**COVID-19 Healthy and Safety Plan for Swimming Northland**

**Guidelines**

Events run in Northland under the umbrella of Swimming Northland must have a **COVID-19 Health and Safety Plan** in place. This intention of this plan is to document how your organisation will manage and minimise the risk associated with COVID-19 in relation to your event, in accordance with best practice guidelines provided by the government. For more information on these guidelines, refer to:

* [www.covid19.govt.nz](http://www.covid19.govt.nz)
* <https://sportnz.org.nz/covid-19/>

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 event/venue 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 swimming event.

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 in your event. IF IN DOUBT, THEY ARE OUT.

**General Information**

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| **COVID-19 Health and Safety Plan for: *(enter name of club/organisation)*** | |
| What ONE person will be overall accountable for this plan?  What are their contact details? | Name:  Position: (e.g. President, Chairperson)  Phone:  Email: |
| What are the MAJOR risks associated with your event, you must mitigate with this plan? |  |
| What risks are you only able to MINIMISE, nor isolate or eliminate? |  |

* As part of our plan, we will ensure that we have read and are familiar with the information at [www.covid19.govt.nz](http://www.covid19.govt.nz) and at <https://sportnz.org.nz/covid-19/>
* We will retain our documents relating to our RAMS assessment, this plan, health, and safety checklists, contact tracing, briefing to participants, and any other relevant documentation for at least two months.
* Up to date and relevant signage is posted where it can easily be seen by all participants and spectators, relating to hygiene and sanitation, contact tracing, physical distancing, and mass gatherings.
* A COVID-19 Health and Safety checklist (Appendix 1) will be completed for each aspect of our organisation’s activity e.g. Swimming camps, weeknight/morning trainings etc.
* This COVID-19 Health and Safety Plan will be communicated to all members of our club or organisation.

**Hygiene and Sanitation**

All participants should wash and dry their hands before and after partaking in any training, game, or event. Ideally, they should be advised of this in advance of attending to allow time for this to happen safely. All efforts will be made to ensure that:

* Anyone who will be cleaning our venue/event has access to gloves, mask, and any other appropriate personal protection equipment.
* The venue has been thoroughly cleaned before people arrive to train/compete.
* There is freely available running water and soap that can be accessed by all participants and spectators.
* There is freely available single-use equipment that can be accessed by all participants and spectators to dry their hands (no reused fabric towels).
* Measures will be taken to minimise the sharing of equipment if possible.
* Any shared equipment has been thoroughly cleaned and dried before use.
* ie; stopwatches, microphones, starting equipment.
* Any shared equipment to be thoroughly cleaned before being stored away at the end of a event/session.
* A venue that will be used for multiple sessions should be re-cleaned at regular intervals.
* Swimmers should have, and not share their own personal equipment.
* Officials should have, and not share their own equipment, ie; whistles.

**Contact Tracing**

We will ensure that all events and facilities associated with our organisation have a contact tracing register and that all participants and spectators complete it. We are encouraging the use of the iDMe registration system found here <http://www.idme.co.nz>, but will also have manual contact tracing in place, using this form <https://sportnz.org.nz/covid-19/sector-advice/sector-templates/> .

The register will always be accessible to the Ministry of Health for contact tracing purposes up to two months after the contact took place. We will consider restricting the number of spectators or asking people to register in advance if necessary. To ensure effective contact tracing, we will:

* Identify ONE person who is responsible for contact tracing at each training, or event.
* Where a venue has one entry point participants/spectators will register on arrival.
* Where a venue has multiple entry points, or is an open area, we will ensure all players and other participants go to the one entry point to register.
* Where practical, we will restrict access through other points; but will not violate our fire safety rules in doing so.
* Those people administering contact tracing either manual or electronic will have access to appropriate personal protective equipment.
* Electronic contact tracing information will be stored online via the app provider and manual contact tracing information will be kept by the individual identified as responsible for contact tracing.

All participants will be informed of the following, regarding contact tracing.

***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 if it is required for contact tracing purposes. We will not use it for any other purpose and will destroy it after two months. It will be kept here at [name of the establishment]. You have a right to access and correct any information we hold about you.***

**Physical Distancing**

Physical distancing remains important across all Alert Levels, especially when people are interacting with people they do not know and who they would not be able to easily trace. To ensure our swimmers, other swimmers, officials, and spectators are following physical distancing guidelines, we will:

* Identify ONE person who is responsible for ensuring physical distancing restrictions are being applied at each training, or event.
* Where possible, maintain a two-metre physical distance between swimmers and spectators.
* Where possible, use markings or barriers to break up large spaces into multiple small areas.
* Ensure we have a plan to disperse groups that are not complying with physical distancing requirements.

