

**COVID-19 VENUE SAFETY PLAN**

Use this form to document your thinking about how you can prepare your club to be safe for use by members, casual players 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 ✓ or cross × 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.

# Association/Venue details

|  |
| --- |
| NAME: |
| CONTACT PERSON NAME: |
| CONTACT PERSON PHONE: |
| NEXT REVISION DATE: |

# Goal/statement

Volleyball 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 sport can continue to operate without the possibility of another lockdown period being   
required.

|  |  |  |
| --- | --- | --- |
| **Check box column** | **What measures are in place** | **Who is responsible?** |
| ***PLANNING AHEAD*** | | |
|  | Contact tracing posters displayed clearly at the entrance to courts. |  |
| e.g. ✓ | We have planned to assist with management of health and safety factors by:  *Option A*  A health and safety person will be on-site at all times the courts are open.  *Option B*  A representative actively view the courts.  *Option C*  A representative will open and close the facility, carrying out suitable cleaning procedures for high touch areas.  *Option D*  All required equipment will be provided and cleaned between games ie balls, chairs, tables, scoreboards | Competition organiser |
|  | We are ensuring representatives that are involved in active supervision of the  courts are remaining safe by having them:   * Inducted in relation to the role they are to perform * Maintain physical distancing of at least 2 metres where possible * There is an option to wear face masks and other PPE when in close contact with other people * Guidelines on proper use and disposal of PPE |  |
|  | We adapt the Volleyball New Zealand Play It Safe Guidelines for event  organisers and for the community. |  |
| ***ACCESSING THE COURTS*** | | |
|  | We have clearly communicated the entry process for the courts and everyone is aware they are required to follow contact tracing protocols. |  |
|  | We have implemented a contact tracing process with the use of an app, QR code or by pen and paper given that hand sanitizer is provided and that people are instructed to clean their hands before and after signing. |  |



|  |  |  |
| --- | --- | --- |
| **Check box column** | **What measures are in place** | **Who is responsible?** |
| ***SIGNAGE*** | | |
|  | We have displayed a contact tracing information poster at entrance to the courts instructing users to check in for each visit. |  |
|  | We have put Safety Guidelines for Volleyball up at the entrance to the club. Please limit the touching of various surfaces including posts and nets. |  |
|  | We have advised there should be no unsupervised children in the venue. |  |
|  | We have put up signs advising players must take everything they brought to the courts away with them when they leave, including rubbish. |  |
| ***CLEANING & HYGENE*** | | |
|  | We are ensuring all high contact areas (e.g. entrance, nets, balls) are being sanitised before and after each use by XXX (name of venue/ who is cleaning). |  |
|  | We will have hand sanitiser available for court users to use before and after they have played. |  |
|  | If it is identified that a COVID-19 carrier uses the club courts we will close the club until appropriate sanitising measures can be conducted. |  |
|  | We have advised changing rooms should not be used except for toilet facilities. Players must arrive ready to play and not bring unnecessary gear with them. |  |
| ***CLUB EQUIPMENT*** | | |
|  | High contact items (e.g. umpire chairs, player seats, tables, balls) will be regularly cleaned – after each game. Rubbish bins should not be used. |  |
|  | We have removed any other items that do not need to be around courts at this time. |  |
| ***COMMUNICATIONS*** | | |
|  | We have identified on our website, social media pages, association and member communications who should be contacted in the event of any user having concerns about something observed at the courts. |  |
|  | If there is a sick person in the venue, we will kindly speak to the person, ask how they are feeling and inform them that sick people are not allowed to stay in the venue and escort the person out.  If there is a COVID-19 suspected person in the venue (showing symptoms of COVID-19 or was in close contact with someone with COVID-19), we will get the details of the person, contact a local testing centre or District Health Board, assist/ follow-up that the person to get tested, wait for the results.  If the case is confirmed, we will prepare contact tracing data that was collected and provide it to the Ministry of Health if asked for.  We will contact the venue manager to inform them about the case and communicate with the participants about the case when the Ministry of Health or DHB will advise us to. |  |
|  | We have displayed this safety plan clearly for court users to view. |  |

Notes: