

ALERT LEVEL 2 - COVID-19 SAFETY PLAN

Napier Harriers Club – member of Hawkes Bay Gisborne Athletics

ORGANISATION NAME: Napier Harrier Club
CONTACT PERSON NAME: Nicole Speakman / Robert Strong
CONTACT PERSON PHONE: 027 449 4668 / 027 222 0167
NEXT REVISION DATE: 22 nd June 2020 – Committee Meeting

Club Goal

Our Harrier Club has implemented the following measures so we can:

- Keep our volunteers healthy and safe
- Keep members and participants 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?
✓	Contact tracing posters displayed clearly at the entrance to venue.	Club Captain (Robert Strong)
PLANNING AHEAD		
✓	The club committee have met and together identified the types of athletics activities that will take place at our club at Alert Level 2.	Napier Harrier Committee 25/5/2020
✓	We have undertaken a deep clean of communal areas such as toilets, changing rooms, kitchen, clubrooms etc.	We share clubrooms and this has been undertaken by the Taradale Sports Association.
✓	We are ensuring club representatives and coaching staff that are involved or present regularly are remaining safe by having them: <ul style="list-style-type: none"> • Inducted in relation to the role they are to perform • Complete contact tracing requirements • Wear appropriate PPE • Maintain appropriate physical distancing • Sanitise their hands and any equipment/touch points regularly 	Club Captain (Robert Strong)
✓	We have established our own method of effective contact tracing using Athletics NZ Templates	Club Captain (Robert Strong) & Club Chairman (Mike Hayes)
ACCESSING THE CLUB/VENUE		
✓	We have clearly communicated how the club will be operate, and for what activities, and for whom, (members, participants). This is visible on our website, social media pages and other communication methods to members.	Club Captain (Robert Strong) Club President (Nicole Speakman)
✓	We have ensured through club programming that restriction guidelines on crowds/gatherings will be followed. We will only run racing events when the restriction moves to 100 people allowable at a gathering. We are committed to maintaining a 2m distance between each person at all times outside of competition.	More information on Gatherings at https://bit.ly/2YZjtHq
✓	We have ensured that sessions are phased to avoid gathering occurring at communal points such as entries and car parks.	Club Captain (Robert Strong)
✓	We have implemented a contact tracing process for all members, participants and family members, spectators and volunteers.	Club Captain (Robert Strong)

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SIGNAGE		
✓	We have displayed a contact tracing information poster at entrance to the club instructing users to check in for each visit. At an event this will be a hands on requirement followed thru at the point of entry (Carpark – Farm Gates etc) and at the registration trailer	Club Captain (Robert Strong)
✓	We have put a Covid-19 'Protecting yourself and others...' poster up at the entrance to the club, and a 'Washing hands kills the virus' poster in bathrooms.	Club Captain (Robert Strong)
CLEANING & HYGIENE		
✓	We are ensuring all high contact areas (e.g. entrance gates, equipment, door handles. benches) are being sanitised regularly a minimum of once per hour during the event time frame (usually 1:30pm-4pm) using Sanitiser	Club Captain (Robert Strong)
✓	We will have hand sanitiser and/or soap and water facilities available for our participants, volunteers, spectators etc.	Club Chairman (Mike Hayes)
✓	If it is identified that a COVID-19 carrier uses the club venue, we will close the club venue until appropriate sanitising measures can be conducted.	Club Captain (Robert Strong), Club Chairman (Mike Hayes) and Club President (Nicole Speakman)
✓	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/centre representative or coaching staff.	Club Captain (Robert Strong)
CLUB/CENTRE EQUIPMENT & FACILITIES		
✓	We have removed all high contact items (e.g. communal drink bottles, seats, rubbish bins) from the venue.	Club Captain (Robert Strong)
✓	We have removed any other items that do not need to be at venues at this time (e.g. communal crockery, sports equipment)	Club Captain (Robert Strong)
✓	We have identified that if our club has a bar, café, shop or similar, the correct protocols have been established for its safe operation. We will not use the facilities until we are at a lower safe level to do so.	Taradale Sports Association to control in a safe operating environment
EXTERNAL VISITORS		
✓	We have made arrangements to ensure: <ul style="list-style-type: none"> • All visitors engage in our contact tracing procedures 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	Club Captain (Robert Strong), Club Chairman (Mike Hayes) and Club Registration Officer (Sharne Ramsay)
COMMUNICATIONS		
✓	We have identified on our website, social media pages, and on signage at our venue who should be contacted in the event of any user having concerns about something observed at the club.	Club President (Nicole Speakman)
✓	We have displayed this safety plan clearly for members to view.	Club President (Nicole Speakman)
✓	We have added this safety plan to club websites and emailed it to members upon request.	Club President (Nicole Speakman)

NOTES: