



COVID-19 Information Pack

Training and Education

28 August 2020 (Version 3.0)



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Effective 28 August 2020 (Version 3.0)

COVID-19 – Impact on SLS Activities

SLSNSW is committed to ensuring the safety and wellbeing of our members.

We continue to monitor the latest information aligned to official sources including the Australian Government Department of Health, NSW Health and NSW Sport, and the impact of this information on Surf Life Saving activities.

For the most up to date information, resources and tools related to conducting club activities during the COVID-19 pandemic, visit the SLSNSW website.

Given the high frequency of changes that are occurring throughout the COVID-19 pandemic, the guidance within this document is effective as of the date indicated above and is considered out of date once downloaded or printed. This document will be updated as restrictions change from time to time and/or greater clarity around events and event structures is determined.

The following information packs are also available:

- Lifesaving
- Sport
- Junior Activities

The information in this pack has been designed to complement the [SLSNSW COVID-19 Activity Matrix](#). Please ensure you are familiar with the information in the matrix before reviewing this pack.

COVID-19 Checklist (Training and Education)

- Complete a COVID-19 Safety Plan – use the [Training and Education COVID-19 Safety Plan](#) template developed by SLSNSW – keep this available for inspection if required. Plans should be comprehensive, as failure to comply may result in [penalties](#) or similar action.
- Check that your club has registered as a COVID Safe Business.
- Work with your club to ensure a COVID-19 safe environment for areas of the clubhouse that may be used (e.g. bathroom signage, sanitiser stations and cleaning schedules).
- Communicate with trainers, assessors and facilitators and participants (see **email template** below).
- Communicate with participants for each course (see email **template** below).
- Work with your Branch Director of Education to address any capability gaps.

When not to attend SLS activities

Do not attend any SLS activities if you:

- a. have any symptoms (i.e. fever, coughing, sore/scratchy throat, shortness of breath or loss of taste or smell)
- b. have been in close contact with someone who has tested positive for COVID-19
- c. have tested positive for COVID-19 – wait until you have been given medical clearance to attend again
- d. have travelled overseas, to Victoria, or to a [designated hotspot](#) in the 14 days prior to any of your training dates.

If you are diagnosed with a confirmed case of COVID-19 within 14 days after attending any SLS activity, you must contact SLSNSW immediately on 02 9471 8000.

The Australian Department of Health recommends using the [Healthdirect Coronavirus \(COVID-19\) Symptom Checker](#) to answer questions about symptoms to see if you or someone needs to seek medical help or get tested.

The above should be communicated to all members participating in SLS activities.

Considerations to promote a COVID-19 safe environment

A risk assessment should be completed before commencing training. A Hazard and Risk Register template can be downloaded in the Document Library within the Members Area.

