

> HELPING BUSINESS GET BACK TO WORK



10 June 2020

COVID-19 Safety Plan

Effective 13 June

Gyms (including health and dance studios, and martial arts training facilities)

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your visitors.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS	
Business name:	Balliamo Pty Ltd T/A The Jazz Factory
Plan completed by:	Kim Dresner
Approved by:	NSW Health

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your visitors and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	Staff and students displaying any flu like symptoms including scratchy/sore throat, runny nose, fever, headache are not permitted to enter the studio until they have been tested and cleared as healthy.
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	All staff have completed Covid-19 safety training and advised on health and safety procedures
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff must find a replacement for their classes if unwell or displaying flu like symptoms and inform director immediately of their symptoms and cover teacher details. Staff will not be able to return to the studio unless cleared as healthy.
Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown at a clear place of entry.	New Entry and Exit points at the studio are clearly displayed as well as entry policies. Only enrolled students and staff may enter the premises. Any permitted visitors will need to fill out their details on contact sheet. Restricted numbers in each studio clearly displayed.

Wellbeing of staff and visitors

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- Swimming pools
- Restaurants and cafes.

REQUIREMENTS

ACTIONS

Physical distancing

Ensure the number of people in a facility does not exceed one person per 4 square metres (including staff).

The studio is clearly marked with 1.5 distanced stickers which adhere to the 4 square metre rule. Studios capacity clearly displayed.

Ensure gym or recreation classes or sport activities have no more than 20 participants, plus the instructor and any assistants, per space and comply with one person per 4 square metres.

Classes will adhere strictly to the restrictions of the NSW Government and adhere to the 1 per 4 square metres at all times.

Ensure activities are non-contact as much as practical. Accidental contact may occur but no deliberate body contact drills.

There will be no physical contact between students, between staff and students or between staff at all times.

Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.

Students, Staff and any permitted visitors will adhere to the 1.5 metre distancing at all times as indicated by the floor markers.

Move or block access to equipment to support 1.5 metres of physical distance between people.

All large equipment and tables have been removed. All benches have clear markers to allow for 1.5 metre distancing. All lockers in changerooms have been spaced.

Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.

Changerooms doors will remain open to avoid gathering. Markers on floor indicate the maximum number of people permitted to enter. All students are expected to change into dance gear prior to entering the studios where possible. No changing permitted in toilets.

Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.

Shelving has been placed outside each studio for belongings to avoid congregating in changerooms. Lockers have been spread out. All students are advised to change before coming to the studio where possible.

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.

Students are not to arrive for class earlier than 5 minutes before to reduce crowding. Markers on floor are to be used for physical distancing.

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

Separate entry and exit points now exist at the studio to avoid any crowding at doors.

Use telephone or video platforms for essential staff meetings where practical.

Staff meetings will continue over zoom.

Review regular business deliveries and request contactless delivery and invoicing where practical.

Deliveries will be authorised to be left outside the studio where practical.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Students and staff must sanitise hands upon entry and use washing stations in the bathroom and kitchen before entering the studios. Staff must wash hands after cleaning and when moving between studios. All staff/students who sneeze, cough, use tissues in the studio will immediately need to wash hands.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Hand sanitiser is available at the front door and at the entry point to each studio as well as in each studio, singing room, office and shop.
Ensure bathrooms are well stocked with hand soap and paper towels.	Bathrooms and kitchen are in full supply of hand soap and hand towels that a regularly filled up.
Provide visual aids above hand wash basins to support effective hand washing.	Signs supporting regular hand washing as well as instructions for safe hand washing are displayed around the studio and at all wash stations.
Encourage visitors to bring their own water bottle, sweat towels and exercise mats.	Students and staff must bring their own water bottle filled up prior to coming to the studio. Taps and cups can not be used for drinking or filling up water bottles. All belonging must be left in the shelves outside each studio. Any equipment used will be brought in by students.
Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	Only teachers are permitted to open/close studio doors. Handles and surfaces will be cleaned between all classes, at the start of classes and at the end of the day. Frequently touched areas will be cleaned throughout the day of classes by studio manager/ rostered teacher/staff member.
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	Studio floors will be mopped between classes.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	All props and equipment have been removed from studios. Parachutes and Acro mats will be alternated for each class, to ensure sufficient cleaning and disinfectant between usage.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	No unauthorised visitors will be permitted in the studios. Sanitiser and hand wash is available at all times. Any visitor must adhere to the same hygiene protocols as students and staff.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Sanitiser, handwash and detergents meet all regulatory guidelines for appropriate strength and safe usage around students.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves will be worn by all cleaning staff and teachers will wash hands thoroughly before cleaning the studios and after cleaning surfaces at the end of classes. Disinfectant wipes will be used for cleaning by teachers in and around the studio.
Encourage contactless payment options.	No payments will be accepted at the studios. The uniform shop is now online.

REQUIREMENTS	ACTIONS
<p>Record keeping</p> <p>Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>All class rolls will be marked to ensure clear records of attendance. No outside visitors will be permitted into the studios and any authorised visitors will need to fill out contact forms. Any replacement staff will need to be recorded before entering the studios. Contact information is confidentially and is used only for the purposes of tracing COVID-19 for one month.</p>
<p>Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>All Staff must download the COVIDSafe app and all members will be encouraged to download the app to support contact tracing.</p>
<p>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.</p>	<p>In the situation of a positive case identified at the studio, NSW Health will be contacted and the studio will cooperate with their policies on closing the studio for cleaning and contacting all close contacts before re-opening. All staff will be informed and SafeWork NSW will be contacted.</p>