

> HELPING BUSINESS GET BACK TO WORK



30 June 2020

COVID-19 Safety Plan

Effective 1 July 2020

Indoor recreation facilities

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: |
| Plan completed by: |
| Approved by: |

> 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. | |
| 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. | |
| Make staff aware of their leave entitlements if they are sick or required to self-isolate. | |
| Display conditions of entry (website, social media, venue entry). | |

Wellbeing of staff and visitors

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

- Swimming pools
- Restaurants and cafes.

REQUIREMENTS

ACTIONS

Physical distancing

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

Ensure sport and recreation 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 the classes remain separate. Ensure participants maintain 1.5 metres physical distance where practical.

Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.

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

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

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

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

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

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

| REQUIREMENTS | ACTIONS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Hygiene and cleaning | |
| Adopt good hand hygiene practices. | |
| Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground. | |
| 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. | |
| Encourage visitors to bring their own water bottles, sweat towels and equipment. | |
| 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 areas used for high intensity cardio classes with detergent and disinfectant after each use. | |
| Reduce sharing of equipment (including hire equipment) where practical and ensure these are cleaned with detergent and disinfectant between use. | |
| Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish. | |
| Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions. | |
| Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water. | |
| Encourage contactless payment options. | |

| REQUIREMENTS | ACTIONS |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Record keeping | |
| <p>Keep a record of name and a mobile number or email address for all staff, volunteers, participants, 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>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</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> | |