

# 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: The Auckland Table Tennis Association (Inc)	Manager approval: 15 <sup>th</sup> May, 2020	Worker representative consultation: 14 <sup>th</sup> May, 2020
Division/group: Not applicable		
Date completed: 13 <sup>th</sup> May, 2020		
Date distributed: 15 <sup>th</sup> May, 2020	Name of manager: Shane Warbrooke	Name of worker representative: Dinyar Irani (DI) Eberhard Kleiser (EK)
Revision date: Ongoing		

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>Employees to work in shifts            Shift 1: 10.00a.m. – 5.00p.m.            Shift 2: 5.00p.m. – 11.59p.m.</p> <p>Showers, changing rooms, upstairs cafeteria, and lounge to remain closed            All players must make bookings in order to access the Auckland table tennis stadium            Hand sanitizer stations by the front entrance, and by every Hello Club booking kiosk            All persons required to check-in using the Hello Club Visitor Log on arrival at the Auckland table tennis stadium            All bench seating and individual chairs removed from the playing floor            All umpire stands removed from the playing floor            Enhanced cleaning schedule            High-touch areas disinfected on a daily basis            Erect signage in relation to COVID-19 and enhanced hygiene measures</p>	SW

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<b>How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?</b>	<p>Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.</p> <p>Ensure our procedures are up to date by conducting a daily review of Ministry of Health guidance</p> <p>Attend Sector Resilience meetings on Mondays coordinated by Aktive in order to stay up to date with information for the Sport &amp; Recreation sector</p> <p>Review Sport NZ recommendations for Alert Level Guidelines</p> <p>Changes to policy to be discussed by phone</p>	SW
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New Zealand Government

	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>All employees are individually responsible for reporting poor physical and mental health</p> <p>All employees must check-in on arrival at the Auckland table tennis stadium</p> <p>DI &amp; EK must advise SW if they feel unwell</p> <p>SW must advise WG if he feels unwell</p> <p>Remaining employees to cover the shifts of the employee who feels unwell if required</p>	SW, DI, & EK
<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>Employees to work in shifts</p> <p>Shift 1: 10.00a.m. – 5.00p.m.</p> <p>Shift 2: 5.00p.m. – 11.59p.m.</p> <p>One employee scheduled to work in any one shift</p> <p>Minimal crossover time during the changeover between shifts</p> <p>Disinfect shared surfaces between shifts</p> <p>All employees to use different computer equipment when in the stadium office</p> <p>All employees to use different pens when in the stadium office</p> <p>Showers, changing rooms, upstairs cafeteria, and lounge to remain closed</p> <p>All employees to drive personal transport to the Auckland table tennis stadium</p> <p>Hand sanitizer station on the front desk of the Auckland table tennis stadium</p> <p>All employees to maintain physical distancing from contractors, coaches, players, and fellow employees</p> <p>All employees to wear face masks if required to administer First Aid</p> <p>Cleaners to be advised of change in duties, and requirement for additional disinfecting of high-touch areas</p>	<p>SW to review procedures, SW &amp; EK to order supplies, SW to advise cleaners to use the new supplies and follow new cleaning procedures</p>

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How will you manage an exposure or suspected exposure to COVID-19?

Consider: Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.

Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline.

SW

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	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<b>How will you evaluate whether your work processes or risk controls are effective?</b>	<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>We need employee feedback. DI &amp; EK are both proficient in English. DI &amp; EK to notify SW of ideas for improved work processes and risk controls by e-mail or by phone SW to prompt feedback on a regular process by e-mail or by phone Employees to take note of any complaints or concerns raised by contractors, coaches, players, and/or parents and to notify SW</p>	<i>DI &amp; EK to report to SW</i>
<b>How do these changes impact on the risks of the work that you do?</b>	<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>Employees will not conduct work in external venues employee feedback. DI &amp; EK are both proficient in English. DI &amp; EK to notify SW of ideas for improved Regular check-ins with employees about how they're coping with the change to shift work Regular check-ins with employees about their physical and mental health</p>	<i>SW</i>

Notes: