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**COVID 19 HEALTH AND SAFETY PLAN FOR SPORT (Template)**

The intention of this plan is to document how your organisation will manage and minimise the risk associated with COVID-19 in relation to your sport, 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/>

Ensure that you have read and are familiar with the up to date information at these websites.

This Health and Safety Plan is separated into two sections:

1. General information for the club/organisation.
2. Checklists for club activities.

This plan is predicated on four key principles:

• Gathering size

• Physical distancing

• Hygiene

• Contact tracing

This document is not a 100% comprehensive list of everything you must do. If you believe your sport/venue has other requirements not listed here, please document them.

This plan is not a replacement for your standard RAMS form, it should supplement it. Continue to follow your standard health and safety procedure for your sport or activity.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

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 sport/activity.

1. **General club/organisation information**

This plan is for Covid-19 Alert Levels 1 and 2. Detail can be subject to change, so please check the above websites for the latest 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, Chairman)  Phone:  Email: | |
| What are the MAJOR risks associated with your activity you must mitigate with this plan? |  | |
| How will you manage an exposure or suspected exposure to COVID-19? |  | |
| How will you communicate this plan with participants, volunteers, staff and supporters? |  | |
| This version of the Health and Safety plan - signed and approved  by the named person above. | Signed: | Date:  Version number: |

1. **Activity checklists**

These checklists (pages 3-5) are to be completed for all aspects of your club or organisation’s activity. For example, training vs events.

Check all that apply to your sport. Put N/A if the activity is not applicable to your sport.

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| 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. Rugby Park) |
| What date(s) is this checklist for? | (e.g. Every Saturday morning from June 20th – September 26th) |
| What ONE person will be accountable for this activity?  What are their contact details? | Name:  Role: (e.g. Junior Club Captain)  Phone:  Email: |

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| **Knowledge and Compliance** | Check | Sign-off |
| Has the 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**  What ONE person will be accountable for this hygiene and sanitation? | Name:  Role:  Phone:  Email: | | |

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| **Hygiene and Sanitation checklist**  Required at Levels 1 and 2. | Check | Sign-off |
| 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 will be thoroughly cleaned *before* people arrive to train/play. |  |  |
| There is freely available running water, soap and single use hand towels that can be accessed by all participants and spectators. |  |  |
| There is hand sanitiser available to all, especially in the absence of soap, water and hand towels. |  |  |
| Any shared equipment will be thoroughly cleaned and dried before and after use. |  |  |

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| **Contact Tracing**  What ONE person will be accountable for contact tracing at your training, game or event? | Name:  Role:  Phone:  Email: | | |

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| **Contact Tracing checklist**  Contact tracing is not required at Level 1, but individuals are encouraged to track their own whereabouts. | Check | Sign-off |
| All contact tracing will be done in accordance with government guidelines. |  |  |
| A registration area will be created at a single entry point (or reduced entry points) to the venue. |  |  |
| Time will be made for participants to complete the contact tracing requirements in an orderly manner. |  |  |
| An electronic app register and/or a manual register will be available for all participants to use. |  |  |
| Personal protective equipment will be provided for those administering the contact tracing. |  |  |
| All personal information gathered from the contact tracing will be safely stored for a minimum of two months. |  |  |

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| **Physical distancing**  What ONE person will be accountable for physical distancing at your training, game or event? | Name:  Role:  Phone:  Email: | | |

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| **Physical distancing checklist**  Physical distancing is not required at Level 1.  Physical distancing of 2 metres from people you don’t know must be maintained at Level 2. | Check | Sign-off |
| Physical distancing will be done in accordance with government guidelines. |  |  |
| A 2 metre distance between bubbles, and between spectators and players will be maintained in Level 2. |  |  |
| Groups that do not comply with physical distancing will be dispersed. |  |  |
| Markings/barriers will be used to break up large spaces. |  |  |
| Participants will be encouraged to come to the venue ready to train/participate and to depart immediately afterwards, not congregating prior to or after training or games. |  |  |
| Change rooms and club rooms will only open if physical distancing is achievable inside, or numbers will be limited to ensure physical distancing. |  |  |

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| **Mass gatherings**  What ONE person will be accountable for mass gathering limits at your training, game or event? | Name:  Role:  Phone:  Email: | | |

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| **Mass Gatherings checklist**  There are no gathering limits at Level 1.  Gathering limit is 100 people maximum at Level 2. Subject to change. | Check | Sign-off |
| Mass gathering limits will be set in accordance with government guidelines. |  |  |
| Spectator areas will be separated from playing areas, with controlled entry and exit points. |  |  |
| People will be counted in and out of the venue at registration points to monitor gathering numbers. |  |  |
| Groups will be separated into smaller groups if they are in excess of restrictions. |  |  |