

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

## Your COVID-19 Safety Plan

### Indoor gyms

#### Business details

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|--|--|
| Business name                                | Stephanie Urban  |
| Business location (town, suburb or postcode) | Wahroonga  |
| Plan completed by                            | Stephanie  |
| Email address                                | <a href="mailto:info@stephaniehancox.com.au">info@stephaniehancox.com.au</a> |
| Date   | 2 October 2020   |

#### Wellbeing of staff and customers

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

Appointments are to be cancelled or rescheduled or online, at no charge for anyone cancelling late notice due to presence of symptoms or suspected contact with a confirmed case. Clients may only return after they have received the all clear from their medical practitioner.

##### **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.**

I will keep up to date with information and training on COVID-19.

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

I am the only staff member of my business so this is given.

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

I will display conditions of entry at the entrance of all locations, on my website and on social media posts.

Premises with a swimming pool, spa or sauna must complete the COVID-19 Safety Plan for swimming pools.

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through [nsw.gov.au](http://nsw.gov.au)

Swimming Pool is private and not for Clientele.

**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 always be present whilst the gym is operational, including gyms that operate 24 hours a day.**

As the sole staff member I will assume this role.

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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).**

Appointments will remain solely as one on one sessions or online via zoom for duo/group classes. I also offer one on one classes online via Zoom.

**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 if the classes remain separate with start and end times staggered to minimise crowding. Ensure participants maintain 1.5 metres physical distance where practical.**

I will only have one client at a time.

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

There are no spectators, if a client has an accompanying person they must wait outside or in the waiting area provided.

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**

Appointments are scheduled with 30minute intervals to allow for proper disinfection of all equipment and proper cleaning of all areas.

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

This is not necessary as sessions in person are all one on one

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

Toilet, change room/powder room and shower are provided and will be cleaned after each use.

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

No appointments are scheduled with less than 30 minutes between them.

**Reduce crowding wherever possible and promote physical distancing with markers**

**on the floor, including where people are asked to queue.**

Appointments are one on one, if clients are accompanied by someone they can wait outside or in the waiting area separate to the studios.

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

This is highly unlikely to happen.

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

Online sessions are available for all services provided by myself.

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

I will request all business deliveries be contactless where possible.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Hand Sanitiser, tissues and bin are placed together. Sink with warm water and soap is provided for those who prefer.

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

Hand Sanitiser is available in the studio and change rooms.

**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.**

Bathroom is equipped with Sink, warm water, soap, hand towels that are bleached after each use. Poster providing visual aid is located beside the vanity mirror over the sink.

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

Clients are encouraged to bring their own water bottles, sweat towels and exercise mats. Personal straps for the equipment are also available to purchase.

**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.**

Floors are cleaned daily, all points of contact are cleaned before the first client, in between clients and again after the last client for the day.

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

All areas and equipment are clean before, in-between and after each client.

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

Straps and towels are changed between clients and washed daily.

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

Gloves and masks are available at clients request for personal use or they may request the trainer wear them as well as or instead of the client.

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

I do not tamper with any cleaning product and buy quality products.

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

I will wear gloves when cleaning.

**Encourage contactless payment options.**

Contactless payment is available and encouraged.

## **Record keeping**

Keep a record of name and a contact number 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.

It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records.

I keep record of each client and their appointments, and their contact details.

**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.**

The time and date of all clients are kept in my records.

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

I encourage my clients to install the COVIDSAFE App

**The occupier of an indoor gym must register their business through nsw.gov.au.**

My business is registered with nsw.gov.au

**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.**

I will cooperate with NSW Health is contacted in relation to a positive case of COVID-19, and notify SafeWork NSW.

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

Yes