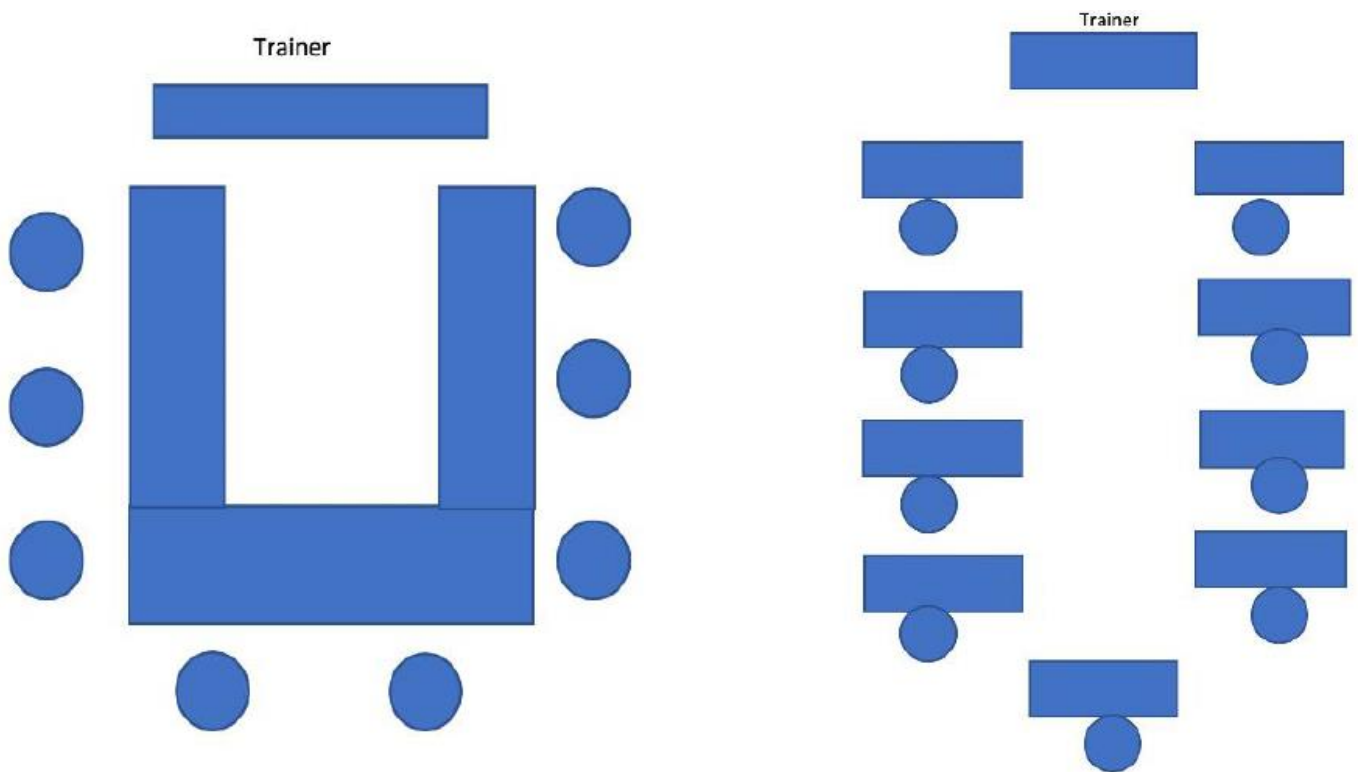
The key considerations for reducing physical contact and managing large groups is included within the [SLSNSW COVID-19 Activity Matrix](#). Some additional considerations are outlined below.

Physical distancing

- Ensure members do not shake hands or exchange physical greetings.
- Restrict access to showers and change rooms where possible, advising members to change and shower at home.
- For activities where physical distancing is not possible, make all efforts to greatly reduce the time spent within close proximity to another person.
- Stagger the use of communal facilities. e.g., stagger break times that participants need for bathroom breaks, stagger pool entry times during swim training.
- Utilise outdoor facilities where possible and if safe to do so to create larger training spaces.

Training Room or Area Set-Up

- Participants should be seated at least 1.5 metres away from each other, using a U-shape or individual desk setting where possible (see examples below).
- Manikins to be placed within appropriate distancing (use tape to mark distances), with ideally one manikin per participant to avoid swapping.
- If and where possible, mark areas for entry and exits, and the direction of pedestrian traffic to avoid gatherings and promote physical distancing.
- Ensure that COVID-19 safety signage is displayed in the training room and at ocean baths.
- Minimise the rotation of trainers, assessors and facilitators between groups
- Group participants from the same household together if possible for activities where physical contact cannot be avoided.
- Participants should stay in the same groups of participants and the same area where possible.



Examples of how a classroom can be re-configured

Hygiene and cleaning

Coronaviruses, such as COVID-19, can survive on surfaces for a few hours or up to several days depending on the temperature, humidity and type of surface. The key considerations for hygiene, PPE and cleaning are included within the [SLSNSW COVID-19 Activity Matrix](#). Some additional considerations specific to training and assessment activities are outlined below.

- a. Advise participants to bring their own sunscreen, water bottles and towels.
- b. Provide a paper list of the kit contents of first aid kits
- c. Where the sharing of equipment is unavoidable, clean and/or disinfect between use where possible.
- d. Even though we are not ventilating manikins, please continue the practice of wiping down the face and chest of manikins between participant use
- e. At the end of each training and assessment session (or more frequently if required following your risk assessment):
 - All components of resuscitation equipment must be cleaned – spray bags, zippers, medical grade oxygen bottle, regulators, tubing, etc.
 - Submerge manikin face masks and face connectors (separated) in a hot water cleaning solution for 20 minutes, then rinsed in detergent free water.
 - Clean manikin chests with warm soapy water, being aware that moisture may damage the QCPR units so clean inside with a clean dry cloth.
 - Clean infant jump suits and manikin clothing.
 - Ensure manikin lung bags are changed if a BVM is used.
- a. Refer to additional [Laerdal](#) information on standard hygiene and cleaning procedures for CPR manikins.
- b. Disinfectant aerosol spray and/or disinfection wipes should be utilised over hard surfaces, including tables and chairs) within the training facility prior to training commencement.
- c. Avoid sharing writing tools such as pens and pencils.
- d. TAFs to clean hands prior to handing out any paperwork.

Reasonable adjustments

Modifications to resuscitation training

Emergency care training and assessment is a high-risk activity during the era of COVID-19 while also remaining a valuable aspect of the drowning prevention chain and the SLSA total service plan. On 15 April 2020, The Australian Industry and Skills Committee (AISC) announced a formal change to the delivery of CPR training.

For the period of the COVID-19 pandemic, participants must not breathe directly into a manikin. They must still be trained and assessed in mouth to mouth ventilations, but **when demonstrating rescue breaths they are to perform mouth to mouth ventilations/rescue breaths to the side of the manikin without direct contact, rather than into the manikin.**

Participants should take a breath and place their widely open mouth beside the manikin mouth (without contact) and blow to demonstrate inflating the lungs with a volume to achieve chest rise. Clearing the airway, positioning the head, and pinching the nose must all be carried out as normal.

For information on changes to first aid and emergency protocols, see the Lifesaving COVID-19 Information Pack. Participants should be made aware of these during their training.

Acceptable reasonable adjustments to training

The following table provides some guidance on how Assessors and Facilitators can provide reasonable adjustments during the COVID-19 pandemic period for SLS emergency care pathway awards. These are example options to consider after completing a risk assessment prior to training or assessment.

Assessment Criteria	Reasonable Adjustment Options
SLS Resuscitation, Surf Rescue Certificate, Bronze Medallion, Silver Medallion Advanced First Aid and Advanced Resuscitation Certificate – HLTAID001 e.g., Resus AT2-3, SRC/BM AT4 and AT7, SMAFA AT 3-4, ARTC AT2-4	
Breaths	1. Blow to side of manikin
Demonstrate Defibrillator	1. Each candidate to correctly indicate where the defibrillator pads are placed on the manikin, pointing to the button on the defibrillator that would be pressed when prompted.
Recovery Roll	1. Candidate to demonstrate Recovery Roll using baby manikin, verbalising movements (e.g. airway open, mouth down). 2. Candidate to lay on the floor, demonstrating rolling themselves into the correct recovery position.
Respond to Regurgitation/Vomiting	1. Candidate to place manikin in recovery position, clear airway, check for breathing.
SLS Bronze Medallion, First Aid, Silver Medallion Advanced First Aid – HLTIA002 e.g., SLS BM AT8, SMAFA AT4	
Anaphylaxis	1. Candidate to demonstrate on themselves, verbalising the need to lay casualty down or sit on ground.
Asthma	1. Each candidate receives an individual puffer/spacer. Rotate through manikins to deliver 4x4.
Bleeding	1. Candidate to apply bandage to their own leg.

Assessment Criteria	Reasonable Adjustment Options
Choking	1. Candidate to demonstrate on manikin.
SLS Bronze Medallion, First Aid and Silver Medallion Advanced First Aid e.g., SLS BM AT9, SMAFA AT4	
Basic care of a wound	1. Candidate to demonstrate basic care of a wound on themselves or manikin.
Envenomation—marine creatures, snakes, and bees	1. Candidate to apply PIT bandage to their own leg.
Fractures	1. Candidate to tie a collar and cuff and place on own wrist, demonstrate how tails make “collar”.
Head, neck and spinal injuries—concussion	1. Candidate to treat head injury on a manikin.
Secondary Survey	1. Candidate to demonstrate and verbalise Secondary Survey on themselves. 2. Candidates to stand up whilst Trainer talks everyone through a physical Secondary Survey. 3. Candidates to look at another participant, ask them “what happened?” “where does it hurt?”.
Soft tissue injuries including sprains and strains	1. Candidate to treat their own sprained ankle.
SLS Silver Medallion Advanced First Aid and Advanced Resuscitation Techniques Certificate – HLTAID006 e.g., SMAFA AT4, ARTC AT4	
Pulse	1. Candidate to take their own pulse.
Respirations	1. Candidate to count own breaths / observe rise and fall of chest to ascertain breathes per minute.
Temperature	1. Candidate to use words to describe (cool, warm, dry, sweaty).
SLS Advanced Resuscitation Techniques Certificate – HLTAID007 e.g., ARTC AT3-4	
Correct Use of Bag-Valve-Mask (BVM)	1. Each candidate has a manikin and BVM. Trainer has manikin and BVM. First round candidates perform CPR, trainer provides BVM ventilations. Second round Trainer performs CPR and candidates provide ventilations using BVM.
Surf Rescue Certificate and Bronze Medallion e.g., SRC/BM AT3-7, BM AT10-11	
Water Safety Signals	1. Candidate to use hands instead of signal flags or rescue tubes.
Radio Communication	1. Use waterproof or Ziplock plastic bags for radios and change or clean the bags between users, OR ask participants to demonstrate radio procedures on their personal mobile device using the SLSA Radio

Assessment Criteria	Reasonable Adjustment Options
	Operations Skills Maintenance Zello Channel to communicate—Zello is a mobile application that replicates the functionality of a radio. More information on Zello is available in the new SRC and BM Course Guides).
Spinal Management (Dry)	1. Use rescue manikins wherever possible to practice rescue techniques.
Spinal Management (Wet)	1. Use rescue manikins wherever possible to practice rescue techniques.
Carries	1. Demonstrate carries using a rescue manikin wherever possible.
Tube Rescue	1. Allow the victim to secure the rescue tube to themselves to reduce close contact. 2. Demonstrate rolling a face-down unconscious victim over using a rescue manikin.
Board Rescue	1. Demonstrate a board rescue without a victim - paddle and negotiate water/surf conditions, simulate victim pick-up with a manikin and return to the beach closer to shore.
SLS IRB Crewperson, Silver Medallion IRB Driver, Silver Medallion Rescue Watercraft e.g., IRBC AT4, SMIRD AT2	
Patient Pick Up	1. Use rescue tubes and manikins wherever possible to practice rescue techniques. 2. Rescues performed beyond the break may reduce the risk of unnecessary physical contact.

Useful Resources

Listed below are links to some useful resources from the NSW, Australian Government, and other authorities to assist during this time.

[SLSNSW COVID 19 Updates](#)

[Generic and Cobranded Posters and Signage for your Surf Club](#)

[Effective hand washing during COVID 19](#)

[Good Hygiene During COVID-19](#)

[Cough Under Cover](#)

[Safe Work Australia website for COVID-19 information for workplaces](#)

[Australian Skills Quality Authority for FAQ on COVID-19 compliances for face to face training](#)

[Australian Industry and Skills Committee's advice on first aid training](#)

[Fair Work Australia for COVID-19 and Australian workplace laws](#)

Email Template for Trainers, Assessors and Facilitators

Dear [Name],

We are looking forward to getting back to delivering training and assessments this season!

Staying safe

For your information, we have attached our COVID-19 Safety Plans for Training and Education and for general use of the club house. We will walk you through these at our pre-season meeting, but please take the time to familiarise yourself with them.

Some of the things we will be asking you to do this season to support us to meet Government requirements and stay COVID-19 safe include:

- Staying at home if you have any COVID-19 symptoms or are unwell
- Being vigilant in cleaning and disinfecting equipment after each training or assessment session
- Reducing physical contact between yourself and participants and between participants **where possible**
- Modifying training and assessment using reasonable adjustments to reduce risk
- Ensuring all trainers, assessors and participants sign in and out of sessions
- Ensuring participants maintain good hygiene practises (e.g. wash/sanitise hands before and after each session)
- Running an infection safety briefing at the start of all training and assessment sessions

Please also consider downloading the Federal Government's [COVIDsafe App](#). The app speeds up contacting people exposed to COVID-19, helping to support and protect you, your friends and family.

If you feel uncomfortable participating as a trainer or assessor this season, please do let us know as soon as possible to assist with our planning.

We are committed to keeping all members of the club safe, and we thank you for your support and understanding in these changing times. As Government restrictions continue to change prior to season start, we will endeavour to update you on information as it becomes available.

Kind Regards,
Chief Training Officer

Email Template to Participants

Dear [Name],

We are looking forward to welcoming you to the [Name] course on [Date].

Staying safe

We are asking all participants to support us to meet Government requirements and stay COVID-19 safe by:

- Staying at home if you have any COVID-19 symptoms or are unwell
- Ensuring that you sign in when attending training or assessment activities to assist with contact tracing
- Maintaining physical distancing where possible
- Bringing your own sunscreen, water bottles and towels to avoid sharing
- Where possible, showering and getting dressed at home

An infection safety briefing will be held at the start of your session to inform you of your responsibilities, and also to advise you of any modifications or reasonable adjustments we have made to training and/or assessment this season to keep you safe.

We are committed to keeping all members of the club safe, and we thank you for your support and understanding in these changing times. If anything changes which affects your participation in this course, we will advise you as soon as possible.

Kind Regards,
[Name]
Trainer