

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Indoor gyms

Business details

Business name	Precision Athletica (Olympic Park) Pty Ltd
Business location (town, suburb or postcode)	2127
Completed by	Sandy Hollier
Email address	sandy.h@precisionphysio.com.au
Effective date	3 January 2021
Date completed	5 January 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Any staff, volunteers, athletes and visitors who are unwell will not be allowed on the premises. Signage on front door and reception indicating if you are unwell please do not attend the centre. Staff educated, as part of infection control policy (all staff to sign policy), that anyone exhibiting symptoms of covid-19 are asked to leave the centre. All athletes, support persons & staff will be asked on arrival at the centre if they have: 1. sanitised their hands, 2. if they have been unwell or are displaying any symptoms 3. have visited any hotspots. All staff to enforce that any staff athletes or visitors who exhibiting symptoms or have visited hotspots of covid-19 will not be allowed into the centre.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, wearing masks, and how to manage a sick visitor.

Staff are to review infection control policy. Staff to complete Covid-19 Health <https://www.health.gov.au/resources/apps-and-tools/covid-control-training> Completion of course certificate collected and stored by HR.

Signage at reception, bathrooms, kitchen & throughout the centre. Masks to be worn at all times by staff, athletes and visitors. Masks can be removed when not doing cardio exercises or when they are in a zone that maintains the 4msq rule and the 1.5m distancing.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Staff informed via email of their leave entitlements if sick or if they are required to self isolate.

If sick they can use their personal leave. If forced to self-isolate, this is not deemed to be personal leave as per Fair Work Australia. The employee will be either able to use annual leave if available or unpaid leave. See email team 30.7.20.

Display conditions of entry (website, social media, venue entry).

Signage at entry and reception. Website - conditions of entry on the bookings page.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

All athletes are entered into our electronic bookings system and marked as attended or no show.

Staff, athletes and visitors complete the QR code or the online check in from Service NSW.

There are no additional facilities.

If there are more than 25 patrons at the gym, a staff member must be assigned as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being

adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping. The identified Safe Hygiene Marshal/s must always be present when there are more than 25 patrons at the gym.

Covid Safe Marshal has been assigned at all opening times of the centre. The Covid Safe Marshal who is on duty will at all times be wearing an identifying badge and their picture will be displayed in the waiting area so all staff, athletes and visitors know who is on duty. The Covid Safe Marshal is responsible for ensuring 1.5m physical distancing, accurate record keeping and infection control cleaning.

Physical distancing

Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff).

Facility measured. Capacity calculated for each space as per the 4sq metre rule. Capacity signs displayed. Covid Safety Marshall checking to ensure all staff and visitors are complying with the 4sq metre rule. The number of chairs in each area will comply with the capacity if 4sq metres.

Ensure gym or recreation classes or sport activities have no more than 30 participants in Greater Sydney or 50 participants outside of Greater Sydney, including the instructor and any assistants, per space that complies with one participant per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this, and if the classes remain separate with start and end times staggered to minimise crowding. Ensure participants maintain 1.5 metres physical distance where practical.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Classes are to be booked so they comply with the 4 sq metre rule. Appointments are booked so the number of people in the centre complies. Visitors who are not deemed as necessary are informed to wait outside or in the waiting area. Prior to commencement of classes, staff will inform participants of their training zones and to comply with 1.5m physical distancing.

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as bars, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

1.5m physical distancing maintained where possible. There is plenty of space at toilets and entrance so queuing is not required.

Seating is set out for 1.5m distancing

Staff can maintain 1.5m distancing from athletes.

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected.

There should be additional planning around these activities including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**
- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners**

Not applicable as there are no high energy classes

Move or block access to equipment to support 1.5 metres of physical distance between people.

Equipment is spaced to ensure the training zones allow the 1.5m distance between people is achieved. Therapists to work in allocated training zones.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

Shower is a one person room. Lockers are spread out to ensure no crowding.

