

# Coaching Squash in Level 2



## Alert Level 2 – Reduce

Under Alert Level 2 the disease is contained, but there is still a risk of community transmission. The objective of this document is to provide coaches with best practice examples to minimise the risk of transmission of the virus and be able to rapidly track and isolate any cases that may arise. Subject to the range of public health measures and squash specific recommendations; coaching squash can resume under level 2. Coaches should familiarise themselves with these measures and recommendations at the following links; <https://covid19.govt.nz/> and <https://squashnz.co.nz/for-clubs/covid-19.cfm> Coaches should pay particular attention to ensuring playing groups 'gathering' sizes are met, good contact tracing is possible and hygiene measures, particularly washing and drying of hands, and regular sanitising of equipment and surfaces are in place. Make sure you know (or can identify) anyone who is participating in your coaching sessions

As of 14 May 2020

Best Practice Tips	Squash Scenario
Ensure you have a safety plan that addresses contact tracing, gathering sizes, cleaning and hygiene measures. A sample plan can be found at the end of this document.	Volunteer coaches need to ensure coaching activities are covered within your club's plan.  Coaches who are employees need to ensure that your employer has a safety plan in place, and you are familiar with all the measures.  Coaches who are independent contractors (anyone who accepts payment) must have a safety plan to ensure that you have taken appropriate measures to mitigate the risk to your clients. If you already have a health & safety plan for your business, you can expand on this to include COVID-19 measures.
Ensure you follow the facility guidelines as set out in their safety plan	Provide hand sanitiser  Clean up the court after yourself  Limit touching common areas
Coaching should be undertaken on a contactless basis observing the government physical distancing guidelines	Consider coaching from outside of the court or if possible from viewing platforms above the court.  Maintain physical distance when providing feedback and players are resting.  Use contactless payments

<p>Wash/sanitise your hands and equipment before and after each coaching session</p>	<p>Ensure that you have easy access to hand sanitiser for use by yourself and the people you coach</p> <p>Where possible one person is to handle the balls during the session.</p> <p>Ensure all equipment you use (balls, racquets, etc) are cleaned between coaching sessions</p> <p>Where possible limit players interacting with coaching equipment</p> <p>Use fewer balls than normal</p>
<p>Observe all government advise on player group 'gathering' sizes.</p>	<p>Ensure that you are only coaching one playing group at a time.</p> <p>Shorten or stagger coaching sessions to ensure no cross over between players</p> <p>If clubs decide to limit player groups sizes below the government recommendations follow this advice.</p> <p>Where practical have an empty court between you and other player groups.</p> <p>Players can only play with those in their group. They cannot mix and mingle with other groups.</p>
<p>Manage areas where bottlenecks of players can occur</p>	<p>Stagger when your coaching sessions start so the players have left before the next ones arrive.</p> <p>Have 15 minute break between sessions to ensure you can clean all equipment and surfaces before the next session.</p> <p>Avoid meeting players in common areas with high foot traffic</p>
<p>Be informed</p>	<p>Ensure you understand the facilities safety plan.</p> <p>Limit how many facilities you coach at</p> <p>Follow all rules the club have set out.</p> <p>Ensure you understand your safety plan</p> <p>Inform those participating in your coaching sessions of the requirements beforehand</p>

Please remember the following websites as the best source of information:

[www.covid19.govt.nz](http://www.covid19.govt.nz) - [www.health.govt.nz](http://www.health.govt.nz) - [www.sportnz.org.nz](http://www.sportnz.org.nz) - [www.squashnz.co.nz](http://www.squashnz.co.nz) - [www.worksafe.govt.nz](http://www.worksafe.govt.nz)

There are a number of templates, examples and information on these websites.

# 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:	Manager approval:	Worker representative consultation:
Division/group:		
Date completed:	Name of manager:	Name of worker representative:
Date distributed:		
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
<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><i>Example: Restart the line - carry out restart procedure and sterilise all touch surfaces.</i></p>	<i>Engineering supervisor</i>
<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><i>Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.</i></p>	<i>Administrator</i>

# COVID-19 safety plan

	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><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>	<p>Team leaders</p>
<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><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>Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures</p>
<b>How will you manage an exposure or suspected exposure to COVID-19?</b>	<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>	<p>Site manager</p>

