

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Mitchell Conservatorium Inc.
Business location (town, suburb or postcode)	Bathurst
Select your business type	
Indoor recreation facilities (yoga, pilates, dance studios)	
Completed by	Graham Sattler
Email address	graham.sattler@mitchellconservatorium.edu.au
Effective date	18 October 2021
Date completed	26 October 2021

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

Signage and clear verbal instructions that any individual feeling or displaying any cold-like symptoms is to be sent home immediately, then to arrange a COVID-19 test as soon as possible and follow NSW Health advice

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

*Clear instructions that any individual feeling or displaying any cold-like symptoms is to be sent home immediately, then to arrange a COVID-19 test as soon as possible and follow NSW Health advice

*Clearly displayed signage relating to social distancing, hand washing, mask wearing, vaccination, general hygiene and surface cleaning
- assurance that the above information is clearly communicated to the visually and /or cognitively impaired

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

*Signage and clear verbal instructions that any individual feeling or displaying any cold-like symptoms is to be sent home immediately, then to arrange a COVID-19 test as soon as possible and follow NSW Health advice

*Signage and clear verbal instructions on vaccination requirements , proof of vaccination, and record keeping

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.

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

Signage and clear verbal instructions on vaccination requirements , proof of vaccination, including:

*posters outlining vaccination requirements are clearly visible, clear instructions for staff that vaccination status for students and visitors is to be checked upon entry and that only valid forms of evidence of vaccination are acceptable. Staff trained on ways to check proof of COVID-19 vaccination status, visitors and students reminded of vaccination requirements in marketing materials

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas 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.

Note: Indoor swimming pools can only open for swimming lessons, squad training, lap swimming, and rehab activities.

Agree

Yes

Tell us how you will do this

*Clear signage and verbal information that: capacity will not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises

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

Clear signage and verbal information that:

1.5m physical distancing is to be observed where possible, including:

*at points of mixing or queuing

*between seated groups

*between staff

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

Clear signage and verbal information that:

1.5m physical distancing is to be observed where possible, including:

*change rooms and other communal facilities

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

Agree

Yes

Tell us how you will do this

*Clearly articulated information to discourage gatherings from occurring immediately outside the premises. This is monitored throughout (extended) business hours

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

Clearly articulated information disallowing singing by audiences in indoor areas

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

Ensuring that heating, ventilation and air conditioning (HVAC) systems are well-maintained and operating properly to help manage the risk of virus transmission

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Outdoor settings used as much as possible, given safe lighting and weather conditions

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

Agree

Yes

Tell us how you will do this

In indoor areas, natural ventilation is maximised by opening windows and doors where 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

Increased mechanical ventilation where possible, optimising air conditioning

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

Regular filter cleaning and filter changes

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

Ventilation engineers are regularly consulted to optimise indoor ventilation

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

Signage and verbal instructions to make it clear that face masks must be worn by staff and customers in indoor areas, unless as exempt.

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

Agree

Yes

Tell us how you will do this

Hand sanitiser is available at key points around the venue, including in all restrooms and all studios

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

Agree

Yes

Tell us how you will do this

All bathrooms are well stocked with hand soap and paper towels

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

Frequently used indoor hard surface areas are cleaned at least daily with detergent/disinfectant. Frequently touched areas and surfaces are cleaned several times per day. Sharing of equipment is minimised and equipment is cleaned with detergent and disinfectant between use. Visitors are encouraged to wipe down equipment after they have finished using it

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

NSW Government QR code system is used to collect an electronic records of the name, contact number and entry time for all staff, volunteers, visitors and contractors

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

Processes are 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 are clearly visible and accessible including all entrances to the premises

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

Clear communication that 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, we 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 are kept and provided in an electronic format, a spreadsheet

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Other types of venues or facilities within the premises complete COVID-19 Safety Plans where applicable

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

Yes