

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

Your COVID-19 Safety Plan

Indoor gyms

Business details

Business name	Kachan School of Tumbling & Performance
Business location (town, suburb or postcode)	739 George Street South Windsor NSW 2756
Completed by	Tracey McGuinness
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Effective date	20 November 2020
Date completed	25 November 2020

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

We advertise on our front door, posters inside the foyer and in our emailed communicate' that if unwell, or someone who lives with someone unwell to stay home. We discourage parents into the foyer by introducing Kiss and Drop with our students. Staff are advised if unwell get a Covid test and stay home until results are in.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, wearing masks, and how to manage a sick visitor.

We use the posters that have been provided by Gymnastics NSW and State Government

that promote Covid-19 safety. We also have developed a KSTP Covid Safety Handbook that has been distributed to all members and is found on our website and in the foyer.

Training was provided on reopening in term 3 to all our staff on the protocols and procedures regarding physical distancing and cleaning equipment in the gym. Staff wipe down the equipment in between rotations.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Our staff are casuals, however all know that if unwell they must stay home. If they have the slightest symptoms they are required to get a Covid test and stay home until results are in.

Display conditions of entry (website, social media, venue entry).

Condition of entry is found on our front door prior to walking in, as well as posters all around the foyer. We feature Covid information on what we are doing and what we expect from our members on our website.

Premises with a swimming pool, spa or sauna must complete the COVID-19 Safety Plan for swimming pools.

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au

We do not have a pool, spa or sauna, nor do we have food services. Since Covid we have decided not to do any fundraising sausage sizzles.

Indoor gyms must assign one staff member as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping. The identified Safety Marshal/s must be present at all times when there are more than 20 patrons in the gym.

We dedicate one member at all times to ensure that equipment and social distancing is being adhered to. Our gymnastics classes have no more than 15 students in a class and we set up the equipment so they move around with their coach on rotation to ensure social distancing.

Physical distancing

Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff).

All our spaces are zoned to ensure for physical distancing. We have marked on the doors in different areas how many people can be in each area. For instance we can have 15 people in our foyer, 100 people in the gymnastics arena, 40 people in the room where students leave their drink bottles.

Ensure gym or recreation classes or sport activities have no more than 20 participants, plus the instructor and any assistants, per space that complies with one participant per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this, and if the classes remain separate with start and end times staggered to minimise crowding. Ensure participants maintain 1.5 metres physical distance where practical.

Since returning from shut down in term 3, we have changed our start and finish times to ensure there is a flow of students arriving and leaving. Using Kiss and Drop method this assists us to be in control of numbers. Students line up and we take them to and from the car.

Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.

The only parents that come into the foyer are our under 5 classes. We have seats distanced and marked with an x. We have no more than 5 parents in the foyer of the morning. We have not held an event with spectators, however are doing so for our end of year performance. Instead of two sessions with 140 spectators, we have broken the day into 6 sessions, this will enable us to have no more than 40 parents per session and we will have the seats marked with x where parents can not sit.

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected.

There should be additional planning around these activities including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**

- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners**

Being a gymnastics club we do not have high energy dancing. However our classes are limited to numbers to ensure distancing. Our coaches wipe down equipment between each rotation. The gym receives a full clean weekly.

Move or block access to equipment to support 1.5 metres of physical distance between people.

When we reopened in Term 3, we packed away a lot of equipment to ensure we could maintain the physical distancing.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

We do not have showers, lockers or change rooms. We have toilets that are cleaned weekly by the church (our gym is in a church), in addition we wipe over doors, taps and benches with disinfectant wipes daily plus when looks grubby.

Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.

Some of our students would come from school and get changed in the toilets. Since returning from Covid we asked students to come ready for class, this has eliminated the use of toilets for changing.

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.

We have marked with an x on the floor in the foyer, in the room we use for students to keep their drink bottles and in the gymnasium.

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

Using our Kiss and Drop method has prevented any mingling in the car park.

Use telephone or video platforms for essential staff meetings where practical.

During Covid lock down we used Zoom, on return we have staff meetings prior to classes starting with our coaches (8) distanced in a dedicated room.

Review regular business deliveries and request contactless delivery and invoicing where practical.

We don't often get deliveries, when do the couriers have their own policies and find that it is all done contactless.

Hygiene and cleaning

Adopt good hand hygiene practices.

We have a contactless hand sanitizer machine at the front door that is used by anyone that enters prior to entering. We have sanitizer all around the gymnasium and in the foyer and students now know they are required to put it on after going to the bathroom, sneezing or if getting sweaty hands. We have placed posters in the bathrooms, reminding students the best way they need to wash their hands to ensure all areas are covered.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

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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.

We have placed posters in the bathrooms, reminding students the best way they need to wash their hands to ensure all areas are covered. The church supplies the liquid soap and they have hand dryers for use.

Encourage visitors to bring their own water bottle, sweat towels and exercise mats.

All students are required to bring their own full drink bottle and wear clean socks. We have started selling socks so any student that does not have socks on is given a pair and a text message sent to the parent asking them to give \$2 to the coach on pick up.

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.

We continually wipe with disinfectant door handles, front bench, chairs that our students sit on and parents of under 5s .

Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.

We do not have high intensity cardio classes.

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

All equipment is wiped over with disinfectant after each rotation. A lot of our equipment that was hand held was put away prior to reopening. Our High Performance athletes now bring their own chalk and rollers.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

We have cleaning stations inside the gym that assists our coaches with easy access to clean equipment. As we do not have visitors come in we have no need for gloves in the foyer.

Encourage visitors to wipe down equipment after they have finished using it.

Our coaches and older students wipe down equipment after each rotation.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

We buy our disinfectant and sanitizer in bulk from a reputable company. Purchasing the high grade to ensure it does what it needs to do.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Gloves are used at our end of night clean. Staff have access to the bathrooms to wash hands.

Encourage contactless payment options.

We encourage bank transfer for payments. Our fees are invoiced and bank details are provided.

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

We are fortunate that we have doors we can open for ventilation.

Record keeping

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. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

Since reopening in Term 3 we set up a QR code that all parents who enter the foyer and stay for longer than 5minutes are required to use. The code is at the front door and signs are placed to direct people to use it. We have a timesheet for our coaches so we know exactly when they are here and what group they have coached. We have a student roll for each class, this also enables us to know exactly who is here at every session. In the case a persons phone doesn't work, we scan it with the work phone and ask them to fill it out. We then disinfect the phone.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect

privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

All responses we get from the QR code are not only kept on the Jotform application we use but also are emailed straight to us. We then move the emails to a folder within the outlook application that stores this information. We do not use this information for any other purpose.

Consider whether time in and out can be captured through your record keeping method. This can help contact tracers better identify who is at risk, and may minimise the number of people that would need to isolate should someone attend your facility whilst infectious.

As we only get people whether a staff member, parent or student come for a gymnastics class we know exactly what time they are here and when they leave.

Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.

We have a poster encouraging people to download the CovidSafe app. It is also promoted on our website in our Covid Information tab.

The occupier of an indoor gym must register their business through nsw.gov.au.

We registered upon reopening in Term 3.

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.

We would do this to the upmost importance.

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

Yes