the SLS Payment Gateway for online transactions (apply to use with Form F079 on SLSA IT Helpdesk) • Encourage the use of the online membership joining webpage and the SLS Members Area to renew membership
Record keeping	
Keep a name and contact number for all staff, visitors and contractors for a period of at least 28 days. Where possible, personal details should be collected in a way	<ul style="list-style-type: none"> • Service NSW app to be used for sign in of spectators • Paper sign-in is permitted if at a beach where internet does not work , but premises must digitise these



COVID Safety Guide

Requirements	Actions
that protects it from disclosure to other customers. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. QR Code sign-in is encouraged.	<i>Within 24 hours and provide immediately on request. QR Code using the Service NSW Mobile app is strongly recommended, and required if the club is licenced under the NSW Registration Clubs Act.</i>
Make your SLS members, staff and other people aware of the COVIDSafe app and its benefits to support contact tracing if required.	<ul style="list-style-type: none"> • <i>This will be promoted through the existing communication channels</i>
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.	<ul style="list-style-type: none"> • <i>The Club's President will notify SafeWork NSW on 13 10 50 and be the first point of contact should this occur</i> • <i>Also contact the SLSNSW Media Team on 0405 203 764. You will be provided with our COVID-19 Media Response Plan for Surf Life Saving.</i>

The flowchart on the following page can assist to navigate the pre-screening and entry process.



COVID-19 Guide

Has the member been directed to SELF-ISOLATE by an Australian Government Agency or under a Public Health Alert / Order? This includes travel to Victoria or overseas and Latest COVID-19 case locations in NSW. More information is [available here](#)

NO

YES

Has the member had Close Contact with a confirmed COVID 19 case without PPE?

NO

YES

• Member cannot attend SLS Shelly Beach SLSC events **
• Member MUST SELF-ISOLATE immediately as per Health advice and get tested. If symptoms develop, the member must be re-tested.

Refer to **END OF ISOLATION FACT SHEET**

Does the member exhibit any flu-like symptoms including fever, coughing, shortness of breath, sore throat? Other COVID-19 reported symptoms may include loss of smell, loss of taste, runny nose, muscle pain, joint pain, diarrhea, nausea/vomiting and loss of appetite.

YES

• Member cannot attend SLS Shelly Beach SLSC events until they have tested negative to COVID-19
• Member must SELF-ISOLATE and contact their GP or HealthDirect (1800 022 222) for advice

Does the member live in or have they visited any of the NSW Hot Spot areas? List of Hot Spot areas as listed under "Increased Testing and Surveillance" by NSW government [online here](#)

NO

YES

Has the member had Close Contact with a reasonably suspected COVID-19 case or person directed to without PPE

NO

YES

Confirmed COVID-19 case?

NO

YES

• Member is permitted to attend SLS Shelly Beach SLSC events
• Keep performing normal SLS duties
• Practice good hygiene
• Maintain physical distance where practicable
• Monitor health for flu like symptoms
• Isolation not required

• Member cannot attend SLS Shelly Beach SLSC events **
• Member does not need to isolate but MUST be tested immediately
• If symptoms develop, or the suspected case tests positive, the member MUST SELF-ISOLATE immediately and be re-tested as per health advice

• Member cannot attend SLS Shelly Beach SLSC events **
• If symptoms develop, the member MUST SELF-ISOLATE and be re-tested

Apply normal workplace sick leave protocols

• Member cannot attend SLS Shelly Beach SLSC events ***
• Refer to [END OF ISOLATION FACT SHEET BY NSW](#)

** Member cannot attend SLS Shelly Beach SLSC Events unless they provide evidence of a negative COVID-19 test result (conducted after 14 days has passed). If they have not been tested, they will not be permitted entry until another 10 days has passed and they have remained asymptomatic.
*** Member cannot attend SLS Shelly Beach SLSC Events unless fully recovered and provide documentation that they have met the criteria for clearance from isolation



COVID Safety Guide

Section 4: Safety Operation Procedures for COVID-19 Responding to a Suspected or Confirmed COVID-19 infection

Note: Procedures for responding to suspected or confirmed cases of COVID-19 at the carnival must be covered in more detail in the Safety Operations Manual.

Useful Links and contacts:

<https://www.safeworkaustralia.gov.au/doc/what-do-if-worker-has-covid-19-infographic#picModal>

4.1 Suspected COVID-19 Case at the Carnival

If someone at the carnival is suspected to either have the virus or have been exposed to the virus then the following steps should be taken:

- i Isolate the person and provide them with a surgical mask
- ii Area to be quarantined immediately
- iii Biosecurity Safety Coordinator to be advised
- iv Call the **National Coronavirus Helpline 1800 020 080** (24-hour help line) for advice
- v Evacuation procedures to be enacted to prevent cross contamination. In some circumstances other people in the area may also need to be quarantined
- vi Ensure the person has transport to their home or medical facility
- vii Arrange for the areas the person has been to be cleaned and disinfected thoroughly. Appropriate PPE must be worn and then disposed of in a manner congruent with NSW Health guidelines. These areas should not be used until cleaned
- viii Consider who the person may have had close contact with. If public health officials provide the instruction to tell those people, then follow that instruction and follow any other quarantine requirements
- ix Review risk management controls and whether anything may need to change. Seek input from officials/staff.

4.2 Suspected COVID-19 Case Recently at the Carnival

If someone who is suspected to either have the virus or have been exposed to the virus was recently at the carnival, then the following steps should be taken:

- i Call the National Coronavirus Helpline 1800 020 080 (24-hour help line) for advice



COVID Safety Guide

- ii Consider who the person may have had close contact with. If public health officials provide the instruction to tell those people, then follow that instruction and follow any other quarantine requirements
- iii Arrange for the areas the person has been to be cleaned and disinfected thoroughly. Appropriate PPE must be worn and then disposed of in a manner congruent with NSW Health guidelines. These areas should not be used until cleaned
- iv Review risk management controls and whether anything may need to change. Seek input from employees.

4.3 Someone Close to an Attendee Diagnosed with COVID-19

What should an attendee do if they have a family member or someone close to them diagnosed with COVID-19?

- i If an attendee has been in contact with a confirmed case of COVID-19, they should notify their team manager and SLS Shelly Beach SLSC stay at home and follow medical guidance
- ii The relevant state health unit will contact people who have been in close contact with an infected person and will provide instructions to quarantine
- iii Note that for people who have been in close contact with a confirmed case, who do not develop symptoms during their 14-day quarantine, will require medical clearance to attend the next event. If they do not wish to be tested for COVID-19, they must wait another 10 days.

4.4 Attendee Diagnosed with COVID-19

What if an attendee is diagnosed with COVID-19?

- i If an attendee tests positive for COVID-19, they must notify their manager and SLS Shelly Beach SLSC immediately
- ii That attendee should self-isolate and follow medical advice
- iii Attendees who have been isolated after having tested positive for COVID-19 can return to work when they have fully recovered and have met the criteria for clearance from isolation
- iv Note that the relevant state public health unit will also identify close contacts of a confirmed COVID-19 case and provide instructions, for example, in relation to quarantine requirements
- v Where there has been a confirmed case of COVID-19 at a carnival, the carnival will be suspended and all areas cleared for a minimum of 24 hours to enable the appropriate cleaning practices to be followed. Attendees are to wait for confirmation that the carnival areas are reopened before returning. During this time, employees will be



COVID Safety Guide

required to work from home until they are notified by a member of the Senior Leadership Team

4.5 Cleaning/Hygiene practices

What Cleaning/hygiene practices will be put in place if an attendee has COVID-19 or suspected COVID-19 and has been at the event whilst infected?

- i Affected surface areas will be closed off with other attendees not permitted to access these areas until they have been cleaned and disinfected. Outside doors and windows will be opened (if possible) to increase air flow
- ii The surfaces where the infected person may have been in contact will be thoroughly cleaned and disinfected, as well as high touch such as doors and handles, along with common areas like bathrooms.
- iii Surfaces in direct contact with the infected person will be cleaned with a common disinfectant to kill the virus
- iv Worker/s involved in cleaning will wear appropriate PPE. Once the cleaning is complete the worker/s shall clean their hands with an alcohol-based hand rub or soap and water and will be instructed to avoid touching the eyes, mouth, and nose.

4.6 Notification Procedures

Notification to attendees if there is a confirmed case of COVID-19 at a carnival?

- i On the advice of the relevant State Health Authority, SLS Shelly Beach SLSC will inform attendees about possible exposure to a confirmed case of COVID-19 (whilst maintaining confidentiality of the employee's name) where attendees have been at the same event, so they can seek immediate medical advice if they develop symptoms or are concerned about their health
- ii It is the responsibility of the relevant state health unit to contact people who have been in close contact with an infected person who will provide instructions to quarantine.

4.7 Employees Diagnosed with COVID-19

Employees who have a confirmed case of COVID-19

- i Their personal information will only be used or disclosed on a need-to-know basis. This means that only the minimum amount of personal information reasonably necessary to prevent or manage COVID-19 will be collected, used or disclosed.
- ii Their name will not be disclosed unless the attendee consents to this being given out or as otherwise advised by the State Health Authority



COVID Safety Guide

4.8 SLS Shelly Beach SLSC Notification Duties

SLS Shelly Beach SLSC duties to notify authorities of a confirmed case of COVID-19 in the workplace

- i If there is a confirmed case of COVID-19 in a SLS Shelly Beach SLSC carnival, NSW Health will help trace the infected person's movements and interactions with other attendees

SLS Shelly Beach SLSC must notify SafeWork NSW of a case of COVID-19 arising out of the conduct of the business that requires the person to have immediate treatment as an in-patient in a hospital. This notification is made by calling SafeWork NSW on 13 10 50. Notifications must be made regardless of whether NSW Health is already aware of the case.



COVID Safety Guide

Appendix A Four square metre rule

How the four square metre rule applies to premises under public health orders.

In a place that may [remain open to the public](#), that are not places of residence, occupiers and operators of the premises must not

- allow persons to enter or stay on the premises (whether outdoor or indoor) if the size of the premises is insufficient to allow for 4 square metres of space for each person (the four square metre rule)
- allow 100 or more people to enter and stay on indoor premises at the same time (the 100 person rule), and
- allow 500 or more people to enter and stay on outdoor premises at the same time (the 500 person rule).

These rules do not apply to certain "[essential gatherings](#)".

Where the 4 square metre rule applies, the size of the premises has to allow for at least 4 square metres of space per person.

Where applicable, all people on the premises, including staff, must be counted when applying the 4 square metre rule, the 100 person rule, and the 500 person rule.

How to calculate the number of people for the size of your room

1. Measure the length of the room.
2. Measure the width of the room.
3. Multiply the length by the width to calculate the area of your room in square metres.
4. Divide the area of your room (calculated in square metres) by 4 to calculate the maximum number of people allowed

Number of people	Minimum space required
1	4 square metres
10	40 square metres
20	80 square metres
30	120 square metres
40	160 square metres
50	200 square metres
60	240 square metres
70	280 square metres
80	320 square metres
90	360 square metres
100	400 square metres

Example

Length = 8.25 metres

Width = 10.6 metres

Square metres:

$8.25 \times 10.6 = 87.45$

Maximum number of people:

$87.45 \div 4 = 21$



COVID Safety Guide

<https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/four-square-metre-rule>

Appendix B COVID-19, Physical Distancing & Hygiene

Symptoms Novel Coronavirus

Symptoms can range from mild illness to very severe. Some people will recover easily, and others may get very sick very quickly. Affected people may experience:

- Fever
- Flu-like symptoms such as coughing, sore throat and fatigue
- Shortness of breath
- Loss of taste or smell
- More information can be found on the [NSW health website](#)

Illness

If you are sick, stay away from others! Do not attend the event!

- If an event attendee even slightly suspects they may be sick, they shall not attend the event. Competitors should notify their team manager. The team manager and officials shall notify SLS Shelly Beach SLSC
- Anyone attending the event will have to complete a declaration regarding whether they are unwell or have been exposed to somebody with COVID-19 prior to entering the carnival area. See [Entry Criteria](#).
- All individuals must self-isolate for 14 days if they have been in close contact of a confirmed COVID-19 case or arrived in Australia after 15 March 2020 or have been to Victoria and must provide evidence they have tested negative to COVID-19 at the end of the 14 day period. If they have not been tested, they must wait for a further 10 days and remain asymptomatic before attending any SLS Shelly Beach SLSC event.
- All individuals who have travelled to a hot spot area must wait 14 days and provide evidence they have tested negative to COVID-19 at the end of the 14 day period. If they have not been tested, they must wait for a further 10 days and remain asymptomatic before attending any SLS Shelly Beach SLSC event

