

# COVID-19 safety plan



This form is intended to help keep staff safe at work during the COVID-19 pandemic. This information will help staff and other people know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – this plan should be reviewed regularly and updated as required.

There is guidance on what to think about when you're planning a safe return to work here: <http://www.worksafe.govt.nz/>

## Company details

<b>Manager approval:</b>  <b>Name of manager:</b> Lou Satherley 027 268 9537	<b>Worker representative consultation:</b>  <b>Name of worker representative:</b>
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Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<b>What will be done to manage risks from restarting business after lockdown?</b>	Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems. <ul style="list-style-type: none"> <li>Removed Umpire Seats where possible. If not possible put tape around to indicate people are not to touch them</li> <li>Installed 3 hand sanitizer units (foyer, two in main hall)</li> <li>Print Contact Tracing Logs and set up on desk in foyer.</li> <li>Installed STOP COVID (do not enter conditions) poster on front entrance door</li> <li>Updated COVID-19 signage at foyer and (8?) other high traffic areas</li> <li>Booked regular clean with cleaner</li> <li>Adjusted Sport Manager court capacity</li> <li>Resumed all facility-related services (waste management, sanitization, pest control, security)</li> <li>Installed bright coloured tape at stadium foyer (indicating in and out pathway)</li> <li>Sanitised shared rackets (and after each use, with disposable gloves, cleaning cloth and multi-purpose cleaner or disinfectant spray available at the office)</li> <li>If hall is manned – record the number of people in the hall at spot checks or as they enter. A simple 'People Counter' app can be downloaded from the app store to assist with this.</li> <li>Limit people per court to 10</li> </ul>	Jo/Lou Jo/Lou Jo/Lou Jo/Lou Jo/Lou Lou/Julie Julie Julie Jo/Lou Jo/Lou All staff manning hall All staff/volunteers on duty.

**How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?**

Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.

- Staff and volunteers to ensure they read up-to-date information provided by Ministry of Health (<https://covid19.govt.nz/>)
- Staff and volunteers provided with BC protocols in response to COVID-19 case and advised to contact CEO and/or Healthline 0800 358 5453 should there be any concerns
- Staff and volunteers to ensure they do not attend work if they are even slightly unwell and to monitor/inform one another if part of their bubble is also unwell (use discretion to protect one's privacy)

All Staff and volunteers manning the hall

All Staff and volunteers manning the hall

All Staff and volunteers manning the hall

New Zealand Government

Business name: Badminton Canterbury

Division/group:

Date completed: 15<sup>th</sup> May 2020

Date distributed:

Revision date: 25<sup>th</sup> May 2020

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	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p><b>How will you gather information on the wellness of your staff to ensure that they are safe to work?</b></p>	<p>Consider: Daily health screening check, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</p> <ul style="list-style-type: none"> <li>• <i>Weekly team catch ups (Zoom or in person) on Fridays</i></li> <li>• <i>Individual catch-ups / check-ins as and when required</i></li> </ul>	<p><i>All Staff and volunteers</i></p> <p><i>Lou</i></p>
<p><b>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</b></p>	<p>Consider: Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.</p> <ul style="list-style-type: none"> <li>• <i>Jo and Lou work from home. Julie and staff manning the hall will have access to the office</i></li> <li>• <i>Maximum of two staff members in the office at any one time. Entry to the office is restricted to all other persons.</i></li> <li>• <i>Surfaces in the office are to be cleaned upon exit by all staff members. This includes desks, door handles, EFTPOS Machine and computer keyboards.</i></li> <li>• <i>Staff to accept contactless payments only (EFTPOS machines can be used but must be sanitized after each use - disposable gloves, cleaning cloth and multi-purpose cleaner available at the office)</i></li> <li>• <i>Cleaners to ensure they follow H&amp;S procedures, cover all high contact areas and surfaces, and use the appropriate supplies as recommended on the Ministry of Health website.</i></li> <li>• <i>Coaches working off site at schools or other sporting complexes are to exercise great care with their personal hygiene. Washing hands regularly and between sessions. Children are to have hands sanitized at the start of the sessions, prior to touching any equipment. Equipment to be cleaned after use.</i></li> </ul>	<p><i>All Staff</i></p> <p><i>All Staff</i></p> <p><i>Julie</i></p> <p><i>Cleaner</i></p> <p><i>All coaches</i></p>
<p><b>How will you manage an exposure or suspected exposure to COVID-19?</b></p>	<p>Consider: Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.</p> <ul style="list-style-type: none"> <li>• <i>Foyer bathrooms to be closed off and used only in the event of needing to isolate a person(s) if they present as unwell. These bathrooms are to be used whilst arranging safe transport home or to an appropriate medical facility.</i></li> <li>• <i>Contact Healthline on 0800 358 5453 for advice</i></li> <li>• <i>Utilize Contact Tracing log as per guidance from Ministry of Health, in addition to the Sport Manager booking system and foyer camera. All players, spectators and staff are to sign in.</i></li> <li>• <i>Communicate with BC Board and other stakeholders, members as soon as practicable</i></li> <li>• <i>Lockdown the facility (and any related programs/events) for a time period as advised by the Ministry of Health</i></li> <li>• <i>Arrange full clean and sanitization of facility</i></li> </ul>	<p><i>Julie – or staff member on sight manning the hall.</i></p> <p><i>Julie/Lou</i></p> <p><i>Julie/Lou</i></p> <p><i>Lou</i></p> <p><i>Julie/Lou</i></p> <p><i>Julie/Cleaner</i></p>

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	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p><b>How will you evaluate whether your work processes or risk controls are effective?</b></p>	<p>Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.</p> <ul style="list-style-type: none"> <li>Staff to have open communication via email/messenger and report any observations of any concerning or unusual behaviours at the stadium to CEO and/or other staff. Anyone who doesn't comply should be educated first by being referred to policies on the website and/or the foyer of the building, then given warnings prior to a suspension of their booking/account, and may be asked to leave in discussion with CEO (staff to ensure their personal security and wellbeing comes first)</li> <li>Review and update additional measures on a weekly basis (refer to NZ Govt &amp; Sport NZ guidelines)</li> </ul>	<p>All Staff</p> <p>Lou/Jo</p>
<p><b>How do these changes impact on the risks of the work that you do?</b></p>	<p>Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</p> <ul style="list-style-type: none"> <li>Regular check-ins between staff, especially if working alone at the Stadium</li> <li>Ensure office doors and windows are secure before leaving</li> <li>During opening hours (every 3 hours), rostered staff to clean high contact surface areas (ie. door handles (entrance, toilet doors, double doors), table and equipment at foyer for sign in, booking computer)</li> <li>Ensure any completed Contact Tracing Log sheets are collected and stored in the office as often as required and ensure at least 10 blank sheets are available before leaving their shift</li> <li>Ensure staff limit the amount of rackets (30?) and shuttles (60?) that go out to programs and schools, and clean the whole rackets upon their return. Access to gloves, cleaning cloth and multi-purpose cleaner are available at the office.</li> <li>Ensure coaches are vigilant and ensure that students handle the same rackets throughout the entire session (noting there will not be an opportunity to sanitize rackets between classes at the same school, however a separate bag of rackets should be used for a different school bubble if the coach has back-to-back bookings with separate schools)</li> <li>Check Contact Tracing Log sheets reconcile with booking contact registers on Sport Manager to monitor compliance and shred all sheets greater than 4 weeks old.</li> </ul>	<p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All coaches</p> <p>Julie</p>

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