

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	AquaBuddies Swim School - Coogee
Business location (town, suburb or postcode)	Coogee
Select your business type	
Swimming pools, saunas and spas	
Completed by	Bianca Ion
Email address	bianca@aquabuddies.com.au
Effective date	11 September 2021
Date completed	3 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

Communication of requirements through employment policy

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 required to complete Covid Infection Control Certification.

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

Agree

Yes

Tell us how you will do this

Communicated via our Terms and Conditions upon enrolment into the swim school, as well as signage that is clearly visible at the premises.

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

Tracking of all attendance via our booking system as well Service NSW QR code upon entry.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Communicated to current staff via meetings and included in employment policies.

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 group dance classes must not exceed 20 persons.

Agree

Yes

Tell us how you will do this

Signage onsite + communication via email regarding our COVID policy.

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

Signage onsite + communication via email regarding our COVID policy.

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

A limit to one parent/guardian per child allowed at the facility
Swim and Go policy

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

Agree

Yes

Tell us how you will do this

Signage at the entrance

Singing by audiences is not allowed in indoor areas.

Dancing is not allowed in indoor areas except for group 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

n/a

Ventilation

Review the 'COVID-19 guidance on ventilation' available on nsw.gov.au 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

Use of mechanical ventilation system that uses fresh air and provides natural ventilation.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

n/a

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

Agree

Yes

Tell us how you will do this

Windows will be open during times that are specified in the DA

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 mechanical ventilation system provides fresh air from outside and does not recirculate air.

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

There is no filter therefore cleaning and changing it does not apply

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

Have consulted with the building owner

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

Face masks are to be worn indoors, but not whilst in the pool participating in a lesson.

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 available at numerous key points throughout the venue
Signage displaying good hand hygiene protocol will be present in each bathroom

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

Agree

Yes

Tell us how you will do this

By monitoring levels of hand soap and paper towels throughout trading hours.
By checking overall stock levels on a weekly basis and ensuring that a sufficient supply is available at all times.

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

Frequently touched surfaces such as door handles, pool gate + balustrade at entrance of the pool, seating and table will be cleaned every hour.

Each parent/baby will have their own assigned equipment that will be disinfected + rotated at the end of each lesson.

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

QR code will be present at pool entry + a log book for anyone that has forgotten their phone.

Customer check-in via the iclasspro customer portal is also required to confirm lesson attendance.

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

Service NSW QR code will be presented at entrance + various locations inside the venue.

IPad will also be available at the entrance for contactless check in to iclasPro which confirms attendance.

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

Via a log book and provided in a spreadsheet at the end of each day.
This will record - name, number and check-in /check out time.

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

Yes