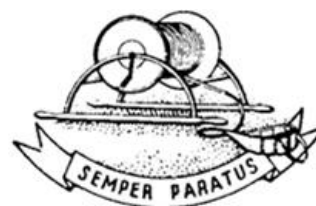


COVIDSAFE PLAN

2020-21



Sandringham Life Saving Club
Est. 1917

SANDRINGHAM LSC COVIDSAFE COORDINATOR(S):

MEMBER NAME:	CONTACT DETAILS:
Jeroen Weimar	0427 144147
Darryl Morphett	0403 755600

SANDRINGHAM LSC | VERSION 6.0 | 4/12/2020

COVIDSafe for Life Saving

SANDRINGHAM LSC | VERSION 6.0 | 4/12/2020



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1. COVIDSafe Plan Status Summary

COVIDSafe Plan Element	LSV Release Status*	Club Compliance Status
COVIDSafe Coordinator Plan	Release 2 Updated: 11/10/2020	Release 1 & 2 5/11/2020
COVIDSafe Facilities Access Plan	Release 3 Updated: 1/12/2020	Release 1 & 2 5/11/2020
COVIDSafe Lifesaving Operations Training Plan	Release 2 Updated: 11/10/2020	Release 1 & 2 5/11/2020
COVIDSafe Lifesaving Operations Plan	Release 2 Updated: 1/12/2020	Release 1 5/11/2020
COVIDSafe Aquatic Sports Plan	Release 2 Updated: 1/12/2020	
COVIDSafe Development Programs Plan	Release 1 Updated: 22/10/2020	Release 1 5/11/2020
COVIDSafe Events & Hospitality Plan	Release 1 Updated: 1/12/2020	

***Important Note:** Release dates where available can be found at [LSV's COVIDSafe Planning Home Page](#)

1.1. Statement of Compliance

The Club agrees to operate in compliance with this COVIDSafe Plan:

Name of Club President:	Helen Brown
Date	9 November 2020
Name of 2nd Authorised Person (e.g. COVIDSafe Coordinator):	Darryl Morphett & Jeroen Weimar
Role:	SLSC COVIDsafe coordinators
Date:	9 November 2020

2. Key References

- [MASTER Club COVIDSafe Plan Link \(this document\)](#)
- [LSV's Recovery Roadmap](#)
- [LSV COVIDSafe Plan](#)
- [LSV COVIDSafe Planning Home Page](#)
- LSV contacts:
 - Email: clubsupport@lsv.com.au
 - Tel: 03 9676 6930

3. Preamble

3.1. Purpose of the COVIDSafe Plan

1. To outline planned return to re-opening of Sandringham LSC and return to activities in accordance with the Victorian Government requirement and Life Saving Victoria's COVIDSafe Plan.
2. This COVIDSafe Plan must be read in conjunction to the LSV COVIDSafe Plan.
3. This COVIDSafe plan outlines:
 - (a) COVIDSafe Coordinator(s) for Sandringham LSC
 - (b) What activities Sandringham LSC's plans to operate, when and how.
 - (c) Actions to help prevent and what to do in case of transmission of COVID-19.

3.2. Goals

4. To sustain Sandringham LSC's ability to deliver our vision and mission today and in future.
5. To support in sustaining LSV's ability to deliver vision and mission today and in future.
6. To conduct all activities in a planned and COVIDSafe manner within the requirements set by the Victorian Government.

3.3. Guiding principles

7. Protect our volunteers, staff, delivery partners, customers and visitors and the wider community from COVID-19 and its impacts.
8. Acknowledge we are writing a playbook as we go and will need to be adaptable.
9. Focus and be positive about what we can do, knowing it is going to be different to previous years.
10. Recognise that outcomes are unlikely to be a one-size fits all and require case by case circumstances to be considered.

3.4. Responsibilities

Responsibilities	Who
Support this COVIDSafe Plan	Volunteer Support Officers LSV Teams as relevant for each element of this COVIDSafe plan
Develop this COVIDSafe Plan	Sandringham LSC COVIDSafe Coordinator
Endorse and comply with this COVIDSafe Plan	Sandringham LSC Committee / Board
Approval of this COVIDSafe Plan	LSV Pandemic Team

