

## COVID-19 Level 2

From August 12th – 14th 2020

### Health & Safety Plan for Level 2



**Name and Address of Netball Centre:** Hamilton City Netball Centre

**Contact:** 07 847 4007; admin@netballhamilton.org.nz

**Key Contact Person:** Clare Frankhouser

**Key Contact Person phone number:** 027 310 3589

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks going into Level 3?	<ul style="list-style-type: none"> <li>• Complete clean of all surfaces at facilities. <i>Refer to "Netball NZ Hygiene and Sanitation Guidelines"</i> <ul style="list-style-type: none"> <li>○ Disinfect chairs/desks/office space/stairwell handrails/chairs/door handles/window and all common touch areas.</li> <li>○ Disinfect registration office area, window and all common touch areas</li> </ul> </li> <li>• Toilets/bathrooms/showers cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Staff</li> </ul>
How will you ensure all your workers/volunteers know how to keep themselves safe from exposure to COVID-19?	<ul style="list-style-type: none"> <li>• All volunteers, staff and contractors entering the facility must be inducted under the COVID-19 Return to Work Induction attached (attached)</li> <li>• All volunteers and visitors entering the facility must read COVID-19 Return to Work Induction attached (attached)</li> <li>• Regular communication at all levels for the importance of keeping staff/volunteers informed of any changes/updates and reminders</li> <li>• Staff and volunteers to educate themselves on Hygiene and Sanitation Guidelines.</li> <li>• Appropriate signage will be placed around the Centre including at the Entry and Exit points.</li> <li>• Ensure coaches have been informed of their responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Manager</li> <li>• Centre Manager</li> <li>• Centre Manager</li> <li>• Staff and Volunteers</li> <li>• Centre Manager</li> <li>• Centre Manager</li> </ul>
How will you gather information on the wellness of your staff/volunteers to	<ul style="list-style-type: none"> <li>• All staff, contractors or any persons authorised to enter site must complete contact tracing procedures (attached)</li> <li>• All visitors/volunteers must complete contact tracing (online doc)</li> </ul>	<ul style="list-style-type: none"> <li>• All staff, contractors</li> <li>• All visitors/ volunteers</li> <li>• All staff/ volunteers</li> </ul>