School/training bags to be placed at 1.5m along wall above sprung floor or at the water cooler end of the track.

Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.

Shower is a one person facility. Athletes encouraged to shower at home.

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.

Waiting area spaced to allow 1.5m physical distancing. There is no queuing. Athletes are not to wait but are to head directly to the physiotherapy rooms or commence their warm ups. Staff, athletes and visitors will be wearing masks when treating athletes. Masks only to be removed by athletes when doing cardio exercises or in a designated area for one person.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Following classes and sessions athletes will be instructed not to gather outside the premises.

Use telephone or video platforms for essential staff meetings where practical.

For non essential staff meetings we will use telephone or video platforms where practical. Meetings to comply with space capacity limits and comply with 1.5m physical distancing.

Review regular business deliveries and request contactless delivery and invoicing where practical.

Request contactless delivery and invoicing where practical.

Hygiene and cleaning

Adopt good hand hygiene practices.

Good hand hygiene signage displayed throughout centre. All staff and visitors are required to hand wash or sanitise on entry to centre. Therapists to wash or sanitise hands between every client. Covid Safety Marshal to ensure good hand hygiene practices.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or

ground.

Hand sanitiser available at entry desk and throughout the centre.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.

Bathrooms well stocked with hand soap and hand dryer. Visual aids are above wash basins to support effective hand washing.

Encourage visitors to bring their own water bottle, sweat towels and exercise mats.

Encourage athletes to bring their own water bottle, sweat towels, exercise mats, rollers, bands and trigger balls. Where athletes use Precision equipment they are required to wipe down all equipment with disinfectant wipes after each use. Covid Safety Marshal to ensure equipment wiped down after use.

Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.

All hard surfaces are cleaned daily with disinfectant and recorded on the infection control list. All exercise equipment is cleaned with disinfectant immediately after use by either the athlete or the therapist. The beds and pillows are cleaned after use by the therapist with disinfectant and sanitised labels are placed on the bed after cleaning. Covid Safety Marshal to ensure infection control cleaning completed every day.

Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.

Not applicable as there are no high intensity cardio classes provided.

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

All equipment is cleaned between use by the athlete or therapist. Athletes encouraged to bring their own water bottle, sweat towels, exercise mats, rollers, bands and trigger balls.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should

they wish.

There are disinfectant wipes available throughout the facility. Gloves and face masks are available in the waiting area for use if required. Athletes and visitors asked to bring their own masks.

Encourage visitors to wipe down equipment after they have finished using it.

All equipment is cleaned between use by the athlete or therapist.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Disinfectant solutions labelled on bottles to make it easy for staff to make appropriate strength.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Gloves provided in the kitchen cupboard to wear whilst cleaning. Hands washed before and after cleaning.

Encourage contactless payment options.

Athletes trained to use eftpos/hicaps machine and disinfected after each use. Use of EFTPOS machine encouraged.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Doors opened where possible to allow natural ventilation. Air conditioning is set to reduce or avoid recirculation of air.

Record keeping

Keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

All athletes must book in our electronic diary system and medical records are maintained and are required to use the QR code. All staff and visitors who are in the centre are to register via the QR code or online check in via Service NSW.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au)

All records are stored, kept and maintained to protect privacy and to ensure security.

Consider whether time in and out can be captured through your record keeping method. This can help contact tracers better identify who is at risk, and may minimise the number of people that would need to isolate should someone attend your facility whilst infectious.

QR code via Service NSW has the check in time and check out time if they have the Service NSW app.

All athletes attendance is recorded and maintained via our medical records and bookings system.

Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.

Signage for the COVIDsafe app displayed in waiting area.

Staff aware of COVIDsafe app.

The occupier of an indoor gym must register their business through nsw.gov.au.

The Covid Safety Plan is registered through nsw.gov.au

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Report any Covid-19 positive case to SafeWork NSW on 13 10 50. Cooperate with NSW Health in relation to any positive case. Sandy Hollier will be the contact person on 0411 048 223.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes