

# > HELPING BUSINESS GET BACK TO WORK



13 June 2020

## COVID-19 Safety Plan

Effective 13 June

### Gyms (including health and dance studios, and martial arts training 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](http://nsw.gov.au)

BUSINESS DETAILS	
Business name:	At Ruben's Health and Fitness
Plan completed by:	Ruben Rocha
Approved by:	Ruben Rocha

### > REQUIREMENTS FOR BUSINESS

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

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and visitors</b>	
Exclude staff, volunteers and visitors who are unwell.	Ensure that all staff feel comfortable to “not” come into work if they feel unwell. Daily temperature check for staff.
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 complete “Infection Control Training COVID-19” from Department of Health
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Email and staff meeting to re-iterate.
Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown at a clear place of entry.	All members must have a booking to enter the facility. All guests must have an appointment. Each room has max. number allowed poster.

## Wellbeing of staff and visitors

Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"><li>• Swimming pools</li><li>• Restaurants and cafes.</li></ul>	N/A
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## REQUIREMENTS

## ACTIONS

### Physical distancing

Ensure the number of people in a facility does not exceed one person per 4 square metres (including staff).	Each room/studio has been measured and clearly labelled to ensure numbers are not exceeded.
Ensure gym or recreation classes or sport activities have no more than 20 participants, plus the instructor and any assistants, per space and comply with one person per 4 square metres.	Online booking system is preset to not allow more than 20 participants in any class.
Ensure activities are non-contact as much as practical. Accidental contact may occur but no deliberate body contact drills.	All class formats have been modified to ensure no touching and no sharing of equipment.
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.	No spectators are allowed.
Move or block access to equipment to support 1.5 metres of physical distance between people.	Equipment has been moved to have more space between.
Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.	Class times have been spread out to dissipate influx of people at one time.
Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.	All members are encouraged to not use the showering facilities, unless necessary.
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	Stickers on floor to mark out 1.5 metres. Stickers in class area to mark out 1.5 metres.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Class times spread and staggered to eliminate large numbers congregating.
Use telephone or video platforms for essential staff meetings where practical.	Staff meetings are all video platform until further notice.
Review regular business deliveries and request contactless delivery and invoicing where practical.	Reviewed. Suppliers have been notified of contactless delivery and accounts pre-paid over the phone.

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	Daily Cleaning schedule. Checklist and register for staff to complete each shift.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	6 hand sanitisers throughout the facility. Each hand sanitiser labelled with "How to hand rub" poster.
Ensure bathrooms are well stocked with hand soap and paper towels.	Daily checks that washroom paper is constantly replenished. Checklist and register for staff.
Provide visual aids above hand wash basins to support effective hand washing.	Handwashing poster at wash basins.
Encourage visitors to bring their own water bottle, sweat towels and exercise mats.	Sweat towels are compulsory. Sweat towels also available for hire if forgotten.
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 schedule for common touch points. I.e. door handles.
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	All equipment used wiped thoroughly after each session
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	There is no sharing of equipment during classes. All equipment is cleaned and disinfected after each use.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Disinfectant and paper towels throughout the gym for use. Gloves are available at reception for anyone to use.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Disinfectant guidelines poster in staff room.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves in staff room with cleaning product.
Encourage contactless payment options.	Online payments encouraged via customers personal mobile device.

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
<p>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.</p>	<p><b>Business software system registers all members and guests each time they visit the club. Class and gym bookings.</b></p>
<p>Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p><b>All emails and communications with staff and members include recommendation of use of COVID-Safe App.</b></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><b>All staff are to report any incidents or queries. Any incidents deemed risks will be escalated to NSW Health as soon as possible.</b></p>