If someone suspects they have COVID-19, they must isolate immediately for 14 days, advise their team manager or SLS Shelly Beach SLSC and call a doctor (or **National Coronavirus Helpline #1800 020 080** (24-hour help line). Further details in [preventing potentially contagious people from attending](#)

Wellbeing

All attendees are encouraged to raise any concerns about their wellbeing or breach of social distancing with their team manager, senior officials, first aid or SLS Shelly Beach SLSC staff. The concern is to be documented (need a document to ask for specific information) and this concern shall be raised to the BSO. If the situation cannot be safely rectified by the personnel within that area, the SEMC or Biosecurity Safety Coordinator must be notified immediately.

Team Managers are to work with their Team COVID Safety Officers to ensure the wellbeing of their team. Team Managers and Team COVID Safety Officers are to be in regular contact with their team



COVID Safety Guide

members and monitor their health and wellbeing. If they have reason to suspect one of their team may be unwell, they must isolate the person and follow the procedures detailed in the Safety Operation Procedures.

-

Handwashing and Hygiene

- Sanitiser will be readily available at all beach entrances and throughout the carnival area and hands should be washed frequently. Hand sanitiser stations will be indicated on event site maps.
- Hand wash areas may also be available
- All persons entering SLS Shelly Beach SLSC administration or carnival area are required to hand sanitise every time they enter
- All attendees are encouraged to frequently sanitise, using alcohol-based hand sanitiser or wash their hands with soap and water, especially before and after eating.
- All attendees should cover their cough and sneeze by
 - Covering their mouth and nose with a tissue when coughing or sneezing and disposing of used tissues in the trash
 - Or if a tissue is not available, coughing or sneezing into their elbow, not their hands
- Individuals should ideally only use their own equipment and **not share** with anyone else. Where this is impossible, equipment needs to be thoroughly wiped with disinfectant by the person who last used it.
- Attendees are advised to clean personal equipment regularly with disinfectant, e.g. Mobile phones, sunglasses etc.

Physical Distancing at the Events

- There may be maximum number of attendees allowed to attend the event, in accordance with government mandate at the time. See Section 7 for more details
- Attendees must to maintain social distancing
- All persons entering the carnival must keep 1.5m from other persons, excluding field of play
- The capacity of each tent should not be exceeded ensuring 1.5 metres between people, with 4m² per person in a tent (see Figure B? for further details) e.g.
 - 3x3m tent = 9m² = 2 person capacity
 - 3x6m tent = 18m² = 4 person capacity
- Tents or marquees provided by SLSS should denote the capacity as per 4m² rule
- Attendee are encouraged to bring umbrella to supplement the tent shelter
- Officials areas are only available to officials or authorised personnel
- Meetings should ideally be held in open spaces to allow for social distancing or larger rooms with the door open. Where meetings must be held in a closed room, the number of participants **must not** exceed the room capacity according to the 4 m² rule.
- The capacity of each room or closed space, according to the 4 m² rule, shall not be exceeded. Signage shall clearly denote capacity for each space.
- Attendees are encouraged to queue outside shower/toilet blocks, maintaining 1.5m between people.



COVID Safety Guide

Appendix C Adjusting Procedures and Set Up at Events

Changes to Procedures where appropriate

- New Roles will be created as required e.g. Biosecurity Safety Coordinator and COVID Marshalls
- Procedural changes to maintain required social distancing measures
- Precautions must be set up for the admin area, any processing areas or other areas where close contact between officials, staff and competitors may occur.

Changes to Set Up Where Appropriate

- One-way entry and exit to beach (monitored and entrants checked using wristband ticketing system and/or check in app)
- Outdoor triage area must be set up for First Aid
- Quarantine area for suspected or confirmed cases of COVID-19
- Admin Areas:
 - Point of Sales screens or extra distance across desk (at least 1.5m barrier)
 - Hold paperwork up for viewing – once viewed, put in collection tray
 - If necessary, items can be handed over but hands must be sanitised
- Safe distance or barrier between officials and competitors or spectators e.g. Perspex screens or elevated scaffolding
- If in rare and unusual circumstances, if there is risk of competitors coming within 1.5m of officials and a barrier cannot be provided, they must wear masks
- PPE such as masks, disposable gloves, gowns, face shields where appropriate as per [NSW Health guidelines](#)

