

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

## Your COVID-19 Safety Plan

### Swimming pools (including spa pools, saunas and steam rooms)

#### Business details

Business name	Tenterfield War Memorial Baths - Just Sports N Fitness
Business location (town, suburb or postcode)	Tenterfield, NSW, 2372
Plan completed by	Joshua and Lavea Lavea
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Date	23 September 2020

#### Wellbeing of staff and customers

##### **Exclude staff, volunteers and visitors who are unwell.**

Signage is in place to notify customers, staff and other visitors of their responsibilities. Temp checks are completed on staff, customers and visitors before entering the venue.

##### **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.**

All staff are provided with a copy of the venue COVID-19 plan, a copy of the NSW Health guidelines and are aware of requirements in regards to COVID-19 testing and physical

distancing.

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

Staff are aware of leave entitlements in regards to COVID-19.

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

Signage is in place.

Visitors will be told of their responsibilities while at the venue upon entry.

Social Media posts will be used ongoing to inform the public of conditions of entry.

**Ensure COVID-19 Safety Plans are in place, where relevant, for:**

- 1. Gyms**
- 2. Restaurants and Cafes (for kiosks or canteens)**

Gym COVID-19 Plan in place

Kiosk COVID-19 plan in place

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## **Physical Distancing**

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

Maximum patronage allowed noted at the entry to the site and various area limits.

Visitors will be informed of how many people are allowed in each area and this will be monitored by staff.

Signage to promote physical distancing is in place.

**Ensure classes have no more than 20 participants, plus the instructor and any assistants, per space that complies with one person per 4 square metres. There may be multiple classes in a pool if there is sufficient space to accommodate this and the classes remain separate. Ensure participants maintain 1.5 metres physical distance where practical.**

Participant in classes must book ahead of time and will be informed of their responsibilities at the time of booking.

Group bookings will be informed of their responsibilities at the time of booking.  
Signage to promote physical distancing is in place.

**Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.**

Staggered seating is in place with signage to promote physical distancing.

**Saunas and spa pools can have up to 20 people inside at any one time provided non-household contacts can maintain 1.5 metres physical distancing. If capacity cannot be closely monitored then these facilities should remain closed.**

N/A

**Steam rooms are higher risk and should have no more than 20 people inside at any one time or one person per 4 square metres, whichever is the lesser. Clean steam rooms with a detergent and disinfectant several times per day, should the facility choose to open them for use.**

N/A

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

Showers will be unavailable.

Limited numbers will be allowed in the change rooms and toilets.

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

Participants in classes and group bookings are informed to come ready to swim and to then change and shower at home.

Social media will be used to inform general visitors of their responsibilities.

Staff will inform visitors upon entry of the numbers allowed in the change room and toilet facilities.

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

Markers are on the floor where people queue.

Signage to promote physical distancing is in place.

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

Signage to promote physical distancing is in place outside the venue.

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

Zoom and telephone conferencing is in place.

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

Deliveries are made to the kiosk with social distancing in place

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Staff clean hands with soap on a regular basis and sanitiser is stationed around the venue.

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

Sanitiser is available throughout the venue.

**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 are checked hourly to ensure they are well stocked. Visual aids are in place above hand wash basin.

**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.**

Clean and disinfect countertops, doors, handles and other frequently touched areas several times a day.

**Clean steam rooms with a detergent and disinfectant several times per day, should the facility choose to open them for use.**

N/A

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

Equipment is not to be borrowed or lent out.

**Maintain proper disinfectant levels and pH of pools and spas.**

Disinfectant and pH to be maintained to NSW Health guidelines.

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

Manufacturers instructions are followed at all times.

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

PPE provided for staff to use when practical.

Staff handwash regularly including before and after using PPE.

**Encourage contactless payment options.**

Contactless payment is encouraged where available and practical.

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## **Record keeping**

**Keep a record of name and a mobile number or email address 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.**

Register is in place.

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

Staff are aware of COVIDSafe app.

**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.**

If there is a case at our venue we will follow all directions given by NSW health and notify SafeWork NSW.

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

Yes