

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



## Your COVID-19 Safety Plan

### Indoor gyms

#### Business details

Business name	Stockton Surf Life Saving Club
Business location (town, suburb or postcode)	Stockton 2295
Completed by	Callan Nickerson
Email address	<a href="mailto:president@stocktonsurfclub.com">president@stocktonsurfclub.com</a>
Effective date	7 December 2020
Date completed	8 December 2020

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### Wellbeing of staff and customers

#### Exclude staff, volunteers and visitors who are unwell.

- Display signage with large font and/or images at entry points requesting those who are unwell not to enter the building or designated space and participate in activities.
- Communicate on club webpages and through social media channels that people who are unwell should not attend the gym or participant in SLS activities.

**Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, wearing masks, and how to**

### **manage a sick visitor.**

- Refer people to COVID-19: What It Is, How to Prevent Spread online awareness course (Est. Duration 5-7 minutes) created by SLSA eLearning provider eTrainu
- Refer people to the eLearning course for COVID-19 infection control training (Est. Duration 30 minutes) created in partnership by The NSW Department of Health and Aspen Medical.
- Refer people to the NSW Health public COVID-19 Clinics and free COVID-19 GP Respiratory Clinics in NSW.
- Communicate regularly with SLS members, staff and other people to remind everyone that if they have any COVID-19 symptoms they must get tested and self-isolate until they get their results, and not attend any SLS activities. The same applies if they have been in close contact with a confirmed COVID-19 case.
- Regularly update and refer members to your SLSC or SLSNSW COVID-19 updates webpage—have their messaging align.
- Include a small reference and hyperlink to this with any club newsletters to avoid over-saturation of COVID-19 messages and only draw more attention to the webpages when significant changes have been made, e.g., following NSW Government updates.

### **Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

N/A - Stockton SLSC does not employ staff.

### **Display conditions of entry (website, social media, venue entry).**

- Display how many people can safely be within the gym at any one time.
- Display conditions of entry to the gym as well as on club websites and other club communications where appropriate.
- Make it clear where club entry points are before members arrive, e.g., by displaying them on webpages and social media accounts.

**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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

- Gym users must sign in to the gym register using their access fob upon entry. Their fob is unique to each participant and allows the club to ensure accurate records are kept.

**Indoor gyms must assign one staff member as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping. The identified Safety Marshal/s must be present at all times when there are more than 25 patrons in the gym.**

N/A - Stockton SLSC Gym has a maximum capacity of 10 people so a Safety Marshal is not required.

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## **Physical distancing**

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

- Measure the square footage of the gym and calculate its safe capacity by allocating one person per 4 square metres

**Ensure gym or recreation classes or sport activities have no more than 50 participants, including the instructor and any assistants, per space that complies with one participant per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this, and if the classes remain separate with start and end times staggered to minimise crowding. Ensure participants maintain 1.5 metres physical distance where practical.**

- Display signage encouraging physical distancing of 1.5 metres at all times
- Display signage that indicates maximum of 10 people in the gym at any one time
- Mark designated areas on the floor for particular equipment that ensures people maintain 1.5 metre distance from other gym users.

**Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as toilets and entrance and exit points.**

- Display signage that indicates entry and exit points of the gym and club facilities
- Display signage encouraging physical distancing of 1.5 metres at all times

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected.

There should be additional planning around these activities including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**
- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners**

N/A - high energy classes are not held or permissible at the facility.

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

Use signage, tape on the floor or other visual communication tools to designate areas for participants, as well as how they move through the spaces to avoid co-mingling, e.g., create pathways lines on the floor

- Have markings or signage in place to designate directions of pedestrian traffic on the ground and at eye-level

**Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.**

- Assess the maximum capacity of change rooms and lockers and have display signs showing maximum capacity

- Display signage encouraging physical distancing of 1.5 metres at all times

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

- Encourage members to arrive ready and shower and change at home before and after the session. If change rooms are required to be used encourage people to use facilities in a timely manner.

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

Use signage, tape on the floor or other visual communication tools to designate areas for participants, as well as how they move through the spaces to avoid co-mingling, e.g., create pathways lines on the floor

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

- Encourage an attitude of 'turn up, participate, leave'
- Include in communications to members the above message and advise to not mingle outside of the facility.

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

- Encourage phone or video platforms be used by volunteers and members when making decisions about the gym. Avoid face to face meetings in line with club policy and other Covid plans.

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

- In line with other processes for the organisation utilise contactless delivery for any products being delivered
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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

- Clean your hands as per recommendations from NSW Health – shown in their posters (6 steps, 20 seconds).
- Wash hands before and after touching things
- Avoid sharing frequently touched items
- Encourage participants not to spit or cough, especially around others, as this can spread the virus and may be perceived as intentional which has consequential government penalties
- Encourage participants to wipe sweat with a towel from them and gym equipment
- Ensure a condition of entry that a beach size towel is used on all equipment rather than hand size towel. Towel must be used on equipment and equipment wiped down with supplied sanitizer.

### **Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.**

- Monitor and replace hand sanitizer regularly

- Encourage members to sanitize upon entry and exit from the gym and before and after using gym equipment

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.**

- Frequently restock bathrooms with hand soap and paper towels.

**Encourage visitors to bring their own water bottle, sweat towels and exercise mats.**

- Communicate on club webpages, social media channels and displayed signage for everyone to bring their own water bottle, beach size sweat towels.
- Include use and supply of own beach towel condition of entry and use of gym.

**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.**

- Clean first with detergent and water, and then use a disinfectant.
- Clean frequently touched areas and surfaces several times per day, e.g., door handles.
- Reduce sharing of equipment where practical and ensure these are cleaned appropriately with supplied cleaning products between use.

**Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.**

- Have detergent and disinfectant readily available
- Clean the indoor hard surfaces between every session whilst wearing gloves and supplied PPE

**Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.**

- Clean any equipment before and after use while wearing gloves and supplied PPE

**Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.**

- Monitor and replace cleaning equipment as necessary

### **Encourage visitors to wipe down equipment after they have finished using it.**

- Wear gloves and other PPE whilst carrying out cleaning duties.
- Display signage relevant to this

### **Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

- Follow manufacturer's instructions for disinfectant solutions

### **Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.**

- Wear gloves and other PPE whilst carrying out cleaning duties.

### **Encourage contactless payment options.**

- Use the SLS Payment Gateway for online transactions
- Encourage the use of the online membership joining webpage and the SLS Members Area to renew membership

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

- Ensure door remains open while gym is used
- Encourage opening of north facing roller door when gym is in use.

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## **Record keeping**

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. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records. Records must be provided as soon as possible, but within 4

hours, upon request from an authorised officer.

*Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.*

Utilise fob system door access to capture details of participants utilising gym facilities. All gym users must scan their fob upon entry.

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au)**

fob system door access records are only accessible by authorised representatives of the organisation and supplied to appropriate authorities as and when required.

**Consider whether time in and out can be captured through your record keeping method. This can help contact tracers better identify who is at risk, and may minimise the number of people that would need to isolate should someone attend your facility whilst infectious.**

Fob system door access records capture time in and out of gym participants.

**Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.**

This will be promoted through the existing communication channels

**The occupier of an indoor gym must register their business through [nsw.gov.au](https://nsw.gov.au).**

N/A - Stockton SLSC has been registered as a Covid-safe business

**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.**

- The Club's President will notify SafeWork NSW on 13 10 50 and be the first point of contact should this occur

- The Club's President will also contact the SLSNSW Media Team on 0405 203 764. You will be provided with our COVID-19 Media Response Plan for Surf Life Saving.

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



Yes