Use this form to document your thinking about how you can prepare your club and events to be safe for members, participants, volunteers and staff during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help everyone to know exactly what to do and what to expect. Please tick ✓, cross ×, or N/A the first column rather than removing information from the middle column. If you are not doing something, or it is not applicable to your venue, then indicate this clearly in the first column.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

**COVID-19 SAFETY PLAN**

# Club/Centre details

**T E M P L A T E**

|  |
| --- |
| ORGANISATION NAME: |
| CONTACT PERSON NAME: |
| CONTACT PERSON PHONE: |
| NEXT REVISION DATE: |

# Club/Centre goal/statement

Our Athletics Club/Centre has implemented the following measures so we can:

* Keep our volunteers and staff healthy and safe
* Keep members and participants healthy and safe
* Reduce the chances of COVID-19 recurring in the community, and
* To ensure that the club/centre can continue to operate in alignment with relevant guidelines.

|  |  |  |
| --- | --- | --- |
| **Check box column** | **What measures are in place** | **Who is responsible?** |
| *e.g. ✓* | *Contact tracing posters displayed clearly at the entrance to venue.* | *Club President* |
| ***PLANNING AHEAD*** | | |
|  | The centre / club committee have met and together identified the types of athletics activities that will take place at our club / centre during the current Alert Level or Protection Framework Level. |  |
|  | If appropriate, we have undertaken a deep clean of communal areas such as toilets, changing rooms, kitchen, clubrooms, gym etc. |  |
|  | We are ensuring club/centre representatives and coaching staff that are involved or   present regularly are remaining safe by having them:   * Inducted in relation to the role they are to perform * Complete contact tracing requirements * Wear appropriate PPE * Maintain appropriate physical distancing * Sanitise their hands and any equipment/touch points regularly |  |
|  | We have ensured that there will be a NZ COVID Tracer app QR code poster on display, as well as an alternative sign in procedure for attendees to sign in on arrival. |  |
| ***ACCESSING THE CLUB/VENUE*** | | |
|  | We have clearly communicated how the club /centre will be operate, and for what activities, and for whom, (members, participants). This is visible on our website, social media pages and other communication methods to members. |  |
|  | We have ensured through club /centre and coaching programming that restriction guidelines on crowds/gatherings will be followed. We are committed to maintaining a 2m distance between each person at all times outside of competition. |  |
|  | We have ensured that sessions are phased to avoid gathering occurring at communal points such as entries and car parks. |  |
|  | We have implemented a contact tracing process for all members, participants and family members, spectators and volunteers. |  |

|  |  |  |
| --- | --- | --- |
| **Check box column** | **What measures are in place** | **Who is responsible?** |
| ***SIGNAGE*** | | |
|  | We have displayed a NZ COVID Tracer app QR code poster at the entrance to the club /centre, and at other key locations within the facility, instructing users to check in for each visit. |  |
|  | We have put a Covid-19 ‘Protecting yourself and others…’ poster up at the entrance to the club/centre, and a ‘Washing hands kills the virus’ poster in bathrooms. |  |
| ***CLEANING & HYGIENE*** | | |
|  | We are ensuring all high contact areas (e.g. entrance gates, equipment, door handles) are being sanitised regularly XXX times per day by XXX using XXX (how many times, name of person, name of product, and WHO is cleaning?). |  |
|  | We will have hand sanitiser and/or soap and water facilities available for our participants, volunteers, spectators etc. |  |
|  | If it is identified that a COVID-19 carrier uses the club/centre, venue, we will close the club/centre venue until appropriate sanitising measures can be conducted. |  |
|  | We are limiting the amount of shared equipment used for club/centre and coaching activities. Any shared equipment used will be sanitised/cleaned before and after each use by a club/centre representative or coaching staff. |  |
| ***CLUB/CENTRE EQUIPMENT & FACILITIES*** | | |
|  | **A/** We have removed all high contact items (e.g. communal drink bottles, seats, rubbish bins) from the venue.  **OR**  **B/** We have committed to regularly sanitise all high contact items XXX times per day/week by XXX using XXX (how many times, name of person, name of product, and WHO is cleaning? – court user or club/centre representative). |  |
|  | **A/** We have removed any other items that do not need to be at venues at this time (e.g. communal crockery, sports equipment)  **OR**  **B/** We have committed to regularly sanitise these items XXX times per day by XXX using XXX (how many times, name of person, name of product, and WHO is cleaning?). |  |
|  | We have identified that if our club /centre has a bar, café, shop or similar, the correct protocols have been established for its safe operation. | MPI guidelines can be found [here](https://www.mpi.govt.nz/protection-and-response/coronavirus/coronavirus-and-food-safety/covid-19-and-food-safety-in-alert-level-2/) |

|  |  |  |
| --- | --- | --- |
| ***EXTERNAL VISITORS*** | | |
|  | We have made arrangements with third party contractors (e.g. metre readers, lawn mowing contractor, tradespeople) to ensure:   * All visits to the club /centre are necessary and kept to a minimum * All visitors engage in our contact tracing procedures   All visitors can declare that they have not had Covid-19, are awaiting test results or have been in close contact with someone with Covid-19 in the last 14 days |  |
| ***COMMUNICATIONS*** | | |
|  | We have identified on our website, social media pages, and on signage at our venue who should be contacted in the event of any user having concerns about something observed at the club /centre. |  |
|  | We have displayed this safety plan clearly for members to view. |  |
|  | We have added this safety plan to club/centre websites and emailed it to members upon request. |  |

**NOTES:**