Communication

- In the lead up to the event, COVID-Safety information will be communicated in Event Information circulars, along with updates as required
- Entry and Declaration Process will be clearly communicated
- Posters regarding safe practices will be displayed throughout the carnival area and associated facilities.
- PA announcements will be made regularly reminding attendees to social distance and sanitise their hands
- TeamApp announcements may also be made, where appropriate, reminding attendees to social distance and sanitise their hands
- Schedule of Announcements for events will be specific to each event

Additional Equipment and Supplies

- PPE
- Perspex POS screens
- No Touch Thermometers available for \$100
- Hand wash stations (available for hire)
- Hand Sanitiser (and sunscreen) stations



COVID Safety Guide

- Disinfectant Wipes
- Wristbands to assist with screening and restricting numbers

Appendix D New Roles

Biosecurity Safety Coordinator (AKA EVENT COVID Coordinator)

For each event, a Biosecurity Safety Coordinator and Deputy (where required) will be appointed as part of the Safety Committee to oversee implementation of COVID Safety Plans and social distancing at the event. All Biosecurity Safety personnel and COVID marshals will be clearly identifiable by either Official shirts or COVID safety vests.

The Biosecurity Safety Coordinator will be the key resource and central point of contact for all matters COVID-19 / Biosecurity for the event and will report directly to the Safety and Emergency Coordinator (SEMC) and the SLS Shelly Beach SLSC COVID Coordinator.

Biosecurity is set of measures aimed at preventing the introduction and/or spread of harmful organisms, in order to minimise the risk of transmission of infectious diseases to people caused by viruses, bacteria or other microorganisms.

To assist in appointing the right and most appropriately skilled person for this role, below is a list of the responsibilities for the Biosecurity Safety Coordinator.

- Complete the relevant Return to Sport Checklist(s) by considering the actions set out in each checklist and implementing (or arranging to implement) relevant considerations for the event and documenting justifications for not undertaking particular actions.
- Oversee the development and implementation of the Biosecurity Safety Plan (*COVID Safety Plan*).
- The Biosecurity Safety Plan (*COVID Safety Plan*) should address but not be limited to:
 - Points of COVID-19 transmission risk.
 - Transmission controls.
 - Hygiene and behaviour requirements.
 - Physical and fitness preparations before a restart; and
 - Education and communication to relevant personnel.
 - Work with the Sport Event Coordinator to complete all relevant statutory authority requirements.
- Periodically review the effectiveness of the Biosecurity Safety Plan (*COVID Safety Plan*) for SLS Shelly Beach SLSC events and amend, update or improve as necessary.
- Advise the organising committee for each event and the Safety & Emergency Management Team for each event on the effectiveness of Biosecurity Safety Plan (*COVID Safety Plan*) arrangements and seek assistance where required.
- Assist SLS Shelly Beach SLSC operationally to safely ramp up activity through the phases of the NSW government's navigation through the COVID-19 Pandemic and any other biosecurity events.
- Act as the contact point for SLS Shelly Beach SLSC members and participants for SLS Shelly Beach SLSC events.
- Report to the SEMC on the effectiveness of the COVID Safety Plan during events
- Be present and provide advice at Carnival (of Championships) Competition Committee meetings.



COVID Safety Guide

Team COVID Safety Officer (CSO)

For applicable events, each team must allocate their own COVID Safety Officer whose responsibilities will include:

- Monitoring all team members welfare and follow appropriate procedures should they suspect someone on their team is becoming ill with COVID like symptoms (see Safety operation procedures)
- They may also be required to take temperatures of their team members if this is deemed necessary



COVID Safety Guide

Appendix E Preventing potentially contagious people from attending *Entry Criteria*

- Anyone attending the event must have pre-registered with SLS Shelly Beach SLSC in accordance with the entry circular or officials' nominations. This includes spectators should they be permitted.
- The Register of attendees for each day will be maintained to ensure numbers of attendance remain within an acceptable level.
- Wristbands will be used to make sure numbers never exceed restrictions, all attendees have completed their COVID safety declarations and all attendees are entering the correct zone or area.
- All event entrants must comply with the attendance criteria in the entry circular (as laid out in the following section).

