



### ALERT LEVEL 2 - COVID-19 SAFETY PLAN

Use this form to document your thinking about how you can prepare your clubroom and changing sheds to be safe for use by players, members, and staff (voluntary or paid) during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help everyone to know exactly what to do and what to expect.

Please tick ✓, cross x, or N/A the first column rather than removing information from the middle column. If you are not doing something, or it is not applicable to your venue, then indicate this clearly in the first column.

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

#### Club Details

|                   |  |     |  |
|-------------------|--|-----|--|
| Club:             |  |     |  |
| Club President:   |  | Ph: |  |
| COVID-19 Manager: |  | Ph: |  |
| Date implemented: |  |     |  |

#### Club goal/statement

Our Club has implemented the following measures so we can:

- Keep paid and voluntary staff healthy and safe
- Keep players, members and casual users healthy and safe
- Reduce the chances of COVID-19 recurring in the community, and
- To ensure that the club can continue to operate without the possibility of another lockdown period being required.

| Check box column | What measures are in place   | Who is responsible? |
|------------------|--|---------------------|
| e.g. ✓           | Contact tracing posters displayed clearly at the entrance to courts. | Club President      |

#### PLANNING AHEAD

|  |  |
|--|--|
|  | The facilities managers or club committee and club coaches (if applicable) have met and together identified the types of rugby activities that will take place at our club at Alert Level 2.   |
|  | We have undertaken a deep clean of communal areas such as toilets, changing rooms, kitchen, clubroom etc.  |
|  | We are ensuring club/facilities representatives and coaches/managers that are involved or present regularly are remaining safe by having them: <ul style="list-style-type: none"> <li> Inducted in relation to the role they are to perform</li> <li> Complete contact tracing requirements</li> <li> Wear appropriate PPE</li> <li> Maintain appropriate physical distancing</li> <li> Sanitise their hands and any equipment/touch points regularly</li> </ul> |





# Counties Manukau Rugby Football Union



COUNTIES POWER

## Club COVID-19 Safety Plan

| Check box column                | What measures are in place   | Who is responsible?   |
|---------------------------------|--|---|
| <b>CONTACT TRACING</b>          |  |   |
|                                 | We have arrangements in place to use IDMe through Sporty & have communicated this to our members. <a href="http://www.IDMe.co.nz">www.IDMe.co.nz</a><br>As a backup we will have the written template option.  |   |
| <b>ACCESSING THE CLUB/VENUE</b> |  |   |
|                                 | We have clearly communicated how the club/facilities will be open, and for what activities, with our players, coaching and managers databases. This is visible on our website, social media pages and other communication methods to members.          |   |
|                                 | We have ensured through club/facilities and coaching meetings that restriction guidelines on crowds/gatherings will be followed. We are committed to maintaining and social distance requirements as they come to hand from NZ Government.             | More information on Gatherings at <a href="https://bit.ly/2YZjtHg">https://bit.ly/2YZjtHg</a>   |
|                                 | We have ensured through club/facilities and coaching meetings that trainings are phased to avoid gathering occurring at communal points such as entries and car parks.   |   |
|                                 | We have implemented an electronic/online contact tracing process for all coaches, managers, players, members and volunteers.   | <a href="http://www.IDMe.co.nz">www.IDMe.co.nz</a>  |
| <b>SIGNAGE</b>                  |  |   |
|                                 | We have displayed a contact tracing information poster at entrance to the club instructing users to check in for each visit.   |   |
|                                 | We have put a NZ Rugby Hygiene poster up at the below: <ul style="list-style-type: none"> <li> Entrance to the club.</li> <li> All changing sheds</li> </ul>   | Find at <a href="https://www.nzrugby.co.nz/assets/2020_NZ_R_RTR_Hygiene.pdf">https://www.nzrugby.co.nz/assets/2020_NZ_R_RTR_Hygiene.pdf</a> |
|                                 | We have put a NZ Rugby Hygiene poster up in various locations on the fences/building around our fields.  |   |
| <b>CLEANING &amp; HYGIENE</b>   |  |   |
|                                 | We are ensuring all high contact areas (e.g. entrance gates, door handles) are being sanitised regularly XXX times per day by XXX using XXX (how many times, name of person, name of product, and WHO is cleaning? – Cleaners or club representative). |   |
|                                 | We will have hand sanitiser and/or soap and water facilities available for players, club representatives and coaching staff to use before and after they have trained or played.   |   |
|                                 | If it is identified that a COVID-19 carrier uses the club/facilities, fields we will close the club/ facilities until appropriate sanitising measures can be conducted. Those sanitising measures will involve a deep clean.                           |   |
|                                 | We are limiting the amount of shared equipment used for club and coaching activities. Any shared equipment used will be sanitised/cleaned before and after each use by a club representative.  |   |