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	<ul style="list-style-type: none"> <li>• All team members or any persons authorised to enter site must follow contact tracing procedures (attached) <ul style="list-style-type: none"> <li>○ All team members including coaches/managers MUST be registered in Friendly Manager before they can attend a game, training or a programme.</li> </ul> </li> <li>• Spectators to stay outside of Netball Centre fences and maintain 2m distances from people they do not know.</li> <li>• If unwell don't come to the Centre. If you become ill tell Registration Office immediately</li> <li>• Staff will manage teams entering and exiting Centre in person and via loud speaker</li> <li>• All teams to follow entry and exit to the Centre procedures <ul style="list-style-type: none"> <li>○ One entry only</li> <li>○ One exit only</li> <li>○ Teams must arrive 15 minutes before game, training or programme time.</li> <li>○ Teams are to gather at assigned cone in walkway</li> <li>○ All team members must sanitise their hands <ul style="list-style-type: none"> <li>○ Teams to provide own sanitiser</li> </ul> </li> <li>○ Once all team members arrived, notify staff. Coach/manager is then to register full team at registration window from Friendly Manager team list.</li> <li>○ Team to proceed directly to court assigned</li> <li>○ Stay in blue area of assigned court <ul style="list-style-type: none"> <li>○ Do not interact with other courts at any point (NO GAME PLAY WITH OTHER COURTS)</li> <li>○ Coaches/Managers can not move between teams on separate courts</li> </ul> </li> <li>○ When the end of game or training or programme bell sounds, teams to remain on assigned court until asked to move by staff. <ul style="list-style-type: none"> <li>○ All team members must sanitise their hands before leaving court.</li> </ul> </li> <li>○ Teams will exit and go directly to their cars.</li> </ul> </li> <li>• Changing rooms will not be open at any stage during Level 2</li> <li>• Toilet facilities will not be open for trainings. <ul style="list-style-type: none"> <li>○ Council toilets are open. If players are to use they must go out of the exit remaining socially distanced at all times and re-enter by entry point and re-sanitize hands.</li> </ul> </li> <li>• Toilet facilities will be open for games and programmes. Individuals are to sanitise hands after using the toilets</li> <li>• Rubbish bins will not be provided. Teams must take all rubbish with them.</li> <li>• Drinking fountains will not be available. Individuals will need to bring their own drink bottles.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Teams must sanitise their equipment including balls before and after each training. <ul style="list-style-type: none"> <li>○ Teams to provide own sanitiser for equipment.</li> </ul> </li> <li>• Should a ball leave the assigned court and be touched by a player on a different court the ball must be sanitised before being used again.</li> <li>• Any towels used must be stored in a plastic bag.</li> <li>• Goal post pads sanitised prior to and after each training and game.</li> <li>• 30 minutes between each training or game.</li> </ul> <p><u>Workshops/Courses – in HCNC building Hall only</u></p> <ul style="list-style-type: none"> <li>• Face to face workshops can be held with physical distancing guidelines of 1 metre adhered to with a maximum of 20 people including presenter.</li> <li>• All workshop and course participants MUST have pre-registered in Friendly Manager.</li> <li>• All participants to follow entry and exit to the Centre procedures <ul style="list-style-type: none"> <li>○ Participants must arrive 15 minutes prior</li> <li>○ Participants are to proceed directly to registration office door to sign in</li> <li>○ Participants must sanitise hands as they go through the door.</li> <li>○ Participants to remain seated</li> <li>○ On leaving the presenter will ensure that the participants leave through the registration hallway and sanitise their hands while keeping a minimum of 1m distance from each other/</li> <li>○ Participants are to proceed directly to their car</li> </ul> </li> </ul>	
<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<ul style="list-style-type: none"> <li>• If able, take self to Doctor immediately to get tested. Otherwise arrange family member to take you</li> <li>• Have test and do not return to work/centre until you have results of test.</li> <li>• If test positive -remain at home. All other staff/volunteers in team must then self-isolate and work from home for the next 14 days</li> <li>• Advise staff/ those in building and give further advice re Healthline number to others present at the Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals must be responsible for themselves.</li> </ul>
<p>How will you evaluate whether your work processes or risk controls are effective?</p>	<ul style="list-style-type: none"> <li>• Adapt plans as you find easier ways to do things and communicate updates via regular meetings</li> <li>• Weekly meetings and updates with staff</li> <li>• Listen to workers/volunteers/teams if they raise concerns</li> <li>• Conduct regular review of plan as changes (come/are issued) from government</li> <li>• Communicate any changes</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Manager and staff</li> </ul>

**Supporting information and documents to refer to:**

**Netball NZ:**

<https://www.netballnz.co.nz/useful-info/resource-library/return-to-play>

- \_NNZ Workplace Guidelines.pdf
- \_NNZ Contact Tracing Guidelines.pdf
- \_NNZ Gatherings Guidelines.pdf
- \_NNZ Hygiene and Sanitation Guidelines.pdf
- \_NNZ Participant Guidelines.pdf
- \_COVID-19 Get Ready for Netball - Risk assessment for returning staff and contractors.pdf
- \_NNZ COVID-19 Get Ready for Netball - Staff Induction for Return to Work or Centre.pdf
- \_NNZ COVID-19 Get Ready for Netball - Health & Safety Plan for Return to Work or Centre.pdf
- \_COVID-19 Contact Tracing log.pdf
- \_COVID-19 Prepare to Play - Event & Activity Health and Safety Plan - template.pdf
- \_Prepare to Play - Coach Guidelines and Tracing Log.pdf
- \_Mother Earth futureFERNs – Prepare to Play resource.pdf

**Sport NZ:**

<https://sportnz.org.nz/covid-19/sector-advice/>