

> HELPING BUSINESS GET BACK TO WORK



30 June 2020

COVID-19 Safety Plan

Effective 1 July 2020

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 – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

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:	Woy Woy Judo Club
Plan completed by:	Coralie Johnson
Approved by:	

> 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.	Temperature checks of all students, spectators and staff before entry into dojo. Any temperature above 37.5 will be asked to leave.
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.	Share Covid-19 training information from coaching staff to students and families via email, social media, newsletter and face to face. Encouraging all participants and their families to download the COVID-Safe app.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Any staff member who presents with symptoms is not to attend training and is encouraged to have a COVID-19 test. They are asked to self-isolate for 14 days and notify us of a positive test. If the test is negative, they are asked to remain home until they have recovered from their illness. A doctors certificate is required for staff members to return.
Display conditions of entry (website, social media, venue entry).	All COVID-19 government signs are displayed within the dojo as well as on social media including Facebook, Instagram and our website including conditions of entry into our dojo.

Wellbeing of staff and visitors

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

- Swimming pools
- Restaurants and cafes.

Our COVID-19 Safety plan is currently displayed in our dojo.

REQUIREMENTS

ACTIONS

Physical distancing

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

Limiting classes to a maximum of 20 participants per class including spectators and teachers.

Ensure gym or recreation classes or sport activities have no more than 20 participants, plus 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 the classes remain separate. Ensure participants maintain 1.5 metres physical distance where practical.

Text

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

1.5m markers placed on the floor of standing areas, chairs marked at 1.5m distancing. all spectators and students are asked to leave immediately after their session concludes and not to mingle.

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

Equipment used has been downgraded at present with minimal contact. If used, detergent and disinfectant wipes are utilised.

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

Toilets are used only when necessary. We have requested our students use their bathroom facilities at home before attending. No change rooms, showers or locker areas are applicable.

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

As above

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

1.5 metre measurements are marked on the floor and seating areas to promote physical distancing.

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

All Parents and Guardians are requested to drop their children to judo and either wait outside maintaining a 1.5m distance from others, wait in their car or return home and collect their children once judo has concluded.

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

Zoom meetings are used for all staff and board meetings.

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

All deliveries are requested to be no contact and all invoices are received via email.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand sanitizer for hands and feet are available within our dojo, as well as antibacterial soap and paper towels
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	As Above
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.	Signs within our dojo showing good hand washing practices; parents received a newsletter on ways to encourage their children to wash their hands and feet before and after training.
Encourage visitors to bring their own water bottle, sweat towels and exercise mats.	No food is consumed on our premises. Sharing of water bottles is banned and all students must bring their own water bottles, clearly labelled and with a lid
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.	Tatami, surfaces, door handles and seating areas are cleaned and sanitized before, in between and after classes
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	As Above
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Equipment used has been downgraded at present with minimal contact. If used, detergent and disinfectant wipes are utilised.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	All cleaning supplies are stocked. Gloves and masks are accessible for staff, spectators and students.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Hospital grade disinfectant is used and is within the appropriate cleaning strength guidelines.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves, antibacterial soap and water are kept within the dojo for thorough hand hygiene practices.
Encourage contactless payment options.	All payments are done online. No cash or eftpos facilities are available on the premises.

REQUIREMENTS	ACTIONS
Record keeping	
<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 students are now booking online for classes. All of their details including contact numbers are available. This information is stored in accordance with confidentiality acts and are secure. All spectators, staff, and contractors names, dates and temperatures are kept within a COVID-19 logbook within the dojo.</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 members have the COVIDsafe app and our coaching staff keep our parents informed of the benefits of this app to ensure the safety of their children.</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>All cooperation will be adhered to.</p>