

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: Warrior Taekwon-Do	Manager approval:	Worker representative consultation:
Division/group: Member of ITFNZ Inc.		
Date completed: 13 May 2020	Name of manager:	Name of worker representative:
Date distributed: 13 May 2020	Paul McPhail	
Revision date:		

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	<p>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</p> <p><i>Example: Restart the line - carry out restart procedure and sterilise all touch surfaces.</i></p> <ul style="list-style-type: none"> - We will be following guidelines from our National Body ITFNZ Inc for how to best manage risks when we re-start our classes. - Lessons will be changed to a staggered format so members have time between classes to avoid unnecessary congestion in and out of the training area. - Class sizes will be limited so that we can space out across the floor keeping physical distancing. - We will be refraining from any activities that require close contact with each other. EG no sparring, self defence practice. - Parents will be ask to drop their kids at the gate and watch them enter, rather than coming into the hall themselves. Same at the end of class. - An assistant instructor in each class will be given the sole role to manage people coming in and out of the hall and to record attendance. - We use an on-line app to record attendance. This information is kept in our national database and is up to date. The information is stored digitally for quick retrieval if required. - Anyone entering the training area not in the database will be manually entered into the system or on paper. - All touch surfaces will be cleaned before and after the training sessions. - We will not use equipment at all initially to avoid extra contact with these surfaces. 	Paul McPhail

How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?

Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.

Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.

- All our instructors will be briefed before we re-start via our regular Zoom meetings.
- Instructors and assistant instructors will be specific roles in terms of member management, safety and hygiene.
- We will provide de-brief opportunities after each night's training.
- Weekly review with instructors via Zoom meeting.

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<p>How will you gather information on the wellness of your staff to ensure that they are safe to work?</p>	<p>Consider: Daily health screening check, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</p> <p><i>Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical and mental health.</i></p> <ul style="list-style-type: none"> - All instructors and members will be reminded each session about their wellness, and in particular to stay home if not well. - Instructors will monitor wellness of members. - As the head instructor – I will be at all sessions to monitor my assistant instructors. 	<p><i>Team leaders / Assistant Instructors / Paul McPhail</i></p>
<p>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</p>	<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><i>Example: We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces the right way with the right disinfectant.</i></p> <p>KEY POINTS ARE:</p> <ul style="list-style-type: none"> - Restrict who enters the hall (parents stay in their car) - Avoid congestion in the entrance way before and after training - Conform to distancing throughout the sessions. - Conform to other guidelines such as no hand shaking, social distancing - Train 2 meters apart, no close contact at all - No or very limited use of equipment - Cleaning of surfaces before and after sessions - Staff specifically appointed to look after member wellness 	<p><i>Paul McPhail</i></p>
<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<p>Consider: Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.</p> <p><i>Example: Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline.</i></p> <ul style="list-style-type: none"> - Contact Healthline immediately to get advice - Prepare data of attendance ready to pass on to authorities - We have good, regular communication with all our members via email, txt and Zoom, so communication with them will be important and immediate. 	<p><i>Paul McPhail</i></p>

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<p>How will you evaluate whether your work processes or risk controls are effective?</p>	<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><i>Example: We need workers' feedback and some speak little English, so we will team up workers with buddies who are more fluent in English at team meetings.</i></p> <ul style="list-style-type: none"> - Weekly review with Instructors - Invite feedback from parents and members - Regular communication with all our members 	<p><i>Paul McPhail</i></p>
<p>How do these changes impact on the risks of the work that you do?</p>	<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> <ul style="list-style-type: none"> - There are no critical risks with these measures. <p>We already have a Health & Safety Plan that members have access to via our website. This will be updated with appropriate Covid19 details.</p> <p>https://warriortkd.co.nz/about-us/terms/</p> <ul style="list-style-type: none"> - 	<p><i>Paul McPhail</i></p>

Notes: