

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



## Your COVID-19 Safety Plan

### Gyms and indoor recreation

#### Business details

Business name	The Jazz Factory
Business location (town, suburb or postcode)	Suite 4-6, 802-802 Pacific Highway Gordon NSW 2072
Select your business type	
Indoor recreation facilities (yoga, pilates, dance studios)	
Completed by	Kim Dresner
Email address	<a href="mailto:kim@jazzfactory.com.au">kim@jazzfactory.com.au</a>
Effective date	11 September 2021
Date completed	4 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**

All staff have been told not to enter premises with any flu like symptoms. Signs at the front door ask that no-one is permitted to enter with flu like symptoms. All staff will regularly monitor their symptoms and go and get tested at the first sign of any. Staff who are away unwell will need to produce a negative Covid test before returning to work. All parents have acknowledged that students are unable to attend the studio if they are exhibiting any flu like symptoms. Students will be monitored and if exhibiting symptoms will be removed from classes and sent home.

Any parents that are permitted to enter the studios, will not be able to enter with any symptoms. All other parents and visitors are not permitted to enter the studios.

### **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 have completed training in Covid-19 health and safety. They have been advised that they are to get tested at the immediate sign of symptoms. All staff will wear masks at all times, will physically distance themselves from students and will clean the studios and all props at the completion of their classes.

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

**Agree**

Yes

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

Signs at the entrance inform all staff, students and permitted parents that they are prohibited from entering with any flu like symptoms. Check in QR codes are located at multiple points outside and inside the entrance of the studio. All staff, vaccinated students and/or their vaccinated parent/guardian will be required to sign in before entering the studios.

### **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**

All staff, permitted parents and visitors will be required to sign in via the official QR code before entering the studio at all times. Students who are able, will be advised to check in via the QR code before entering the studio, however all student attendance will be electronically recorded via the studio rolls.

**Encourage staff to access COVID-19 vaccination.**

**Agree**

Yes

**Tell us how you will do this**

All Jazz Factory teachers and staff are required to be vaccinated in order to resume teaching for Term 4 2021. Vaccination status has been sighted by the office for our records. Furthermore, all students ages 16 and over are required to be vaccinated before returning to classes.

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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**

Class capacities are restricted in each studio according to the 1 x 4m<sup>2</sup> capacity. No classes exceed 20 persons. Studio 1 is permitted 20 students, Studio 2 is permitted 20 students and studio 3 is permitted 16 students.

### **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**

Physical distancing markers are visible around the studios and staff will ensure students maintain their distance. All staff will keep their adequate distance from each other as well as other students.

### **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 will have physical markers indicating the capacity allowed in those rooms. Students are encouraged to be ready for class when arriving at the studio. All bags/belongings will be placed on the shelves outside the studios to avoid congestion in the change rooms.

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

## Agree

Yes

### Tell us how you will do this

Signage outside the exit door asks parents to maintain their physical distancing when waiting for students to finish class. Staff will monitor the exit door and immediately cease any gatherings that may be occurring.

**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

Singing will only be conducted by students for educational purposes. Dancing will only occur in an educational setting in classes. Maximum of 20 students per class within the 1 x 4m2 capacity restrictions.

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## Ventilation

**Review the 'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://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

Guidance on ventilation has been reviewed on the NSW Government site to ensure the

venue is compliant. This includes keeping doors open when possible as well as the use of our mechanical fans system and air conditioning.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Students indoors will only be those attending classes. Staff indoors will only include the studio manager and individual class teachers. Parents are not permitted indoors unless they are accompanying a pre school student.

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

**Agree**

Yes

**Tell us how you will do this**

Doors will be kept open regularly for 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).**

**Agree**

Yes

**Tell us how you will do this**

The Jazz Factory's mechanical ventilation system complies with the Australian Standard (AS) 3666.1 'Air handling and water systems of building – Microbial control' which dictates the required flow rate and noise level. It also complies with AS 1668.2 'Mechanical ventilation for acceptable indoor air quality'. All studios receive 390L/s of fresh air during all occupancy times, all bathrooms have compliant exhaust fans. The above compliance was approved by Newland Wood Building Certification in order

to obtain our Occupational Certificate.

In addition, all three studios have a ducted air conditioning system, providing air filtration, cooling and heating.

**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**

Mechanical fans and air conditioning is regularly maintain and cleaned when required.

**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**

The Jazz Factory's mechanical ventilation system complies with the Australian Standard (AS) 3666.1 'Air handling and water systems of building – Microbial control' which dictates the required flow rate and noise level. It also complies with AS 1668.2 'Mechanical ventilation for acceptable indoor air quality'. All studios receive 390L/s of fresh air during all occupancy times, all bathrooms have compliant exhaust fans. The above compliance was approved by Newland Wood Building Certification in order to obtain our Occupational Certificate. The occupational certificate is available on our website.

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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 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 and students over the age of 12 will be required to wear a face mask at all times. Spare masks are available at the studio.

**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 is available at the entrance to the studios as well as at the door of each individual studio. Staff and Students will need to sanitise upon entering the main studio doors as well as each individual studio.

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

**Agree**

Yes

**Tell us how you will do this**

Bathrooms and the Kitchen are stocked with hand soap and paper towels 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**

All frequently touched areas will be cleaned before and after classes every day as well as deep cleaning three times per week. The studios are also regular sanitised by Eastec Sanitisation

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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**

QR code check in is used by all staff and visitors to the studios as well as students ages 16 and over or younger students with access to a phone or through their parent. All students have their attendance recorded electronically on class rolls.

**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**

QR code check ins are clearly located at numerous points outside the studios as well as in the foyer of the studio and next to the stereo in all studios for staff and students. All visitors will be checked at the entrance by studio manager to ensure they have checked in and are vaccinated if applicable.

**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**

Studio managers will ensure that all visitors to the studios have their contact details recorded. If this cannot be done via the QR code check-in, details will be recorded using alternate methods and kept for at least 28 days. Any written records will be transferred to electronic records.

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

Yes