**COVID-19 Safety Management Plan**

**<Organisation Name>**

**<Activity>**

**<Date prepared>**

The purpose of this plan is to identify how to plan to manage potential risks associated with COVID-19 whilst conducting the activity.

The health and safety of staff, instructors, and clients is paramount.

The ASI school ensures that staff and participants:

* maintain a safe distance
* that there is good hygiene practices in place
* equipment is disinfected regularly
* anyone who's symptomatic or suspects they've been exposed to the virus does not take part and remains at home.

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| **Organisation / person completing plan** | What is your organisation’s name? What type of organisation are you?  Who is authorising this document and its use within your organisation? |  |
| **Summary of service type** | What type of group or organisation are you?  Do you have a peak body that is providing instruction on procedures for your activity? If yes, what is the name of that peak body?  What is the service you are arranging?  In the early stages of returning to normal activity, have you considered modified activities and times to ensure there is less chance of injury? | Yes, peak body is ASI Academy of Surfing Instructors |
| **Site Description** | If you have a site you will be operating at, please describe the specific location and address  If it is public space, describe the intended area of use such as the national park and trails planned for use  Have you developed a map of how to manage people on the site? Will you have more than one group accessing your site at a time? |  |
| **Activity provision** | Are you offering multiple activities? If no, name the activity you offer.  If yes, list the exact activities being offered by your organisation in order of highest risk activity to lowest risk activity in reference to infection control and distancing (based on activity table below). \**\* create template for each activity \*\** |  |
| **User / consumer Summary and method to log participants** | Summarise the user / consumer group.  Have you assessed the health risk of this population within the Local Health Authority statistics and/or directives?  What will you do if someone has flu like symptoms? | ***Notes;*** *activity for the person with symptoms should cease immediately, isolate and be tested for COVID-19.* |
| **Communication and notification to participants / customers** | What contact information will you be maintaining for each participant that can be accessed by Health in the event of an outbreak / case?  How long will you keep the records for?  What considerations do you need to contemplate for Privacy of your participants? How and who will you notify if contamination occurs?  How will you communicate to health authorities?  What will be your shut down process to enable investigation in the event of contamination?  Is there a requirement to notify workplace health and safety authorities and/or landowners / land managers? |  |
| **Precautions and guidelines for your user group** | Are there particular variants from the norm for your user group in regard to the care and likelihood of infection?  Will your user group be at high risk of post activity complex issues if infected by COVID-19?  What state or national information is available to inform you of the appropriateness of your user group participating in a group-based activity? | ***Notes;*** *consider age, demographics, multiple health concerns, fitness level amongst others.* |
| **General hygiene protocols that will be implemented** | What are the hygiene protocols you will implement for each part of your activity session?  Have you thought about the types of contamination points there will be in your activity when considering this?  Are you aware of the general and well documented hygiene protocols prepared by health authorities? |  |
| **General principles of physical distancing and the key contact points** | What are the key contact points of the activity you believe physical distancing might be problem?  Identify and make sure you deal with these below.  -e.g. transportation, entrance and exit points of congestion, participation in the activity, eating times, high touch points, toileting and other times. |  |
| **Entry and exit distancing planning** | Will you require a clear pathway of entrance and exit separate to your normal process to enable distancing and controlled exposure control?  How are you planning to manage your congestion points at your facility or activity location?  Will you have protocols in place for car parks and managing the number of people coming to your site at a time?  How will you manage flow and overcrowding and / or people who have to go into a standby mode while waiting for appropriate participation numbers?  Will you have a participant drop-off system? If yes, will it be supervised? |  |
| **Non-participants and /or leader planning** | What rules will you have in place to manage the attendance of minors?  How will you manage spectators not intending to directly participate in the activity session?  Will you provide prior notice to people in your advertising or bookings or will this be part of the signage when people arrive? |  |
| **Transport requirements** | Will transport be required as part of the service you provide?  What protocols are in place to manage air flow and physical distancing in transport?  What protocols are in place to manage hygiene and COVID-19 concerns during transport? |  |
| **Use of the**  **supporting**  **infrastructure**  **Such as amenities NB: indoor or outdoor restrictions may vary** | Does the activity require the use of supporting infrastructure?  Will your group be using any supporting infrastructure as part of their activities?  Describe the supporting infrastructure and how these will be accessed or restricted during this activity?  E.g. sheds, toilets, change rooms, club rooms, catering facilities, carparks etc.  Have you planned out your space for facility use to ensure distancing is maintained? |  |
| **Managing food and eating areas** | Is food service required during the activity? Will people be providing their own food? Will you be serving food?  Will you provide a distinct time for eating food where you can stagger meals? What space is provided for eating separate to the activity area?  If you’re operating at a school, will you follow normal school practices? | ***Notes****; no food sharing should be considered and avoid buffets* |
| **Accessing Public**  **Facilities**  **NB: indoor or outdoor**  **restrictions may vary** | Will you require access to public facilities as part of your activities?  Is it crucial to access these facilities?  Does the landowner have these facilities currently open to the public?  How will you obtain landowner permissions?  What control measures will you have in place for this? | ***Notes****; consider the supply of sanitary items by organisations* |
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| **Accommodation / Camping requirements** | Is accommodation allowed for your activity under the current restriction level? Will you have people staying overnight as part of your service provision?  What type of accommodation do you intend on using? Hotel rooms, dormitories, tents etc. Please specify.  What assessment has been conducted on these accommodation types?  How can you mitigate the risk of transmission through these accommodation types?  Do you require additional infrastructure to accommodate your participants due to social distancing? |  |

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| **Leader – supervision controls** | Are additional leaders required to manage group sizing due to COVID-19 management issues?  Is additional training required?  If so, has the training been delivered? |  |
| **Personal Protective Equipment (PPE)** | What PPE is required under normal service provision?  What additional PPE is required due to COVID-19 management issues?  If the PPE is non-disposable (E.g. Helmets, harnesses, PFD’s etc.), how can these products be sanitised appropriately?  Is there manufacturers’ directions or other accepted best practice guidance regarding cleaning of the specific equipment?  Are you able to follow the manufacturers’ directions or best practice guidance? |  |
| **Activity Equipment** | Do you require activity equipment to be used or provided for the activity?  Are these provided to the user or do they bring their own? E.g. mountain bikes, saddles, paddles, kayaks.  Do you have cleaning protocols for these pieces of equipment, even if provided by the user?  Who will carry out the cleaning? How often will it be cleaned? |  |
| **Access to medical facilities** | Is there access to medical facilities or medical services during the activity?  Do all activity leaders have adequate training in first aid and COVID-19 response protocols?  Does every activity leader have a fully stocked first-aid kit with appropriate COVID-19 PPE? |  |
| **External provider coming into the activity location?**  **Or a provider delivering services on school grounds** | Difference in restrictions for contact / non-contact / individual activities Has the external provider completed the following?  -Screening?  -Risk Assessment?  -Covid-19 Management Plan?  Has the external provider been fully briefed on the protocol requirements of the operating environment? |  |
| **Readiness to reverse / amend plans** | What plans do you have in place to modify services again?  What restrictions will you implement and how long will those changes stand? How will you implement your modified services potentially at short notice? |  |
| **Readiness to advance to the next level if restrictions ease** | How can you move towards the next level and eventually to normal service delivery? What will you base your decision making on? |  |