

# 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: Auckland Hockey Association	Manager approval: Manoj Daji
Date completed: May 2020	
Date distributed: May 2020	
Revision date:	Name of manager: James Sutherland

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<b>What will be done to manage risks from restarting business after lock-down?</b>	<p>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</p> <p><b>Facility and People – return to LEP</b></p> <p><b>Turf and Facility setup to ensure safe return and groups of no more than 10 people enforced:</b></p> <p>LEP only opening the downstairs toilets and turfs for training in the first 2 weeks.</p> <p>Cleaning of the toilets at the completion of each night's session. Main gate open, entry/exit left sides signposted.</p> <p>Trainings: Open from Friday 22 May, spacing between training times to allow limited cross over between sessions.</p> <p>AKH staff to man gate for first 2 weeks our responsibility to keep record of attendees, readily accessible within 24 hours if required. No spectators (Coaches, Mgrs, Prem Physio ok). Permitted teams only, Parent with child OK but message to refrain from bringing children unless necessary.</p> <p>Social distancing zones in stadium seating blocks. Painted social distancing zones for spectators to be considered when return to competition.</p> <p>Car parks allocated to individual turfs – Turf 1 side and Turf 2 side.</p> <p>Contact tracing at entry point, staff provided with screen on gate, team lists and protective masks and gloves if wanted.</p> <p>AKH to check off register of individual teams training, via team lists supplied by clubs and teams reporting on the attendance.</p> <p>Team bookings only via club. Gates will be locked all day including weekend. No general Member of Public using turf to train.</p> <p>Weekend slots available Saturday and Sunday 10am - 3pm via Club Team Bookings only. Staff roster.</p> <p>No food or Drink Service - Bar and Café closed.</p> <p>Indoor Pavilion not open.</p> <p>Changing rooms not open for use.</p> <p>Umpires room not open for use.</p> <p>Downstairs toilets open, outdoor entrance doors held open where weather allows</p>	<p>All Staff, Visitors &amp; Stakeholders have a shared responsibility with lead person below:</p> <p>GM/Security/All</p> <p>GM/Cleaners</p> <p>GM/Comps Mgr/Clubs</p> <p>Duty staff</p> <p>GM/CEO</p> <p>GM/CEO</p> <p>GM/CEO</p> <p>GM/CEO – Duty staff</p> <p>All staff</p> <p>Comps Mgr</p> <p>GM</p> <p>GM</p> <p>GM</p> <p>GM</p>

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	<p>practical. Entire area cleaned daily. Paper towels and soap provided. All disposable PPE/cloths/paper towels to be removed off site and securely disposed daily.</p>	GM
	<p>Access to facility – Turf 1 enter right hand side of main gate, Turf 2 enter left hand side. Check in at main gate with trestle table across the top of the drive with register for team members at training crossed off with Manager who has submitted the list prior to training.</p>	GM
	<p>Access to Turf 1 via ambulance gate and side gate by pavilion. Access to Turf 2 via gates by pavilion. Gates cable tied open. Hand sanitizer available at gates.</p>	GM
	<p>Turfs split into 4 quarter zones, with side entry gates designated to turf zones. 2 zones per gat.</p>	GM
	<p>Dugouts closed and taped off, including access paths, taps.</p>	GM
	<p>Rubbish and recycling bins - lids held open</p>	GM
	<p>Cleaners cleaning toilets, downstairs foyer and high touch areas/doors at the end of each night.</p>	GM
	<p>Turf water to be tested before use. Cleaned/treated as directed by Tiger Turf.</p>	GM
	<p><b>Office Staff/Contractors/Visitors</b></p>	
	<p>Individual Staff Work area/desk to be sanitised by individual before and after use.</p>	All Staff
	<p>Shared areas and frequently touched areas cleaned by commercial cleaners or caretaker as part of regular cleaning schedule.</p>	GM
	<p>Staff working from home to reduce risk from shared areas, and reducing numbers on site. Recording roster of attendance and appointments.</p>	All Staff
	<p>Only essential contract services. Staff member to meet onsite, open gate and close behind them, ensure social distancing is maintained, log contractors visit.</p>	All Staff
	<p>Sanitizing and/or Hand Washing and products placed at entrance, exit and strategically across Facility, with posters directing sanitizing requirements.</p>	GM
	<p>Kitchen area – staff to clean thoroughly after their use including the washing of any shared utensils. Staff encouraged to bring own utensils etc from home. Cleaners/Bar Staff/Caretaker to clean as required.</p>	All Staff
	<p>Contact tracing of all visitors:</p>	All Staff
	<p>The information we will collect from visitors and turf hirers via club/schools is:</p> <ul style="list-style-type: none"> <li>• full name</li> <li>• contact telephone number and email</li> <li>• address</li> <li>• reason for visit and duration</li> </ul>	All Staff
	<p>Limit any meetings to no more than 10 people in the facility utilise technology.</p>	
<p><b>How will you ensure staff and visitors know how to keep themselves safe from exposure to COVID-19?</b></p>	<p>Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.</p>	
	<p>Staff Working from LEP where needed only. Social distancing rules still apply, working from home still encouraged.</p>	CEO/GM – All Staff
	<p>Protective equipment provided for caretaker – gloves, mask and regular hand sanitation.</p>	GM/CEO
	<p>Record of staff’s daily LEP attendance, with AKH staff on gate duty first two weeks of training.</p>	ALL
	<p>If sick or unwell, stay home.</p>	ALL
	<p>Continue to practice and encourage good hygiene standards.</p>	ALL
	<p>Protective screens and equipment for bar staff upon return. No cash transactions, no jugs, pints or keep cups. Paywave eftpos.</p>	GM
	<p>Ensure our procedures are up to date by a daily review of Ministry of Health guidance.</p>	CEO/GM
	<p>Flu Shot offered to FTE staff</p>	CEO
	<p>Facility Hireage terms and expectations communicated with hirers.</p>	Comps Mgr/CEO/GM
	<p>Prominent signage of protocols and procedures</p>	GM/CEO
	<p>Contact tracing</p>	ALL
	<p>Display Rules-of-Use for the Facility on Notice Board, website, posters</p>	GM/CEO
<p>Staff and volunteer monitoring of compliance by visitors</p>	ALL	
<p>Links to Covid-19 pages on websites of NZ government, Sport NZ and Hockey NZ</p>	GM/CEO	
<p>Relevant and regular Covid-19 community updates, information and policies displayed on website.</p>	GM/CEO	

