

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



## Your COVID-19 Safety Plan

### Gyms and indoor recreation

#### Business details

Business name	Riverside 24/7 Fitness
Business location (town, suburb or postcode)	Ballina NSW 2478
Select your business type	
Gyms	
Completed by	Angela Jones
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Effective date	2 August 2021
Date completed	9 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, members and visitors are requested to stay at home if they are unwell and get tested and not to return to work until they get a negative test.

### **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**

All staff have done the on-line Covid training and have a certificate to prove it. All staff and members are aware of the physical distancing rules which are signed around the gym, all staff and members are to wear masks unless doing strenuous exercise. We supply antibacterial wipes, antiseptic spray and paper towel, all equipment is wiped before and after use.

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

**Agree**

Yes

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

We have set up a table at entry with our signage QR Code, stay home if your not well, mask up signs with santiser.

**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**

We have a studio as well as main gym with have 2 separate QR codes and all the Group Fitness Classes are booked in online and we mark off if attended.

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

**Agree**

Yes

**Tell us how you will do this**

I will be recommending staff to get vaccinated to protect themselves and to keep our hospital system from being over crowded with unvaccinated Covid patients.

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**Physical distancing**

**Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.**

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

**Agree**

Yes

**Tell us how you will do this**

I have capped our Group Classes under 20 people.

We have a big gym 214sqm which could take 54 people but we will cap it at 25 people, we will never get to that number at any one given time.

**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**

We have marked on the floor spaces for stretching, all equipment has been spaced apart as well.

We have taken out lounges, only single chairs in waiting areas.

**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**

We have arrows in the studio on how to que and which way to enter and exit.

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

**Agree**

Yes

**Tell us how you will do this**

With the booking system there is no need to que outside a venue but to arrive on time.

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

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

**Agree**

Yes

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

Not Applicable.

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## **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**

Members wear masks at all time unless doing strenuous exercise, in which time they pull the mask down but still have it around ears as to put back up when walking around the gym, or entering or exiting group fitness.

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

**Agree**

Yes

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

We have sanitiser at entry and exits and around the room. Soap is also in the toilets. we have signs on how to wash hands and how often in bathrooms.

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

**Agree**

Yes

**Tell us how you will do this**

We have soap dispensers in bathrooms with dryers.

**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**

Members wipe equipment before and after use. Staff wash down the equipment at the end of each day with soap/disinfectant.

**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).**

**Agree**

Yes

**Tell us how you will do this**

All windows and fans will be going during group fitness classes.

The main gym has 4 air-conditioners going all the time and we have fans around the room also to keep ventilation.

## 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**

We have printed off the QR Codes for both venues and made a table at entry with signs and sanitiser to remind them.

**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**

Staff will check the tick on peoples phones before class and when entering the gym.

**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**

We use our phones to check older people in as guests. We also have a manual sign in area but we try not to use this.

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

Yes