Gyms and indoor recreation | COVID-19 Safety Plan

Safety Plan for gyms, indoor recreation facilities, swimming pools, community centres and halls.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

Show all

| 1 | **Keep your business COVID Safe** | ⌄ |

| 2 | **Developing your COVID-19 Safety Plan** | ⌄ |

| 3 | **How to complete the COVID-19 Safety Plan** | ⌃ |

Fill in your business details and select your business type.

You may need to review current NSW Health guidance on the following areas before completing your plan:

- **keeping workers safe (/covid-19/business/rules-guidance/keeping-workers-safe)**
- **physical distancing (/covid-19/stay-safe/physical-distancing)**
- **record-keeping (https://www.nsw.gov.au/covid-19/covid-safe/customer-record-keeping/qr-codes#get-the-nsw-government-qr-code-for-your-business#get-the-nsw-government-qr-code-for-your-business)**
- **guidance on ventilation (/covid-19/business/rules-guidance/ventilation)**
- **self-isolation and quarantine (https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/self-isolation)**.

Following your risk assessment, outline the actions you will take in each section to manage the risk of COVID-19 in your workplace.

Once you complete the COVID-19 Safety Plan, select the print button to print the plan or save as a portable document format (PDF).

Remember to keep a copy of your COVID-19 Safety Plan on your premises.

| 4 | **Keep your COVID-19 Safety Plan up to date** | ⌃ |

It's important to monitor the evolving rules and restrictions and keep your COVID-19 Safety Plan up to date.

Employers should continually assess the health and safety risks to their workers and others in the work environment, and implement control measures as required.

Effective 25 February 2022

Business details

Business name

Circus Arts Australia

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

Byron Bay

Select your business type

Indoor recreation facilities (yoga, pilates, dance studios)

Wellbeing of staff and customers ⌃

Exclude staff, volunteers and visitors who are unwell from the premises.

Explain how you will do this

Staff, volunteers and visitors who are unwell or present flu-like symptoms are advised that they must stay home.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning. Train staff in the process of how to collect and store contact details of patrons where applicable.

Explain how you will do this

Staff and volunteers are provided with detailed cleaning procedures for all areas and equipment.
Staff have been informed of when and how to get tested, physical distancing practices, mask-wearing and how to manage a sick visitor in line with the current guidelines provided by Service NSW. Also the process of how to collect and store contact details of patrons where applicable.

Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable.

Explain how you will do this

Up to date signage provided by Service NSW is clearly displayed at our venue entry points advising the conditions of entry. This includes advice to stay at home and get tested if feeling unwell.

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

Explain how you will do this

Following the guidelines set out by NSW Health, we are not currently requiring proof of COVID-19 vaccination upon entry but are keeping a close eye on the situation.

Physical distancing ⌃

Support 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff**

Explain how you will do this

> Appropriate signage is in place to ensure 1.5m physical distancing where possible at points of
> mixing or queuing, between seated groups and between staff.

Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.

Explain how you will do this

> Appropriate signage is in place to avoid congestion of people in specific areas within the venue
> where possible, such as change rooms and walkways.

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

Explain how you will do this

> The venue entry layout provides appropriate space to assist with distancing. Staff members
> have also been instructed to verbally manage such an occurrence.

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 (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.

Explain how you will do this

> The venue is well ventilated. It has an open plan layout, high ceilings and large doors that allow
> good airflow.

Use outdoor settings wherever possible.

Explain how you will do this

The cafe has an outdoor seating area.

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

Explain how you will do this

Large doors provide airflow for natural ventilation.

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).

Explain how you will do this

There are vents fitted to the roof to assist with ventilation.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Explain how you will do this

Bathrooms have working exhaust fans.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Explain how you will do this

The owner has checked that the bathroom fans are working.

Hygiene and cleaning ⌃

Face masks are encouraged in indoor settings where it is difficult to maintain physical distance from others.

Businesses can require workers and customers to wear face masks in line with their face mask policy.

Explain how you will do this

Following the guidelines set out by NSW Health, we are not currently requiring face masks upon entry but are keeping a close eye on the situation.

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

Explain how you will do this

Appropriate signage on correct hand hygiene practices is placed strategically around the venue. Sanitiser is provided free of charge in key high touch areas including venue and activity entry points.

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

Explain how you will do this

All bathrooms are equipped with hand soap dispensers, paper towels and/or non-touch hand dryers. Staff keep an eye on when these need to be refilled.

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.

Explain how you will do this

Frequently used indoor hard surface areas, children's play areas and frequently touched surfaces are cleaned several times per day with the appropriate detergent/disinfectant required.
The sharing of equipment is limited and cleaned between use where practical.

Record keeping ⌃

Consider having a record keeping method in place to support contact tracing if a person with COVID-19 visits the premises.

Explain how you will do this

Our booking system and waiver forms could assist in contact tracing should the need arise.

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case (https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this

Assess how much contact other workers had with the person who tested positive for COVID-19, while that person was infectious in the workplace.

If assessment of workplace risk indicates there are workers who have had high risk exposures or moderate risk exposures, those workers should be encouraged to follow information for people exposed to COVID-19.

Advise workers and contractors of the situation in your workplace. Consult with workers about the identification and management of any remaining health and safety risks.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW (https://aus01.safelinks.protection.outlook.com/? url=https%3A%2F%2Fcovid.safework.nsw.gov.au%2Fforms%2F9377&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C a worker has tested positive and is hospitalised or dies. Visit https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus (https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19- Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef97a68e8 more information.

Explain how you will do this

We will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at our workplace, and notify SafeWork NSW if a worker has tested positive and is hospitalised or dies.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 25 February 2022