

HOCKEY NORTHLAND (V1 as at 9th Sep 2021)

SEPTEMBER 2021

COVID-19 Safety Plan – Alert Level 2

Hockey Northland 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: HOCKEY NORTHLAND
 Date completed: 9 SEP 2021
 Date distributed: 9 SEP 2021
 Revision date: Every change in alert levels updated

CEO Approval:

 Name of CEO :
GRANT McLEOD

Board approval:

 Name of Board Chair:
SHANNON SHEPHERD

| | WHAT WE WILL DO | WHO IS RESPONSIBLE |
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| <p>What will be done to manage risks from restarting business after lock-down?</p> | <ul style="list-style-type: none"> • Work areas, shared areas, frequently touched areas and infrequently touched areas will be cleaned and disinfected in accordance with our Cleaning Plan. • All disposable PPE/cloths/paper towels to be removed off site and securely disposed daily. • Staff rostered to reduce risk from shared areas, and reducing numbers on site. • Facility - ensure safe distancing amongst staff and visitors. No restriction on group numbers, other than no more than 100 people per Zone. • Hand washing/sanitizing stations and products placed at entrances and exits and strategically across Facility, with posters directing sanitizing requirements. • Facility maintenance to be done when there are no visitors on site, and appropriate PPE to be worn by 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. • Kitchen area to be thoroughly cleaned regularly as per the Cleaning Plan. • Contact Tracing procedures and tools will be used for all visitors (including staff): <ul style="list-style-type: none"> - Member database as a backup system - Government Covid App and Contact Tracing Slips for manual use - Game cards will be used to have a list of players that had played for each turf, and for each night. - Pre-registration by clubs, schools, groups (and checking visitors against pre-registrations at entrance) • The minimum information we will collect from visitors are: <ul style="list-style-type: none"> • full name (not nickname) • contact telephone number and email • address • reason for visit and duration. | <p>CEO Admin Team Leader Rostered staff Cleaners Contractors</p> |
| <p>How will we ensure all our staff and visitors know how to keep themselves safe from exposure to COVID-19?</p> | <ul style="list-style-type: none"> • Appropriate signage will be displayed at entrance and strategic points across the Facility • No entry allowed by people who feel unwell or display symptoms of potential illness, or are regarded as at-risk • Where to wear Face masks, Sanitising, Physical distancing expectations will be communicated via our website, social media, emails and posters across the Facility • HN Safety Plan to be displayed on COVID-19 Notice Board, together with relevant posters, facility use rules, cleaning plan and other policies • Daily staff meetings to review processes against experiences and guidelines, and making improvements/changes where required • Facility Plan displayed to demonstrate access, on-site and exit routes and process • 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. • Display Rules-of-Use for the Facility on Notice Board, website, posters • Staff and volunteer monitoring of compliance by visitors • Links to Covid-19 pages on websites of NZ government, Sport NZ and Hockey NZ • Relevant and regular Covid-19 community updates, information and policies displayed on website under a Covid-19 tab. | <p>CEO Admin Team Leader Staff</p> |

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| <p>How will we gather information on the wellness of our staff and visitors to ensure they are safe?</p> | <ul style="list-style-type: none"> • 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). • 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. • Staff may be allowed to work from home where possible, and take leave. • 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. • Regular communication with clubs, schools, participants, officials, visitors regarding wellness processes and changes to this Safety Plan. • Contact tracing information to be kept in an easily accessible form, and in relation to all visitors to the Facility, as required. | <p>CEO Staff</p> |
| <p>How will we operate our business in a way that keeps staff and visitors safe from exposure to COVID-19?</p> | <ul style="list-style-type: none"> • 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 or PPE supplies. • 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. • Follow NZ government, Sport NZ and Hockey NZ guidelines for safe operations during Level 2. • 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 • Communication on our website, Notice Board and through information posters of Health & Safety plans and procedures for our services including but not limited to: <ul style="list-style-type: none"> - Safe distancing - Personal Hygiene - Contact tracing - Face masks - Facilities available • Communication through posters, website, Facebook, email to all our community on updates, changes in processes and information relevant to visiting the Facility. • Support staff experiencing or displaying possible Covid-19 symptoms with advice, wellness provider access and information. • Display Facility plans with a guide to where hygiene stations are / entry and exit points / PPE Equipment / restricted areas. • Have appropriate PPE and sanitizing equipment for staff to use as required. • Physical meetings onsite are permitted, 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. • Adhere to cleaning practices set out in the Cleaning Plan. • Communicate requirement for 2m distancing in outside area on Facility, and at least 1m inside the building. • All activity no interaction/changes between groups while on the Facility. • Install barriers to block off areas not to be used, and to direct entry and exit to separate Zones. | <p>CEO Admin Team Leader Caretaker Staff Cleaners</p> |
| <p>How will we manage an exposure or suspected exposure to COVID-19?</p> | <ul style="list-style-type: none"> • Isolation of person to a specified Seminar Room • 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. • Gather all contact tracing information for Ministry of Health • 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. • 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. • 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. • Keep in contact with unwell staff/visitors and track their progress. • Keep all "contact tracing slips" for 60 days. All other collection of data will be obtained from the Government Covid application. All information is confidential and cannot be sign by any other parties with the exception of Hockey Northland staff. | <p>CEO Admin Team Leader</p> |

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| <p>How will we evaluate whether our work processes or risk controls are effective?</p> | <ul style="list-style-type: none"> • <i>This plan and policies will be reviewed during weekly meetings/immediately after announcements or events for possible changes and improvements.</i> • <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> • <i>Continue at least formal monthly Health & Safety meetings, but discuss Covid-19 practices and policies at least weekly during staff meetings.</i> • <i>Encourage use of our Incident Reporting and Management practices, and Risk Management process.</i> • <i>Communicate changes to processes and policies to members via website and Facebook, as well as by notices on the Notice Board.</i> • <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> | <p>CEO Admin Team Leader Staff</p> |
| <p>How do these changes impact on the risks of the work that we do?</p> | <ul style="list-style-type: none"> • <i>Regular check-ins with workers about how they're coping with the change to processes and rostered shifts.</i> • <i>Agree weekly rosters of shifts with staff, to accommodate workload and other commitments.</i> • <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> • <i>Record all critical risks related to Covid-19.</i> • <i>Provide access to EAP and support services to staff where needed.</i> • <i>Publish rules in relation to at least:</i> <ul style="list-style-type: none"> - <i>sharing and use of equipment (e.g. goalkeeper gear, defensive PC equipment, clothing, water bottles, lost property)</i> - <i>restricted areas of no access/assisted access</i> - <i>use of mouthguards</i> - <i>spitting</i> - <i>use of face masks</i> - <i>touching non-essential surfaces</i> - <i>maintaining the integrity of groups while at the Facility, making sure that members of different groups use social distancing as stated.</i> | <p>CEO Admin Team Leader Staff</p> |