

# Gyms and indoor recreation | COVID-19 Safety Plan

Safety Plan for gyms, indoor recreation facilities, swimming pools, community centres and halls.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

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## 1 Keep your business COVID Safe

Under WHS law, all employers or businesses are required to assess and manage the risk of COVID-19 to workers and others in the work environment.

To understand the risks to workers and other persons, employers must consider the risks associated with COVID-19 in the context of their workplace, including the physical layout, the work carried out at the workplace and interactions between workers and other persons who attend the workplace.

Employers are then required to implement reasonably practicable control measures to manage the risks of COVID-19 specific to their workplace (this may include a vaccination requirement for workers). Visit [SafeWork NSW](https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus)  [\(/https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus\)](https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus) for more information.

Employers and businesses must also ensure they comply with any mandatory requirements under [NSW public health orders \(/covid-19/stay-safe/rules\)](#).

## 2 Developing your COVID-19 Safety Plan

This COVID-19 Safety Plan template outlines actions you can consider taking to minimise the risk of a person with COVID-19 entering the workplace and spreading it to other people.

There may be other actions you take to manage the risk of COVID-19 in your workplace, based on your specific environment and hazards. It's up to each workplace to identify appropriate control measures and to comply with public health orders and WHS law.

Employers should consult with workers in developing their COVID-19 Safety Plan and share it with them when it is finalised.

## 3 How to complete the COVID-19 Safety Plan

Fill in your business details and select your business type.

You may need to review current NSW Health guidance on the following areas before completing your plan:

- [keeping workers safe \(/covid-19/business/rules-guidance/keeping-workers-safe\)](#).
- [physical distancing \(/covid-19/stay-safe/physical-distancing\)](#).
- [record-keeping \(https://www.nsw.gov.au/covid-19/covid-safe/customer-record-keeping/gr-codes#get-the-nsw-government-qr-code-for-your-business#get-the-nsw-government-qr-code-for-your-business\)](https://www.nsw.gov.au/covid-19/covid-safe/customer-record-keeping/gr-codes#get-the-nsw-government-qr-code-for-your-business#get-the-nsw-government-qr-code-for-your-business).
- [guidance on ventilation \(/covid-19/business/rules-guidance/ventilation\)](#).
- [self-isolation and quarantine \(https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/self-isolation\)](https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/self-isolation).

Following your risk assessment, outline the actions you will take in each section to manage the risk of COVID-19 in your workplace.

Once you complete the COVID-19 Safety Plan, select the print button to print the plan or save as a portable document format (PDF).

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Remember to keep a copy of your COVID-19 Safety Plan on your premises.

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## 4 Keep your COVID-19 Safety Plan up to date



It's important to monitor the evolving rules and restrictions and keep your COVID-19 Safety Plan up to date.

Employers should continually assess the health and safety risks to their workers and others in the work environment, and implement control measures as required.

Effective 25 February 2022

### Business details

#### Business name

The Illawarra Bridge Association Incorporated

#### Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

Figtree 2525

#### Select your business type

Community centres and halls

### Wellbeing of staff and customers



Exclude staff, volunteers and visitors who are unwell from the premises.

#### Explain how you will do this

All members have been advised, and will continue to be reminded, to stay away from the centre if at all unwell or exhibiting symptoms of Covid-19.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning. Train staff in the process of how to collect and store contact details of patrons where applicable.

#### Explain how you will do this

Not applicable

Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable.

#### Explain how you will do this

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Notices to be displayed at entrance to Community Hall and membership advised by email of conditions of entry.

**Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.**

**Explain how you will do this**

All attendees must show proof of vaccination.

## Physical distancing ^

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

- at points of mixing or queuing
- between seated groups
- between staff

**Explain how you will do this**

Members will be reminded of physical distancing requirements with notices at appropriate spots. Bridge tables spaced to facilitate physical distancing.

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

**Explain how you will do this**

Appropriate notices displayed in toilet areas.

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

**Explain how you will do this**

Designated members will police outside areas to discourage communal gatherings.

## 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> (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. Top ↑

**Explain how you will do this**

Air conditioning system is regularly maintained. Windows have been recently cleaned and checked to ensure all are able to be opened.

**Use outdoor settings wherever possible.****Explain how you will do this**

Members are encouraged to use outdoor area for tea break.

**In indoor areas, increase natural ventilation by opening windows and doors where possible.****Explain how you will do this**

Windows to be fully open at all times as well as external doors, regardless of weather conditions. Members advised to dress appropriately. Air conditioning also in use.

**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).****Explain how you will do this**

Maximise cross ventilation by having all windows and doors open at all times. Air conditioning system does not recirculate air.

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).****Explain how you will do this**

Air conditioning system is regularly serviced.

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.****Explain how you will do this**

Already completed.

## Hygiene and cleaning ^

**Face masks are encouraged in indoor settings where it is difficult to maintain physical distance from others.**

**Businesses can require workers and customers to wear face masks in line with their face mask policy.**

### Explain how you will do this

All members have been encouraged to wear face masks while indoors. Spare face masks are supplied at entry.

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

### Explain how you will do this

Hand sanitiser at entry and at all bridge tables.

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

### Explain how you will do this

Bathrooms are regularly checked for hand wash 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.**

### Explain how you will do this

Sanitising wipes are in place at each table. Equipment is wiped down at the end of each session and premises are professionally cleaned once each week.

## Record keeping ^

**Consider having a record keeping method in place to support contact tracing if a person with COVID-19 visits the premises.**

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### Explain how you will do this

Electronic record keeping is used for each session so if contact tracing is required, details are readily available.

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

**Explain how you will do this**

Not applicable.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify [SafeWork NSW](#) (<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fforms%2F9377&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov>) if a worker has tested positive and is hospitalised or dies. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> (<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef9>) for more information.

**Explain how you will do this**

The membership will be advised if someone tests positive at the site.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 25 February 2022