

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



## Your COVID-19 Safety Plan

Gyms, indoor recreation and swimming pools

### Business details

Business name	QPRC Aquatics Queanbeyan
Business location (town, suburb or postcode)	121-147 Crawford Street, Queanbeyan NSW 2620
Completed by	Mark Spear - Queanbeyan-Palerang Regional Council (QPRC)
Email address	<a href="mailto:Mark.Spear@qprc.nsw.gov.au">Mark.Spear@qprc.nsw.gov.au</a>
Effective date	27 September 2021
Date completed	23 September 2021

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### 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

Staff - regularly advised not to come to work if displaying flu-like symptoms.

Visitors - signage provided and staff advising during bookings that they are unable to attend if displaying flu-like symptoms.

**Display conditions of entry including requirements to stay away if unwell and record keeping.**

Agree

Yes

**Tell us how you will do this**

Conditions of Entry are on the QPRC Aquatics website. Summaries have been communicated via social media. Paper copies are also available at reception. COVID-19 preventive signage is located and predominantly displayed in the venue.

**Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.**

Agree

Yes

**Tell us how you will do this**

Staff have been informed via QPRC All Staff emails, dedicated information on QPRC Intranet Page, including the organisational COVID-19 Safety Plan, meetings and discussions prior to commencing works.

**Encourage staff to access COVID-19 vaccination. Bookings can be made via the Vaccine Clinic Finder at: <https://covid-vaccine.healthdirect.gov.au>**

Agree

Yes

**Tell us how you will do this**

Staff are encouraged to get the vaccination.

**Other types of venues or facilities within the premises must comply with relevant Public Health Orders and complete COVID-19 Safety Plans where applicable. For example, food and drink premises such as cafés and kiosks can only provide takeaway services.**

**Agree**

Yes

**Tell us how you will do this**

Items sold from the kiosk will be pre-packaged only.

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## **Physical distancing**

**Capacity at the facility, including in any pools, must not exceed one person per 4 square metres of the outdoor area of the premises.**

**Agree**

Yes

**Tell us how you will do this**

Capacity limits will be adhered to and will be monitored by electronic people counters that have been installed and are operational.

**Pool operators must take reasonably practicable steps to ensure people who are not from the same household do not gather in groups of more than:**

**a) If all people in the gathering who are 16 and over are fully vaccinated – 5 persons, not including children 12 years and younger, or**

**b) 2 people.**

**Agree**

Yes

**Tell us how you will do this**

Rules around groups will be promoted and communicated. Information will be asked during the check-in process.

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

- **at points of mixing or queuing, including at the ends of the pool**
- **between seated groups**
- **between staff.**

**Note: There is no requirement to close swimming lanes.**

**Agree**

Yes

**Tell us how you will do this**

COVID-19 social distancing signage is located and predominantly displayed in the venue.

**Indoor spaces must be closed to the public, except for change rooms and communal facilities, and spaces where patrons must transit through to access an outdoor pool or takeaway food and drink services. Saunas, steam rooms and spa pools must be shut.**

**Agree**

Yes

**Tell us how you will do this**

Change rooms will be appropriately marked advising of social distancing requirements. Entry doors to the facilities indoor pool will be closed to the public.

**Consider strategies to reduce people congregating for long periods of time around the pool when not swimming such as promoting the concept of 'arrive, swim, leave', introducing timed entry sessions, displaying signage, PA announcements, and restricting access to communal seating areas.**

**Agree**

Yes

**Tell us how you will do this**

The concept of 'arrive, swim, leave" will be promoted. COVID-19 social distancing signage is located and predominantly displayed in the venue.

**Avoid congestion of people in any specific areas within the venue where possible, such as at pool entrances/exits and change rooms and other communal facilities.**

**Agree**

Yes

**Tell us how you will do this**

Change rooms are appropriately marked advising of social distancing requirements, monitored and cleaned regularly.

Employees will ask patrons not to congregate in entrances, exits or communal facilities. Change rooms are appropriately marked advising of social distancing requirements, monitored and cleaned regularly

**Strategies must be in place to reduce crowding and promote physical distancing in communal facilities such as showers, change rooms and lockers, for example by staggering the use of communal facilities and encouraging visitors to shower/change at home where possible.**

**Agree**

Yes

**Tell us how you will do this**

Signage will be placed at the entrance of all communal facilities to advise of capacity numbers within the facility. Use of the facilities will be discouraged with patrons advised to shower/change at home where possible.

**Have strategies in place to manage gatherings that may occur immediately outside the premises, for example by displaying signage or having PA announcements.**

**Agree**

Yes

**Tell us how you will do this**

Capacity limits are advertised, included on venue signage and verbally communicated to patrons

## 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**

We have reviewed the document and have considered the guide prior to completing our COVID-19 Safety Plan.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

The indoor pool will be closed.

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

**Agree**

Yes

**Tell us how you will do this**

Windows/doors opened for indoor areas.

**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**

Windows/doors opened for indoor areas

**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**

Maintenance staff have been advised and will complete regular checks to ensure the best possible outcome.

**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**

Maintenance staff have been informed.

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## **Hygiene and cleaning**

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

**Note: People engaging in exercise are exempt. Lifeguards may remove masks during emergency situations and to assist with clear communication.**

## **Agree**

Yes

### **Tell us how you will do this**

COVID-19 face mask signage is located and predominantly displayed in the venue. Staff and patrons will wear masks unless exercising or an exemption applies.

Notification of any mask exemptions will be kept on file.

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

## **Agree**

Yes

### **Tell us how you will do this**

Auto dosing hand sanitiser is at the entrance with all individuals that enter needing to use it. COVID-19 hand washing signage is located and predominantly displayed in the venue.

Staff required to clean their hands regularly.

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

## **Agree**

Yes

### **Tell us how you will do this**

Bathrooms are well stocked, regularly monitored and cleaned.

**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**

Cleaning is occurring regularly throughout the day and recorded.

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## **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.**

**Agree**

Yes

**Tell us how you will do this**

A NSW Government QR code has been set up for the venue.

COVID-19 QR Code signage is located and predominantly displayed in the venue.

**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**

COVID-19 QR Code signage is located and predominantly displayed in the venue.

Patrons will be requested to show information upon arrival.

Employees will be required to check for evidence of green tick on entry.

**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**

Information will be collected on the paper form and uploaded electronically if required.

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

Yes