



# **COVID-19 Safety Management Plan**

**SEA Australia**

**Beach water safety and surfing programs**

**11/08/2020**

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 SEA Australia Pty Ltd ensures that staff and participants:

- Maintain a safe distance
- That there is good hygiene practices in place
- Equipment is disinfected after every use
- Anyone who's symptomatic or suspects they've been exposed to the virus does not take part and remains at home.

Summary of service type	What type of group or organisation are you?	School water safety provider
	Do you have a peak body that is providing instruction on procedures for your activity?	No we are following the advice from <a href="https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus">https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus</a>
	If yes, what is the name of that peak body?	
	What is the service you are arranging?	Practical water safety and surfing programs for schools and the public at the beach
Site Description	If you have a site you will be operating at, please describe the specific location and address	South Steyne, Manly Beach Corner of South Steyne & Ashburner St, Manly NSW 2095
	If it is public space, describe the intended area of use such as the national park and trails planned for use	Yes
	Have you developed a map of how to manage people on the site?	Yes
	Will you have more than one group accessing your site at a time?	Yes, however there will be no crossovers, and class sizes will be limited in accordance to NSW health & NSW department of education class guidelines <a href="https://education.nsw.gov.au/covid-19/advice-for-families">https://education.nsw.gov.au/covid-19/advice-for-families</a>
Activity provision	Are you offering multiple activities?	No
	If yes, prepare a management plan for each activity.	
	<b>If no, name the activity you offer.</b>	Surf awareness surfing programs
	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). <b>** create template for each activity **</b>	
User / consumer Summary and method to log participants	Summarise the user / consumer group. <i>(Notes; activity for the person with symptoms should cease immediately, isolate and be tested for COVID-19)</i>	NSW school students
	Have you assessed the health risk of this population within the Local Health Authority statistics and/or directives? e.g more mature people	Low health risk as our participants are children
	What will you do if someone has flu like symptoms?	Tell them to not work/participate or leave the venue immediately, self-isolate and get a COVID test, all participants and staff will then be notified. Staff will be asked to answer 4 at the door questions before

PARTICULARS	GUIDING QUESTIONS AND REMINDERS	RESPONSE
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		each shift.
<b>Communication and notification to participants / customers</b>	What contact information will you be maintaining for each participant that can be accessed by Health in the event of an outbreak / case?	<b>Each participant is required to fill out an online waiver that will have all the relevant details; name, mobile, email &amp; school.</b>
	How long will you keep the records for?	<b>3 years – secured documents</b>
	What considerations do you need to contemplate for Privacy of your participants?	<b>In a secured online platform</b>
	How and who will you notify if contamination occurs?	<b>The school &amp; organiser of the program will be contacted immediately via phone, NSW Health also be contacted immediately</b>
	How will you communicate to health authorities?	<b>Via phone &amp; email</b>
	What will be your shut down process to enable investigation in the event of contamination?	<b>Programs will cease, information will be sent to the NSW Health authority for investigation and all participants/staff will be required to self-isolate &amp; get a COVID-19 test</b>
	Is there a requirement to notify workplace health and safety authorities and/or landowners / land managers?	<b>Yes</b>
<b>Precautions and guidelines for your user group</b>	Are there particular variants from the norm for your user group in regard to the care and likelihood of infection? <i>(Notes; consider age, demographics, multiple health concerns, fitness level amongst others)</i>	<b>The age of participants is from 9-15yrs old The main risk for infection is that the participant come wide range of areas within Sydney. <a href="https://www.nsw.gov.au/covid-19/latest-news-and-updates">https://www.nsw.gov.au/covid-19/latest-news-and-updates</a></b>
	Will your user group be at high risk of post activity complex issues if infected by COVID-19?	<b>No</b>
	What state or national information is available to inform you of the appropriateness of your user group participating in a group-based activity?	<b>NSW Health, Safework NSW, Safework Australia &amp; Department of Education NSW  <a href="https://www.health.nsw.gov.au/">https://www.health.nsw.gov.au/</a> <a href="https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus">https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus</a> <a href="https://education.nsw.gov.au/covid-19">https://education.nsw.gov.au/covid-19</a></b>
<b>General hygiene protocols that will be</b>	What are the hygiene protocols you will implement for each part of your activity session? FOR EQUIPMENT <i>(Notes; consider age, demographics, multiple health concerns, fitness level amongst other)</i>	<b>Disinfecting of equipment after every use</b>

