

# COVID-19 Safety Plan

Nelson Hockey Association Safety Plan shows how we will keep safe at work during the COVID-19 pandemic. This information is to assist both our staff and community to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation - This plan will be reviewed regularly, and we will make changes as required.

Business name: NELSON HOCKEY ASSOCIATION	General Manager approval:	Board approval:
Date completed: 20 December 2021		
Date distributed: 20 December 2021	Name of Operations Manager: Fabian Amor	Name of Board Chair: Alex Smith
Revision date: Every change in alert level		

	WHAT WE WILL DO	WHO IS RESPONSIBLE
<p><b>What will be done to manage risks from restarting business after lock-down?</b></p>	<ul style="list-style-type: none"> <li>• <i>Work areas, shared areas, frequently touched areas and infrequently touched areas will be cleaned and disinfected in accordance with our Cleaning Plan.</i></li> <li>• <i>All disposable PPE/cloths/paper towels to be removed off site and securely disposed daily.</i></li> <li>• <i>Staff rostered to reduce risk from shared areas and reducing numbers on site.</i></li> <li>• <i>Facility set up and marked to ensure safe distancing amongst staff and visitors. Groups will have no more than 10 people.</i></li> <li>• <i>Facilities remain closed to visitors until processes in place to operate the Facility in compliance with requirements.</i></li> <li>• <i>Hand washing/sanitizing stations and products placed at entrance, exit and strategically across Facility, with posters directing sanitizing requirements.</i></li> <li>• <i>Facility maintenance to be done when there are no visitors on site, and appropriate PPE to be worn by maintenance staff/providers.</i></li> <li>• <i>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.</i></li> <li>• <i>Kitchen area to be thoroughly cleaned as per Cleaning Plan before first use, and thereafter regularly as per the Cleaning Plan.</i></li> <li>• <i>Contact Tracing procedures and tools will be used for all visitors (including staff):</i> <ul style="list-style-type: none"> <li>- <i>Member database and physical register as a backup system</i></li> <li>- <i>IDme Mobile App</i></li> <li>- <i>Pre-registration by clubs, schools, groups (and checking visitors against pre-registrations at entrance)</i></li> </ul> </li> <li>• <i>The minimum information we will collect from visitors are:</i> <ul style="list-style-type: none"> <li>• <i>full name (not nickname)</i></li> <li>• <i>contact telephone number and email</i></li> <li>• <i>address</i></li> <li>• <i>reason for visit and duration.</i></li> </ul> </li> </ul>	<p><i>NHA OPM</i></p> <p><i>NHA ADM</i></p> <p><i>NHA RDM</i></p>

	<b>WHAT WE WILL DO</b>	<b>WHO IS RESPONSIBLE</b>
<p><b>How will we ensure all our staff and visitors know how to keep themselves safe from exposure to COVID-19?</b></p>	<ul style="list-style-type: none"> <li>• <i>A Personal Health Flowchart will be displayed at entrance and strategic points across the Facility</i></li> <li>• <i>No entry allowed by people who feel unwell or display symptoms of potential illness, or are regarded as at-risk</i></li> <li>• <i>Physical distancing expectations will be communicated via our website, social media, emails and posters across the Facility</i></li> <li>• <i>Markers will be painted on surface displaying 1m and 2m distancing</i></li> <li>• <i>HMI Safety Plan to be displayed on COVID-19 Notice Board, together with relevant posters, facility use rules, cleaning plan and other policies</i></li> <li>• <i>Daily staff meetings to review processes against experiences and guidelines, and making improvements/changes where required</i></li> <li>• <i>Facility Plan displayed to demonstrate access, on-site and exit routes and process</i></li> <li>• <i>Display information posters at Facility entry, club rooms entry points, turf access points, change room entrance, and any other high visibility area on the Facility.</i></li> <li>• <i>Display Rules-of-Use for the Facility on Notice Board, website, posters</i></li> <li>• <i>Staff and volunteer monitoring of compliance by visitors</i></li> <li>• <i>Links to Covid-19 pages on websites of NZ government, Sport NZ and Hockey NZ</i></li> <li>• <i>Relevant and regular Covid-19 community updates, information and policies displayed on HMI website under a Covid-19 tab.</i></li> </ul>	<p><i>NHA OPM</i> <i>NHA ADM</i> <i>NHA RDM</i></p>
<p><b>How will we gather information on the wellness of our staff and visitors to ensure they are safe?</b></p>	<ul style="list-style-type: none"> <li>• <i>Staff or visitors experiencing or displaying symptoms consistent with Covid-19 will not be allowed to enter or be at the Facility until cleared by a medical practitioner (symptoms include a new or worsening cough; a high temperature (at least 38°C); shortness of breath; sore throat; sneezing and runny nose; temporary loss of smell).</i></li> <li>• <i>Daily health screening and conversations will be done for all staff and visitors at entry to the Facility, to ensure they are well.</i></li> <li>• <i>All staff to self-check for potential symptoms before entry to the Facility and advise the Operations Manager immediately if they are unwell or experience potential symptoms.</i></li> <li>• <i>Screening of all visitors before entry to the Facility as part of access control process.</i></li> <li>• <i>Staff may be allowed to work from home where possible and take leave.</i></li> <li>• <i>No staff or visitor who have experienced or displayed symptoms, or who was diagnosed as a confirmed or probable Covid-19 case, will be allowed in the Facility without prior authorized medical clearance.</i></li> <li>• <i>Regular communication with clubs, schools, participants, officials, visitors regarding wellness processes and changes to this Safety Plan.</i></li> <li>• <i>Contact tracing information to be kept in an easily accessible form, and in relation to all visitors to the Facility, as required.</i></li> </ul>	<p><i>NHA OPM</i> <i>NHA ADM</i> <i>NHA RDM</i></p>

