



COVID-19 SAFETY PLAN

This COVID-19 Safety Plan provides a clear set of measures with regards to how Thorndon Club will be approaching Alert Level 2 which allows for members to make use of the facilities in a regulated manner that aligns with NZ government requirements

The COVID-19 pandemic is an evolving situation – This Safety Plan will be reviewed regularly, and changes made as required.

Club details

CLUB NAME: THORNDON CLUB
CONTACT PERSON NAME: BRAD WATTS
CONTACT PERSON PHONE: 0273905892
NEXT REVISION DATE: 24/05/2020

Club goal/statement

Our Club is a multi-sport club with staff. To manage the health and safety requirements the Executive Committee has implemented the following measures so we can:

- Keep paid and voluntary staff 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.

The safety plan was developed with reference to the following resources:

- <https://covid19.govt.nz/>
- <https://www.squashnz.co.nz/for-clubs/covid-19.cfm>
- <https://tennis.kiwi/covid-19/>
- <https://sportnz.org.nz/covid-19/>

Check box column	What measures are in place	Who is responsible?
e.g. ✓	Contact tracing posters displayed clearly at the entrance to courts	Club Manager
PLANNING AHEAD		
✓	We have planned to supervise the club to assist with management of health and safety factors by: The Club Manager will manage all bookings to access the tennis courts by email communication with the club members. In addition to this the club access will be managed remotely. Suitable cleaning procedures for high touch areas will be carried out daily during the Club Managers inspection	Club Manager
✓	We are ensuring club representatives & contractors that are involved in active supervision of the courts are remaining safe by having them: <ul style="list-style-type: none"> • Inducted in relation to the role they are to perform • Provided with PPE & cleaning products where required • Maintain physical distancing of at least 1 metre 	Club Manager
ACCESSING THE CLUB		
To be completed	We have clearly communicated the contactless booking process for courts to club members (via email) This is visible on our website, social media pages and has been communicated directly to all members.	President/Club Manager
✓	We have implemented a contact tracing process using the https://simpletrace.nz/ the QR code will be available for members on entry to complete the sign on process	Club Manager

COVID-19 safety plan

Check box column	What measures are in place	Who is responsible?
SIGNAGE		
✓	We have displayed a contact tracing information poster at entrance to the club instructing users to check in for each visit	Club Manager
✓	We have put Safety Guidelines for Tennis up at the entrance to the club	Club Manager
✓	We have put Safety Guidelines for Tennis up in at least two locations on the fences around each individual tennis court	Club Manager
✓	We have put up signs advising court users must take everything they brought to the club away with them when they leave, including rubbish	Club Manager
CLEANING & HYGENE		
✓	We will have hand sanitiser available for court users to use before and after they have played at the entrance of our club	Club Manager
✓	If it is identified that a COVID-19 carrier uses the club courts, we will close the club until appropriate cleaning measures can be conducted. Those cleaning measures will involve the Club Manager conducting a thorough clean of all areas accessible to club members during this period	Club Manager
✓	We have ensured all common areas (e.g. clubrooms, toilets, drinking fountains) have been closed/turned off and have signage advising they cannot be used	Club Manager
CLUB EQUIPMENT		
✓	We have added (DO NOT USE) signage on all high contact items (e.g. umpire chairs, player seats, rubbish bins) from the courts	Club Manager
✓	We have removed any other items that do not need to be on courts at this time (e.g. squeegees, scoreboards, tennis equipment)	Club Manager
COMMUNICATIONS		
✓	We have identified on our website, social media pages, club member communications and on signage at the club who should be contacted in the event of any court user having concerns about something observed at the club	Club Manager
✓	We have displayed this safety plan clearly for court users to view	Club Manager

Notes:

The current COVID-19 Safety Plan incorporates the use of the following club facilities:

- Tennis Courts 3, 4 & 5
- Squash Courts 1,2,3 & 4

Club members will not have access to:

- Grass courts 1 & 2
- Bar
- Clubhouse
- Bathrooms & Showers
- Sauna