PARTICULARS	GUIDING QUESTIONS AND REMINDERS	RESPONSE
<b>implemented Equipment &amp; Clothing</b>	List your equipment e.g. Boards / leashes / clothing / vehicles / tents / flags. etc.	<b>Boards, leashes, rash vest, trailers, work van</b>
	What are the identified contamination points?	<b>Boards, Leashes and rash vest</b>
	Are you aware of the general and well documented hygiene protocols prepared by health authorities?	<b>Yes</b> <a href="https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus">https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus</a>
	What are the hygiene protocols you will implement for each part of your activity session? FOR PEOPLE	<b>Boards will disinfected before and after programs, rash vests will be washed after program is completed, each student will have individual rash vest</b>
	List what you will have in place for hygiene e.g. disinfectant & hand sanitiser	<b>Disinfectant, hand sanitiser, disposable gloves &amp; masks</b>
	What are the identified hygiene points? e.g. at registration	<b>Bookings and waivers etc. are done via email, staff will wear gloves when handling equipment, participants will collect their own equipment, designated assembly area for school to assemble</b>
<b>General principles of physical distancing and the key contact points</b>  <b>List specifically How will you social distance?</b>	What are the key contact points of the activity you believe physical distancing might be problem?	<b>When in the water and when participants require help from the instructors</b>
	Identify and list these and make sure you deal with these below.	
	<b>Between students and staff.</b> e.g. transportation	
	Registration	<b>Social distancing between staff, teachers and students</b>
	Allocating equipment and clothing	<b>Social distancing between staff and students, students will collect their own equipment's</b>
	Walking to activity area	<b>Social distancing between staff and student</b>
	Entering water	<b>Social distancing between staff and students</b>
	Exiting water	<b>Social distancing between staff and students</b>
	Participation on the land	<b>Social distancing between staff and students, provide designated areas on the beach for every group</b>
	Participation in the water	<b>Social distance to the best of our ability but do understand at times students will need assistant</b>
	Eating times	<b>This is not part of the program, Schools to manage their own eating time before or after the SEA program</b>
Changing rooms	<b>Students will not be allowed to use the change rooms under the Department of Education</b>	

PARTICULARS	GUIDING QUESTIONS AND REMINDERS	RESPONSE
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		<b>guidelines</b>
	Toilets	<b>Student will leave the program and be handed over to a school teacher. Teacher will escort student to toilet, hand sanitiser will be provided before and after use. The responsibility of the student remains with the school/teacher until the student re-joins the program</b>
	Other:	
	<b>Between Staff</b>	
	Storing and moving equipment	<b>Staff will be required to wear gloves when storing and moving equipment.</b>
	Changing rooms	<b>Staff will use hand sanitiser before and after using the change rooms and social distance from one another</b>
	Toilets	<b>Staff use hand sanitiser before and after using the bathroom</b>
<b>Entry and exit distancing planning</b>	Will you require a clear pathway of entrance and exit separate to your normal process to enable distancing and controlled exposure control?	<b>No</b>
	How are you planning to manage your congestion points at your facility or activity location?	<b>The use of designated areas for each group which will be clearly marked on the beach via colour cones.</b>
	Will you have protocols in place for car parks and managing the number of people coming to your site at a time?	<b>Not required</b>
	How will you manage flow and overcrowding and / or people who have to go into a standby mode while waiting for appropriate participation numbers?	<b>Groups are not allowed to interact with other groups whilst within the program. Staff will ensure they remain in control of the groups movements at all times, and keep them seated when not actively participating in the activity</b>
	Will you have a participant drop-off system?	<b>yes</b>
	If yes, will it be supervised?	<b>yes</b>
<b>Non-participants and /or leader planning</b>	What rules will you have in place to manage the attendance of minors?	<b>Our programs are school based</b>
	How will you manage spectators not intending to directly participate in the activity session?	<b>Unless they are authorised by a school authority then they will be required to leave the area</b>
	Will you provide prior notice to people in your advertising or bookings or will this	<b>Yes – detailed checklist provided to schools</b>

