





# Gyms and indoor recreation | COVID-19 Safety Plan

Safety Plan for gyms, indoor recreation facilities, swimming pools, community centres and halls.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

[Show all](#)

- 1 **Keep your business COVID Safe** 
- 2 **Developing your COVID-19 Safety Plan** 
- 3 **How to complete the COVID-19 Safety Plan** 
- 4 **Keep your COVID-19 Safety Plan up to date** 

Effective 24 December 2021

## Business details

### Business name

Northern Beaches Council Community Centres

### Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

Manly

### Select your business type

Community centres and halls

## Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Explain 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 for functions

**Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning. Train staff in the process of how to collect and store contact details of patrons where applicable.**

#### **Explain 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>

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
- 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.

**Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable.**

#### **Explain 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)

**Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.**

#### **Explain how you will do this**

Community Centres in Northern Beaches Council area are now opened to everyone, regardless of whether a person is fully vaccinated or not.

You no longer need to show evidence that you are fully vaccinated at premises.

Individual groups may choose whether to allow unvaccinated attendees.

## **Physical distancing**



**Support 1.5m physical distancing where possible, including:**

- at points of mixing or queuing
- between seated groups
- between staff

Top ↑

**Explain 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.**

**Explain 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.**

**Explain 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

## 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> (<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.

**Explain 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.**

**Explain 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.**

Top ↑

**Explain 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).**

**Explain 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).**

**Explain 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.**

**Explain 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

**Hygiene and cleaning**

**Face masks must be worn by staff and customers aged over 12 in indoor areas, unless exempt.**

**Note: People engaging in physical exercise are exempt.**

**Explain 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.**

**Explain 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.**

#### **Explain 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.**

#### **Explain 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

### **Record keeping**



**Indoor gyms must take reasonable steps to ensure that staff, volunteers and visitors check-in using the NSW Government QR code system when they enter the premises. Note: This does not include a dance, yoga, pilates, gymnastics or martial arts studio.**

**Other types of premises should consider having a NSW Government QR code available so that workers and customers can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.**

#### **Explain 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 should 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.**

**Explain 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.**

**Explain 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

**Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.**

**Explain how you will do this**

Tell the worker who has tested positive for COVID-19 to return home directly and follow the advice from NSW Health. Ensure the safety of the workplace and workers, for example by cleaning and disinfecting all areas used by the person who tested positive for COVID-19.

Notify SafeWork NSW. SafeWork NSW may share this information with NSW Health to assist the contact tracing and management of COVID-19.

Businesses should assess how much contact other workers had with the person who tested positive for COVID-19, while that person was infectious in the workplace. Use Council's SolvSafety program which will contact risk assessment for general workplace settings

Use the SolvSafety risk assessment matrix, which may indicate there are workers who have had high risk exposures or moderate risk exposures. In this situation, direct the workers to the NSW Health advice in the contact risk assessment for general workplace settings website and the information for people exposed to COVID-19.

Advise workers and contractors of the situation in your workplace. Consult with workers about the identification and management of any remaining health and safety risks.

NSW Health will not be involved in most instances where there is a positive worker in the workplace. NSW Health may become involved if there are multiple cases associated with a business or workplace, or in other specific circumstances. Based on further assessment, NSW Health may recommend further actions to reduce the risk of spread of COVID-19.

Business responsibilities for informing workers

Advise workers and contractors of the general situation, noting that the privacy and confidentiality of the person who tested positive for COVID-19 must always be maintained. Information provided should include:

Staff and contractors should monitor themselves for symptoms of COVID-19

Reminders to staff, contractors, visitors and customers to not enter the premises if they are unwell

Advice on physical distancing and personal hygiene measures (e.g. hand hygiene and cough etiquette)

Closing down the premises may or may not be required

Businesses do not necessarily have to close if a worker has tested positive to COVID-19. The decision to close a business depends on:

Ongoing transmission. Evidence of ongoing spread of infection (transmission) from person to person in the workplace might mean the business has to close temporarily to stop transmission between workers.

Cleaning requirements. Premises must be appropriately cleaned following attendance of a confirmed case. This can be done overnight so as not to disrupt normal business hours. If premises are told during business hours they may need to close to undertake cleaning.

All areas used by any suspected or confirmed case of COVID-19 should be cleaned and disinfected.


For hard surfaces, either use detergent and water for cleaning followed by disinfectant solution (2-step clean)

use a combined detergent and disinfectant solution (2-in-1 clean).

Specialist cleaning is not required.

When workers are returning to work

Workers who have tested positive for COVID-19 can only return to work after they are medically cleared. This means they have completed the required isolation period and are no longer infectious. Workers who are contacts can return to work once they have completed any testing and isolation period.

**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 if a worker has tested positive. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>  (<https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>) for more information.**

#### Explain how you will do this

1. Comply with national and state public health directions
2. Promote the simple but effective physical distancing and hygiene measures
3. Raise any concerns about the risk of contracting COVID-19 immediately with the employer and work with them to identify solutions.
4. Monitor the extent of COVID-19 in the community and share any updates and advice from state and federal authorities regularly with workers.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 24 December 2021