

COVID-19

## > HELPING BUSINESS GET BACK TO WORK



30 June 2020

# COVID-19 Safety Plan

Effective 1 July 2020

## Swimming pools (including spa pools, saunas and steam rooms)

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](https://nsw.gov.au)

BUSINESS DETAILS	
Business name:	Aquafit
Plan completed by:	Cassandra McQuillan
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
<b>Wellbeing of staff and visitors</b>	
Exclude staff, volunteers and visitors who are unwell.	Communications and signage have been delivered to all staff and customers about not working or attending if feeling unwell
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.	Staff training package delivered
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff training package delivered
Display conditions of entry (website, social media, venue entry).	Conditions of entry displayed at site. Signage displaying maximum numbers permitted entry displayed at pool entry.

## AQUAFIT COVID SAFETY PLAN 2020

Wellbeing of staff and visitors	
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>• Gyms</li> <li>• Restaurants and Cafes (for kiosks or canteens)</li> </ul>	N/A
REQUIREMENTS	ACTIONS
Physical distancing	
Ensure the number of people in a facility does not exceed one person per 4 square metres (excluding staff).	Capacity of pools set to fall within the 4sm rule. All staff notified of capabilities and 15 minute head counts conducted to ensure compliance.
Ensure classes have no more than 20 participants, plus the instructor and any assistants, per space that complies with one person per 4 square metres. There may be multiple classes in a pool if there is sufficient space to accommodate this and the classes remain separate. Ensure participants maintain 1.5 metres physical distance where practical.	Aqua Class limit has been set at 20 participants and a booking system is in place for all classes.
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.	Seating has been spread out where possible and signage has been displayed around the site. Staff to monitor.
Saunas and spa pools can have up to 20 people inside at any one time provided non-household contacts can maintain 1.5 metres physical distancing. If capacity cannot be closely monitored then these facilities should remain closed.	N/A
Steam rooms are higher risk and should have no more than 20 people inside at any one time or one person per 4 square metres, whichever is the lesser. Clean steam rooms with a detergent and disinfectant several times per day, should the facility choose to open them for use.	N/A
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	Signage is displayed showing maximum number allowed in change room. Staff to monitor.
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.	Signage and floor markers have been installed to encourage social distancing.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Staff to monitor and ask customers to move on as required
Use telephone or video platforms for essential staff meetings where practical.	Video conferencing in place for team meetings.

## AQUAFIT COVID SAFETY PLAN 2020

Physical distancing	
Review regular business deliveries and request contactless delivery and invoicing where practical.	All suppliers contacted

  

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Adopt good hand hygiene practices.	Hand sanitizer and soap provided throughout the area.
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.	As above
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.	Dedicated hygiene heroes have been deployed at all opening hours who will be constantly disinfecting machines and surfaces
Clean steam rooms with a detergent and disinfectant several times per day, should the facility choose to open them for use.	N/A
Reduce sharing of any equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Dedicated hygiene heroes have been deployed at all opening hours who will be constantly disinfecting machines and surfaces
Maintain proper disinfectant levels and pH of pools and spas.	Pool chemical levels tested every 3 hours and correct levels maintained.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Disinfectants meet standards and are in place
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Training has been provided
Encourage contactless payment options.	Customers are encouraged to purchase 10 visit passes by cheque, credit card or EFT.

## AQUAFIT COVID SAFETY PLAN 2020

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
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.	<b>All customers will sign in and complete a contact register before being admitted.</b>
Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.	<b>Included in communications to members and signage displayed around the pool encouraging customers to download the COVID safe app.</b>
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.	<b>Agreed</b>