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<p><b>How will we operate our business in a way that keeps staff and visitors safe from exposure to COVID-19?</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 Facility.</li> <li>• During the "Return to Prepare" initial phase of Level 2, only the office area will be open to staff only, and rest of facility closed to prepare.</li> <li>• Follow NZ government, Sport NZ and Hockey NZ guidelines for safe operations during Level 2.</li> <li>• Publish procedures/rules for each programme/training session/event/competition/meeting/maintenance/other attendance on our website and by means of posters across the Facility</li> <li>• Communication on our website, Notice Board and through information posters of Health &amp; Safety plans and procedures for our services including but not limited to:             <ul style="list-style-type: none"> <li>- Safe distancing</li> <li>- Personal Hygiene</li> <li>- Contact tracing</li> <li>- Facilities available</li> </ul> </li> <li>• Communication through posters, website, Facebook, email to all our community on updates, changes in processes and information relevant to visiting the Facility.</li> <li>• Support staff experiencing or displaying possible Covid-19 symptoms with advice, wellness provider access and information.</li> <li>• Display Facility plans with a guide to where hygiene stations are / entry and exit points / PPE Equipment / restricted areas.</li> <li>• Have appropriate PPE and sanitizing equipment for staff to use as required.</li> <li>• Physical meetings on site to be limited to only those necessary, and to be conducted in open area where safe distancing can be applied, rather than in small offices. Where possible, meetings to be conducted via a virtual meeting platform, and always where there will be more than 10 participants.</li> <li>• Adhere to cleaning practices set out in the Cleaning Plan.</li> <li>• Communicate requirement for 2m distancing in outside area on Facility, and at least 1m inside the building.</li> <li>• All activity to be limited to no more than 10 people per group, with no interaction/changes between groups while on the Facility.</li> <li>• Install barriers to block off areas not to be used, and to direct entry and exit to separate points.</li> <li>• No sharing of vehicles/transport/equipment amongst staff. Access scanning software to be loaded onto each staff member's own device – no sharing/common scanning device to be used.</li> </ul>	<p>NHA OPM NHA ADM NHA RDM</p>

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<p><b>How will we manage an exposure or suspected exposure to COVID-19?</b></p>	<ul style="list-style-type: none"> <li>• <i>Isolation of person to a specified Isolation Room</i></li> <li>• <i>Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline. Contact numbers and website links will be placed on information posters on the Notice Board and posters.</i></li> <li>• <i>Gather all contact tracing information for Ministry of Health</i></li> <li>• <i>Immediately following an exposure or suspected exposure, the Facility will be closed and cleaned and disinfected in line with instructions and guidelines from a public health unit.</i></li> <li>• <i>Staff or visitors with respiratory symptoms who have tested negative for COVID 19 are able to stay home until they've been symptom-free for 24 hours.</i></li> <li>• <i>If a staff member or visitor has tested positive, wait to be contacted by a public health unit, provide clear information regarding the person's contacts at the Facility, and follow the public health unit's advice and instructions.</i></li> <li>• <i>Keep in contact with unwell staff/visitors and track their progress.</i></li> <li>• <i>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.</i></li> </ul>	<p><i>NHA OPM</i> <i>NHA ADM</i></p>
<p><b>How will we evaluate whether our work processes or risk controls are effective?</b></p>	<ul style="list-style-type: none"> <li>• <i>This plan and policies will be reviewed during weekly meetings/immediately after announcements or events for possible changes and improvements.</i></li> <li>• <i>Staff and visitors will be encouraged to share ideas and comments on what is working/not working, as well as suggestions for improvements.</i></li> <li>• <i>Continue at least formal monthly Health &amp; Safety meetings but discuss Covid-19 practices and policies at least weekly during staff meetings.</i></li> <li>• <i>Encourage use of our Incident Reporting and Management practices, and Risk Management process.</i></li> <li>• <i>Communicate changes to processes and policies to members via website and Facebook, as well as by notices on the Notice Board.</i></li> <li>• <i>Appoint dedicated Safety Persons for every group of 10 participants, to be responsible for maintaining integrity of the group and compliance with practices and guidelines.</i></li> <li>• <i>Track and implement updates for IDme contact tracing app continuously.</i></li> </ul>	<p><i>NHA OPM</i> <i>NHA ADM</i> <i>NHA RDM</i></p>

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<p><b>How do these changes impact on the risks of the work that we do?</b></p>	<ul style="list-style-type: none"> <li>• <i>Regular check-ins with workers about how they're coping with the change to processes and rostered shifts.</i></li> <li>• <i>Agree weekly rosters of shifts with staff, to accommodate workload and other commitments.</i></li> <li>• <i>Update the risk assessment policy and register before allowing visitors to the Facility and review the risks and processes to mitigate against it every week at a staff meeting.</i></li> <li>• <i>Record all critical risks related to Covid-19.</i></li> <li>• <i>Provide access to EAP and support services to staff where needed.</i></li> <li>• <i>Publish rules in relation to at least:</i> <ul style="list-style-type: none"> <li>- <i>sharing and use of equipment (e.g. goalkeeper gear, defensive PC equipment, clothing, water bottles, lost property)</i></li> <li>- <i>restricted areas of no access/assisted access</i></li> <li>- <i>use of mouthguards</i></li> <li>- <i>spitting</i></li> <li>- <i>touching non-essential surfaces</i></li> <li>- <i>maintaining the integrity of groups while at the Facility, making sure that members of different groups do not mix with another group or its members</i></li> </ul> </li> </ul>	<p><i>NHA OPM</i></p> <p><i>NHA ADM</i></p> <p><i>NHA RDM</i></p>