



## WPC Covid-19 Safety Plan

### Organization details

Organization name: <b>Waiuku Pistol Club</b>
Date completed: <b>10 – 05 - 2020</b>
Date distributed: <b>11 – 05 - 2020</b>
Revision date: <b>11 – 05 - 2020</b>

President approval:  
Yes

Name of President:  
**Frank Blaak**

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting club business after lock-down?	<ol style="list-style-type: none"> <li>1. Regular cleaning of all public spaces and surfaces that Club Members may come into contact with. Record cleaning activities.</li> <li>2. Signage placed around the range reminding Club Members of the 1m physical distancing and Hygiene procedures.</li> <li>3. Committee Members present on opening day(s) to offer support and ensure correct procedures are being followed.</li> <li>4. Adding a time in time out on Member register for contact tracing.</li> <li>5. Club open to Members only (no visitors until Level 1 or a predetermined date set by the Committee)</li> </ol>	WPC Committee
How will you ensure all your Members know how to keep themselves safe from exposure to COVID-19?	<ol style="list-style-type: none"> <li>6. Email all members advising of current situation and Club procedures relating to Covid-19.</li> <li>7. Signage at the range as a visual reminder.</li> <li>8. Review Ministry of Health guidelines and update club guidelines to reflect these if required.</li> </ol>	WPC Committee

# WPC COVID-19 safety plan

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>How will you gather information on the wellness of your Club Members to ensure that they are safe to shoot at the range?</p>	<p>9. Email sent to all Members requesting any Members who have travelled overseas in the last month or to refrain from visiting the club until you have completed at least 14 days isolation and are symptom free.</p> <p>10. Email sent to members requesting they refrain from visiting the club if they have any cold or flu symptoms.</p>	<p>WPC Committee</p>
<p>How will you operate your Club in a way that keeps Members and others safe from exposure to COVID-19?</p>	<p>11. Provide Gloves and Masks for Range Officers, Once the club shooting program starts.</p> <p>12. Provide Sanitizer in each range.</p> <p>13. No Visitors until Level 1 is reached, or a predetermined date set by the Committee.</p> <p>14. No Tyro training or other activities that require equipment sharing or close interaction until Level 1 or a pre-determined date to be set by the Committee</p>	<p>WPC Committee</p>
<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<p>15. Ensure member has safe transport home and provide Club Members with advice on contacting GP and or Healthline.</p> <p>16. Ensure all surfaces member has come into contact with are sanitized without delay.</p> <p>17. Gather all relevant information for contact tracing purposes.</p>	<p>WPC Committee</p>

# WPC COVID-19 safety plan

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<b>How will you evaluate whether your club processes or risk controls are effective?</b>	<b>18. Feedback based on observations by Committee Members</b> <b>19. Feedback from Club Members</b> <b>20. Regular review of Ministry of Health Guidelines to ensure WPC procedures are up to date.</b>	<i>WPC Committee</i>

Notes: