

> HELPING BUSINESS GET BACK TO WORK



COVID-19 Safety Plan

Effective 1 August 2020

Indoor Gyms

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your visitors.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS	
Business name:	SM BELLISTIC
Plan completed by:	SHARYN MILLIS - OWNER
Approved by:	SHARYN MILLIS - OWNER

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your visitors and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	Sickness Policy for staff enforced. Members asked to stay at home if sick on multiple signage locations and social media
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	Part of our Covid 19 Action Plan Staff have also had to undertake the government infectious disease course.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff are regularly updated via meetings, emails or text
Display conditions of entry (website, social media, venue entry).	Signs showing max number of people in the gym are in place. Conditions of training are posted on social media and posted around the gym as well as entry point.

Wellbeing of staff and visitors	
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Swimming pools Restaurants and cafes. 	Actioned
Indoor gyms must assign one staff member 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 Safety Marshal/s must always be present whilst the gym is operational, including gyms that operate 24 hours a day.	Actioned

REQUIREMENTS	ACTIONS
Physical distancing	
Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff).	This has been actioned and signs are placed outlining the maximum numbers.
Ensure gym or recreation classes or sport activities have no more than 20 participants, plus 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.	Actioned. Max class capacity is 13
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.	Actioned
Move or block access to equipment to support 1.5 metres of physical distance between people.	Actioned. Members are reminded to keep social distancing measures in place when retrieving and returning equipment
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	One bathroom facility only with no showers available. The bathroom is cleaned several times per day
Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.	Showers are not available.
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	Actioned
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Staff on duty are policing in house behaviour and monitoring activity outside by requesting members turn up just prior to class commencement and they are not to enter the building until all members from previous session have vacated the building.
Use telephone or video platforms for essential staff meetings where practical.	All communication regarding the gym is done via phone or email.

Physical distancing	
REQUIREMENTS	ACTIONS
Review regular business deliveries and request contactless delivery and invoicing where practical.	Actioned.
Hygiene and cleaning	
Adopt good hand hygiene practices.	Staff and members are reminded of this at the bathroom basin also via signage throughout the gym. Extra hand sanitiser stations have been installed or provided
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Actioned on entry and throughout the gym
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.	Actioned
Encourage visitors to bring their own water bottle, sweat towels and exercise mats.	Encouraged on social media. Towel use is a condition of entry. Cleaning caddies are provided to clean all equipment before and 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.	Cleaning is carried out numerous times a day, extra to the members cleaning prior to and after use.
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	Any classes that require the use of equipment being high intensity or not will have the equipment thoroughly cleaned and disinfected with the appropriate solution after the class.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	We have re-formatted our classes to minimise or eliminate sharing of equipment. If required to share, the equipment is cleaned between members using.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	There is a station available all open hours for staff and members, providing cleaning products. These are sanitised between classes and are regularly cleaned and refilled
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	We also provide 'WOW Wipes' disinfectant wipes for cleaning equipment which are and added disinfecting measure. A dispenser is provided with these wipes and regularly refilled
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Staff have been advised and this has been actioned
Encourage contactless payment options.	Clients have the ability to pay via our website or Wix app, via online banking or by Edebit membership options. Cashless is preferred.

REQUIREMENTS	ACTIONS
Record keeping	
<p>Keep a record of name and a contact number for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p> <p>It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records.</p>	<p>Our Booking system Wix records all bookings and clients are checked in as they attend sessions via the staff member on duty. As an added measure all members are required to scan a QR Code prior to entry to register their visit. All information is stored securely beyond the minimum period required</p>
<p>Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Staff and members have been requested to use the Covid Safe App</p>
<p>The occupier of an indoor gym must register their COVID-19 Safety Plan through nsw.gov.au.</p>	<p>Actioned</p>
<p>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.</p>	<p>Agreed.</p>