

COVID-19 Safety Plan
The Balmoral Beach Club and Balmoral Beach Club Events

Version Control

Version	Name	Date	Change
V1	Andrew Bremner	14/6/2020	DRAFT shared with BBC Board 14/6/2020
V2	Cathy Mackay	16/6/2020	Edits
V3	Andrew Bremner	20/6/2020	Edits
V4	Andrew Bremner	16/8/2020	Action updates

Governance

Responsibility	Name
Safety Plan Owner	Andrew Bremner
Approval Body	BBC Board
Hon. Legal Counsel review	Jim Boynton

Background

Given the impact of COVID-19 on wider society, we have important role to play to protect our members, guests and other stakeholders.

The BBC and BBCE must review and adhere to the relevant NSW Health recommendations within our COVID-19 Safety Plan. The NSW Health suggests the following safety plan headings:

1. Wellbeing of our members, guests and other stakeholders
2. Physical distancing
3. Hygiene and cleaning
4. Record keeping

<https://www.nsw.gov.au/covid-19/industry-guidelines/sports-recreation-and-gyms>

In addition, our members, guests and other stakeholders also have a responsibility to prevent any potential spread of COVID-19.

1. Wellbeing of our members, guests and other stakeholders

	Requirement	Actions	Owner	Update
a	Exclude staff, volunteers and visitors who are unwell.	Advise members, guests and stakeholders to not enter the Club if they feel unwell.	CM	<ul style="list-style-type: none"> Regular Member COVID implications communication undertaken via email and What's On newsletter.
b	Provide staff and volunteers with information and training on COVID-19, including when to get tested , physical distancing and cleaning, and how to manage a sick visitor.	Information document (1 page) detailing club policies abiding by government guidelines to be distributed to all staff and volunteers.	AB	<ul style="list-style-type: none"> AB has provided Graham Brown the NSW Health COVID safety comms (who to call re: questions and symptoms, COVID safe mitigation)
c	Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room shown at a clear place of entry.	Laminated A4 Posters from the NSW website displayed around the club.	CM and GO	<ul style="list-style-type: none"> Posters installed. Single staffed Club entry (North side gate) to Club 5.45am – 10am.
d	Make staff aware of their leave entitlements if they are sick or required to self-isolate .	Ben's staff have been made aware.	Ben/Function 8.	<ul style="list-style-type: none"> Function 8 has completed its own COVID Safe plan, recording of guest details, hand sanitiser, control of max number entering and extra table cleaning is all ongoing.

	Requirement	Actions	Owner	Update
e	If hiring the facility, consult with the owners/operators to address the requirements below to understand what measures may already be in place.	Information document to be given to hirers of top room.	AB	<ul style="list-style-type: none"> As above and a copy of the Function* COVID Safety Plan has been requested.

2. Physical distancing

	Requirement	Actions	Owner	Update
a	Ensure the number of people in a facility does not exceed one person per 4 square metres (including staff).	Limit opening hours. Single entry point. Monitored by Guest Services.	RB/Alex/KGB security	<ul style="list-style-type: none"> Provide written guidelines including Club entry form and signage with Alex and operational.
b	Ensure sport and recreation activities (including fitness, health and dance classes) have no more than 20 participants, plus the instructor and any assistants, per space and comply with one person per 4 square metres	Convenors of activities to limit numbers of participants.	Convenors and KP	<p>Written instruction to convenors.</p> <ul style="list-style-type: none"> KP has provided COVID Safe procedures to Yoga convener and tabled at BBC Board.
c	Ensure activities are non-contact as much as practical. Accidental contact may occur but no deliberate body contact drills.	Races once re-instated will have limited numbers per wave.	TJ	<ul style="list-style-type: none"> Races cancelled until further notice.



	Requirement	Actions	Owner	Update
d	Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.	NIPPERS.	Ben Pike - Nippers coordinator	<ul style="list-style-type: none"> Nippers cancelled until further notice.
e	Move or block access to equipment to support 1.5 metres of physical distance between people.	Disable some showers.	RB	<ul style="list-style-type: none"> Completed prior to Club reopen
f	Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.	Floor plan with number limits. Posters on entrances. Floor markings inside change rooms to illustrate proper distancing. Disabling some showers to ensure 4sqm rule.	GO/RB/CM	<ul style="list-style-type: none"> Tape marking in change rooms and outdoor area (1.5m space) Change rooms limited to 20 and controlled by tokens managed by Members Services person on duty.
g	Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.	Communication email to members explaining procedures and suggesting staggered entry to change rooms.	CM/GO	<ul style="list-style-type: none"> Members advised via email and What's On. Change rooms limited to 20 and controlled by tokens managed by Members Services person on duty.
h	Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	Yellow crosses on floor leading to top room and in holding area at front of club. Also in change rooms.	CM/RB	<ul style="list-style-type: none"> Tape marking in change rooms and outdoor area (1.5m space) Dependent on timing, Top room controlled by either yoga convenor (max number allowed) or Function 8. Both adhere to max number, cleaning and recording details of attendees.

