

**> 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 - GYM & STUDIO
Business location (town, suburb or postcode)	Ballina
Select your business type	
Gyms	
Completed by	Angela Jones
Email address	admin@rhsballina.com.au
Effective date	18 October 2021
Date completed	17 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

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.

NSW Health signs displayed at entry points.

Provide

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

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

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

Yes

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 sanitiser.

Also NO ENTRY without double vaccination, 11th Oct - 1St Dec.

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, check vaccination status upon entry where practical and only accept valid forms of evidence of vaccination, 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: This requirement applies at public swimming pools and indoor recreation

facilities including gyms.

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

I have sent an email to all members giving them notice that will need to sight the DBL Vax Tick and add to their profile on their first visit after the 11th of Oct.

Signs up at entry points stating this.

Poster around displaying how to prove your vaccinations also.

All staff have at least 1 vax with other booked in by the 1st of Nov.

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: Group classes at a gym and group dance classes at an indoor recreation facility must be limited to no more than 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

I have capped our Group Classes under 20 people.

Classes are booked online with a system to know who has turned up after each class.

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.

Agree

Yes

Tell us how you will do this

Not Applicable.

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

Gym has air-conditioning as well as fans to circulate the air, Air-conditioning is serviced regularly by professionals.

Windows opened and fans going in the studio at all times.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Not Applicable.

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

possible.

Agree

Yes

Tell us how you will do this

Yes windows are opened where possible.

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

Yes Air-conditioning is used at all times.

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

Air Con is serviced by CoolMan every 3 months and we clean the filters every month.

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

Yes we have this in place, with CoolMan Aircon

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

Members wear masks on entry & exit of the gym but take off on the gym floor while exercising.

Masks are worn in the group fitness classes except when doing extreme exercise.

Staff will wear masks at all times.

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 sanitizer 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

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.

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.

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

I have QR Codes for both premises registered as 2nd location.

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

Yes