COVID-19 Safety Plan

*[Use this form to document your thinking about how you will keep all those attending your cycling activity (training, racing, events etc) safe during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your riders, volunteers, officials and spectators and other people to know exactly what plans you have in place, what part they play, and what to expect].*

Commitment statement

*[Insert your commitment statement here].*

*Example: This plan has been completed to document our response to COVID-19 and how we plan to keep those attending our cycling activity safe during the COVID-19 pandemic].*

Definitions:

*[Insert definitions of any sport specific words to ensure there is clarity for those reading the plan]*

*Example:*

*Cycling Activity can include (but is not limited to) training sessions, club nights, club racing, open events etc)*

*Attendees can include (but is not limited to) riders, volunteers, officials, event personnel, spectators, supporters and contractors*

Organisation Details:

|  |  |
| --- | --- |
| Club Name: | *[Insert your club or organising entity here]* |
| Completed by: | *[insert who wrote this plan here]* |
| Date Published: | *[insert what date this plan was originally published here]* |
| Version Number: | *[every change to this plan should be a new version]* |
| Revised dates/s: | *[insert the date the latest version was published]* |
| Club President Name: | *[insert the club presidents name here]* |
| Signed by Club President: | *[Have your club president sign here to endorse this plan and to ensure they have awareness]* |
| Person responsible for this plan: | *[nominate a person responsible for ensuring actions in this plan take place – does not have to be the president]* |
| Names of other club members consulted: | *[to demonstrate consultation, insert the names of other persons you have consulted with to write this plan]* |

