

# COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

There is guidance on what to think about when you're planning a safe return to work here: <http://www.worksafe.govt.nz/>

You **don't** need to send this plan to WorkSafe for review or comment.

## Company details

Business name: All Star CheerSPORT	Manager approval:	Worker representative consultation:
Division/group:		
Date completed: 13 <sup>th</sup> May 2020	Name of manager:	Name of worker representative:
Date distributed:		
Revision date:		

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<b>What will be done to manage risks from restarting business after lock-down?</b>	<p><b>Venues:</b></p> <ul style="list-style-type: none"> <li>- Deep clean of venue by professional cleaners.</li> <li>- Staff to come in and clean equipment, clear and organize all gym areas, disinfect mats.</li> <li>- Social distancing markers showing 2M distances marked as a grid on gym floors.</li> <li>- Floors will be marked with arrows and lines to ensure social distancing in relation to toilets, shared spaces and flow.</li> <li>- Entry and Exit clearly marked within guidelines.</li> <li>- Covid19 posters put up around gym.</li> <li>- Entry &amp; Exits considered and split for team arrival &amp; departures.</li> <li>- Close – lockers, changing rooms &amp; viewing areas.</li> </ul> <p><b>Timetable:</b></p> <p>Class times changed to allow staggered team starts, 20 mins allowed for cleaning between classes.</p> <p><b>Staff:</b></p> <p>All staff trained on cleaning, start &amp; end of class procedures updated &amp; any other Health &amp; Safety procedure.</p> <p><b>Customers:</b></p> <p>Advised of all changes, by email, social media and all teams trained during zoom classes.</p> <p><b>Training:</b></p> <p>No contact, no stunting, no pyramids. No spotting. No handshakes, highfives or hugs. Until advised allowed.</p> <p>No equipment to be used, except tumble tracks.</p> <p><b>Cleaning:</b></p> <p>Rigorous cleaning protocols implemented – three steps, before, during and after.</p> <p><b>Contact Tracing:</b></p> <p>Review our CRM system to ensure all athletes details are correct, ensure all coaches are included and strict requirement of all coaches to do attendance on entry.</p> <p><b>Hand Hygiene:</b></p>	<p><i>Engineering supervisor</i></p> <p>Gym Manager</p>

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	<p>Hand sanitization stations available at all gyms and athletes hand sanitize on entry, during and after.</p> <p>For more information see our Full Guidelines &amp; Coach Pandemic Systems &amp; Policies</p>	
<p><b>How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?</b></p>	<p><b>Communication &amp; Training</b> Daily Zoom meetings with all staff Daily updates posted in facebook group at 1pm. Staff checklists, systems and processes given out. Staff training on each alert level for all restrictions and guidelines. Regular review of government changes and these are announced and trained as above.</p> <p><b>Physical Signs</b> Social distance guidelines posted all around building to ensure everyone is aware. X marked on floor for coaches to social distance.</p> <p>Class syllabus updated to incorporate all new safety guidelines and procedures.</p>	<p><i>Administrator</i></p> <p>Gym Manager/Lead Coach</p>
	<b>DESCRIBE WHAT YOU WILL DO</b>	<b>WHO IS RESPONSIBLE</b>
<p><b>How will you gather information on the wellness of your staff to ensure that they are safe to work?</b></p>	<p>To find out if workers are well when they come to work, we will ask each worker basic questions about their physical and mental health.</p> <p>No one to enter venue with any symptoms.</p> <p>Ensure we have all staff contact details available for contact tracing purposes.</p> <p>If any attendee or staff member has a positive COVID19 result we will follow all health guidelines, close for a minimum of 72 hours to start contact tracing and advise all who attended venue.</p> <p>Require medical clearance before coming back to work if has had a positive case of COVID19.</p>	<p><i>Team leaders</i></p> <p>Management</p>

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**How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?**

We will review guidance on the Ministry of Health website and to be sure we are complying with all guidelines.

**Venues:**

Closing venues to the public and only allowing member athletes & staff to enter. Eg parents to stay in cars, see full guidelines for more info.

Changing class times to avoid congregating.

Athlete in the premises a maximum of two hours.

**On Entry:**

Health survey on entry.

Attendance/contact log on entry.

Hand sanitization on entry

**Cleaning:**

Strict cleaning guidelines – 3 phase before, during & after.

**Social Distancing:**

2m social distancing between all staff & athletes

Grids marked on mats & arrows used

Staggered trainings

Different entry/exit points

**Hand Hygiene:**

Hand sanitiser on arrival, exit & during

Hand sanitizer stations around venue

**Contact Tracing:**

Attendance centrally monitored by support staff to ensure rapid contact tracing can take place if required.

Staff to have immediate access to customer contact details through our CRM.

**Changes to Service:**

No stunting, pyramids or spotting.

No use of equipment.

**Changes to In Person Offer:**

Recreational classes to stay online.

All younger classes – mini, tiny, youth Elite classes to stay online.

Any athlete 7 years and younger to continue taking classes online.

*Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures*

Gym Manager/Lead Coach

**How will you manage an exposure or suspected exposure to COVID-19?**

1. If any attendee or staff member has a positive COVID19 result we will follow all health guidelines, self isolate and close for a minimum of 72hours. Contact healthline, provide all contact tracing information. Advise all who attended venue and staff.

2. Put signage up advising we are closed and direct people to MOH hotline.

3. Ensure all athletes, staff etc have safe transport home and stay with all athletes until someone arrives.

4. Do a deep clean of the venue including disinfecting all surfaces.

5. Provide staff with support and advise on contacting GP and or healthline.

*Site manager Management*

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<p><b>How will you evaluate whether your work processes or risk controls are effective?</b></p>	<p>Daily Zoom meetings asking managers for feedback or stucks in our process.</p> <p>Facebook messages asking for coach feedback on processes.</p> <p>Utilizing Daily huddles and asking for feedback using start, stop, keep.</p> <p>Trial processes on test classes before rolling out to all classes.</p> <p>Where practical spot inspections by Gym Managers.</p> <p>Checklist of start/end procedures.</p>	<p><i>Team leaders</i></p> <p>Management</p>
<p><b>How do these changes impact on the risks of the work that you do?</b></p>	<p>No change to current risks, in fact reduces risks as we are not stunting or tumbling or spotting.</p>	<p><i>Team leaders</i></p> <p>Gym Manager/Lead Coach</p>

**Notes:**

For more detailed information see attached guidelines, staff checklists and FAQs