**“Away from Venue” Covid Protection Framework (RED) Safety Plan Template**

# COVID-19 SAFETY PLAN & RISK ASSESSMENT

{Insert School/Club Name} wishes to ensure, as much as is practical, the health and safety of our rowers and staff whilst at regattas, including travelling to and from the event. This document will form the basis of how we will keep our team safe away from the event venue specific to Covid-19 risks.

Regatta/Event: {insert regatta name}

Covid Safety Officer: {insert covid officer name}

Mobile: {insert covid officer phone number}

Email: {insert covid officer email address}

Head Coach: {insert head coach name}

Mobile: {insert head coach phone number}

Email: {insert head coach email address}

# How will we manage the risk associated with Covid-19 prior to our arrival in Twizel?

* Fill in the pre-event contact register and any other paperwork provided by South Island Rowing.
* Communicate to rowers and parents that they must be symptom free prior to boarding the minivans to travel to Twizel.
* Attend Covid and Safety Briefing Zoom meeting held by South Island Rowing prior to the regatta.
* Ensure all team members are aware of the Traffic Light System (TLS) Red Protocols put in place by SIR prior to arriving in Twizel (these will be emailed prior to departure, discussed enroute, reiterated throughout the week).
* To minimize the amount of contact with other people on travel days, the team will not stop at shops on route to Twizel. Rowers are to bring a packed lunch on the travel day to Twizel and will be provided with a packed lunch on the return travel day.
* Masks to be worn at all times at any required toilet stop.
* *{insert protocol}*
* *{insert protocol}*
* *{insert protocol}*
* Team members are reminded to social distance (at least 1m apart) where possible when standing in queues for toilets, shops etc.
* Team members to scan in using QR codes (or manual registers) at any facilities.
* Hand sanitizer is available in the minivans.
* All members to maintain high standards of hygiene.
* *{insert protocol}*
* *{insert protocol}*
* *{insert protocol}*

# How will we manage the risks associated with Covid-19 exposure at our base (Insert Accommodation Provider) in Twizel away from the regatta?

* Team members are to stay, where practical, within the confines of our accommodation
* All meals will be served at {insert venue}
* Teams that are not the sole occupiers of accommodation blocks should aim to have separate entry and exit points or stagger use of shared spaces,
* Team members to wear masks in any other shared areas of the accommodation (hallways, bathrooms, toilets etc.).
* Team members are not to swap rooms.
* Grocery shopping during the week will be done by designated parent helps.
* Squad members are to be either be at the lake, at their accommodation or at the venue of their meal provider. Public spaces in Twizel will be treated as out of bounds (except for designated shoppers).
* {insert protocol}
* {insert protocol}
* {insert protocol}

# What contact tracing protocols will be used away from the regatta?

* Covid Officer will have a copy of the contact tracing register that has been provided to SIR.
* Team members will be reminded to use QR scanning or manual registers wherever possible.
* {insert protocol}
* {insert protocol}
* {insert protocol}

# Overview of hygiene, social distancing and mass gathering protocols for the team away from the regatta:

* Hand sanitizer available for all team members at meals, and in common areas of accommodation.
* Team members to remember to social distance, where practical if they come into contact with any other people staying at the accommodation, or at stops enroute.
* No gatherings of more than 100 will take place at accommodation or elsewhere.
* Use of masks and personal hygiene encouraged at all times away from the venue.
* {insert protocol}
* {insert protocol}
* {insert protocol}

# How will the team manage an exposure or suspected exposure to Covid-19?

* Isolate the possible case immediately – rearrange room list to create a single room if one case or accommodate more than one case in a room together. If possible, move person/s to a room with ensuite bathroom to reduce the need to share facilities.
* Ringfence possible close contacts
* Inform Medical Officer of regatta
* Inform GP and/or Healthline
* Organise for person/s to be tested
* Contact parents and/or family
* If infected person is a rower, parents will need to make arrangements to come and pick up the rower, so that the whole team is not exposed (biggest risk is close contact in minivans, accommodation).
* If infected person is an adult, provide support to find alternative way home (get in touch with emergency contact)
* Team manager & covid officer to know which team members have 1st aid qualifications
* *{insert protocol}*
* *{insert protocol}*
* *{insert protocol}*

# How will you check to see if your processes and risk controls are effective?

* CO and team management will remind rowers and team members to keep following the rules.
* Group meeting times used as an opportunity to reinforce the rules and to seek feedback.
* Post regatta – review the procedures to ensure we further reduce risks wherever possible.
* *{insert protocol}*
* *{insert protocol}*
* *{insert protocol}*