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**T E M P L A T E**

# Company details­

Name of worker representative:

Worker representative consultation:

Name of manager:

Manager approval:

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| Business name: |
| Division/group: |
| Date completed: |
| Date distributed: |
| Revision date: |

COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic.   
Provide as much information in response to each question as possible. This information will help your workers and other people   
to know exactly what to do and what to expect.

“PLEASE NOTE: This is a template only. All user must turn their minds to the correct approach for their environment/event. Some of these

guidelines may not be appropriate for the circumstances of your event/coaching environment and are given as examples only.”

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes 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/>

You **don’t** need to send this plan to WorkSafe for review or comment.

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

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|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **What will be done to manage risks from restarting business after lock-down?** | Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.  The risks of operating this coaching session have been reviewed and details, including mitigations, are contained within this document. The key areas are outlined as follows (full details of each point follow in document):   * A contact training register will be completed and kept for each session that is held. This will be for everyone that attends the session. * Additional cleaning and hygiene measures will be carried out prior, during and post the session * Restrictions on gathering numbers will be kept to a maximum of 10 people * Social distancing measures will be put in place to allow people to maintain physical distancing of 2 metres where possible. * Signage displayed, where possible to remind people about social distancing and personal hygiene. * Facilities being used for the session will be contacted and any additional requirements from those facilities will be followed and will be additional to this plan | Head Coach |
| **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 athletes will be sent information on the updated procedures (as outlined below) that will be in place for COVID-19, prior to their first session that they attend. They will have the opportunity to be able to ask questions if they are unsure prior to arriving at the session. * Once onsite everyone will receive an induction to ensure that they all understand the new procedures that are in place and this will be another opportunity for questions. * Athletes will be informed that they need to stay up to date with any changes at any of the facilities, such as reading emails if they are sent. They also need to be patient during this return to training as things may take longer than usual and plans may need to change due to the unprecedented situation that everyone is faced with the virus. | Head Coach |