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	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE	
<b>How will you gather information on the wellness of your staff to ensure that they are safe to work?</b>	<p>Consider: Daily health screening check, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</p> <p>To find out if workers are well when they come to work/check in online, we will ask each worker basic questions about their physical and mental health. Staff to self-check and advise immediately of any symptoms before contacting health practitioner and following their instructions.</p> <p>When Bar staff resume we will check in with them prior to their shift starting as an added precaution.</p> <p>AS a condition of entry Staff or visitors experiencing or displaying symptoms consistent with Covid-19 will not be allowed to enter or be at the Facility until cleared by a medical practitioner (symptoms include a new or worsening cough; a high temperature (at least 38°C); shortness of breath; sore throat; sneezing and runny nose; temporary loss of smell).</p> <p>No staff or visitor who have experienced or displayed symptoms, or who was diagnosed as a confirmed or probable Covid-19 case, will be allowed in the Facility without prior authorised medical clearance.</p> <p>Contact tracing in place and register accessible to all staff</p> <p>Regular information for stakeholders regarding our H&amp;S plan and return to hockey</p> <p>Regular staff meetings discussing changes in protocol, H&amp;S plan, concerns etc.</p>	<p>CEO/GM</p> <p>GM</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>GM/CEO</p> <p>GM/CEO</p> <p>ALL STAFF</p>	
	<b>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</b>	<p>Consider: Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.</p> <p>We will review guidance on the Ministry of Health website to be sure our cleaners and staff are cleaning surfaces the right way with the right disinfectant.</p> <p>Gaps between start times of training and eventually matches on turfs (both LEP and external hireage).</p> <p>Contact tracing with staff member in protective equipment (if wanted) and screen, screening visitors upon entry.</p> <p>Cleaning after each day in all high use areas. Staged approach with Restricted zones of entry. Turf only = no dugouts when training, follow MOH requirements.</p> <p>Protective equipment and screens for bar staff at entry, exit and any service point.</p> <p>Controlled entry and zones throughout turf/bar/facility.</p> <p>Contactless payments and revised seated table service for groups when bar reopens.</p> <p>Regular cleaning with the advice of our commercial cleaners.</p> <p>During the "Return to Prepare" initial phase of Level 2, the facility will be open to staff and essential contractors only, and rest of facility closed to prepare.</p> <p>Follow NZ government, Sport NZ and Hockey NZ guidelines for safe operations during Level 2.</p> <p>Publish procedures/rules for attendance on our website and posters across the Facility</p> <p>Regular Communication with stakeholders including via our website, App, Social Media and posters of Health &amp; Safety plans and procedures for:</p> <ul style="list-style-type: none"> <li>- Safe distancing</li> <li>- Personal Hygiene</li> <li>- Contact tracing</li> <li>- Facilities procedures</li> </ul> <p>Restrict access too areas not to be used, eg bar/café, toilets upstairs, Gym, Rep Room, Umpires Room, Dugouts.</p>	<p>GM</p> <p>Comps Mgr/GM</p> <p>CEO/GM/Duty staff</p> <p>CEO/GM</p> <p>CEO/GM</p> <p>GM/Bar Staff</p> <p>GM/ Cleaner</p> <p>All Staff</p> <p>All Staff &amp; Stakeholders</p> <p>GM/CEO</p> <p>GM/CEO</p> <p>GM/CEO</p>