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| QUESTION | **DESCRIBE WHAT YOU WILL DO** | **WHO IS RESPONSIBLE** |
| **What will be done to manage risks associated with a return to cycling activity resulting from COVID-19?** | *Example responses and processes*   * *The risks of operating our event in a Covid-19 and post Covid-19 environment have been reviewed and details; including mitigations, are contained within this document. The key areas are outlined as follows:* * *A contact training register will be completed and kept for each event. This will be for everyone that attends the event, e.g. – participants, workers, volunteers, suppliers, sponsors.* * *Ensure we have the approval of local council and/or other appropriate stakeholders (such as landowners, DOC, venues etc).* * *Additional cleaning and hygiene measures will be carried out during the event.* * *Ensure we have secured appropriate essential services and the appropriate number of volunteers required.* * *Restrictions on gathering numbers will be kept to within the government guidelines at the time.* * *Communicate expectations to all attendees if they are feeling unwell.* * *Additional signage at the event to remind people about social distancing and personal hygiene (as per government guidelines).* | *[Include who at the event will be responsible for ensuring this happens.]* |
| **How will you ensure all your attendees know how to keep themselves safe from exposure to COVID-19?** | *Example responses and processes*   * *Club members, volunteers, officials and contractors/suppliers will be sent detailed information on the updated procedures that will be in place. They will have the opportunity to be able to ask questions if they are unsure prior to the event.* * *If any persons states that they are not comfortable or do not feel safe coming to the event, or feel that their health might be at risk due to age or immune vulnerability, this will not be used as a prejudice against this person.* * *Once on site they will receive an induction to ensure that they all understand the new procedures that are in place and this will be another opportunity for questions.* * *Participants will be sent information regarding the new processes relating to COVID-19 and what they should remember to do when they are onsite. This additional information will also be included in their race briefing.* * *If accepting entries on the day, the process will be explained during the registration process.* * *Once on site, everyone will be reminded through the PA system and signage about key messaging around social distancing and personal hygiene.* | *[Include who at the event will be responsible for ensuring this happens.]* |
| **How will you gather information on the wellness of all those attending the event to ensure that they are safe to attend?** | *Example responses and processes*   * *All those attending (riders through registration process, volunteers and contractors through email) will also be asked if they have shown any of the following symptoms in the last 4 weeks:*    + *High temperature*   + *Fever or chills*   + *Cough*   + *Runny nose*   + *Sneezing*   + *Shortness of breath*   + *Sore throat*   + *Loss of taste or smell*   + *Chest Pain*   + *Headache* * *If at any time have you tested positive for COVID-19?* * *In the last 14 days have you been in contact with anyone that is a confirmed case of COVID-19 or have you travelled internationally?* * *If you have answered yes to any of the above or are over the age of 70 or you are immune compromised, can you confirm that you have received medical advice to confirm that you are safe to partake in this physical activity?* * *When they arrive on site, and during their induction, they will again be asked if they are showing any of the above symptoms.* * *If they are feeling unwell, they will be advised to leave the venue and to self-isolate and contact the Ministry of Health on 0800 358 5453* | *[Include who at the event will be responsible for ensuring this happens.]* |
| **How will you operate your event in a way that keeps attendees safe from exposure to COVID-19?** | *Example responses and processes*   * *We will review guidance on the Ministry of Health website and prepare appropriate responses such as:* * *The event will meet the government guidelines on max numbers of people attending. This will include participants, staff, volunteers, spectators, technical officials, suppliers and sponsors.* * *A contact tracing register will be kept of everyone that will be attending the event. All participants contact information is already captured through the online entry system. All non-registered riders entering the venue will be required to sign in through the online app, or if they do not have a smart phone they will be able to sign in manually. This register will be kept for 4 weeks and will be available should the Ministry of Health require it if there is a suspected or positive exposure of COIVD-19 during our event.* * *We will manage physical distancing requirements as issued by the government by reviewing and implementing appropriate responses such as:* * *Reviewing the duration of the event to spread out the number of attendees required to be in one area at one time.* * *Participants may be asked not to bring any supporters/spectators with them – if they do, they will need to complete any contract tracing in place.* * *Review the start format which may include waved starts with a limited number of people and with the waves spread out.* * *Participants may be given a time slot of when they are allowed to arrive on site prior to their start time, and they are advised that they must leave as soon as they have finished.* * *Volunteers will continually observe and monitor the numbers on site and any areas where people are tending to congregate, and ask people to separate and observe social distancing.* * *Signage will be placed around the venue to remind people about social distancing.* * *Reviewing how we conduct any prize giving to avoid large congregation of people. This may include spreading out the presentations or recognizing place-getters online.* * *Riders will be given a longer period of time to be able to collect their race pack from the race venue. Volunteers will assist with reminding people about social distancing during this time.* * *Additional boxes will be placed around the finish area for timing chip return.* * *Review the placement of feed zones or official spectator zones to avoid a large congregation of people.* * *Suppliers and contractors will be informed of the new procedures that will be in place at the event and they will be asked confirm they have read and understood, and be provided with the opportunity to ask questions.* * *Clear communication to all volunteers and participants to remind everyone that they should stay home if they are sick, and should not take part in sport or recreation if they have flulike symptoms, and that they should self-isolate at home and get tested immediately* * *Cleaning and Hygiene practices will be implemented, including:* * *There will be increased cleaning for all areas. This includes bathrooms and working areas.* * *There will be disinfectant spray/wipes available for everyone to use.* * *Hand sanitizer will be spread around the venue and be available for everyone to use.* * *The number of rubbish bins will be increased to allow people to be able to dispose of items easily and frequently. Rubbish bins will be emptied regularly.* * *Timing chips will be disinfected prior to the event.* * *Volunteers will wear gloves (provided by the event) when they are handling any equipment that athletes may touch and if they should be in contact with an athlete (such as the first aid, finish area or holding riders at the start).* * *Signage will be placed around the venue reminding people about personal hygiene.* * *The toilets on site have wash basins and will have additional soap in them for use. They will be monitored for cleaning during the event.* * *Communication from the MC throughout the event will remind people of the key messages around social distancing and personal hygiene.* * *Post event all attendees will be reminded through email communication that they should inform the Ministry of Health and/or the event if they are feeling ill or showing COVID-19 symptoms within 14 days of the event.* | *[Include who at the event will be responsible for ensuring this happens.]* |
| **How will you manage an exposure or suspected exposure to COVID-19?** | *Example responses and processes*   * *If someone at the event displays symptoms of COVID-19 the Event Director will politely ask that the person leaves the event and self-isolates. They will be informed that they should contact the Ministry of Health and get tested.* * *If required, the event will assist to arrange safe transport home and ensure they have the contact details for the Ministry of Health.* * *The Event Director will contact the Ministry of Health on 0800 358 5453 as soon as possible to inform them of a possible case. The Event Director will then follow the Ministry of Health’s instructions with how to manage the situation. This could include assisting with communication to the participants that were at the event.* * *The Contact tracing registration will be made available and any other information that they require.* * *The Media Spokesperson for the event will manage any media enquiries and this will be done in association with the Ministry of Health.*   *Additional points:*   * *The contact tracing register will be securely kept for at least 4 weeks post event.* | *[Include who at the event will be responsible for ensuring this happens.]* |
| **How will you evaluate whether your processes or risk controls are effective?** | *Example responses and processes*   * *At the start of each day and the end of each day of activity, there will be a safety meeting/debrief and this will be a chance for volunteers to give their input on whether the measures are working that are in place – this feedback can also be received via email. Adjustments will be made if not.* * *During the event itself, all attendees will be required to take a proactive approach to all situations to ensure the COVID-19 plan is being adhered to. If it is not working, then it will be reviewed, and a new approach put in place.* * *Post event a full debrief will take place with key persons to review what additional measures were required and how the plan needs to be updated and changed for future events.* * *As with all events, should there be a time where the safety of participants and or workers are at risk, the event can be halted until such measures are put in place to ensure the safety of everyone onsite.* | *[Include who at the event will be responsible for ensuring this happens.]* |
| **How do these changes impact  the level of risk involved in your activity?** | *Example responses and processes*   * *The elements contained within this COVID-19 plan will not negatively impact on the risks already associated with the event operations.* * *The event can still safely operate so long as there is constant review and evaluation of the plan to ensure that the safety of everyone is of utmost importance.* | *[Include who at the event will be responsible for ensuring this happens.]* |