

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Your Life Fitness Centre
Business location (town, suburb or postcode)	Port Macquarie
Select your business type	
Gyms	
Completed by	Gavin Wilcox
Email address	gavin@yourlifefitnesscentre.com.au
Effective date	11 September 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

All staff have had at least 1 dose of vaccine as of today's date and have been advised to not attend work if they have the slightest of symptoms and told to get tested.

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

We follow government guidelines and have all staff wearing masks or as required. Staff also sanitize regularly and distance from customers when possible. All staff have done the infectious training module released in 2020 and management send out regular updates plus assess our risks during our monthly and Quarterly meetings. Staff get tested and isolate with any symptoms at all. Management is also sending out the newly released 2021 awareness in gyms training for all staff to complete as ongoing training.

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

Agree

Yes

Tell us how you will do this

Yes. very visible signage at all entry points and reception. This is also updated when things change from the government. We also post updates and re post basic info on social media regularly. We have covid safe practices also displayed on our cardio equipment screens in digital form plus signage on all weight machines about wiping down machines and being covid safe.

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

Our Physio and Dietician keep records. however anyone who enters our premises has to sign in with us and QR code in.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

All staff have had at least 1 vaccination administered. we encourage vaccination and follow government guidelines.

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 group dance classes must not exceed 20 persons.

Agree

Yes

Tell us how you will do this

we have class booking systems that do not let more than 20 attend. we also have bookings for small areas like kids creche areas to monitor numbers. we have max numbers posted around the facility for areas as needed. Staff of course also monitor this.

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 generous spacing of all equipment. We stagger classes to avoid bottlenecks and encourage people to distance. We adjust areas of concern for crowding to avoid crowding as they appear.

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

Again by staggering class times and encouraging good behavior. We also have number limits in smaller areas such as changerooms as needed.

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

Agree

Yes

Tell us how you will do this

Monitored by staff. People tend not to loiter out the front as its a foot path and they are obviously in peoples way if standing around as a group too.

Singing by audiences is not allowed in indoor areas.

Dancing is not allowed in indoor areas except for group 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

Not applicable. We do not currently offer dance classes or singing or alcohol.

Ventilation

Review the 'COVID-19 guidance on ventilation' available on nsw.gov.au 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

Opening doors when practical.

limiting numbers to safe numbers.

we have installed ceiling fans directing air flow at the ground and removed un safe wall fans whenever possible.

Regularly we service but also clean ourselves the fans and air conditioning vents.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Sometimes we do have some cardio classes conducted out the back laneway. when practical we use this option.

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

Agree

Yes

Tell us how you will do this

When possible during a class and doors are accessible/practical/safe to open for Ventilation we do so.

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

We have 4 Air conditioning units running to keep air fresh as possible and regularly serviced.

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

We have these serviced as required and we clean them further ourselves more regularly as needed.

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 look further into this. we have been in touch with our landlord about getting a newer air conditioning system.

Hygiene and cleaning

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

Note: People engaging in strenuous 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

We have a no mask no entry policy. Even if strenuous exercise it wont stop you from spreading covid19. masks must stay on for public safety and we allow removal for a brief period for - safety reasons, to hydrate or if communication is impossible. removal of a mask is also only permitted if you are 1.5m away from anyone.

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

Agree

Yes

Tell us how you will do this

Yes, in 3 prominent locations and at reception. We also sell personal bottles at reception for members to buy. We encourage actual hand washing when possible and have a hand washing section besides the changerooms themselves.

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

Agree

Yes

Tell us how you will do this

Yes, daily staff check this and professional services attend a few times a week.

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

We provide 3 locations of biodegradable wipes members are strongly encouraged to use before and after equipment usage. We have a dedicated "cleaner" working on the floor 5 days a week.

Staff also clean as needed beyond that.

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

Signage of our QR code is posted at all entry points and at reception for regular members or one off customers to use, staff check the tick whenever physically possible.

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

They are, see above question. We also have a sophisticated scan in system that can provide a report on who visited our centre down to the second they swiped in for every single day. This is stored for at least 12 months.

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

we have manual paper sign ins as needed. these are scanned in and stored electronically

also for back up purposes.

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

Yes