**![A picture containing room, clock

Description automatically generated]()**

TSNZ RANGES - COVID-19 safety plan

Use this form to document your thinking about how your Club Members and your shooters will keep safe at the Range during the COVID-19 pandemic.  Provide as much information in response to each question as possible. This information will help your Members and other visitors to your Range to know exactly what to do and what to expect.  
  
IMPORTANT - The information shown as “**At this Range we will:** …” is an EXAMPLE ONLY, and information should be altered to suit your particular Range and circumstances. **Make sure you are able to do what you say you will.**

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

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| **DATE PLAN COMPLETED:** eg 15 May 2020  **PLAN DEVELOPED BY:** eg.XXX Club President (NAME), XXX Club Secretary (NAME) |
| **RANGE DETAILS:**  **Name:** eg XXXX Association Range  **Address:** eg Full street address  **Used by the following CLUBS at what TIMES**: eg Jones Club, Monday nights / Smith Club, Tuesday nights  **Non-Club time use permitted:**  eg YES / NO |
| **What will be done to manage risks from re-starting shooting activities?** Consider numbers present, physical distancing, hygiene of premises and equipment  **At this Range we will:**   * Allow Club night activities only, no independent activities * Encourage Members to travel alone or with other bubble members only in vehicles * Limit numbers in the Range to 10 at any one time * Reduce face-to-face meetings as much as possible – eg run the AGM via ZOOM, phone conference * Space gear tables and marking area out to 1m distancing * Re-arrange squads for greatest physical distancing * Place hand sanitiser at building entry * Allow no sharing of equipment * Regularly sanitise all bathroom facilities and key touch points (door handles, range clock etc) |
| **How will you ensure anyone who visits the Range knows how to keep themselves safe from exposure to COVID-19?** Consider providing guidance, meetings to discuss distancing and hygiene, regular reviews  **At this Range we will:**   * Place COVID information notices at entry * Email guidance to all Members * Designate a Club Member to explain requirements on arrival |
| **How will you gather information on the wellness of your Members to ensure that they are safe to attend?**  ConsiderContact tracing information  **At this Range we will:**   * Place Contact Tracing Register Form and Information and sanitising equipment at entry * Require all attendees to sanitise their hands then complete the Contact Tracing Register Form * Keep the Contact Tracing Register information securely at the Range for one month before destroying * Designate a Club Member to query any attendee appearing unwell |
| **How will you operate the Range in a way that keeps attendees and other safe from exposure to COVID-19?**  Consider who needs to attend, ensuring separation distancing, disinfecting surfaces, shared equipment.  **At this Range we will:**   * Limit numbers in the Range to 10 at any one time * Develop a timetable or booking system for staggered attendance * Allow no (or minimal) non-shooters to attend * Ensure Higher-risk Members (eg young, elderly) are not pressured to attend * Space gear tables and marking area out to 1m distancing * Shoot on every 2nd mound * Shoot squads on ODDS/EVENS mounds alternately * Allocate Club equipment to one shooter only * Provide hand sanitiser at building entry and at other points around range * Regularly sanitise bathroom facilities, including following use and at the end of the Club night * Regularly sanitise all key touch points (door handles, range clock etc) |
| **How will you manage an exposure or suspected exposure to COVID-19? Consider** isolation procedures, gathering and using Contact Tracing information, cleandown procedures, contacting Healthline.  **At this Range we will:**   * Arrange safe transport home immediately for all Members * Provide all Members with advice on contacting GP and/or Healthline (0800 358 5453 - for Covid advice) * Ensure Contract Tracing information will be readily available if required * Advise TSNZ and Association * Advise building owners * Arrange sanitising of gear and premises safely |
| **How will you evaluate whether your processes or risk controls are effective?** Consideradapting plans as you find better/easier ways to do things, how to ensure Members are able to raise concerns, conducting regular reviews, communicating changes.  **At this Range we will:**   * Designate a Club Member as key contact for Members’ feedback * Keep a record of cleaning procedures * Review this plan with all Clubs using the Range regularly |
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