PARTICULARS	GUIDING QUESTIONS AND REMINDERS	RESPONSE
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	be part of the signage when people arrive?	
<b>Use of the supporting infrastructure</b>  <b>Such as amenities</b> <b>NB: indoor or outdoor restrictions may vary</b>	Does the activity require the use of supporting infrastructure?	<b>No</b>
	Will your group be using any supporting infrastructure as part of their activities?	<b>No</b>
	Describe the supporting infrastructure and how these will be accessed or restricted during this activity?	
	E.g. toilets, change rooms, club rooms, catering facilities, carparks etc. Have you planned out your space for facility use to ensure distancing is maintained?	<b>On days when there is extreme weather, students or teachers may require storage space for students belongings</b>
<b>Managing food and eating areas</b>	Is food service required during the activity? Will people be providing their own food?	<b>See previous notes</b> <b>- Students will be eating their own food</b>
	Will you be serving food? ( <i>Notes; no food sharing should be considered and avoid buffets</i> )	<b>No</b>
	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?	<b>No, this is an option for the school to take on before and after the program</b>
<b>Accessing Public Facilities</b> <b>NB: indoor or outdoor restrictions may vary</b>	Will you require access to public facilities as part of your activities? <i>(Notes; no food sharing should be considered and avoid buffets)</i>	<b>Yes, public toilets</b>
	Is it crucial to access these facilities?	<b>Yes</b>
	Does the landowner have these facilities currently open to the public?	<b>Yes – limited access</b>
	How will you obtain landowner permissions?	<b>No</b>
	What control measures will you have in place for this?	<b>The toilets are cleaned twice daily and have COVID protocols in place. See notes above - students will be asked to hand sanitise before and after use</b>
<b>Leader – supervision controls</b>	Are additional leaders required to manage group sizing due to COVID-19 management issues?	<b>No</b>
	Is additional training required?	<b>Yes in Covid safe procedures</b>
	If so, has the training been delivered	<b>It will be delivered prior to any programs</b>
<b>Personal Protective Equipment (PPE)</b>	What PPE is required under normal service provision?	<b>Disposable gloves when handling equipment</b>
	What additional PPE is required due to COVID-19 management issues?	<b>Disposable gloves, face masks, hand sanitiser, hand wipes &amp; disinfectant</b>
	If the PPE is non-disposable (E.g. Helmets, harnesses, PFD's etc.), how can these products be sanitised appropriately?	<b>Cleaned and disinfected after every use</b>

PARTICULARS	GUIDING QUESTIONS AND REMINDERS	RESPONSE
	Is there manufacturers' directions or other accepted best practice guidance regarding cleaning of the specific equipment?	<b>Yes – plus guidance from NSW Health</b> <a href="https://www.health.nsw.gov.au/Infectious/covid-19/Pages/ppe.aspx">https://www.health.nsw.gov.au/Infectious/covid-19/Pages/ppe.aspx</a>
	Are you able to follow the manufacturers' directions or best practice guidance?	<b>Yes</b>
<b>Activity Equipment</b>	Do you require activity equipment to be used or provided for the activity?	<b>Surfboard and rash vest will be provided to the students</b>
	Are these provided to the user or do they bring their own? E.g. mountain bikes, saddles, paddles, kayaks.	<b>SEA will provide all equipment</b>
	Do you have cleaning protocols for these pieces of equipment?	<b>Yes – a cleaning checklist</b>
	Who will carry out the cleaning? How often will it be cleaned?	<b>SEA staff will conduct the cleaning of all equipment</b>
<b>Access to medical facilities</b>	Is there access to medical facilities or medical services during the activity?	<b>Yes – qualified first aiders</b>
	Do all activity leaders have adequate training in first aid and COVID-19 response protocols?	<b>Yes</b> <a href="https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus">https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus</a>
	Does every activity leader have a fully stocked first-aid kit with appropriate COVID-19 PPE?	<b>No, a first aid kit will be available at the venue with appropriate COVID-19 PPE equipment – gloves and face mask</b>
<b>External provider coming into the activity location? Or a provider delivering services on school grounds</b>	Difference in restrictions for contact / non-contact / individual activities	<b>No external providers</b>
	Has the external provider completed the following?	<b>Yes</b>
	- Screening?	<b>Yes</b>
	- Risk Assessment?	<b>Yes, linked to document</b>
	- Covid-19 Management Plan?	<b>Yes – registered with Services NSW</b>
	Has the external provider been fully briefed on the protocol requirements of the operating environment?	<b>Yes</b>
<b>Readiness to reverse / amend plans</b>	What plans do you have in place to modify services again?	<b>Risk Assessments, Covid Plans etc</b>
	What restrictions will you implement and how long will those changes stand?	<b>Dependant on NSW and Federal Government restrictions and guidelines</b>
	How will you implement your modified services potentially at short notice?	<b>As detailed with plans</b>
<b>Readiness to advance to the next</b>	How can you move towards the next level and eventually to normal service delivery?	<b>Development of contingency plans</b>

**PARTICULARS****GUIDING QUESTIONS AND REMINDERS****RESPONSE**

<b>level if restrictions ease</b>	<b>What will you base your decision making on?</b>	<a href="https://www.nsw.gov.au/">https://www.nsw.gov.au/</a> <a href="https://www.health.nsw.gov.au/">https://www.health.nsw.gov.au/</a> <a href="https://education.nsw.gov.au/">https://education.nsw.gov.au/</a> <a href="https://www.safework.nsw.gov.au/">https://www.safework.nsw.gov.au/</a> <a href="https://www.safeworkaustralia.gov.au/">https://www.safeworkaustralia.gov.au/</a> <a href="https://www.service.nsw.gov.au/">https://www.service.nsw.gov.au/</a>
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