

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



## Your COVID-19 Safety Plan

### Gyms and indoor recreation

#### Business details

<b>Business name</b>	Northern Beaches Council Community Centres
<b>Business location (town, suburb or postcode)</b>	Manly
<b>Select your business type</b>	
Community centres and halls	
<b>Completed by</b>	Tracey Ward
<b>Email address</b>	<u><a href="mailto:communitycentres@northernbeaches.nsw.gov.au">communitycentres@northernbeaches.nsw.gov.au</a></u>
<b>Effective date</b>	8 November 2021
<b>Date completed</b>	22 November 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**

Condition of entry to the site that any person showing symptoms will not be permitted entry

Contact Tracing 'sign in' is a requirement of entry reinforcing NO ENTRY to persons showing

sign/s of illness

(e.g.- QR Code registration is preferable otherwise attendees must sign a contact tracing form)

- Instructional signage at entry and information on website (e.g. website, organisational intranet, social media page etc.)
- Hirers to sign they agree with Special COVID Conditions of Hire
- All hirers notified and provided outline of processes in line with COVID-19
- All areas to have signage outlining physical distancing and hygiene requirements
- Information on website
- Email update to hirers whenever changes come through (follow NSW Government Health Orders)
- Hirers to sign they agree with Special COVID Conditions of Hire

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

**Agree**

Yes

**Tell us how you will do this**

- All staff and hirers notified and provided outline of processes in line with COVID-19
- All areas to have signage outlining physical distancing and hygiene requirements
- COVID-19 Information on website

<https://www.northernbeaches.nsw.gov.au/covid-19>

- Email update to hirers whenever changes come through (follow NSW Government Health Orders)
- Hirers to electronically agree with COVID-19 Safety Plan for Northern Beaches Council Community Centres
- Masks are mandatory for all in attendance aged 12 years and over, except when actively participating in physical activity classes such as dance, exercise, yoga and martial arts. Masks must be worn at all other times when in the building.
- The hirer/group leaders and all attending aged 16 years and over, must be fully vaccinated (or provide a contraindication certificate) and be able to provide proof of this if asked at any time.
- Checking in with QR Codes/ contact tracing sheets is mandatory
- Hirers must wipe down all touch surfaces before start of hire and completion of hire
- Signage is in place to advise 1.5m distancing
- Hirers advised to use hand sanitiser and bring their own supply

**Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**

Agree

Yes

**Tell us how you will do this**

- Conditions of entry are available on Council website
- Physical signage (incl. conditions of entry) on site (entry point/s and throughout venue)
- Each venue (rooms and halls) has been measured and signage has been created for each space advising the maximum number allowed for 2 square metre requirements
- Each hirer is advised in writing the maximum number allowed when their booking is confirmed
- The hirer must not allow more than 20 persons to attend a group gym, exercise or dance class activity at the facility
- Staff to manually check if booking requests exceed maximum numbers
- Spot checks may occur by the property owner ensuring that the conditions of entry are adhered to during booking time/s

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry where practical and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: This requirement applies at public swimming pools and indoor recreation facilities including gyms.**

Agree

Yes

**Tell us how you will do this**

- The hirer/group leaders and all attending aged 16 years and over, must be fully vaccinated (or provide a contraindication certificate) and be able to provide proof of this if asked at any time
  - Posters have been placed at each community centre to remind all attending that they must be fully vaccinated to enter
- \*A place of worship can open to all members of the public (including unvaccinated) and they must check in with the Service NSW app (or provide your contact details to the

group leader) plus follow the face mask and all other COVID-19 safety rules.