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|------------------|----------------------------|---------------------|
|------------------|----------------------------|---------------------|

### CLUB EQUIPMENT & FACILITIES

**A/** We have removed all high contact items (e.g. rubbish bins, non-fixed chairs) from the fields

**OR**

**B/** We have committed to regularly sanitise all high contact items ..... times per day by ..... using ..... (how many times, name of person, name of product, and WHO is cleaning? – club representative).

**A/** We have removed any other items that do not need to be on or around the fields at this time (e.g. scoreboards, training equipment)

**OR**

**B/** We have committed to regularly sanitise these items ..... times per day by ..... using ..... (how many times, name of person, name of product, and WHO is cleaning? – club representative).

We have identified that if our club has a bar, café, shop or similar, the correct protocols have been established for its safe operation.

MPI guidelines can be found [here](#)

Payments are to be made online or via EFTPOS – avoid handling cash

### COACHING/MANAGER PROTOCOLS

Coach & management staff have adapted the delivery trainings to ensure adherence to government health and safety guidelines. This includes:

- All attendees (players and parents/guardians) must register with the contact tracing tool upon arrival to each session.
- Managers will regularly reconcile the contact tracing register to ensure that all attendees are following this requirement.
- Scheduling of training has been adjusted to minimise crossover between players.
- Coaches and players are to respect physical distancing at all times including when giving feedback and while players are resting.
- Coaches are limiting activities, exercises and drills where players come in to contact or too close to one another.
- Where practical coaches will spread out and avoid contacting other teams.
- Coaches will limit the use of coaching equipment such as tackle pads/mats.
- Players are not to share drink bottles or towels and will be asked to bring they own from home.

In addition to the club equipment cleaning and hygiene policies, the coach/management staff have also implemented the following:

- Please clean your hands before entering and when leaving the court
- Do not touch your face after touching any equipment
- We will use fewer rugby balls per training
- We will disinfect all balls if someone with/suspected to have COVID-19 comes in contact with them





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| <b>COACHING/MANAGER PROTOCOLS Con't</b> |  |                     |
| <input type="checkbox"/>                | We will clean all gear with alcohol-based disinfectant including balls, his shields, coaching- gear such as target cones   |                     |
| <input type="checkbox"/>                | We will limit the use of equipment such as cones   |                     |
| <b>EXTERNAL VISITORS</b>                |  |                     |
|   | We have made arrangements with third party contractors (e.g. meter readers, tradespeople) to ensure: <ul style="list-style-type: none"> <li><input type="checkbox"/> All visits to the club/facilities are necessary and kept to a minimum</li> <li><input type="checkbox"/> All visitors complete the online contact tracing form</li> </ul> All visitors can declare that they have not had Covid-19, are awaiting test results or have been in close contact with someone with Covid-19 in the last 14 days |                     |
| <b>COMMUNICATIONS</b>                   |  |                     |
|   | We have identified on our website, social media pages, player, coaching, manager and casual database communications and on signage at the club who should be contacted in the event of any user having concerns about something observed at the club/facilities.   |                     |
|   | We have displayed this safety plan clearly for users to view.  |                     |
|   | We have added this safety plan to club/ facilities and coaching business websites and emailed it to members and the coaching and casual players database.  |                     |

### NOTES:

