

## ALERT LEVEL 2 - COVID-19 SAFETY PLAN FOR GYMS/CLUBS

It is a legal requirement that each business, organisation, or individual who is running a sport or recreation programme has a COVID-19 Health and Safety Plan in place.

The intention of this plan is to document how your organisation will manage and minimise the risk associated with COVID-19, so you can prepare gym/club to be safe for use by staff and members in accordance with best practice guidelines provided by the government. 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.

This plan is predicated on four key principles:

- Gatherings must be limited in size, as per the restrictions put in place by the government.
- Physical distancing must be practiced.
- Enhanced hygiene must be practiced.
- Comprehensive contact tracing needs to occur.

Do not treat this document as a 100% comprehensive list of everything you must do. If you believe your gym/club has other requirements not listed here, apply the four principles, and document them. This plan should not replace your standard RAMS form, it should supplement it. Continue to follow your standard health and safety procedure for your gym/club.

### **Key Considerations**

- The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required
- Staff and gym/club members are protected so far as is *reasonably practical*. Reasonably practical does not mean doing everything humanely possible. The most important thing is to communicate and consult with at-risk parties to the point where both parties are comfortable
- It MUST be emphasised that any person who believes they may be unwell from any cause or has travelled overseas in the past 14 days CANNOT take part at your club/gym. IF IN DOUBT, THEY ARE OUT (<https://www.sitesafe.org.nz/globalassets/guides-and-resources/protocol-resources/personal-health-flowchart.pdf>)

### **Where can I find more information?**

- Unite Against COVID-19 ([www.covid19.govt.nz](http://www.covid19.govt.nz))
- Ministry of Health (<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>)
- Worksafe (<https://worksafe.govt.nz/>)
- Exercise Association of New Zealand (<https://exercisenz.org.nz/wp-content/uploads/2020/05/2020-May-6-CV19-Framework-Exercise-Industry.pdf>)
- Sport NZ (<https://sportnz.cwp.govt.nz/assets/Uploads/Level-2-Quick-Reference-Guide.pdf>)

VENUE: ASB Sports Centre

NAME OF PERSON RESPONSIBLE FOR THIS SAFETY PLAN: Campbell Clark

### **Statement**

The Senior Regional Games planning team has implemented the following measures so event participants, ASB Sports Centre staff, and volunteers can keep healthy and safe as well as reduce the chances of COVID-19 recurring in the community. We will retain any documents relating to our RAMS assessment, health and safety plan, checklists, contact tracing, briefing to participants, and any other relevant documentation for at least two months.