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## **Physical distancing**

**Capacity must not exceed one person per 2 square metres of space of the premises.**

**Note: Group classes at a gym and group dance classes at an indoor recreation facility must be limited to no more than 20 persons.**

Agree

Yes

**Tell us how you will do this**

- Capacity must not exceed one customer per 2 square metres of publicly accessible space (Greater Sydney). Children and babies count towards the capacity limit.  
Note: 'Greater Sydney' means Greater Sydney as defined by the Public health orders (COVID-19 Additional Restrictions for Delta Outbreak) Order (No 2) 2021
- Conditions of entry available on website
- Physical signage (incl. conditions of entry) on site (entry point/s and throughout venue)
- Each venue (rooms and halls) has been measured for 2 square metres and signage has been created for each space advising the maximum number allowed
- Each hirer is advised in writing the maximum number allowed when their booking is confirmed
- Staff to manually check if booking requests exceed maximum numbers
- Spot checks may occur by the property owner ensuring that the conditions of entry are adhered to during booking time/s
- The hirer must not allow more than 20 persons to attend a group gym, exercise or dance class at the facility (this overrides the 2 square metre capacity when applicable)

**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**

- All hirers have been advised to comply with 1.5 metre social distancing where possible.
- It is each hirers responsibility to ensure this rule is followed
- Signage within venue/s to remind spectators about social distancing
- Seating and room layout to allow for this where spectators are permitted entry
- Where community sport activities take place within the venue (e.g. dancing, martial arts etc.) maintain 1.5m physical distance, where practical
- Spot checks may occur by property owner to ensure this is adhered to

**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**

- No gatherings permitted within kitchen areas, bathrooms or other small areas
- Signage is in place in these areas to advise / remind of safety guidelines
- Hirer is responsible for managing change rooms / lockers
- Hirers have been advised to limit the use of these facilities
- Signage is in place in these areas to promote social distancing and good hygiene
- Hirers are encouraged to communicate with patrons to shower/ change at home (where possible and applicable)
- Hirers are advised not to arrive early and ensure they depart on time as per their confirmed bookings to ensure other groups have minimum chance of cross over
- Hirers advised to have adequate time as part of their booking before to set up, check in with QR Codes, check vaccination status and (wipe down all surfaces, both before and after their activity)

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

**Agree**

Yes

**Tell us how you will do this**

- Hirers are advised not to arrive early and ensure they depart on time as per their confirmed bookings to ensure other groups have minimum chance of cross over
- Hirer is responsible to advise attendees/ parents/ guardians of the rules to minimise gatherings at one time
- Signage in place outside to encourage social distancing
- Where available, vehicle drop off / pick up zone in place where parents / guardians do not leave their vehicle and wait in the car
- Hirers encouraged if possible to use a dedicated entry/ exit to avoid gatherings/ cross over

**For premises that are not indoor recreation facilities or public swimming pools, singing and dancing by unvaccinated adults is not allowed in indoor areas (excluding a performer who is performing or rehearsing; a person who instructing or being instructed in singing or dancing; or at a small funeral or memorial service or a small wedding service).**

**Note: COVID-19 vaccination requirements apply at public swimming pools and indoor recreation facilities including gyms.**

**Agree**

Yes

**Tell us how you will do this**

All visitors to community centres must show proof of vaccination to the hirer/main contact prior before entry. Hirers must be adhere to the requirements of the NSW Public Health Order, in particular that singing and dancing by unvaccinated adults is not allowed in indoor areas unless exemptions apply.

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## **Ventilation**

**Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> 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**

- Where possible encourage hirers to open windows or doors to increase air-flow
- Air conditioning systems in community centres are re-circulating, advise hirers to avoid using if possible

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

- Hirers must follow the current COVID-19 indoor restrictions
- If they cannot follow the restrictions, they must wait until restrictions further ease until they return to community centres

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

**Agree**

Yes

**Tell us how you will do this**

- Where possible encourage hirers to open windows or doors to increase air-flow
- Air conditioning systems in community centres are re-circulating, advise hirers to avoid using if possible

**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**

- Air conditioning systems in community centres are re-circulating, advise hirers to avoid using if possible

**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**

- Air conditioning systems in community centres are re-circulating, advise hirers to avoid using if possible

**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**

- Councils Facilities Team are up to date with schedule to clean air conditioning filters
- Air conditioning systems in community centres are re-circulating, advise hirers to avoid using if possible
- Councils Facilities Team and Facility Managers have advised optimising indoor ventilation by opening doors and windows where possible
- Council staff have inspected windows that can be opened to increase ventilation

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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 physical exercise are exempt.**

**Agree**

Yes

**Tell us how you will do this**

- Hirers have been emailed details about mask wearing rules and supplied a copy of this COVID-19 Safety Plan
- Staff conduct spot checks, hire may be cancelled and fines may be issued if a

participant fails to comply

- Hirers are advised and signage in place that masks are mandatory for all in attendance aged 12 years and over,
- Masks may be removed only when actively participating in physical activity classes such as dance, exercise, martial arts and yoga (or unless eating and drinking). Masks must be worn at all other times when in the building.
- Wearing of masks is mandatory for people over 12 years of age and recommended for children over two years

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

**Agree**

Yes

**Tell us how you will do this**

- Signage in place across all venues for good hygiene practice
- Hirers to provide their own hand sanitiser and hygienic wipes
- Hand sanitiser is also available on site
- Monitor bathroom hand soap dispensers and ensure refilled when required
- Signage near hand sanitiser stations outlining good hand hygiene practices
- Signage in bathrooms outlining good hand hygiene / washing practices
- Hirer is responsible for ensuring that all attendees wash their hands at the start and end of the booking

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

**Agree**

Yes

**Tell us how you will do this**

- Signage in place across all venues for good hygiene practice
- Cleaners monitor bathroom hand soap dispensers and ensure refilled when required
- Hirers to advise Community Centre staff if soap, paper towels are running low
- Regular cleaning regime confirmed
- All bathrooms have soap dispenser and hand dryers/ paper towels
- All bathrooms have warm water
- All bathrooms have signage outlining good hand hygiene / washing practices

- Additional cleaning procedure has been implemented, including replenishing bathroom and hand sanitiser supplies on site

**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**

- Daily cleans are conducted by cleaners including disinfecting frequently touched areas
  - The hirer is responsible for wiping all access touch points with wipes or disinfectant at the end of each hire period, including all chairs and tables, handles, taps and any other surfaces touched by persons
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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**

Hirers are required to keep records of every attendee, including name, contact details, date and time.

- Contact Tracing 'sign in' is a requirement of entry in Northern Beaches Council Community Centres reinforcing NO ENTRY to persons showing sign/s of illness

(e.g.- QR Code registration is preferable otherwise attendees must sign a contact tracing form)

- Contact tracing templates have been created and sent electronically to each hirer
- If participants are unable to use QR Codes to check in, each hirer advised to enter records into an electronic format such as a spreadsheet within 12 hours
- Spare contact tracing templates will be left at each venue as backup
- Hirers advised to keep records electronically and/or hard copy for a minimum of 28 days
- Record keeping information can be held within CRM software, Microsoft Excel etc. and should be confidentially managed and provided to a NSW Health officer within 4 hours if requested

**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**

- Hirers advised to keep 1.5 metre distance
- QR Code posters are at each entrance and through out halls
- It is the hirers responsibility to check all attendees are checked in by showing the green tick on their phone
- QR Code 'sign in' is a requirement of entry reinforcing NO ENTRY to persons showing sign/s of illness  
(e.g.- Service NSW QR Code registration is preferable otherwise attendees must sign a contact tracing form)
- Hirers are required to keep records of every attendee, including name, contact details, date and time confidentially

**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**

- Contact Tracing 'sign in' is a requirement of entry reinforcing NO ENTRY to persons showing sign/s of illness (e.g.- Service NSW QR Code registration is preferable otherwise attendees must sign a contact tracing form)
- Hirers are provided with contact tracing forms to complete if a person is unable to use a QR Code
- Hirers advised to keep records electronically securely and/or hard copy for a minimum of 28 days
- Record keeping information can be held within CRM software, Microsoft Excel etc. and should be confidentially managed and provided to a NSW Health officer within 4 hours if requested

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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 hirers confirm they agree to this Northern Beaches Council Community Centres Safety Plan
- If applicable, hirers are also requested to submit a NSW Government COVID Safety Plan
- Northern Beaches Community Centres also have a Special COVID-19 Conditions of Hire that hirers agree to follow
- Each community centre has a poster with a QR Code, if attendees are unable to use this there are contact tracing sheets to be completed and kept securely in an electronic format to be provided if requested by NSW Health within four hours

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

Yes