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<p><b>How will you manage an exposure or suspected exposure to COVID-19?</b></p>	<p>Consider: Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.</p> <p>Isolation of person to a specified Isolation Room – Rep Room (TBC)</p> <p>Arrange safe transport home immediately, advise all workers and provide with advice on contacting GP and/or Healthline.</p> <p>Close down the stadium/relevant area immediately and have professionally cleaned. Work with MOH to contact all relevant people. Advise Board, Presidents and Community as appropriate.</p> <p>External stadiums, work with providers to provide contact list. Remove fixtures from facility until professionally cleaned if required.</p> <p>Gather all contact tracing information for Ministry of Health.</p> <p>Immediately following an exposure or suspected exposure, the Facility will be closed and cleaned and disinfected in line with instructions and guidelines from a public health unit.</p> <p>Staff or visitors with respiratory symptoms who have tested negative for COVID 19 are able to stay home until they've been symptom-free for 24 hours.</p> <p>If a staff member or visitor has tested positive, wait to be contacted by a public health unit, provide clear information regarding the person's contacts at the Facility, and follow the public health unit's advice and instructions.</p> <p>Keep in contact with unwell staff/visitors and track their progress.</p> <p>Make sure the electronic and back-up contact tracing register is complete with regard to all visitors to the Facility every day.</p> <p>Upload and keep visitor data files weekly to Google Drive shared with all staff.</p>	<p>CEO/GM</p> <p>CEO/GM/All Staff Cleaners</p> <p>CEO/GM</p> <p>CEO/GM/Comps Mgr</p> <p>CEO/GM/Comps Mgr</p> <p>GM/Cleaner</p> <p>All Staff</p> <p>CEO/CM/Comps Mgr</p> <p>CEO/GM</p> <p>All Staff</p> <p>GM/Comps Mgr</p>
<p><b>How will you evaluate whether your work processes or risk controls are effective?</b></p>	<p>Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.</p> <p>Conducting regular communication with staff and stakeholders.</p> <p>Weekly staff briefings at start and end of week, opportunity for feedback and adapting plans.</p> <p>Consultation with cleaning company and sanitization contractors.</p> <p>Consultation with stakeholders.</p>	<p>CEO – All staff</p> <p>CEO – All staff</p> <p>GM</p> <p>CEO/GM</p>
<p><b>How will you evaluate whether your work processes or risk controls are effective?</b></p>	<p>Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.</p> <p>Conducting regular communication with staff and stakeholders.</p> <p>Weekly staff briefings at start and end of week, opportunity for feedback and adapting plans particularly after 1<sup>st</sup> day/weeks of training, friendly weekend and competition</p> <p>Consultation with cleaning company and sanitization contractors.</p> <p>Consultation with stakeholders.</p> <p>Formal weekly Health &amp; Safety meetings once open, to discuss Covid-19 practices and general H&amp;S policies as needed.</p> <p>Encourage use of Incident Reporting and Management practices, and Risk Management process.</p> <p>Communicate changes to processes and policies to members and clubs via newsletter, website, app and Facebook and direct club comms.</p> <p>Ensure a dedicated Contact Person for every group of 10 participants, to be responsible for maintaining integrity of the group and compliance with practices and guidelines.</p> <p>Track and implement updates for contact tracing app continuously.</p>	<p>CEO – All staff</p> <p>CEO – All staff</p> <p>GM</p> <p>CEO/GM</p> <p>All Staff</p> <p>All Staff</p> <p>GM/CEO</p> <p>CEO/GM/Comps Mgr</p> <p>GM</p>
<p><b>How do these changes impact on the risks of the work that you do?</b></p>	<p>Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</p> <p><i>Example: Regular check-ins with workers about how they're coping with the change to shift work.</i></p> <p>Regular check-ins with workers about how they're coping with the change to processes and rostered shifts.</p> <p>Agree weekly rosters of gate shifts with staff, to accommodate workload and other commitments.</p> <p>Update the risk assessment register and review the risks and processes to mitigate</p>	<p>CEO/GM</p> <p>ALL STAFF</p> <p>GM/ALL STAFF</p>

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against it every week at a staff meeting.

Record all critical risks related to Covid-19.

Provide access to EAP and support services to staff where needed.

Publish rules in relation to at least:

- sharing and use of equipment (e.g. goalkeeper gear, PC equipment, clothing, water bottles, lost property)
- restricted areas of no access/assisted access
- use of mouthguards
- spitting
- touching non-essential surfaces
- maintaining the integrity of groups while at the Facility, making sure that members of different groups do not mix with another group or its members

ALL STAFF

CEO

GM/CEO/Comps Mgr

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Notes: This plan addresses the immediate needs for LEP returning to hockey turf hireage based on club teams hiring the turfs. The turfs will be split into 4 zones, across the quarter lines. Quarters will be divided by wooden boards if required. Clubs to be advised of protocol (see Appendix Site Plans COVID Level 2).

This plan will be updated following weekly H&S meetings to adapt with the changes in Alert Level requirements and a return to play, following best practice guidelines from MOH, SNZ and HNZ.