

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

## Your COVID-19 Safety Plan

### Indoor gyms

#### Business details

Business name	At Ruben's Health and Fitness
Business location (town, suburb or postcode)	Marrickville 2204
Completed by	Ruben Rocha
Email address	<a href="mailto:ruben@atrubens.com.au">ruben@atrubens.com.au</a>
Effective date	20 November 2020
Date completed	25 November 2020

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#### Wellbeing of staff and customers

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

Ensure that all staff feel comfortable to NOT come in.

**Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, wearing masks, and how to manage a sick visitor.**

All staff to complete Infection control Training COVID-19. From health department.

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

Email all staff to re-iterate.

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

All members must have a booking to enter the facility. Door is always locked otherwise. All other visitors are by appointment.

Premises with a swimming pool, spa or sauna must complete the COVID-19 Safety Plan for swimming pools.

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through [nsw.gov.au](http://nsw.gov.au)

N/A

**Indoor gyms must assign one staff member as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping. The identified Safety Marshal/s must be present at all times when there are more than 20 patrons in the gym.**

COVID-19 Safe Hygiene Marshal is on shift during peak times. Badges are left at reception counter. Noted on schedule.

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## **Physical distancing**

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

All classes are limited to numbers that do not exceed 4sqm/person. Gym floor bookings are limited to stay within the limits of the floor space. All managed automatically on software with door access control.

**Ensure gym or recreation classes or sport 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 if the classes remain separate with start and end times staggered to minimise crowding. Ensure participants maintain 1.5 metres physical distance where practical.

Pre-configured through gym software and managed automatically.

**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 allowed.

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected.

There should be additional planning around these activities including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**
- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners**

N/A

**Move or block access to equipment to support 1.5 metres of physical distance between people.**

Equipment moved to have 1.5 metres distance between.

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

Shower and change rooms are encouraged not to be used. Instead members are encouraged to go home.

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

Class start times are staggered to ensure a steady flow of members. Rather than large influxes.

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

Stickers on the floor to mark out 1.5 metres as a reminder. Class start times are staggered to ensure a steady flow of members. Rather than large influxes.

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

Class start times are staggered to ensure a steady flow of members. Rather than large influxes.

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

ZOOM is offered for staff meetings. Not requiring staff to attend in person.

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

Reviewed suppliers aware of contactless payments and doorbell for reducing access to facility.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Daily cleaning schedule. Checklist and register for staff to complete.

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

6 hand sanitisers throughout the facility. Each sanitiser with poster "How to Hand Rub"

**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.**

Daily checks that washroom paper is constantly replenished. Checklist and register for staff.

**Encourage visitors to bring their own water bottle, sweat towels and exercise mats.**

Sweat towels are compulsory. Sweat towels are 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 hi traffic touch points. I.e door handles.

**Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.**

All equipment used is wiped thoroughly after each session. There is disinfectant wipes available and used. This is compulsory and policed by COVID-19 Safety Hygiene Marshall.

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

Cleaned well by members after each use. Class formats have been modified to ensure minimal equipment sharing.

**Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.**

Disinfectant, Gloves and wipes are available at all times.

**Encourage visitors to wipe down equipment after they have finished using it.**

Wiping down time is allocated during every class. to make sure it is done properly and by everyone.

**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 customer mobile phone.

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

Open Air setting. Opening Roller shutters wherever possible and open all windows wherever possible. Exhaust fans installed for Spin Studio.

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## **Record keeping**

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. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

*Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.*

Business Software system registers all members and staff each time they visit the club.

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au)**

Privacy Policy remains the same. No details are shared outside for the express purpose

of contact tracing.

**Consider whether time in and out can be captured through your record keeping method. This can help contact tracers better identify who is at risk, and may minimise the number of people that would need to isolate should someone attend your facility whilst infectious.**

Time in is recorded. Time out is currently not recorded.

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

All emails and communications with staff and members include recommendation of use of COVID-Safe App.

**The occupier of an indoor gym must register their business through [nsw.gov.au](https://nsw.gov.au).**

Registered.

**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.**

All staff are to report any incidents or queries. Any incidents deemed risks will be escalated to NSW Health as soon as possible.

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

Yes