

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



## Your COVID-19 Safety Plan

### Gyms and indoor recreation

#### Business details

Business name	Just Sports n Fitness Tenterfield
Business location (town, suburb or postcode)	Tenterfield
Select your business type	
Swimming pools, saunas and spas	
Completed by	Josh and Lauren Lavea
Email address	<a href="mailto:tenterfield@justsportsnfitness.com.au">tenterfield@justsportsnfitness.com.au</a>
Effective date	11 September 2021
Date completed	27 September 2021

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#### Wellbeing of staff and customers

**Exclude staff, volunteers and visitors who are unwell from the premises.**

Agree

Yes

**Tell us how you will do this**

All staff, volunteers and visitors are temperature checked upon entry and if temperature is above 37.5 degrees Celsius they will be excluded.

All staff are aware of their responsibilities when unwell.

**Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.**

**Agree**

Yes

**Tell us how you will do this**

Staff complete the COVID-19 infection control training from the Department of Health.

**Display conditions of entry including requirements to stay away if unwell and record keeping.**

**Agree**

Yes

**Tell us how you will do this**

Conditions of entry are displayed at the entry to the facility.

Service NSW QR code is in place for record keeping.

**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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

**Agree**

Yes

### **Tell us how you will do this**

Gym COVID-19 plan is in place and people sign into the gym prior to using including time.

### **Encourage staff to access COVID-19 vaccination.**

Agree

Yes

### **Tell us how you will do this**

Staff are informed of the availability of COVID-19 vaccinations.

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## **Physical distancing**

**Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.**

**Note: Gym and group dance classes must not exceed 20 persons.**

Agree

Yes

### **Tell us how you will do this**

Signage is in place in each area or zone that instructs the limit of patrons to an area.

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

**Agree**

Yes

**Tell us how you will do this**

Signage is in place at points of queuing and seats are grouped at 1.5M apart.

Staff will direct patrons who are not following these.

**Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.**

**Agree**

Yes

**Tell us how you will do this**

Signage is in place.

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

**Agree**

Yes

**Tell us how you will do this**

Signage is in place outside the venue.

**Singing by audiences is not allowed in indoor areas.**

**Dancing is not allowed in indoor areas except for group dance classes, where no more than 20 people are permitted to dance.**

**Patrons can only consume alcohol when seated in indoor areas.**

Agree

Yes

**Tell us how you will do this**

Staff will direct patrons.

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## **Ventilation**

**Review the 'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://nsw.gov.au) and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

Agree

Yes

**Tell us how you will do this**

All windows are opened during operation allowing adequate ventilation.

**Use outdoor settings wherever possible.**

Agree

Yes

**Tell us how you will do this**

Outdoor spaces are utilised where possible.

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

**Agree**

Yes

**Tell us how you will do this**

All windows are opened during operation allowing adequate ventilation.

**In indoor areas, 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).**

**Agree**

Yes

**Tell us how you will do this**

NA

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

NA

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Agree**

Yes

**Tell us how you will do this**

All windows are opened during operating hours.

## Hygiene and cleaning

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

**Note: People engaging in strenuous physical exercise are exempt, unless they are participating in an indoor gym class or dance class.**

Agree

Yes

**Tell us how you will do this**

Masks are required to enter the facility and can be removed once past the kiosk. Masks must be worn in all bathrooms/changerooms, gym and indoor spaces.

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

Agree

Yes

**Tell us how you will do this**

Handwashing is encouraged regularly and hand sanitiser is in place throughout the venue.

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

Agree

Yes

**Tell us how you will do this**

All bathrooms and hand wash basins are stocked with soap and paper towels

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors**

**to wipe down equipment after they have finished using it**

**Agree**

Yes

**Tell us how you will do this**

Frequently touched placed are cleaned 2 hourly and all hard surfaces are cleaned daily. Equipment is disinfected during use in the pool.

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## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.**

**Note: Community centres and halls are not required to collect electronic entry records but are strongly encouraged to do so.**

**Agree**

Yes

**Tell us how you will do this**

QR code is in place.

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.**

**Agree**

Yes



**Tell us how you will do this**

Green tick is checked prior to entry.

**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 it is not possible for check-in to occur, 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. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

**Agree**

Yes

**Tell us how you will do this**

if patron cannot check in for themselves we will check them on online.

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

Yes