**Mass Gatherings**

All indoor and outdoor facilities will need to restrict entry to a set number of people depending on the Alert Level and government advice. This limit will still need to be considered in the context of maintaining the two-metre physical distancing requirement.

Gathering restrictions apply to each separate space. Careful measures will be necessary to maintain physical distancing between groups while indoors. Care must be taken to avoid interacting at communal points such as entries, toilets, and car parks. Phasing of activities could be used to allow time for people to pass through these areas safely. For smaller venues, a lower maximum number may be more appropriate to maintain physical distancing.

To ensure our club is complying with the government guidelines around mass gatherings, we will:

* Identify ONE person who is responsible for complying with mass gathering number restrictions at our trainings, and events.
* Endeavour to count in and out people as they enter and leave our training, or event.
* Where possible, establish controlled exit and entry points to spectator areas.
* Modified our venue/space to prevent gatherings in excess of mass gathering restrictions, i.e. with poolside markings, barriers, cones etc.
* Have a plan in place to separate groups of people in excess of mass gathering restrictions into smaller groups.
* Have a plan in place to prevent swimmers/spectators gathering in common areas of our venue, i.e. carpark, e.g. posted result sheets.

**Appendix 1**

**COVID -19 Health and Safety Checklist for your Swimming Event *(Template)***

* This checklist needs to be completed for all aspects of your club or organisations activity. For example, you will need a different checklist for trainings vs games, junior’s vs seniors etc.
* The checklist must align with your club/organisations COVID-19 Health and Safety Plan.

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| **General Information** | |
| What is the name of your club/organisation? | (enter name of club/organisation) |
| What specific activity is this checklist for? | (e.g. Saturday morning Junior Rugby) |
| What venue is this plan for? | (e.g. Taieri Rugby Club – Peter Johnstone Park) |
| What date(s) is this checklist for? | (e.g. Every Saturday morning from June 20th – September 26th) |
| What ONE person will be overall accountable for this activity?  What are their contact details? | Name:  Role: (e.g. Junior Club Captain)  Phone:  Email |
| What are the MAJOR risks associated with your activity you have to mitigate with this plan? |  |
| What risks are you only able to MINIMISE, nor isolate or eliminate? |  |

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| **Knowledge and Compliance** | Yes | No |
| Has this person named above read and is familiar with the information at [www.covid19.govt.nz](http://www.covid19.govt.nz)? |  |  |
| Will you retain your documents relating to your RAMS assessment, health and safety plan, this checklist, contact tracing, briefing to participants, and any other relevant documentation for at least two months? |  |  |
| Do you have up to date and relevant signage posted where it can easily be seen by all participants and spectators at your venue? |  |  |

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| **Hygiene and Sanitation** | Yes | No |
| All participants will be advised to wash and dry their hands before and after participating. |  |  |
| Anyone who will be cleaning for your venue/event has access to gloves, mask, and any other appropriate personal protection equipment. |  |  |
| The venue has been thoroughly cleaned *before* people arrive to train/play. |  |  |
| There is freely available running water and soap that can be accessed by all participants and spectators. |  |  |
| There is freely available single-use equipment that can be accessed by all participants and spectators to dry their hands (no reused fabric towels). |  |  |
| Any shared equipment has been thoroughly cleaned and dried before use. |  |  |
| Any shared equipment to be thoroughly cleaned before being stored away at the end of a game/session. |  |  |
| A venue that will be used for multiple events/sessions should be re-cleaned at regular intervals, i.e. between sessions, each hour. |  |  |

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| **Contact Tracing** | |
| Which ONE person is responsible for contact tracing at your training, or event?  What are their contact details? | Name:  Phone:  Email: |
| Explain how you will manage contact tracing for your activity in accordance with government guidelines? | Consider these things:   * Manual/electronic registers * Venue entry points – single vs multiple * Signage * Personal protective equipment for those administering contact tracing * Where and how will you store your information – for at least two months? |
| **Physical Distancing** | |
| Which ONE person is responsible for physical distancing at your training, or event?  What are their contact details? | Name:  Phone:  Email: |
| Explain how you will manage physical distancing for your activity in accordance with government guidelines? | Consider these things:   * Signage * Managing distance between spectators and swimmers * Using markings/barriers to break up large spaces * Planning to disperse groups that are not complying |

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| **Mass Gatherings** | |
| Which ONE person is responsible for complying with gathering number restrictions at your training, or event?  What are their contact details? | Name:  Phone:  Email: |
| Explain how you will manage mass gatherings for your activity in accordance with government guidelines? | Consider these things:   * How will you count people in and out of your venue/activity? * Creating spectator areas with controlled entry and exit points. * Modifying venue/space to monitor/prevent gatherings greater than the restrictions. * Planning to separate groups in excess of restrictions into smaller groups. * Preventing participants/spectators gathering in common areas. |