

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



## Your COVID-19 Safety Plan

### Gyms and indoor recreation

#### Business details

Business name	Penrith City Council St Clair Leisure Centre
Business location (town, suburb or postcode)	6 Botany Ln, St Clair NSW 2759
Select your business type	
Indoor recreation facilities (yoga, pilates, dance studios)	
Completed by	Ripples Leisure Centre
Email address	Ripples@penrith.city
Effective date	11 October 2021
Date completed	9 October 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**

- Employees are provided with training and instructions on the symptoms of COVID-19 and not to attend the workplace if unwell
- The symptoms of COVID-19 and to stay home and get tested will be displayed at the front and inside of the facility on posters.
- 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
- The facility will only be open to regular hirers who will be briefed directly and will be requested to provide their own COVID-19 Safety Plan for their business.

### **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 are briefed on the COVID-19 Safety Plan for the facility, as well as ongoing consultation as the plan is updated.
- COVID-19 Safety Plans are completed in line with current Public Health Orders <https://legislation.nsw.gov.au/information/covid19-legislation>
- Cleaning checklists are developed identifying sanitising requirements and locations to ensure consistency
- Required PPE such as face masks, sanitiser and cleaning equipment will be easily accessible for staff at all times.
- 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.

- External hirers of the facility will be provided with the COVID-19 conditions of entry for the facility in advance to ensure compliance of customers and workers within their organisation

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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**

- Dance groups will be instructed in advance to ensure classes are capped at a maximum of 19 participants and 1 instructor.
- Internal facility measurements taken to ensure 1 person per 4sqm capacity limits are identified and displayed upon entry.
- Employees 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.
- Only one staff member will be on-site during each shift
- Posters will remind members to maintain physical distancing of 1.5m apart
- Companies booking within the facility will be strategically rostered to ensure there is no cross over between groups
- Only employees who are operationally required will work within the facility. All employees who can work from home will continue to do so.

**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**

- Changerooms are not available to patrons
- Companies booking within the facility will be strategically rostered to ensure there is no cross over between groups
- Doors to internal rooms will be fixed in an open position leading into session times, to prevent congestion upon entry

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

## **Agree**

Yes

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

- Signage will be displayed outside the premises, advising physical distancing requirements

- Staff will request members of the public gathering outside entry and exit points of the facility to not congregate

**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**

- Dance groups will be instructed in advance to ensure classes are capped at a maximum of 19 participants and 1 instructor.

- Singing is only permitted indoors at the facility during singing classes.

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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**

- Internal doors and windows will remain open where possible

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

-Not possible.

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

**Agree**

Yes

**Tell us how you will do this**

- Windows and doors will remain open 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**

- Information requested by St Clair Leisure centre to an external consultant. Pending assessment.

**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.

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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 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 inclusive of the above will be referenced on social media platforms, displayed at the entrance of the facility and provided to external companies hiring within the facility.

( patrons over 12 years of age must wear a fitted face mask when indoors unless exempt. Patrons engaging in physical exercise are exempt unless they are participating in an

indoor gym or dance class;)

- Relevant signage will be displayed advising face masks are to be always worn whilst within the facility
- 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 will be strategically placed around the premises for patrons and employees.
- Posters will be displayed encouraging good hand hygiene

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

**Agree**

Yes

**Tell us how you will do this**

- Facilities will be checked in-between session times to ensure stock levels are adequate

**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

- In-between bookings employees will complete a detailed clean of frequently touched surfaces and amenities. An internal cleaning checklist is provided to employees to ensure consistency and required times per day.
  - No equipment will be shared by hirers of the facility
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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
- Manual sign-in sheet will be made available for users who do not have access to use the Service NSW QR code. Staff will be trained to upload manual records on the Service NSW site.
- Posters will be displayed to remind users to check in the premises

**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 staff upon entry to the facility
- QR codes will be clearly displayed and accessible at the entrance of the facility

**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**

-Manual sign-in sheet will be made available for users who do not have access to use the Service NSW QR code. Staff will be trained to upload manual records on the Service NSW site or keep an electronic record.

-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**

n/a

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

Yes