

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	QPRC Aquatics Queanbeyan
Business location (town, suburb or postcode)	121-147 Crawford Street, Queanbeyan NSW 2620
Select your business type	
Swimming pools, saunas and spas	
Completed by	Mark Spear - Queanbeyan-Palerang Regional Council (QPRC)
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Effective date	11 October 2021
Date completed	8 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

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.

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

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.

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

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

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.

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, 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: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.

Agree

Yes

Tell us how you will do this

Patrons must be fully vaccinated to be able to enter the facility. There will be signage asking that you please show your proof of vaccination as it is a condition of entry

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: Gym and dance classes must not exceed 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

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

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

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 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.

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

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.

Singing by audiences is not allowed in indoor areas.

Dancing is not allowed in indoor areas except for dance classes, where no more than 20 people are permitted to dance.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

Signing will be banned in indoor areas.

Classes will be capped at 20 people.

No alcohol is sold at the facility.

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

Our outdoor pool is operational.

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.

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, unless they are participating in an indoor gym class or dance class

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 indoors 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.

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

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

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

There are no sub-premises for this venue.

Regular hirers and required to have their own COVID-19 Safety Plan.

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

Yes