	Requirement	Actions	Owner	Update
i	Have strategies in place to manage gatherings that may occur immediately outside the premises.	Designated area inside front of club with crosses marked on floor to ensure proper distancing whilst waiting for booking at top room.	CM/RB/Guest Services	<ul style="list-style-type: none"> Covered under 2h.
j	Minimise co-mingling of participants from different activities and timeslots where possible.	DEALT WITH ABOVE		<ul style="list-style-type: none"> Covered under 2h.
k	Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered class start times.	DEALT WITH ABOVE		<ul style="list-style-type: none"> Covered under 2h.
l	Implement measures to prevent crowding, such as limiting the number of swimmers to 3 per lane and ensuring physical distancing for adult swim classes (which can have up to 20 participants).	NOT SURE IT IS VALID AS NO LANES. CAN REWORK TO TALK ABOUT ONLY 20 PARTICIPANTS	TJ	<ul style="list-style-type: none"> TJ to arrange for Sports Committee strategy to restart races when appropriate.
m	For children's swim classes, take reasonable steps to ensure parents supervising or supporting children are physically distancing.	IS THIS FOR NIPPERS OR JUNIOR RACES?		<ul style="list-style-type: none"> Covered under 2l above. BBCE to cover with Nippers Summer program.
n	Use telephone or video platforms for essential staff meetings where practical.	Club has set up a Zoom Account for essential meetings.	GO	<ul style="list-style-type: none"> In place, no further action
o	Review regular business deliveries and request contactless delivery and invoicing where practical.	Deliveries and invoicing mostly done with limited contact already.	Admin/ Ben Function 8	<ul style="list-style-type: none"> In place, no further action
p	Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 4 square metres and appropriate physical distancing.	Can use crosses on floor but not relevant as unable to have members use these areas until 4sqm rule has been eased.	RB/CM/Guest Services	<ul style="list-style-type: none"> Written guideline supplied to Alex/guest services. No further action.

3. Hygiene and cleaning

	Requirement	Actions	Owner	Update
a	<p>Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.</p> <p>Ensure bathrooms are well stocked with hand soap and paper towels.</p> <p>Provide visual aids above hand wash basins to support effective hand washing.</p>	<p>Hand sanitising stations at entry points to the club and to the change rooms. Paper towels and dettol hand wash for change rooms and upstairs toilets. Government recommended posters in all bathroom and change room areas and kitchen.</p>	RB/CM. Lan Cleaners.	<ul style="list-style-type: none"> Included in Lan Cleaner of new cleaning requirements from 1/7/20.
b	<p>Encourage participants to bring their own water bottle, snacks, towels, exercise mats etc. and encourage eating outside if practical. Avoid shared food and drinks.</p>	<p>Advise special interest groups of the guidelines. Email an outline of club policy.</p>	KP	<ul style="list-style-type: none"> Yoga procedures provided to yoga convenor and tabled at BBC Board Aug 2020
c	<p>No self-serve buffet style, or service staff carrying trays. If food is provided or share-style, one person should be allocated to serve food and practice hand hygiene before and after service.</p> <p>Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.</p>	<p>Ben has been advised of club requirements re operating top room as a cafe. The supply of special spray for food prep areas.</p> <p>Commercial dishwasher onsite. Cutlery provided in individual/single use cardboard sleeves. Water in glasses provided by staff...no self serve.</p>	CM/Ben Carden.	<ul style="list-style-type: none"> No further action.
d	<p>Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect.</p> <p>Clean frequently touched areas and surfaces, including in communal facilities, several times per day.</p>	<p>Supplied special high grade disinfectant spray for all frequently touched surfaces. Guest services instructed to wipe over railings, door handles and top bathrooms between 2 seatings for breakfast. Commercial cleaning daily.</p>	CM/Guest Services/Ben	<ul style="list-style-type: none"> Covered under 3a. above.

	Requirement	Actions	Owner	Update
e	Reduce sharing of equipment (including hire equipment) where practical and ensure these are cleaned with detergent and disinfectant between use.	NIPPERS?	Ben Pike.	<ul style="list-style-type: none"> Will review if Nippers to recommence
f	Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Single use gloves provided for staff.	CM/Ben	<ul style="list-style-type: none"> No further action.
g	Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions	URM products being used. Gel hand sanitiser that is delivered in a metered dosage. 2 x specialist sprays.	CM/RB	<ul style="list-style-type: none"> CM advised Graham for re-order process.
h	Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Single use gloves provided for use by kitchen staff and guest services. Poster in kitchen to remind staff to wash hands.	Ben/Function 8.	<ul style="list-style-type: none"> No further action.
i	Encourage contactless payment options.	Breakfast pre-booked and have tap and go payment.	Ben.	<ul style="list-style-type: none"> No further action

4. Record keeping

	Requirement	Actions	Owner	Update
a	Keep a record of name and a mobile number or email address for all staff, volunteers, participants, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely	Register anyone entering club through a single entry point. Front door for weekend breakfasts and side gate for swimmers. Paper record of breakfast patrons kept by Ben.	Alex, Members Services AB	<ul style="list-style-type: none"> • Procedure working as required.
b	Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	Put a note about CovidSafe app on any communication being circulated.	GO/AB	<ul style="list-style-type: none"> • App well advised via mainsteam media. No further action required.
c	Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50		AB	<ul style="list-style-type: none"> • AB to lead (ongoing)