

COVIDSAFE PLAN

2020-21



Club LSC COVIDSAFE COORDINATOR(S):

MEMBER NAME:	CONTACT DETAILS:
Jo Smith	0400 000 000
John Smith	0400 000 000

COVIDSafe for Life Saving

CLUB LSC | VERSION 3.0 | 14/10/2020



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1. COVIDSafe Plan Status Summary

COVIDSafe Plan Element	LSV Release Status*	Club Compliance Status
COVIDSafe Coordinator Plan	Release 1 & 2 Done: 03/10/2020	Release 1&2 Done 14/10/2020
COVIDSafe Facilities Access Plan	Release 1 & 2 Updated: 11/10/2020	Release 1 & 2 Done 14/10/2020
COVIDSafe Lifesaving Operations Training Plan	Release 1 & 2 Done: 30/09/2020	Release 1&2 Done 14/10/2020
COVIDSafe Lifesaving Operations Plan	Release 1 Done: 10/08/2020	Release 1 Done 14/10/2020
COVIDSafe Aquatic Sports Plan	Release 1 & 2 Done: 25/09/2020	Release 1&2 Done 14/10/2020
COVIDSafe Development Programs Plan	Release 1 Done: 22/10/2020	Release 1 Done 23/10/2020
COVIDSafe Events & Hospitality Plan	Release 1 Target: 22/10/2020	

***Important Note:** Release dates where available can be found at [LSV's COVIDSafe Planning Home Page](#)

1.1. Statement of Compliance

The Club agrees to operate in compliance with this COVIDSafe Plan:

Name of Club President:	John Smith
Date	24/09/2020
Name of 2nd Authorised Person (e.g. COVIDSafe Coordinator):	Jo Smith
Role:	COVIDSafe COORDINATOR
Date:	24/09/2020

2. Key References

1. [MASTER Club COVIDSafe Plan Link \(this document\)](#)
2. [LSV's Recovery Roadmap](#)
3. [LSV COVIDSafe Plan](#)
4. [LSV COVIDSafe Planning Home Page](#)
5. LSV contacts:
 - (a) Email: clubsupport@lsv.com.au
 - (b) Tel: 03 9676 6930

3. Preamble

3.1. Purpose of the COVIDSafe Plan

1. To outline planned return to re-opening of Club LSC and return to activities in accordance with the Victorian Government requirement and Life Saving Victoria's COVIDSafe Plan.
2. This COVIDSafe Plan must be read in conjugation to the LSV COVIDSafe Plan.
3. This COVIDSafe plan outlines:
 - (a) COVIDSafe Coordinator(s) for Club LSC
 - (b) What activities Club LSC's plans to operate, when and how.
 - (c) Actions to help prevent and what to do in case of transmission of COVID-19.

3.2. Goals

1. To sustain Club LSC's ability to deliver our vision and mission today and in future.
2. To support in sustaining LSV's ability to deliver vision and mission today and in future.
3. To conduct all activities in a planned and COVIDSafe manner within the requirements set by the Victorian Government.

3.3. Guiding principles

1. Protect our volunteers, staff, delivery partners, customers and visitors and the wider community from COVID-19 and its impacts.
2. Acknowledge we are writing a playbook as we go and will need to be adaptable.
3. Focus and be positive about what we can do, knowing it is going be different to previous years.
4. Recognise that outcomes are unlikely to be a one-size fits all and require case by case circumstances to be considered.

3.4. Responsibilities

Responsibilities	Who
Support this COVIDSafe Plan	Volunteer Support Officers LSV Teams as relevant for each element of this COVIDSafe plan
Develop this COVIDSafe Plan	Club LSC COVIDSafe Coordinator
Endorse and comply with this COVIDSafe Plan	Club LSC Committee / Board
Approval of this COVIDSafe Plan	LSV Pandemic Team

4. COVIDSafe Coordinator Plan

4.1. Steps to action

Step #	Action by Club	Yes/No	LSV Release
1	Check COVIDSafe Coordinator Position Description	Yes	Release 1 16/09/2020
2	Appoint COVIDSafe Coordinator(s)	Yes	
3	Inform LSV of COVIDSafe Coordinator(s) for training	Yes	
4	Complete COVIDSafe Coordinator training with LSV	Yes	
5	View COVIDSafe Plan Video 1 and Video 2	Yes	Release 2 11/10/2020
6	Check COVIDSafe Communication Templates	Yes	
7	Stay current with the COVIDSafe Lifesaving FAQ	Yes	
8	Stay current with the COVID Coordinator Ongoing FAQ	Yes	
9	Review and accept COVIDSafe Legal & Insurance FAQ (updated 11/10/2020)	Yes	
10	Accept and adopt COVIDSafe Media Relations Guide		Not Released Yet

4.2. Key References

Additional references for further information not included in section 2 of this document.

1. LSV contacts:

- (a) Email: clubsupport@lsv.com.au
- (b) Tel: 03 9676 6930

4.3. COVIDSAFE Coordinator(s) Appointment

Member Name:	Contact Details:	Training Completed:
Jo Smith	Mob: 0400 000 000 Email: jane.smith@lsc.com.au	Yes – 29/09/2020
John Smith	Mob: 0400 000 000 Email: john.smith@lsc.com.au	Yes – 29/09/2020

5. COVIDSafe Facility Access Plan

5.1. Steps to action

Step #	Action by Club	Yes/No	LSV Release
1	Complete COVIDSafe Coordinator Plan (section 4)	Yes	Release 1 & 2 11/10/2020
2	Accept and adopt COVIDSafe Emergency Access Guide	Yes	
3	Refer LSV Facility Access Recovery Roadmap	Yes	
4	Complete COVIDSafe Facility Setup Checklist	Yes	
5	Accept and adopt COVIDSafe Cleaning Guide	Yes	
6	Complete COVIDSafe Signage Checklist	Yes	
7	Complete COVIDSafe Contact Tracing Checklist	Yes	
8	Communicate COVIDSafe Lifesaving Facilities FAQ	Yes	

5.2. Key References

Additional references for further information not included in section 2 of this document.

1. Relevant Section of LSV COVIDSafe Plan
2. LSV contacts:
 - (a) Email: clubsupport@lsv.com.au
 - (b) Tel: 03 9676 6930

6. COVIDSafe Lifesaving Operation Training Plan

6.1. Steps to action

Step #	Action by Club	Yes/No	LSV Release
1	Complete COVIDSafe Facility Access Plan (section 5)	Yes	Release 1 22/09/2020
2	Complete COVIDSafe Lifesaving Operations Training Checklist	Yes	
3	Refer COVIDSafe Operations Training Exemption Guide	Yes	
4	Refer COVIDSafe Worker Permit Checklist	Yes	
5	Accept and adopt COVIDSafe Personal Health Checklist	Yes	
6	Accept and adopt Skills Maintenance Guide 2020-21	Yes	
7	Accept and use Skills Maintenance Card 2020 – 21	Yes	
8	Accept and adopt New Awards – Training Delivery Plan 2020-21	Yes	Release 2 11/10/2020
9	Use COVIDSafe Lifesaving Training Equipment Pickup Checklist (as required)	Yes	
10	Refer COVIDSafe Training @ LSV – Schedule	Yes	
11	Stay current with the COVIDSafe Lifesaving Operations Training FAQ	Yes	

6.2. Key References

Additional references for further information not included in section 2 of this document.

1. Relevant Section of LSV COVIDSafe Plan
2. LSV contacts:
 - (a) Email: clubsupport@lsv.com.au
 - (b) Tel: 03 9676 6930

7. COVIDSafe Lifesaving Operation Plan

7.1. Steps to action

Step #	Action by Club	Yes/No	LSV Release
1	Complete this COVIDSafe plan's sections 4, 5 and 6	Yes	Release 1 08/10/2020
2	Refer COVIDSafe First Responder Checklist	Yes	
3	Refer and communicate COVIDSafe DRSABCDS Guide	Yes	
4	Refer COVIDSafe Modified Patrols Guide	Yes	
5	Refer COVIDSafe Communicable Diseases Guide	Yes	
6	Review SOP 1.19 – Modified Patrol Operations (COVID-19)	Yes	
7	Refer COVIDSafe Clinical Waste Disposal Guide	Yes	
8	View COVIDSafe Patrolling Guide Video		Not Released Yet

7.2. Key References

Additional references for further information not included in section 2 of this document.

1. Relevant Section of LSV COVIDSafe Plan
2. LSV contacts:
 - (a) Email: clubsupport@lsv.com.au
 - (b) Tel: 03 9676 6930

8. COVIDSafe Aquatic Sports Plan

8.1. Steps to action

Step #	Action by Club	Yes/No	LSV Release
1	Refer and accept COVIDSafe Officer Aquatic Sport Position Description	Yes	Release 2 25/09/2020
2	Adopt COVIDSafe Sport Contact Tracing QR Code	Yes	
3	Refer and accept COVIDSafe Sport Training Checklist	Yes	
4	Refer and communicate @Home Fitness Programs	Yes	
5	Complete COVIDSafe LSV Carnival Guideline		Not Released Yet
6	Refer and complete COVIDSafe Club Carnival Guideline		
7	Refer and complete COVIDSafe Non-contact Events / R&R Guideline		
8	Refer and complete COVIDSafe SportApp Entries Guideline		
9	Complete COVIDSafe Surfboat Training Checklist		

8.2. Key References

Additional references for further information not included in section 2 of this document.

1. Relevant Section of LSV COVIDSafe Plan
2. LSV contacts:
 - (a) Email: clubsupport@lsv.com.au
 - (b) Tel: 03 9676 6930

9. COVIDSafe Development Programs Plan

9.1. Steps to action

Step #	Action by Club	Yes/No	LSV Release
1	Complete COVIDSafe Facility Access Plan (section 5)		Released 20/10/2020
2	Accept COVIDSafe Legal & Insurance FAQ		
3	Review, accept and appoint COVIDSafe Officer Nippers Position Description		
4	Refer and accept COVIDSafe Nipper Program Guide		
5	Review and Adopt COVIDSafe Nipper Programs Checklist		
6	Complete and return Club Nipper Program Information Plan		

9.2. Key References

Additional references for further information not included in section 2 of this document.

1. Relevant Section of LSV COVIDSafe Plan
2. LSV contacts:
 - (a) Email: clubsupport@lsv.com.au
 - (b) Tel: 03 9676 6930

10. COVIDSafe Events & Hospitality Plan

10.1. Steps to action

Step #	Action by Club	Notes	Responsible

10.2. Key References

Additional references for further information not included

1. Relevant Section of LSV COVIDSafe Plan
2. LSV contacts:
 - (a) Email: clubsupport@lsv.org.au
 - (b) Tel: 08 9437 1000

RELEASE DATE – 22/10/2020

11. Local Government Requirements

Where required, this section maps this COVIDSafe Plan is to be mapped to specific local government and/or Land Managers requirements and addressed any gaps.

1. Local Government Area (LGA): Local Area Shire Council
2. Link to specific LGA plan relevant for Club LSC

Link included here

3. Key LGA Contact: Jane Doe
 - (a) Role / Person – Facilities Manager
 - (i) Address: 123 Fake Street, Local Area VIC
 - (ii) Email: jane.doe@localareacouncil.com.au
 - (iii) Phone: 0400 000 000

12. Document Process

12.1. Updates & Notifications

On an ongoing basis this document is required to be updated by both LSV and Club LSC. To ensure the most up to date information is incorporated, strict version control will also be implemented. The below process is through required to be followed:

Step #	Action by Club and LSV	Yes/No
1	LSV to advise of update via email/LSV Circulars and re-distribute link of Club master document to Club COVIDSafe Coordinator.	
2	Club to consult internally, as required by section 3.4 of this document, and update master document (link as per step 1).	
3	Club to notify LSV of finalised update through direct email to clubsupport@lsv.com.au .	
4	LSV to confirm Club plan in reply email, pending any amendments or questions.	
5	LSV to finalise version and update records held within Club plan folder	