# COVID-19 safety plan

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p><b>How will you evaluate whether your work processes or risk controls are effective?</b></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>	<p>Team leaders</p>
<p><b>How do these changes impact on the risks of the work that you do?</b></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>	<p>Team leaders</p>

## Squash Coaching Specific Measures

Check box column	What measures are in place	Who is responsible?
<b>COACHING PRACTICES</b>		
	<p>Coaching staff have adapted the delivery of coaching programmes to ensure adherence to government health and safety guidelines. This includes:</p> <ul style="list-style-type: none"> <li>• All attendees (players and parents/guardians) must register with the contact tracing tool upon arrival to each session.</li> <li>• Coaches will regularly reconcile the contact tracing register to ensure that all attendees are following this requirement.</li> <li>• Scheduling of coaching sessions has been adjusted to ensure no crossover between players.</li> <li>• Coaches and players are to respect physical distancing at all times including when giving feedback and while players are resting.</li> <li>• Players and coaches are to keep 2 metre distance from one another.</li> <li>• Coaches are avoiding activities, exercises and drills where players come in to contact or too close to one another.</li> <li>• Coaches will limit the use of coaching equipment such as target cones.</li> <li>• Players are not to handle any coaching equipment –</li> <li>• Payments are to be made online or via EFTPOS – avoid handling cash</li> </ul>	

## COVID-19 safety plan

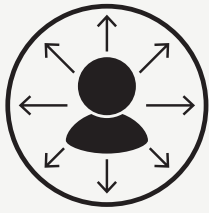
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In addition to the club/centre equipment cleaning and hygiene policies, the coaching staff have also implemented the following:

- Players are not to handle any balls or coaching equipment. Only the coach should be in contact with shared equipment
  - Please clean your hands before entering and when leaving the court
  - Do not touch your face after touching a ball, racquet or other tennis equipment
  - We will use new balls and racquet grips where possible
  - We will use fewer balls per session
  - We will replace all balls if someone with/suspected to have COVID-19 comes in contact with them
  - We will clean all tennis gear with alcohol-based disinfectant including racquets, towels, coaching- gear such as target cones
  - We will limit the use of equipment such as drop-down lines or cones
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Other Notes:

# CONTACT TRACING INFORMATION SHEET



## What is contact tracing and why do we need it?

To stop the spread of COVID-19, it's important to keep track of people's movements. Contact tracing helps us do that.

With contact tracing, a business records details of all personal movement at their workplaces. This is saved in case we need to contact people who have been exposed to COVID-19.

## What does contact tracing mean for my business?

Businesses operating under Alert Level 3 must record everyone who visits their workplace, and save their contact information.

That means businesses must have a contact tracing register. You must have all people on site – employees and visitors – sign your register. Ensure that this is done every day, including weekends and after hours.

The Ministry of Health or District Health Boards may contact a business if a person is diagnosed with COVID-19 and the business is a potential contact. They will ask for your register for the time that person visited.

Contact tracing information will not be used for any other purpose.

## What information do I need to collect?

Any contact tracing register or record keeping system that you use must collect this information:

- Full name
- Date
- Phone number
- Time in and out
- Email address
- Signature

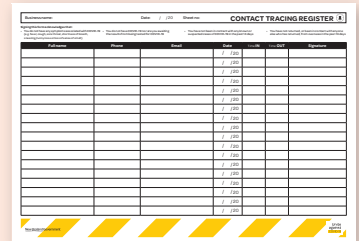
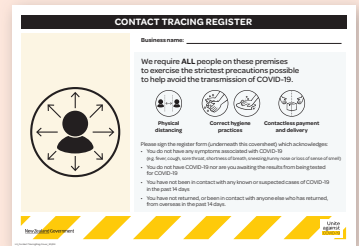
## How do I meet the contact tracing requirements?

Follow these **three** steps:

**Step 1:** Create your own or download a register form at **Covid19.govt.nz**

**Step 2:** Make sure your register is hygienic. Assign an employee to complete the register for your team or visitors, so only one person is touching the pen and paper. Or sanitise the pen after every use, and ask users to sanitise hands before and after writing their details.

**Step 3:** Keep your register in a secure place for 2 months. After 2 months from the date of record, you must destroy the register.



## Your contact tracing register is confidential

Keep your contact tracing register secure and confidential. Only share your register with the Ministry of Health or District Health Boards. Destroy each register 2 months after its record date.

## More about contact tracing

If you have questions go to **Covid19.govt.nz**