4. COVIDSafe Coordinator Plan

4.1. Steps to action

Step #	Action by Club	Yes/No	LSV Release
1	Check COVIDSafe Coordinator Position Description	Yes	Release 1 16/09/2020
2	Appoint COVIDSafe Coordinator(s)	Yes	
3	Inform LSV of COVIDSafe Coordinator(s) for training	Yes	
4	Complete COVIDSafe Coordinator training with LSV	Yes	
5	View COVIDSafe Plan Video 1 and Video 2	Yes	Release 2 11/10/2020
6	Check COVIDSafe Communication Templates	Yes	
7	Stay current with the COVIDSafe Lifesaving FAQ	Yes	
8	Stay current with the COVID Coordinator Ongoing FAQ	Yes	
9	Review and accept COVIDSafe Legal & Insurance FAQ (updated 11/10/2020)	Yes	
10	Refer Social Media and COVID-19 Guide		

4.2. Key References

Additional references for further information not included in section 2 of this document.

11. LSV contacts:

- (a) Email: clubsupport@lsv.com.au
- (b) Tel: 03 9676 6930

4.3. COVIDSAFE Coordinator(s) Appointment

Member Name:	Contact Details:	Training Completed:
Jeroen Weimar	Mob: 0427 144147 Email: vicepresident@sandringhamlsc.org.au	24/9/2020
Darryl Morphett	Mob: 0403 755600 Email: d1mwa@inet.net.au	24/9/2020

5. COVIDSafe Facility Access Plan

5.1. Steps to action

Step #	Action by Club	Yes/No	LSV Release
1	Complete COVIDSafe Coordinator Plan (section 4)	Y	Release 1 & 2 11/10/2020
2	Accept and adopt COVIDSafe Emergency Access Guide	Y	
3	Refer LSV Facility Access Recovery Roadmap	Y	
4	Complete COVIDSafe Facility Setup Checklist	Y	
5	Accept and adopt COVIDSafe Cleaning Guide	Y	
6	Complete COVIDSafe Signage Checklist	Y	
7	Complete COVIDSafe Contact Tracing Checklist	Y	
8	Communicate COVIDSafe Lifesaving Facilities FAQ	Y	
9	Refer COVIDSafe Bunkhouse Checklist		Release 3 1/12/2020

5.2. Key References

Additional references for further information not included in section 2 of this document.

12. Relevant Section of LSV COVIDSafe Plan
13. LSV contacts:
 - (a) Email: clubsupport@lsv.com.au
 - (b) Tel: 03 9676 6930

6. COVIDSafe Lifesaving Operation Training Plan

6.1. Steps to action

Step #	Action by Club	Yes/No	LSV Release
1	Complete COVIDSafe Facility Access Plan (section 5)	Y	Release 1 22/09/2020
2	Complete COVIDSafe Lifesaving Operations Training Checklist	Y	
3	Refer COVIDSafe Operations Training Exemption Guide	Y	
4	Refer COVIDSafe Worker Permit Checklist	Y	
5	Accept and adopt COVIDSafe Personal Health Checklist	Y	
6	Accept and adopt Skills Maintenance Guide 2020-21	Y	
7	Accept and use Skills Maintenance Card 2020 – 21	Y	
8	Accept and adopt New Awards – Training Delivery Plan 2020-21	Y	Release 2 11/10/2020
9	Use COVIDSafe Lifesaving Training Equipment Pickup Checklist (as required)	Y	
10	Refer COVIDSafe Training @ LSV – Schedule	Y	
11	Stay current with the COVIDSafe Lifesaving Operations Training FAQ	Y	

6.2. Key References

Additional references for further information not included in section 2 of this document.

14. Relevant Section of LSV COVIDSafe Plan

15. LSV contacts:

(a) Email: clubsupport@lsv.com.au

(b) Tel: 03 9676 6930

7. COVIDSafe Lifesaving Operation Plan

7.1. Steps to action

Step #	Action by Club	Yes/No	LSV Release
1	Complete this COVIDSafe plan's sections 4, 5 and 6	Y	Release 1 08/10/2020
2	Refer COVIDSafe First Responder Checklist	Y	
3	Refer and communicate COVIDSafe DRSABCDS Guide	Y	
4	Refer COVIDSafe Modified Patrols Guide	Y	
5	Refer COVIDSafe Communicable Diseases Guide	Y	
6	Review SOP 1.19 – Modified Patrol Operations (COVID-19)	Y	
7	Refer COVIDSafe Clinical Waste Disposal Guide	Y	
8	View COVIDSafe Patrolling Guide Videos		Release 2 1/12/2020
9	Refer COVIDSafe Donning Guide		
10	Refer COVIDSafe Doffing Guide		
11	Refer COVIDSafe Donning and Doffing Video		
12	Refer COVID-19 Masks Advice 26112020		

7.2. Key References

Additional references for further information not included in section 2 of this document.

16. Relevant Section of LSV COVIDSafe Plan

17. LSV contacts:

(a) Email: clubsupport@lsv.com.au

(b) Tel: 03 9676 6930

8. COVIDSafe Aquatic Sports Plan

8.1. Steps to action

Step #	Action by Club	Yes/No	LSV Release
1	Refer and accept COVIDSafe Officer Aquatic Sport Position Description	No	Release 2 25/09/2020
2	Adopt COVIDSafe Sport Contact Tracing QR Code	No	
3	Refer and accept COVIDSafe Sport Training Checklist	No	
4	Refer and communicate @Home Fitness Programs	No	
5	Refer COVIDSafe Club Aquatic Sport Guide		Release 3 1/12/2020
6	Complete COVIDSafe Surfboat Training Checklist		To be released
7	Refer and complete COVIDSafe Non-contact Events / R&R Guideline		
8	Refer and complete COVIDSafe SportApp Entries Guideline		

8.2. Key References

Additional references for further information not included in section 2 of this document.

18. Relevant Section of LSV COVIDSafe Plan

19. LSV contacts:

(a) Email: clubsupport@lsv.com.au

(b) Tel: 03 9676 6930

9. COVIDSafe Development Programs Plan

9.1. Steps to action

Step #	Action by Club	Yes/No	LSV Release
1	Complete COVIDSafe Facility Access Plan (section 5)	Y	Released 20/10/2020
2	Accept COVIDSafe Legal & Insurance FAQ	Y	
3	Review, accept and appoint COVIDSafe Officer Nippers Position Description	Y	
4	Refer and accept COVIDSafe Nipper Program Guide	Y	
5	Review and Adopt COVIDSafe Nipper Programs Checklist	Y	
6	Complete and return Club Nipper Program Information Plan	Y	

9.2. Key References

Additional references for further information not included in section 2 of this document.

20. Relevant Section of LSV COVIDSafe Plan

21. LSV contacts:

(a) Email: clubsupport@lsv.com.au

(b) Tel: 03 9676 6930

9.3. Other Information

Note: All volunteer training courses must fall under the Lifesaving Operations Training Plans

10. COVIDSafe Events & Hospitality Plan

10.1. Steps to action

Step #	Action by Club	Yes/No/N/A	LSV Release
1	Refer Industry Restart Guidelines		Release 1 1/12/2020
2	Complete COVIDSafe Hospitality Pre-Opening Checklist		
3	Adopt COVIDSafe Hospitality Management Checklist		
4	Refer COVIDSafe Hospitality Participant Checklist		
5	Refer Event Planning Template		To be released
6	Refer Draft Additional Terms and Conditions for Venue Hire		

10.2. Key References

Additional references for further information not included in section 2 of this document.

22. Relevant Section of LSV COVIDSafe Plan

23. LSV contacts:

- (a) Email: clubsupport@lsv.com.au
- (b) Tel: 03 9676 6930

11. Local Government Requirements

Where required, this section maps this COVIDSafe Plan is to be mapped to specific local government and/or Land Managers requirements and addressed any gaps.

24. Local Government Area (LGA): Bayside City Council
25. Link to specific LGA plan relevant for Sandringham LSC:
26. Key LGA Contact:
 - (a) Ebony Tsomaropoulos
Recreation Development Officer | Open Space, Recreation & Wellbeing

Bayside City Council
76 Royal Avenue Sandringham VIC 3191
Tel 03 9599 4370
etsomaropoulos@bayside.vic.gov.au
bayside.vic.gov.au

12. Document Process

12.1. Updates & Notifications

On an ongoing basis this document is required to be updated by both LSV and [Club Name]. To ensure the most up to date information is incorporated, strict version control will also be implemented. The below process is through required to be followed:

Step #	Action by Club and LSV	Yes/No
1	LSV to advise of update via email/LSV Circulars and re-distribute link of Club master document to Club COVIDSafe Coordinator.	
2	Club to consult internally, as required by section 3.4 of this document, and update master document (link as per step 1).	Yes
3	Club to notify LSV of finalised update through direct email to clubsupport@lsv.com.au .	yes
4	LSV to confirm Club plan in reply email, pending any amendments or questions.	
5	LSV to finalise version and update records held within Club plan folder	