

CLUB VENUE SAFE USAGE PROTOCOLS May 2020

Commencement Date June 1st, 2020

New Plymouth Roller Sports Club	East End Reserve	Strandon, New Plymouth
Creation Date	Krys Beardman May 20-20	Reviewed: May 31, 2020
Club Contacts	Website: www.skatesports.org.nz	Email: skatesport.taranaki@gmail.com
Club Contact Tracing	www.IDME.co.nz	Mobile: 021 845 977
Authorised: Club Chairperson	Willy Harvey	Signed:

TOPIC	DESCRIPTION	CONTROLS IN PLACE
ACCESS	<p>Access to venue restricted under all Crisis Levels.</p> <ul style="list-style-type: none"> Key holders may not use keys unless authorisation is given prior to all planned entry. 	Evaluate who may access during the different alert levels.
CONTACT TRACING	<p>Club is responsible for making sure all persons entering the venue have registered using the club contact tracing process.</p> <ul style="list-style-type: none"> Details of process to register for IDME hosted through Sporty.co.nz will be provided on website and facebook. Contact Tracing is a compulsory requirement from the Ministry of Health All persons entering the skating rink must use an electronic personal QR Code to register entry – using the IDME process. All persons using club venue MUST be registered on the club membership database for the code they are involved with. All non skaters wishing to access the club MUST create their QR Code using the IDME process Entry to venue is restricted (note GATHERING REQUIREMENTS in this protocol) ALL PERSONS ACCESSING THE VENUE <ol style="list-style-type: none"> MUST HAVE PERMISSION TO ENTER VENUE MUST HAVE A PERSONAL QR CODE MUST REGISTER ON ENTERING VENUE USING THE VENUE CODE 	<p>Display ‘how to’ details to create personal QR Code.</p> <p>Display IDME Venue Codes on access doors to venue</p> <ul style="list-style-type: none"> Main Arena Code: OLHAC Small Arena Code: UGPWQ <p>ALTERNATE TRACING TBA Detail links to NZ Covid Tracer for non members ONLY Display Venue QR Code issued by NZ Government.</p>

CONTACT TRACING PRIVACY	<ul style="list-style-type: none"> • IDME information is kept secure and deleted after 8 weeks from database • Information will not be used for any other purpose. • Information must be available on request to the Ministry of Health in the event of a Covid-19 case notification and contact tracing is required. 	<p>Members have the right to request a copy of the information held related to their personal entry to venue.</p>
RESTRICTED ACCESS	<ol style="list-style-type: none"> 1. Changing rooms will be allocated to each skating branch – labelled on each door and must be used under guidance of team or branch officials. 2. No shower access inside building 3. Closed: Foyer Bathrooms 4. Closed: Spectator Seating (beach side of building) 5. Closed: Access to under seating storage 6. Closed: Skate Hire 7. Closed: Meeting Room (off foyer) 8. Closed: Mezzanine (entire area) 9. Closed: All showers 	<p>Change Rooms labelled and allocated Barriers to prevent entry to foyer bathrooms Barriers to prevent access to seating stands Review end June</p>
SIGNAGE	<ol style="list-style-type: none"> 1. IDME QR Code instructions 2. IDME Venue entry codes and instructions 3. Entry Restrictions 4. Safety Plan Protocol on Display 5. Contact Details for venue 6. Cleaning reminders 	<p>A3 / A4 Posters on windows and inside building placed in visible locations</p>
CLEANING AND SANITISING	<ul style="list-style-type: none"> • Disinfecting soap and sanitiser available on benches and bathroom • Set up cleaning stations around venue • Ensure all surfaces that are frequently touched — benches/ tables/ chairs/ water dispenser, gates/ doors, bathrooms, door knobs, equipment, light switches, electronics etc - are cleaned frequently and thoroughly with disinfectant. • Ensure there are appropriate handwashing facilities, tissues and lined containers for the safe disposal of used tissues available • Ensure gloves and other PPE equipment as appropriate to cleaning staff • Disinfecting soap and foam dispensers, paper towels in all bathrooms • Cleaning plan attached to this document. 	<p>Determine how much and install. Determine best placement for cleaning products Make sure surface spray disinfectant available around the rink Teams responsible to wipe down after usage Member responsibility for wipe down after use Cleaning staff made aware of restrictions and requirements and to monitor</p>

CLEANING STAFF	<ul style="list-style-type: none"> • Ensure provisions (PPE) available as required to ensure safety 	Discuss and purchase as necessary
PHYSICAL DISTANCING	<ul style="list-style-type: none"> • Sport New Zealand advise a phased approach to return to training with limited format. • NPRSC will ONLY allow one group on each rink at any one time. • Each group must remain a minimum of two metres apart from each other when training • Care must be taken to distance from other groups when entering and leaving the building • Each team group must not exceed 100 in total (this total includes all athletes, team officials and parents in one group) • It is an expectation that each group/ team member will sanitize hands on entry and exit to/from building. • Where possible it is recommended that group members come dressed to go on the rink, carry in skates and use seating adjacent to shop area when putting skates on. • If gear bags are brought into the venue they must be stored in the allocated change room. Gear bags are NOT to be left in any other areas within the venue. • Members MUST not cross the small rink to access changing rooms and toilets. The “tunnel” must be used. • Wooden seating by shop area must be cleaned after use by each group using spray disinfectant provided. • If parents need to access the venue with a younger member they must register using the club IDME process. • Please make sure all lights are turned off and the venue is locked down if you are the last to exit the venue 	<ul style="list-style-type: none"> • GEAR BAGS only in change rooms • NO SPECTATORS • SANITISER FOR HANDS AT ENTRANCE
SKATER ACCESS LEVEL TWO	<ul style="list-style-type: none"> • TEAM GROUPS ARE NOW ALLOWED • NO HANDSHAKES/ HUGS ETC • WASH HANDS BEFORE ENTRY TO VENUE • DO NOT ACCESS IF YOU HAVE FLU SYMPTOMS • DO NOT ACCESS IF YOU HAVE BEEN OVERSEAS IN THE LAST MONTH • DO NOT ACCESS IF YOU OR A FAMILY MEMBER HAVE BEEN IN CONTACT WITH ANYONE WHO HAS HAD CONTACT WITH COVID-19 	Nominate responsible adult to oversee each group entry TO MAKE SURE QR CODE IS USED TO REGISTR ENTRY.

SKATER ACCESS	<ul style="list-style-type: none"> OPERATING UNDER LEVEL 2 BASED ON GOVERNMENT GUIDELINES COMMENCING MAY 29TH, MIDDAY, 2020 	
TWO		
LOAN OR SHARED EQUIPMENT	No club or personal equipment is to be shared during any skating activity inside the club venue	Notify by signage Club communication to members
SCHEDULING FOR VENUE USAGE	A full weekly schedule will be posted on noticeboard and facebook	No changes once final – Reviewed when Level restrictions are advised by authorities or as necessary
COMMUNICATION TO MEMBERS	<ul style="list-style-type: none"> Continue communication with members via website and facebook. Utilise Facebook chat, ZOOM, for meetings and call as necessary. Notify members whenever updates are issued by Sport NZ / Min of Health. Reminders of the importance of contact tracing and washing hands. 	Utilise website/ facebook/ chat/ ZOOM as necessary
PUBLIC ACCESS	<p>NO GENERAL PUBLIC ACCESS UNTIL FURTHER NOTICE</p> <p>Notify events being postponed or cancelled</p> <p>Notify cancellation of Learn To Skate (to be reviewed for term four)</p> <p>Cancellation of Inline School League (to be reviewed for term four)</p> <p>Limited access to persons over 70+ or medical conditions</p>	Access will be evaluated based on directives from Ministry of Health
<ul style="list-style-type: none"> KEEP SAFE KEEP KIND 	Ensure members, families and volunteers and those using the venue are aware of necessary health steps, and of the importance of following them.	Educate/ advise/ display information inside rink, on website and facebook.
ABUSE	If you see or hear people or groups being picked on because of racism or discrimination, call it out. Fighting COVID-19 requires us all to unite as one.	Disciplinary Action
MINISTRY OF HEALTH ADVICE	Medical help/ Healthline	0800 358 5453



Sanitiser Locations and Guidelines

Club Cleaning Protocol #1

Sanitiser Access
<ol style="list-style-type: none">1. Front entrance - on wall beside front door2. On the wall beside the committee room window (Foyer and Entrance Area)3. Beside Skate Hire4. On each players bench wall by seating (main rink)5. On wall before entering small rink toilets6. On the wall, past the referee bench of the small rink, between changing rooms 3 & 4.
<ul style="list-style-type: none">• Fixed sanitiser bottles will be fixed to wall as above.• Sanitiser will be refilled as required.• Soap will be available in bathrooms.• Paper towels will be available in bathrooms. Please dispose of them after use in bins provided.
Plan
<ol style="list-style-type: none">1. Members should wash their hands before coming to the rink2. Members sanitise on entry and exit - to and from the building3. Members sanitise as per needed throughout time at the rink
<p>The New Plymouth Roller Sports Club are providing hand sanitiser stations for all individuals to use when entering the rink.</p> <p>Each person entering the rink is personally responsible for sanitising their hands on entry to the venue.</p> <p>Each team is responsible for disinfecting player benches. door handles and their changing room.</p> <p>Team Opai will oversee cleaning regimes for each branch and maintain weekly venue cleaning.</p>

SANITISING REQUIREMENTS FOR EACH GROUP TRAINING

Club Cleaning Protocol #2

One person, from each training group, is responsible for sanitising all used contact surfaces: rails, gates, seating etc. All borrowed and training equipment **MUST** be wiped down with disinfectant. Showers will not be used in the venue. Team Managers to delegate a designated adult to sanitise after use. Please initial beside details below after cleaning.

<u>Area to clean</u> All areas touched and used during your group training	<u>Action required</u>	<u>Product to use</u>	<u>Equipment</u>	<u>When</u>
RAILS	wipe	Smartdose	Spray Bottle and paper towels	After each group (team/ individual) training session
GATES		Oxy-Five		
BENCH SEATING		Hawkeye Surface Sanitiser		
DRINKING BOTTLE STATION				
GOALS (POSTS)				
REFEREE BOX SURFACES				
EQUIPMENT USED				
CHANGING ROOM USED - BENCH SEATING				
CHANGING ROOM DOOR AND HANDLE				
CHANGING ROOM LIGHT SWITCHES				

Person responsible for cleaning: fill out name and date chart provided in branch cleaning kit