

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Kachan School of Tumbling & Performance
Business location (town, suburb or postcode)	South Windsor
Select your business type	
Indoor recreation facilities (yoga, pilates, dance studios)	
Completed by	Tracey McGuinness
Email address	info@kstp.com.au
Effective date	11 October 2021
Date completed	7 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

We have updated our Covid Wellness Policy and Covid Safety Plan Members Handbook prior to the reopening. These documents have been sent to all members and staff. One of the points are:

< if unwell, or if someone that lives with them is unwell to remain at home. We have offered families a makeup class in lieu of the missed class.

In a staff meeting and within the policy, coaches have been advised that if they see a student with symptoms to immediately ask the child to go with them to the front desk where the office staff will contact a parent and request they are collected.

We have placed posters around the facility reminding everyone if unwell stay home.

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

A staff zoom meeting will be held on Saturday 9th October. Management will be going through a return to class checklist outlining what is expected. They will be advised;

< only staff, students, parents or volunteers from 16 years will be permitted in the facility.

< staff and students and their families are required to get tested if they have flu like symptoms before they can return

< we have our markers that coaches can follow to ensure students remain 1.5metre distanced.

< management have capped numbers in classes to ensure we do not go over the 4 square metre rule which will allow 100 people in the gym and 30 in the student waiting area and 15 in the foyer.

< staff will be made aware that on return, people from 12 years are required to wear a mask and that they can be taken off only during strenuous exercise

< management will remind our staff of the cleaning protocols which include wiping down equipment before moving to the next rotation.

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

We have placed A4 size posters around the facility with the clear expectations on entering. This includes;

< staying home if unwell

< people from the age of 16 requiring to be vaccinated to enter the facility, this includes parents of KinderGym

< we have told parents that they should use Kiss and Drop to avoid coming into the foyer and if they need to come in they must be double vaccinated

< KSTP members and staff have been asked to send proof of vaccination certificate or exemption form prior to returning and that it will be kept in a securely in our system

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

We have downloaded the vaccination poster and will put this in high visible spots around and outside the facility.

We have emailed all members and staff that only double vaccinated or people with exemptions will be allowed back to class or work.

We will have a Covid safety marshal (who is a senior member of staff) at the front door checking the vaccination certificate of parents who try to enter the foyer to bring their child to class. At this time we will ask them to wait outside to avoid too many people in the foyer and also to ask them to send it to us by email so we can keep it on record.

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

We will continue with the same process prior to the latest outbreak. Measuring the space allows us to have a maximum of 100 people in the gym, 30 people in the waiting area and 15 people in the foyer.

Management have capped numbers in classes to ensure we do not exceed.

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

We have marked spots and designated areas for groups to be separated during class. Our space available allows for the 1.5metre distancing.

Waiting areas have markings on the floor and a chair appointed to each spot ensuring the distancing.

The staff room provides ample space for distancing, staff will be encouraged to take breaks outside where possible.

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

We do not have change rooms, students are asked to come ready for class. We have asked parents to use Kiss and Drop to avoid coming into the foyer. We have adjusted class times to allow for classes to start and finish at different times to avoid congestion. Our door ways into the gym have been designed as one way in and another door is the way out.

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

Agree

Yes

Tell us how you will do this

Within the policy that was emailed to parents and from the posters we have asked parents to stay in their car and use Kiss and Drop.

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

As a gymnastics club we don't participate in singing, dancing or drinking alcohol.

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

Our facility does not have air conditioners but do have industrial fans that are mounted high on the wall. We also have doors that will be opened to let more ventilation in. Masks will be worn by all coaches and students from 12 years. Spacing and keeping classes in

small groups will also assist.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

As an indoor facility this is not achievable for classes, however staff will be encouraged to take their break outside under the trees.

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

Agree

Yes

Tell us how you will do this

We have many doors in the facility which open to the outside. These will be kept open during class time.

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

The doors that lead to the outside will be kept open.

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

As we do not have air conditioning this will not be relevant.

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

We will contact the landlord regarding any matters that need addressing.

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

Front desk staff and coaches have been advised they must wear a well fitting mask at all times.

Members have been advised that students from 12+ must wear a mask and that only in times of strenuous exercise such as completing their tumbling pass on the tumbling floor they can be removed.

Members have been advised that parents and visitors must wear a mask when outside or entering the facility.

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

Agree

Yes

Tell us how you will do this

We have many spots where sanitiser is available for members and staff within the gym. It is also placed outside the doors for students and coaches to use prior to entering.

Signs are placed around the facility and in the bathrooms on good hygiene.

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

Agree

Yes

Tell us how you will do this

As we rent the facility from a church, they provide hand soap and hand dryers. We have placed signs in the bathrooms on how to thoroughly wash hands.

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

Coaches use antibacterial wipes in between each rotation and the gym is given a deep clean weekly.

Equipment is shared by gymnasts but hands are cleaned before use and the equipment

is wiped down in between group rotations.

We have cleaning stations around the gym that are at a height small children cannot reach but are available to older students and coaches.

Front desk staff use the disinfectant wipes to wipe over door handles and other high touch areas in the foyer and bathrooms.

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

We have the Services NSW QR Code at the front entry point. Staff will be advised that they must sign in when arriving to start their shift.

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

The Service NSW QR Code is available for scanning prior to entering the facility.

All members and staff have been advised the process to enter the facility is to check in using the Service NSW QR Code and show the Covid Safety Officer or front desk the confirmation. By limiting parents in the facility we are confident that the grouping of parents will be avoided.

Posters and markings on the floor is a constant reminder that there are distancing requirements.

We will have a Covid Safety Officer reminding people and checking QR Codes

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

Our front desk will sign in for a person unable to.

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

We are located within a church. They have their own entry and we do not share the

same clients.

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

Yes