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## POLICIES AND PROCEDURES

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### SECTION 1: FACILITIES PLAN

<b>Plan statement and objectives</b>	<p>Ellerslie AFC is committed to its members, employees, suppliers and stakeholders. The Purpose of the Covid-19 Facilities Plan is to ensure employee and members' safety is put first while the provision of the Clubs services continue.</p> <p>This Plan has been prepared alongside the Clubs Communication, Contact Tracing and Return to Training &amp; Play Plans.</p> <p>Where possible, this Plan is to be made available to all staff and members. The key objectives include:</p> <ul style="list-style-type: none"><li>• The Club delivers football to its members to the best level possible during the lockdown period as NZ move through the Alert Levels, while not compromising health and wellbeing of staff and members.</li><li>• Risks of contagion to people that come to the Club are managed, ensuring the health and wellbeing of staff and members.</li><li>• Ministry of Health directives are the initial basis for decision making in the event of a pandemic, such as directives regarding self-isolation and gatherings of people.</li><li>• Ensuring everyone has a clear understanding of the roles and responsibilities of the Facilities Plan.</li></ul>						
<b>Review Protocol</b>	<table><tr><td>Plan Signed off by:</td><td>Ellerslie AFC Executive Committee</td></tr><tr><td>Date Signed off:</td><td>18/05/2020</td></tr><tr><td>Next Review Date:</td><td>01/07/2020</td></tr></table>	Plan Signed off by:	Ellerslie AFC Executive Committee	Date Signed off:	18/05/2020	Next Review Date:	01/07/2020
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## HYGEINE CONSIDERATIONS

The Ministry of Health recommend basic hygiene measures are the most effective way to stop the spread of infections in the workplace. These include:

- Hand hygiene - washing hands regularly with soap and water, or cleansing with hand sanitiser
- Staying at home if you are sick
- Coughing or sneezing into a tissue or your elbow and then performing hand hygiene
- Cleaning surfaces regularly

The following list outlines initiatives to support these hygiene measures

Hygiene initiatives – General	Date Completed
Guidance on effective handwashing procedures placed in all toilets. (signage from Council)	
Hand sanitiser and hand washing stations placed around areas of high traffic or where people first arrive (see placement map – Appendix 1)	
Hand sanitiser placed in the office at Michaels Ave for use by staff	
Communication sent to all teams that players must sanitise their hands prior to, and after, training.	
Coaches instructed to ensure all players sanitise hands prior to, and after, training	
Place a covering over drinking fountain so it cannot be used	

## EQUIPMENT CLEANING

All equipment must be cleaned prior and post training and matches. This includes but is not limited to balls, bibs, goals, nets, cones and flags.

The following outlines initiatives to support this equipment cleaning

<b>Equipment Cleaning</b>	<b>Date Completed</b>
Sourcing of bulk commercial sanitisation product for use by club coaches and members	
Purchase, or sourcing, of a machine capable of sanitising goals and nets	
Set up of a sanitisation station at Michaels Ave for coaches to sanitise training equipment after training (balls, bibs, cones)	
Communication sent to all coaches to ensure training equipment is sanitised after each training, either at venue or at home	
Instruct teams that gloves must be worn when moving portable goals	
Implement process for daily sanitisation of railings around artificial turf areas	

## PLAYING FIELDS

The following outlines initiatives to support the use of the playing fields

<b>Playing Fields</b>	<b>Date Completed</b>
Areas must be identified for each training group	
Training groups are limited to a maximum of 10 people, including coaching and administration staff	
Training groups must stay at least 2 metres apart and must not interact	
Trainings for different groups to be staggered to allow time for teams to arrive and leave without overlapping	
Parents and caregivers to be encouraged to remain in their cars and not be near fields during trainings	
If parents and caregivers are near fields they must observe social distancing and remain 2 metres apart from anyone outside their bubble	
Tie open gates to artificial turf areas to limit people touching gates	
Gates to be closed after the final session of the day to ensure dogs etc. do not go onto the artificial turf	

## CAR PARKS AND ENTRANCES

The following outlines initiatives to support the use of the car parking areas

Car Parks	Date Completed
There is to be no unnecessary congregation in carpark areas	
Parents and caregivers dropping players off should use the entrance closest to the field their child is training: <ul style="list-style-type: none"> <li>- Field 1 – Michaels Ave entrances (near the duck pond) or Elwood Place carpark</li> <li>- Training Area – Elwood Place carpark</li> <li>- Field 2 – Elwood Place carpark</li> <li>- Field 3 – Aaron St entrance</li> <li>- Field 4 – Lower carpark or Aaron St entrance</li> <li>- Field 5 – Lower carpark</li> </ul>	
Parents and caregivers to be encouraged to remain in their cars and not be near fields during trainings	
Members to be instructed to leave the facility immediately after their, or their child's, training or match is finished	

## CHANGING ROOMS AND CLUBROOMS

The following outlines initiatives to support the use of the changing rooms and the clubrooms

<b>Changing Rooms and Clubrooms</b>	<b>Date Completed</b>
The changing rooms at Michaels Ave shall remain closed until further notice	
<p>If there is a requirement to use the changing rooms then this can only occur if the following practices are observed:</p> <ul style="list-style-type: none"> <li>- the number of people is limited to 10 people per room from the same group and groups must not interact when entering and exiting the building</li> <li>- social distancing is observed</li> <li>- the changing rooms are fully sanitised between each group of users</li> </ul>	
The Clubrooms at Michaels Ave shall remain closed until further notice	
<p>If there is a requirement to use the Clubrooms then this can only occur if the following practices are observed:</p> <ul style="list-style-type: none"> <li>- the Clubrooms are fully sanitised before opening and after closing</li> <li>- the Clubrooms adhere to the requirements of the Hospitality Industry if opening for serving refreshments</li> <li>- social distancing is observed</li> </ul>	

APPENDIX 1

Sanitisation placement map

● = portable sanitisation stations



## **PROCESS & SANCTIONS FOR BREACHES OF COVID-19 RETURN TO TRAIN/PLAY PROTOCOL**

If the Club becomes aware of a breach by a player, coach, parent/caregiver/spectator, team of our Covid-19 Return to Train/Play policies, a review committee shall be appointed to review any breaches as required by the processes set out. If there are any breaches, the following shall occur:

- If the breach is by an individual player or players:
  - , in the first instance the Coach is able to ask the player to either leave the training (in the event of it being a senior player) or sit to the side of training (in the event it is a junior/youth member).
  - If there is a second breach by the individual, the Coach shall advise the Club of the breach.
  - After meeting to discuss the breach the individual shall be contacted and educated on the process and required to acknowledge they understand what they need to do to remedy the breach and understand the protocols (in the event of players under 16 years, this will be done through parents).
  - If the individual breaches the protocol again, they would be suspended from playing until further notice
- If the breach is by a coach:
  - The review committee will meet to discuss the breach.
  - The coach will be contacted and be educated on the protocols and receive acknowledgement from them that they understand what they need to do to remedy the breach and understand the protocols.
  - If the coach breaches the protocols again a supervisor would attend the next training session to supervise and then discuss with the coach after the session the steps they need to take to meet the protocol.
  - If the breach continues, the coach will be replaced for a period of time until it is deemed that the coach is able to resume their duties.
- If the breach is by a parent or caregiver:
  - The review committee will meet to discuss the breach.
  - The person will be contacted and educated on protocols and we shall receive an acknowledgement from them that they understand what they need to do to remedy the breach and understand the protocols.
  - If the breach continues, the individual will be asked to not attend at the facility until the Alert levels drop to a point where the breach is no longer an issue.