

COVID-19 SAFETY PLAN



Updated 18.5.20

Association/ Facility details

ASSOCIATION NAME: Waikato Hockey Association

CONTACT PERSON NAME: Declan Wyndham-Smith

CONTACT PERSON PHONE: 021507020

NEXT REVISION DATE: Change in alert levels or changes in regulations

Association Statement

Our Association has implemented the following measures so we can:

- Keep paid and voluntary staff healthy and safe
- Ensure the safety and well-being of all participants/visitors to our facilities
- Reduce the chances of COVID-19 recurring in the community, and
- To ensure that the club can continue to operate without the possibility of another lockdown period being required.

What measures are in place

Contact tracing processes displayed clearly at the entrance to facility

WHA representatives will supervise visitors to GHC to assist with management of health and safety factors by:

A representative will be on-site at all times the facilities are open as we are only advising that the turf as being open to coincide with bookings.

We are ensuring association representatives that are involved in active supervision of the facility are remaining safe by having them:

- Inducted in relation to the role they are to perform
- Make appropriate PPE gear available
- Maintain physical distancing of at least 1 metre

WHA has implemented a contact tracing process using QR codes through Hockio. Every person who enters Gallagher Hockey Centre will scan the code on entry to sign in and scan out as they depart.

All doors into the Pavilion will be locked to the public and only accessible by staff until the Café re-opens.

The front gate into GHC will be locked and only open for bookings when there is an Association Staff Member monitoring the gate. Otherwise *Facilities remain closed to visitors.*



What measures are in place

SIGNAGE

Contact tracing information posters displayed at entrance to the facility instructing users to check in for each visit

Safety Plan to be displayed on notice Board, together with relevant posters, facility use rules, cleaning plan and other policies

Facility Plan displayed to demonstrate access, on-site and exit routes and process

Safety Guidelines for Hockey up at the entrance to the club and around the facility

Signs up advising turf users must take everything they brought to the club away with them when they leave, including rubbish

CLEANING & HYGENE

Ensure all high contact areas (e.g. entrance gates, fences) are being sanitized every 2 hours when open, by Association staff or representatives.

Hand sanitizer will be available for turf users to use before and after they have played

If it is identified that a COVID-19 carrier uses the facility we will close the facility until appropriate sanitizing measures can be conducted.

We have ensured all common areas (e.g. clubrooms, toilets, drinking fountains, changing rooms) have been closed/turned off and have signage advising they cannot be used

Cleaners continue their three times weekly clean.

Photocopier, laminator and all other communally used devices/equipment must be wiped before and after use (wipes available)

Doors left open where practical.

Hockio software to be loaded onto each staff member's own device – no sharing/common device to be used.

CLUB EQUIPMENT

Remove all high contact items (e.g. carded player seats, rubbish bins) from the facility

Remove any other items that do not need to be around the facilities at this time (e.g. squeegees, scoreboards, hockey equipment)

COMMUNICATIONS

Information available on our website, social media pages, club member communications and on signage at the club who should be contacted in the event of any facility user having concerns about something observed at the facility

Display safety plan clearly for facility users to view

STAFF / VISTORS

Any person (including staff) who are feeling unwell are not to enter the premises

All staff to self-check for potential symptoms before entry to the Facility, and advise the CEO immediately if they are unwell or experience potential symptoms.

Weekly Monday morning meetings for all staff to discuss and adapting plans as we find better/easier ways for systems.

Only hold external meetings where essential and maintain social distancing as per govt regulations.

Review staff required in office at various times throughout week and roster staff to work safely in predetermined zones and as needed on site. Limit the use of volunteers or unnecessary attendees to the

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Facility.

OTHER

Every second chair to me marked 'not for use' in meeting room

Facility set up and marked to ensure safe distancing amongst staff and visitors. Groups will have no more than 10 people.

Facility maintenance to be done when there are no visitors on site, and appropriate PPE to be available to maintenance staff/providers.

Turf watering to be done while there are no visitors on the turfs or surrounding area where they may come into contact with the water.

All activity to be limited to no more than 10 people per group, with no interaction/changes between groups while on the Facility.

Make sure the electronic and back-up contact tracing register is complete with regard to all visitors to the Facility every day. Download and keep visitor data files weekly. Electronic data will be collected in a cloud-based server, while weekly data downloads will be held on our local server.

Appoint dedicated safety coordinator for every group of 10 participants from the group, to be responsible for maintaining integrity of the group and compliance with practices and guidelines.