

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Penrith City Council Ripples Leisure Centre - Gym
Business location (town, suburb or postcode)	Charles Hackett Dr, St Marys NSW 2760
Select your business type	
Gyms	
Completed by	Ripples Leisure Centre
Email address	Ripples@penrith.city
Effective date	11 October 2021
Date completed	8 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

- Disclaimer regarding COVID-19 conditions of entry inclusive of the above requirements will be displayed at the entrance of the facility and referenced on the online booking portal
- All staff have been provided with training and instructions on the symptoms of COVID-19 and not to attend the workplace if unwell
- Security will be stationed at the entrance of the facility to assist in the identification and removal of visitors who are displaying symptoms
- Reminders on the symptoms of COVID-19 and to not attend the premises if unwell will be published on social media platforms
- Signage displaying the above messaging will be posted at the front and inside of the facility, as well as digital displays whilst using the gym facilities.

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

- Employees working within the gym/fitness environment have completed the COVID-19 Awareness for Gyms online course provided by the NSW Government.
<https://www.nsw.gov.au/covid-19/covid-safe/gyms/guidance-for-gyms>
- Employees are to be briefed on the COVID-19 Safety Plan for the facility, as well as ongoing consultation as the plan is updated.
- All COVID-19 Safety Plans are completed in line with current Public Health Orders found at <https://legislation.nsw.gov.au/information/covid19-legislation>
- Cleaning checklists will be developed identifying sanitising requirements and locations

to ensure consistency

- Educational resources a required PPE such as face masks, sanitiser and cleaning equipment will be easily accessible for staff at all times.

- All staff are trained in the current risk assessment for each activity inclusive of the risks associated with covid-19 and the required control measures

- Employees have access to a dedicated COVID-19 employee webpage with current information on the above.

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

Agree

Yes

Tell us how you will do this

- Disclaimer regarding COVID-19 conditions of entry will be referenced on social media platforms, displayed at the entrance of the premises and uploaded onto online booking systems. This will be inclusive of the above requirements.

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, 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: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.

Agree

Yes

Tell us how you will do this

- Posters outlining vaccination requirements are clearly visible at the entrance of the facility
 - Social media and marketing materials clearly outline COVID-19 vaccination requirements for the facility being; proof from the Australian Immunisation Register of having received 2 doses of the COVID-19 vaccine or a medical contraindication certificate for staff and patrons aged 16 and over
 - Staff are provided with the NSW Government Proof of Vaccination or Medical Exemption identification COVID-19 pack poster material
 - Where a member of the public will not demonstrate the required evidence, employees will have the right to refuse entry as per facilities COVID-19 Conditions of entry. If the patron refuses, the police will be notified to attend.
 - Disclaimer regarding COVID-19 conditions of entry will be referenced on social media platforms, displayed at the entrance of the facility and uploaded onto online booking systems, inclusive of the above requirements.
 - Security and/or staff will be stationed at the entrance of the facility, verifying patrons vaccination or medical exemption evidence
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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: Gym and dance classes must not exceed 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

- Online booking system will ensure classes are capped at a maximum of 19 participants and 1 instructor.
- Prior to the class commencing, group fitness instructors will complete a roll call to ensure compliance with class capacity limits
- Internal facility measurements taken to ensure 1 person per 4sqm capacity limits are identified and displayed upon entry.
- Staff are trained to be aware of and manage the capacity limits within the facility

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

- Disclaimer regarding COVID-19 conditions of entry will be referenced on social media platforms, displayed at the entrance of the facility and uploaded onto online booking systems, inclusive of the above requirements.
- Floor decals will be strategically placed where patrons are required to wait in line,

identifying 1.5m distancing

- Strategically remove equipment from use to improve physical distancing between members
- Staff rosters will be designed to only have one employee on the shift in the gym, ensuring employees do not overlap with one another
- Seats within the consultation room are physically distanced from one another at 1.5m
- Digital displays and posters will remind members to maintain physical distancing of 1.5m apart
- Studio and gym door access will remain open leading into session times to prevent members from waiting in the foyer location
- Only employees who are operationally required will work within the facility. All employees who can work from home will continue to do so.
- Signage will be displayed in high-risk gathering areas advising the above
- Where possible employees will have their meal breaks physically distanced outside, otherwise within the capacity limits of the break room.
- Announcements will be made at the beginning of the class advising members to ensure that they maintain 1.5m physical distancing
- Classes are designed to encourage physical distancing of 1.5m
- Regular PA announcements will occur throughout the day reminding members of COVID-19 safety measures

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

- Timetables have been strategically created to ensure members arriving at staggered times
- Announcements will be made on social media platforms on required COVID-19 etiquette for class attendance
- At the conclusion of the class, members will be reminded to immediately leave the facility
- Facility change rooms and amenities will have capacity limits on display at the entrance.
- Signage to be displayed at the change rooms recommending patrons to shower/change at their home where possible.