# COVID-19 safety plan

TEMPLATE

What measures are in place?	What our gym/club will do to comply with Level 2 guidelines (edit these examples/add your own specific actions)	Who is responsible?
<b>PREPARATION</b>		
<input type="checkbox"/> SRG planning team have met and together identified the types of activities/classes that will take place at 2020 SRG at Alert Level 2 <input type="checkbox"/> SRG planning team have met together and discussed each aspect of this COVID-19 Health and Safety Plan <input type="checkbox"/> Scheduling of activities and other events at our gym/club have been adjusted to ensure no/minimal crossover between members at communal points (e.g. entranceways) <input type="checkbox"/> We have a plan of action if it is identified that a COVID-19 carrier is present at our gym/club <input type="checkbox"/> ASB Sports Centre have signage on display with instructions that staff and members need to follow <input type="checkbox"/> ASB Sports Centre are ensuring that ASB Sports Centre staff that are involved or present regularly are remaining safe by having them: <ul style="list-style-type: none"> <li>▪ Inducted in relation to the role they are to perform</li> <li>▪ Complete contact tracing requirements</li> <li>▪ Wear appropriate PPE</li> <li>▪ Maintain appropriate physical distancing</li> <li>▪ Sanitise their hands and any equipment/touch points regularly</li> </ul>	<p><i>Staff have met to discuss this plan and any areas of concern</i></p> <p><i>Staff are practicing regular hand washing and hygiene</i></p> <p><i>A revised schedule of classes has been created and uploaded to our website and Facebook page. Scheduling of classes has been adjusted to ensure no crossover between members</i></p> <p><i>We have created and printed our own signage and posted where it can easily be seen by all participants/members</i></p> <p><i>A plan has been created for how our gym/club manages entry and exit areas.</i></p> <p><i>H&amp;S plans will be requested from anyone hiring a room at/our venue prior to bookings being confirmed</i></p> <p><i>Group/class sizes will be limited based on current Government guidelines</i></p>	
<input type="checkbox"/> A contact tracing process has been implemented at ASB Sports Centre for 2020 SRG participants that also enables us to count the number of people in and out of our gym/club <input type="checkbox"/> Where and how our gym/club will store our information (for at least two months) has been decided <i>*For more information please refer to the Contact Registration Log document</i>	<p><i>Participants are required to register for the 2020 SRG</i></p> <p><i>Participants will be 'signed in' upon arriving at the ASB Sports Centre via Eventbrite</i></p>	
<input type="checkbox"/> We have undertaken a deep clean of communal areas	<p><i>Please refer to the Cleaning Checklist document</i></p>	
<input type="checkbox"/> The SRG planning team have clearly communicated to participants (via our website, email, and social media) relevant health and safety information (i.e. members need to 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)	<p><i>All relevant details have been uploaded to our website and Facebook pages on DATE</i></p>	
<b>ACCESSING THE GYM/CLUB &amp; PHYSICAL DISTANCING</b>		
<input type="checkbox"/> We have ensured through class timetabling that restriction guidelines on crowds/gatherings will be followed <input type="checkbox"/> We are committed to maintaining a 2m distance between each person in our gym/club at all times <input type="checkbox"/> We have signage and markings clearly showing venue entry and exit points <input type="checkbox"/> Instructors won't physically correct any participants posture/technique	<p><i>We have ensured through class timetabling that classes are phased to avoid gathering occurring at communal points</i></p> <p><i>We will avoid activities, exercises and drills where participants come in to contact or too close to one another</i></p> <p><i>We have clearly identified one entry point and one exit point to members/participants and posted signage on the doors</i></p>	

# COVID-19 safety plan

TEMPLATE

What measures are in place?	What our gym/club will do to comply with Level 2 guidelines <i>(edit these examples/add your own specific actions)</i>	Who is responsible?
<b>COMMUNICATIONS</b>		
<input type="checkbox"/> We have displayed this safety plan clearly for members/class participants to view and/or we have added this safety plan to our website and emailed it to members/class participants	<i>Run through the key H&amp;S messages before the games</i>  <i>The key aspects of this plan have been uploaded to the SRG website</i>	
<b>CLEANING &amp; HYGIENE</b>		
<input type="checkbox"/> We have removed all high contact items/ any other items that do not need to be used and placed them in storage <input type="checkbox"/> We will strive to minimise the contact participants have with common contact/touch spots (e.g. door handles, exercise equipment, light switches etc) Ask any external groups coming in with equipment to clean their equipment prior to <input type="checkbox"/> We are ensuring all high contact items and areas are being sanitised regularly (please refer to the Cleaning Checklist document for more information)	<i>Hand sanitizer will be available</i>  <i>We are cleaning our gym 3 times per day using alcohol-based disinfectant focusing on high-touch surfaces include light switches, handles of everything, knobs, free weight bars, handles. Details about cleaning are being recorded after each clean</i>  <i>Only bathroom facilities will be opened.</i>	
<input type="checkbox"/> We have hand sanitiser and soap and water facilities available to use as well as single-use equipment that can be accessed by all members (no reused fabric towels) <input type="checkbox"/> All members will be asked to wash and dry their hands before and after a class/session <input type="checkbox"/> We have appropriate personal protection equipment (gloves, masks, etc) and any other equipment available for anyone who will be cleaning our gym/club		

## Contact Registration Log

- All facilities, clubs, organisations, etc, are all required to keep an attendee register and to store this information. 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 two months. 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
Name of person responsible for this contact tracing log:						

### Further information/advice

- The register can be hard copy or electronic and must record all individuals who have visited your facility. The register must include the information laid out in the table above
- Avoid the use of shared stationery items such as pens/paper with clients unless absolutely necessary (this includes data collection for the purposes of contact tracing). Where any such shared items are used, cleaning protocols need to be established, communicated and followed

## Cleaning Checklist

Use this checklist to record what cleaning has taken place at your facility.

*MOH have specific protocols for cleaning should an identified case of COVID19 have been associated with the facility. These are available on the MOH web site.*

Date	Name of person cleaning	Area/s cleaned	Products used	Time of day