

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: Hutt Valley Gymnastics	Manager approval:	Worker representative consultation:
Division/group: All		
Date completed: 8 May 2020	Name of manager:	Name of worker representative:
Date distributed:	Zara Struthers	Head Coaches
Revision date:		

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	<p>Staged restart over 2 weeks to assess if the plans in place are working</p> <p>To ensure we are keeping to Ministry of Health guidelines regarding social distancing and expected maximum numbers in a gathering, class numbers have been reduced both in total number and coach: gymnast ratio for our GFA programme</p> <p>Programmes will be adjusted to ensure athletes are rebuilding after a period of time out of the gym ensuring their safety and minimise injury risk</p> <p>Head Coaches will ensure that all session plans show:</p> <ul style="list-style-type: none"> • How social distancing during the session will be achieved • How their group will stay within their group bubble • An understanding that their gymnasts will be at all different stages of fitness, motivation and conditioning and that they are able to accommodate this <p>All coaches to be familiar with the Gymnastics NZ "Returning to Activity - Guidelines for Coaches and Athletes"</p> <p>Spectators will be limited to those that have applied and been approved</p>	<p>Committee</p> <p>Manager</p>

How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?

Ensure our procedures are up to date by a daily review of Ministry of Health guidance.
Regular updates to all staff
All staff to sign the Covid memo of 19th March

Manager

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	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>How will you gather information on the wellness of your staff to ensure that they are safe to work?</p>	<p>To find out if workers are well when they come to work, we will ask each coach basic questions about their physical and mental health.</p>	<p>Management Team</p>
<p>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</p>	<p>Covid Cleaning Schedule in place - We will have an extremely strict cleaning schedule. High traffic areas will be cleaned 3 times a day and gym equipment will have additional cleaning</p> <p>We will have a clear hygiene requirements in place</p> <p>All payments will be online</p> <p>We will have a zero tolerance to illness. If any of our staff or members are feeling unwell, they will be asked to not come to the gym until clear.</p> <p>Administrative staff will work from home until alert level 1</p> <p>There will be no casual participation for any classes</p> <p>Each group to be allocated an area for warm up (and when they arrive will come and sit in their allocated area on spots/crosses 1-2m part until their session starts.)</p> <p>Coaches to remain contactless with athletes (further clarification around different types of spotting and what is/isn't appropriate will be developed and shared by GNZ)</p> <p>There will be a list on the door of all class groups - where they enter/exit, their Coach, where they warm up</p> <p>There will be a floating coach between 3.15 and 5.30 each weekday to monitor toilet/take the roll/get ice if needed/disinfect gear during the session/open the door to let people in and out</p>	<p>Manager to review procedures and order supplies</p> <p>Cleaners to use the new supplies and follow new cleaning procedures</p>

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

Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline
Ensure all contact tracing requirements are strictly met

Manager
Head Coach

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How will you evaluate whether your work processes or risk controls are effective?	<p>Adapting the plan as we find better/easier ways to do things</p> <p>Management team to communicate frequently to discuss what risk controls are effective or could be made better</p> <p>We will conduct regular reviews of our plan and make changes if needed and communicate changes to all staff</p>	Manager
How do these changes impact on the risks of the work that you do?	<p>Management team to regularly check in with all staff to ensure the changes to their usual hours/days are not negatively affecting them</p> <p>Ensure all staff are comfortable with the new procedures that have been put in place</p>	Management Team

Notes: