

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Monckton Aquatic Centre
Business location (town, suburb or postcode)	Armidale 2350
Select your business type	
Swimming pools, saunas and spas	
Completed by	Kimberley Rowbottom
Email address	moncktonaquatic@armidale.nsw.gov.au
Effective date	11 September 2021
Date completed	27 September 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

Provide signage and appropriate reasoning for exclusions.

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

Supply COVID-19 resource sheets from the Aust. Government Dept. of Health.

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

Agree

Yes

Tell us how you will do this

Ensure appropriate signage upon entry of facility stating requirements of masks and social distancing. Display signs explaining the risks of being in the community when unwell. Have the QR code displayed for every patron to use and show staff upon entry. Update website regularly with information informing patrons of any new conditions of entry.

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

No Sub Premises

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

- Council is encouraging all staff who have been vaccinated with two doses to provide Council with this information.
 - This is completely voluntary. Only provide this information if you are comfortable to do so.
 - Council will maintain the information on personnel files, in line with the relevant Privacy Act and Council policies.
 - This voluntary information will assist council in managing future business continuity for the organisation when addressing staff resourcing, particularly in essential service.
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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 group dance classes must not exceed 20 persons.

Agree

Yes

Tell us how you will do this

Ensure staff are aware of facility space and numbers that are allowed in each area of the facility. These numbers should be monitored and adhered to at all times. Refer to

separate documents kept on the premises for specific numbers.

All outside instructors working at the facility should be made aware of class limits before commencing classes. All schools will be provided with documents explaining the limits in all areas, social distancing and attempting to stagger the use of communal areas such as bathrooms and kiosk facilities.

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

Use appropriate signage, tape or cones to indicate spacing at all high use areas. Ensure staff all know and adhere to social distancing rules when possible.

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

Provide signage upon entrance to and within areas such as bathrooms and kiosk with information upon number limits and social distancing. Ensure these areas are monitored for quick use of the facilities to make sure crowding does not occur.

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

Agree

Yes

Tell us how you will do this

Provide signage at the entrance of the facility stating the limit of people allowed, and the physical distancing of 1.5m between people. All outside user groups should encourage all participants to leave venue directly after training. Staff should monitor and disperse any unneeded gatherings.

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

Not applicable.

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

As an outdoor facility no additional ventilation is required.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Any non essential indoor areas will be closed off to all public members.

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

Agree

Yes

Tell us how you will do this

Ensure windows are opened in the kiosk. When 2 or more people are working inside the backdoor can be opened to increase air flow. Have appropriate doors opened in the pump shed to increase air flow.

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

When using the air conditioner ensure the hose is leading out the backdoor to reduce recirculating 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

Ensure the air conditioner is regularly cleaned.

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

Consult with council engineers about ventilation options.

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

All staff working in the kiosk will wear masks. All patrons using the kiosk facilities will be required to wear a mask. All staff at any necessary meetings (that cannot be held via email, phone etc) will be required to wear masks.

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

Agree

Yes

Tell us how you will do this

Ensure NSW Health signage is provided in all hand washing areas including bathrooms, kiosk, and staff areas. Ensure all hand sanitiser stations are regularly checked and refilled when necessary.

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

Agree

Yes

Tell us how you will do this

Provide signage stating correct hand washing procedures and have soap available in all bathrooms. check regularly that these supplies are stocked and available for use.

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

Ensure all frequently used hard surfaces are cleaned and sanitised regularly. Ensure appropriate sanitising products are available to clean all shared equipment by either staff or patrons. If time, staff should clean all equipment as it is brought back to the kiosk.

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

Have the QR code displayed around the entrance to the facility for anyone entering the area to use and show a staff member as they enter.

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

Anyone entering the facility will need to be able to show a staff member the green tick before entering. Multiple QR codes will be displayed around the entrance to the facility to ensure physical distancing between patrons using the code to sign in.

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

Have a manual sign in sheet available for anyone unable to use the QR code to check in. This information will be kept confidentially and entered into an electronic format as soon as possible.

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

Yes