

ALERT LEVEL 2 - COVID-19 SAFETY PLAN

Club Details

ORGANISATION NAME: Trentham United Harriers and Walkers
CONTACT PERSON NAME: Stephen Mair (Club Captain)
CONTACT PERSON PHONE: 02102727325
NEXT REVISION DATE: 14/10/2020

Club Statement

Our club has implemented the following measures so we can:

- Keep our volunteers and staff healthy and safe
- Keep members and participants healthy and safe
- Reduce the chances of COVID-19 recurring in the community, and
- Minimise the possibility of further lockdown periods being required.

In Place	What measures are in place	Who is responsible?
✓	Contact tracing posters displayed clearly at the entrance to venue.	Stephen Mair
PLANNING AHEAD		
✓	The club committee have met and together we have identified the types of running and walking activities that will take place at our club at Alert Level 2.	All Committee
✓	We have undertaken a deep clean of communal areas such as toilets, changing rooms, kitchen, clubrooms etc.	Joe Antcliff
✓	We are ensuring club representatives and coaching staff involved in our athletics activities are remaining safe by having them: <ul style="list-style-type: none"> • Inducted in relation to the role they are to perform • Complete contact tracing requirements • Wear appropriate PPE • Maintain appropriate physical distancing • Sanitise their hands and any equipment/touch points regularly 	All Committee
✓	We have established our own method of effective contact tracing using the Athletics NZ Template and the club members stored data.	All Committee
ACCESSING THE CLUB		
✓	We have clearly communicated to all members how the club will be operating, for what activities and for whom (members, participants). This information has been shared via the communication channels we regularly use to communicate with members (e.g. email, website, social media pages). We have advised the following people not to attend club events: <ul style="list-style-type: none"> • Those who are unwell. • Those who have existing medical conditions. • Those who are defined as 'at risk'. 	Michael du Toit
✓	We have ensured through club and coaching programming that restriction guidelines on crowds/gatherings will be followed. We are always committed to maintaining a 2m distance between each person outside of competition.	All Committee
✓	We have ensured that activities are phased to avoid gathering occurring at communal points such as entries and car parks. We have considered the control of the venue, including exploring options for sole use (if a shared facility), and single entrance/exit points.	All Committee
Version Date: 14 Aug	✓ We have implemented a contact tracing process for all members, participants and family members, spectators and volunteers.	All Committee

In Place	What measures are in place	Who is responsible?
SIGNAGE		
✓	We have displayed a contact tracing information poster at entrance/s to the club instructing users to check in for each visit and explaining this process.	Stephen Mair
✓	We have put a Covid-19 'Protecting yourself and others...' poster up at the entrance/s to the club, and a 'Washing hands kills the virus' poster in bathrooms. <i>Available to download here:</i>	Stephen Mair
CLEANING & HYGIENE		
✓	We are ensuring all high contact areas (e.g. entrance gates, equipment, door handles) are being sanitised before and after every club event.	Joe Antcliff
✓	We will have hand sanitiser and/or soap and water facilities available for our participants, volunteers, spectators etc.	Joe Antcliff
✓	If it is identified that a COVID-19 carrier has used the club, venue, we will close the club venue until appropriate sanitising measures can be conducted.	Philip Secker
N/A	We are limiting the amount of shared equipment used for club and coaching activities. Any shared equipment used will be sanitised/cleaned before and after each use by a club representative or coaching staff.	N/A
CLUB/CENTRE EQUIPMENT & FACILITIES		
✓	We have removed all high contact items (e.g. communal drink bottles, rubbish bin lids) from the venue.	Joe Antcliff
✓	We have removed any other items that do not need to be at venues at this time (e.g. hot drink making equipment, communal crockery)	Joe Antcliff
✓	We have identified that if our club has a bar, café, shop or similar, the correct protocols have been established for its safe operation.	Joe Antcliff
EXTERNAL VISITORS		
N/A	<p>We have made arrangements with third party contractors (e.g. meter readers, lawn mowing contractor, tradespeople) to ensure:</p> <ul style="list-style-type: none"> All visits to the club are necessary and kept to a minimum All visitors engage in our contact tracing procedures <p>All visitors can 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>	N/A
COMMUNICATIONS		
✓	We have identified via our normal communication channels (emails, website, social media pages) and on signage at our venue who should be contacted in the event of any user having concerns about something observed at the club.	Michael du Toit
✓	We have displayed this Covid-19 planning document clearly for members to view.	Stephen Mair
✓	We have added this safety plan to club websites and emailed it to members upon request.	Michael du Toit

Committee:

Philip Secker	President
Stephen Mair	Club Captain
Brett Wiley	Treasurer
Lisa Kynaston	Secretary
Joe Antcliff	Bar and clubroom Manager
Michael du Toit	Communications Manager

