

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Warriewood Surf Lifesaving Club Inc
Business location (town, suburb or postcode)	Warriewood
Select your business type	
Gyms	
Completed by	Sascha Rundle
Email address	sascharundle@gmail.com
Effective date	11 October 2021
Date completed	9 October 2021

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

Warriewood SLSC will communicate to all members, staff and customers to report potential symptoms and not visit the Warriewood gym if they are unwell

Gym participants will be told to leave immediately and get a COVID test at the nearest testing site if they are unwell

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

Yes

Tell us how you will do this

Warriewood SLSC will communicate to all club members who enter or work at the gym, the relevant information on COVID-19 advice and Public Health Orders, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping. Agree

Yes

Tell us how you will do this

Ensure the gym / hall entry have signs showing COVID requirements + Services NSW QR code

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.

Agree

Yes

Tell us how you will do this

Only Warriewood SLSC members who have previously provided proof of their vaccination status will be permitted to use the gym, as long as that is the requirement under Public Health Orders. All marketing materials for club events will remind customers of any vaccination requirements under relevant Public Health Orders. Relevant posters about proof of vaccination will be displayed in the gym when required under Public Health Orders.

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 dance classes must not exceed 20 persons.

Note: Indoor swimming pools can only open for swimming lessons, squad training, lap swimming, and rehab activities.

Agree

Yes

Tell us how you will do this

Numbers of gym users and attendees in yoga classes will be capped according to the maximum capacity under Public Health Orders. Signs will be put up showing the maximum capacity for the gym

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

Numbers of gym users and attendees in yoga classes will be capped to ensure 1.5m physical distancing

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

Change rooms and bathrooms will have signs showing maximum capacity under Public Health Orders and gym users will be encouraged to shower / change at home

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

Agree

Yes

Tell us how you will do this

Internal door to gym will remain locked and markings will be put outside the premises to avoid gatherings

Singing by audiences is not allowed in indoor areas.

Dancing is not allowed in indoor areas except for 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

Relevant information will be communicated to club members who use the gym and also to people who hire the hall

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> 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

Warriewood SLSC has reviewed the COVID-19 guidance on ventilation available from the NSW Govt before completing the COVID Safety plan

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Gym users will be encouraged to use outdoor settings for exercise wherever possible

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

Agree

Yes

Tell us how you will do this

Doors and windows will be opened where possible to increase natural ventilation to indoor areas of the Warriewood SLSC, including the gym and hall

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

Gym users and those hiring the hall will be advised where possible to maximise the intake of outside air and reduce the recirculation of air from any relevant ventilation devices

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

Where possible, Warriewood SLSC will ensure mechanical ventilation systems are regularly maintained including regular filter cleaning or changes

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

Warriewood SLSC will consider seeking guidance from Surf Lifesaving NSW and other authorities where necessary and will consider consulting relevant experts to optimise indoor ventilation

Hygiene and cleaning

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

Note: People engaging in 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

All Warriewood SLSC members, patrons and customers will follow relevant Public Health Orders and wear face masks in indoor clubhouse areas as required. Gym users will be advised of the need to wear face masks.

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

Agree

Yes

Tell us how you will do this

Warriewood SLSC will advise members and those hiring the hall for yoga classes not to shake hands or exchange physical greetings.

Hand sanitiser will be available for use at key points in and around the Warriewood SLSC

clubhouse including the gym and hall.

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

Agree

Yes

Tell us how you will do this

Warriewood SLSC will ensure club bathrooms are well stocked with hand soap and paper towels or hand dryers. Posters with hand washing information will be displayed.

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

Cleaners will clean indoor hard surface areas at least daily with detergent / disinfectant.

Gym users will be advised to wipe down equipment using antiseptic wipes after they have finished using the equipment.

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

All gym and hall users users will be told to log in via the NSW Govt QR code system before using the gym / hall for indoor recreation

Relevant QR code signs will be on display in the gym / hall

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

Gym users will be told to hold up their phone and show other gym users the green tick to indicate they have successfully checked in. Signs displaying QR codes will be placed in the gym and at the main entry point

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

A folder recording the time of entry and contact details for gym users will be at the point of entry, for patrons to use if they cannot check-in via the QR code. Club members will also be advised how to check in another person on their behalf.. The club will keep those records for at least 28 days and provide them as requested by authorised officers.

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

Warriewood SLSC will complete a general COVID-19 Safety Plan covering club activities (including patrols and training) and another one for the bar. Gym members who then use the bar on the same day will be asked to provide additional contact details / time of entry for the bar area.

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

Yes