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|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **How will you gather information on the wellness of your staff to ensure  that they are  safe to work?** | Consider: Daily health screening check, discussing options with workers, follow-up  procedures for ill workers, contact tracing information.  *Example: To find out if workers are well when they come to work, we will ask each worker  basic questions about their p*hysi*cal and mental health.*  Coaching staff and athletes will be required to complete a health screening questionnaire to determine if they are fit to be able to take part in the session and are not showing any signs of COVID-19 or are positive for COVID-19. The following will be included in the questionnaire:   * In the last 4 weeks have you been unwell with any of the following symptoms   + High temperature,   + Fever or chills   + Cough   + Runny nose   + Sneezing   + Shortness of breath   + Sore throat   + Loss of taste or smell   + Chest Pain   + Headache * At any time have you tested positive for COVID-19? * In the last 14 days have you been in contact with anyone that is a confirmed case of COVID-19 or have you travelled internationally? * If you have answered yes to any of the above or are over the age of 70 or are immune compromised, can you confirm that you have received medical advice to confirm that you are safe to partake in this physical activity?   When anyone arrives at their first session, and during their induction, they will again be asked if they are showing any new signs of COVID-19. They will be asked this prior to each session starting.  If anyone is feeling unwell when they arrive, they will be advised to go home and to self-isolate and contact the Ministry of Health on 0800 358 5453  If someone from a training session comes into contact with someone who is unwell, they must inform the Head Coach. | Head Coach |
| **How will you operate your business in a way that keeps workers and others safe from exposure  to COVID-19?** | 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.  *Example: We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces the right way with the right disinfectant.*   * Coaching staff and athletes will be required to complete a health screening questionnaire to determine if they are fit to be able to take part in the session and are not showing any signs of COVID-19 or are positive for COVID-19. Anyone that has shown any signs of illness in the 14 days prior to the session will not be able to attend. * Clear communication to everyone to remind them that they should stay home if they are sick and should not take part in sport or recreation if they have flulike symptoms, they should self-isolate at home and get tested immediately. They will also be reminded that they should inform the coach should they have any of these symptoms 14 days after the session. * The coach session will meet the government guidelines on max numbers of people attending. At this point in time the maximum is set at 10 people including coaches. * The coach session will abide by any additional rules/procedures by any facilities used, such as swimming pools. * A contact tracing register will be kept of everyone that will be attending the session. We will be using the *insert name of app here* app for each person to check in and out of for our session. We will also have a paper version of this onsite in case someone arrives without their phone. We will fill this form out for the person so there is no touching of pens or paper. * This register will be kept for 4 weeks and will be available should the Ministry of Health require it if there is a suspected or positive exposure of COIVD-19 for our training group. * Remind athletes that returning to pre-isolation training levels too quickly may leave athletes more prone to injury and or illness. Be vigilant to the possible emotional and psychological factors that may affect some athletes over this transition period. * Physical distancing will be managed by carrying out the following:   + Athletes will be told to not bring any supporters with them unless these supporters are included in our maximum numbers of 10.   + Ensure athletes maintain physical distancing of at least 2m where possible, including before and after training sessions   + The group will be separated if it becomes too difficult to manage social distancing.   + Once the session is completed everyone will be encouraged to go home immediately and not to stay and socialize.   + The athletes are recommended to avoid running directly behind another athlete at a distance less than 4m. If the distance is less, it is recommended to be either at a 45-degree angle or alongside the other athlete and avoid facing each other   + Group cycling sessions will be non-drafting format * Cleaning and Hygiene   + All equipment will be sanitized prior to and post each session, but where possible equipment will not be shared.   + Athletes will be told not to share any of their personal equipment and will be required to bring their own drink bottles and to not share these.   + Sneeze and cough into your elbow.   + Surfaces will be regularly sanitized with wipes   + Hand sanitizer will be provided at the session and athletes will be told to ensure that they wash their hands thoroughly pre-training and post-training with soap and water. | Head Coach |
| **How will you manage an exposure or suspected exposure to COVID-19?** | Consider: Isolation procedures, gathering and using workplace contact tracing information,  clean down procedures, contacting Healthline.  *Example: Arrange safe transport home immediately and provide all workers with advice  on contacting GP and/or Healthline.*   * If someone arrives at the session and displays symptoms of COVID-19 they will be told they need to go home and self-isolate. They will be informed that they should contact the Ministry of Health (0800 358 5453) or their GP as soon as possible and get tested. * The Head Coach will contact the Ministry of Health as soon as possible to inform them of a possible case. The Coach will then follow the Ministry of Health’s instructions with how to manage the situation and inform any other athletes that have ben in contact with the infected person that they need to self-isolate and contact the Ministry of health or GP to arrange for testing. * The Contact tracing register will be made available for the Ministry of Health and any other information that they require.   Additional points:   * The contact tracing register will be securely kept for at least 4 weeks | Head Coach |

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|  | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **How will you evaluate whether your work processes or risk controls are effective?** | 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.  *Example: We need workers’ feedback and some speak little English, so we will team  up workers with buddies who are more fluent in English at team meetings.*  After each session, the Coach will review whether all the mitigations were able to be carried out. If not, they will be reviewed, and adjustments made.  During the induction or the training session if there are any concerns from athletes or coaches this will be discussed, and changes made where required to amend.  When there are updates from the Government on requirements or new guidelines release, this plan will be reviewed.  Any incidents will be reviewed to consider any changes that might be required to processes. | Head Coach |
| **How do these changes impact  on the risks of the work that you do?** | 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?  *Example: Regular check-ins with workers about how they’re coping with the change to  shift work.*  The elements contained within this COVID-19 plan will not negatively impact on the risks already associated with the coaching session.  The session can still safely operate, there will be ongoing reviews and evaluation of the plan to ensure that the safety of everyone is of utmost importance. | Head Coach |

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