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

Agree

Yes

Tell us how you will do this

- Decals will be displayed on the ground, identifying 1.5m physical distancing whilst waiting in line.
- Security will be positioned outside the premises ensuring single file lines and physical distancing are followed upon entry.
- Notification to Council representative based within the Emergency Operations Centre, where additional assistance is required from local authorities.

Singing by audiences is not allowed in indoor areas.

Dancing is not allowed in indoor areas except for dance classes, where no more than 20 people are permitted to dance.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

- Employees will monitor and remind patrons of the above COVID-19 requirements
 - Group fitness classes will be capped to ensure attendance levels meet the above requirements
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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

- All patrons will be directed to line up for entry outside of the premises. Security permit one family/group at a time into the foyer to sign in with the Member Engagement Officer, minimising patrons in the foyer at one time.
- The front doors to the facility will always remain open, allowing natural airflow into the foyer
- Where possible windows will be opened within the gym and studio's

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

- Where possible and weather-appropriate classes will be held in outdoor environments

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

Agree

Yes

Tell us how you will do this

- The front doors to the facility will always remain open, allowing natural airflow into the foyer
- Where possible, internal windows to the facility will be opened to allow natural airflow

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

- The Foyer and Reception area are served by split system units that recycle the air through a filter in the unit.
- Further guidance is pending from an external consultant regarding the gym and studios.

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

- Existing contract in place with experts to the facilities ventilation system, confirming regular filter cleaning and changes.

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

- External experts to the facilities ventilation system consulted in the development of the COVID-19 safety plan.

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

- Disclaimer regarding COVID-19 conditions of entry will be referenced on social media platforms, displayed at the entrance of the facility and uploaded onto online booking systems, inclusive of the above requirements.

- Security at the front of the premises to ensure patrons have the appropriate face mask or evidence of an exemption upon entry.

- Relevant signage will be displayed as well as PA announcements advising face masks are to be worn when indoors unless exempt. Noting that those engaging in physical

exercise are exempt unless they are participating in an indoor gym class or dance class

- Unlimited supply of surgical face masks will be made available for employees.

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

Agree

Yes

Tell us how you will do this

- Hand sanitiser stations will be strategically placed around the premises for patrons and employees.

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

Agree

Yes

Tell us how you will do this

- During the 30-minute window between bookings, employees will conduct a review of stock levels whilst completing a detailed clean of frequently touched surfaces and amenities.

- Contracted cleaners are scheduled to conduct a risk mitigation clean at the end of each day, as well as to be on-call for deep cleans where required.

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

- During the 30-minute window between bookings, employees will complete a detailed clean of frequently touched surfaces, amenities and equipment. An internal cleaning checklist is provided to employees to ensure consistency
 - COVID-19 Marshall is regularly disinfecting frequently touched surfaces throughout the day.
 - Disinfectant and cleaning supplies are made easily accessible to members, encouraging the disinfection of equipment after each use
 - Contracted cleaners are scheduled to conduct a risk mitigation clean at the end of each day, as well as being on-call for deep cleans where required.
 - All internal facility doors will remain open leading into session times to prevent congregating and reducing high touchpoints
 - Shared equipment and workspaces used by staff will be disinfectant at the beginning and end of each shift.
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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

- Service NSW QR code will be displayed at the main entrance of the premises
- The security officer at the entrance of the premises will support those patrons who are unable to complete the QR code, by completing it on their behalf with the facility iPad.

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

- The 'green tick' will be verified by security prior to entering the premises.
- QR codes will be clearly displayed and accessible at the entrance of the premises.

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

- Security will support those patrons who are unable to complete the QR code, by completing it on their behalf with the facility iPad.
- Where translation support is required, staff will contact the telephone interpreter service on 131 450.

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

COVID-19 Safety Plan completed for Swimming Pool functions of the facility.

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

Yes