Steps for Most Events

Possible factors that need to be considered in preventing people with COVID-19 from attending events may include but are not limited to:

- If there is a breakout the postcode of the event, the contingency location will be activated or the event will be cancelled.
- If the event attendee has entered into or registered to attend an event and there is an outbreak at their home postcode they will not be permitted to attend the carnival. They MUST notify their team manager and SLS Shelly Beach SLSC Sports Event Coordinator (or their delegate).
- After any positive COVID-19 diagnosis, an attendee must be fully recovered and provide documentation that they have met the criteria for clearance from isolation before attending.
- If an event attendee presents with COVID like symptoms they will not be permitted entry unless they can provide a doctor's certificate/negative test result clearing them of the virus
- If the event attendee answers yes to any of the following they will not be permitted entry unless they provide evidence of a negative COVID-19 test result (conducted after 14 days has passed). If they have not been tested, they will not be permitted entry until another 10 days has passed and they have remained asymptomatic.
 - Have you been directed to self-isolate by an Australian Government Agency or under a Public Health Order? This includes travel to Victoria, overseas or COVID-19 case locations
 - Have you had close contact with a confirmed case of COVID-19 case without PPE?
 - Have you visited a hotspot area?
 - Have you had close contact with a reasonably suspected case of COVID-19?
- Event attendees must follow the flow chart to reduce as much risk as possible and provide a declaration of compliance along with medical certificate if necessary. Also see the DRAFT Flowchart at the end of Section [COVID Safety Requirements and Recommended Actions](#) .
- If attendees are in compliance with the flowchart, they must be pre-screened at the event, this may include but is not limited to:
 - have paperwork checked – declaration of compliance, medical certificate, or COVID test result



COVID Safety Guide

- If participants pass the pre-screen, they will be given a colour coded wristband - At a glance, officials and staff can identify anyone who has not completed pre-screening
- This pre-screening process will be clarified in event information for each event

Resources:

- <https://www.nsw.gov.au/covid-19/latest-news-and-updates>
- <https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-about-home-isolation-when-unwell-suspected-or-confirmed-cases.pdf>
- <https://www.health.nsw.gov.au/Infectious/factsheets/Factsheets/suspected-cases.pdf>

Extra steps for larger events

- If participants pass the pre-screen, they will be given a colour coded Tyvek wristband. Ticket can be used for competitors (with their name) if the wristbands are a safety concern for their event.
 - This confirms they have passed pre-screening
 - The colour code shows the area and time they are permitted to be on the beach (for larger events if there are social distancing restrictions on numbers in place)
 - At a glance, officials and staff can identify anyone who has not completed pre-screening or that are in the wrong place at the wrong time and have them leave the beach
- The number of wristbands will be limited to the number of people allowed into the area at the colour coded time and location.
- The number of people allowed into an area shall be less than the social distancing restriction to allow for floating personnel access to the area, such as:
 - Organising Committee
 - Work Party
 - Compound Crew
 - Safety Personnel
 - First Aid Personnel
- Note: QR codes may be utilised with such programs as My guest List for larger events or when our numbers are no longer restricted



COVID Safety Guide

Appendix F Facilities, Accommodation and Travel

Use of Facilities

- Attendees are encouraged to queue outside shower/toilet blocks, maintaining 1.5m between people.
- Exact procedures regarding cleaning of public toilet/shower blocks to be discussed with relevant councils

Travel

SLS Shelly Beach SLSC recommends that attendees not travel in the same vehicle unless from the same household group. If attendees must travel together in the same vehicle, the following is recommended:

- Encourage passengers and drivers to spread out, using front and back seats
- Set the air-conditioning to external airflow rather than recirculation.
- Attendees should only handle their own tools and bags where possible
- Clean the vehicle hand touch areas at the end of each journey with a detergent/disinfectant wipe.

Sharing Accommodation

Recommendations

- Maintain 1.5m at all times
- Do not exceed the capacity of a room/accommodation according to the 4m² rule
- Do not share accommodation beyond normal households
- Do not exceed the number of people allowed according to government mandate

SLS Shelly Beach SLSC

- Maintain 1.5m at all times
- Do not exceed the capacity of a room/accommodation according to the 4m² rule
- Only one staff member or senior official per bedroom except for members of the same household
- Where possible, each staff member should have their own bathroom facilities. Where not possible, disinfectant wipes will be provided to wipe down common touch areas e.g. taps, doorknobs etc.
- Do not exceed the number of people allowed according to government mandate