





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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Effective 24 December 2021

Business details

Business name

Multicultural Neighbourhood Centre, Inc.

Business location (town, suburb or postcode)

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

Lambton

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

Staff, volunteers, clients and visitors who are unwell will not be allowed to enter premises or attend any MNC Managed activities.

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

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COVID 19 information and training to staff and volunteers are already in place and in line with the MNC COVID 19 Risk and Management Plan/policy.

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

Explain how you will do this

We have COVID Safe QR signage in the main entry of the Premises and entry to the playgroup area. We also have COVID safe information displayed all over the premises. Conditions of entry is also posted on MNC website, Facebook and What's App.

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

Explain how you will do this

All people aged 16 and over on the premises have to be fully vaccinated or have a medical exemption (including staff, volunteers, clients and visitors to the centre) Posters outlining vaccination requirements are clearly visible at the premises. Staff and or / volunteers to check proof of COVID-19 vaccination status, remind clients/visitors of vaccination requirements in marketing materials.

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

Support 1.5m physical distancing where possible, including:
at points of mixing or queuing such as toilets and entrance and exit points
between seated groups
between staff.

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

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

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

Explain how you will do this

Maintain social distance of 1.5 meter when attending meetings
Maintain social distancing during breaks

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.

Explain how you will do this

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning.

Use outdoor settings wherever possible.

Explain how you will do this

All staff, volunteers, clients and users of the centre are encouraged to use outdoor settings when possible; i.e. playgroup and gardening group...etc.

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

Explain how you will do this

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning.

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

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning.

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

Filters of Air Conditions are clean and checked regularly.

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

N/A

Hygiene and cleaning ^

Face masks must be worn by staff and customers aged over 12 in indoor areas, unless exempt.

Note: People engaging in physical exercise are exempt.

Explain how you will do this

Face Masks must be worn by staff, volunteers, clients and visitors of the MNC unless exempt.

Mask can be removed if:

- where the work is in an indoor area and no other person is in the area
- in an office building and they are fully vaccinated
- where clear enunciation or visibility of a person's mouth is essential
- eating or drinking
- communicating with another person who is deaf or hard of hearing

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

Explain how you will do this

Cease hand shaking and hugging

Regular handwashing with either hand rub or soap and water (before using equipment, eating or drinking and after using equipment, toileting, sneezing or coughing)

Hand sanitizer on desks/sign in desk

Tissues available

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

Explain how you will do this

Bathrooms stocked with hand soap, paper towels and safety information and hand wash guide above hand basins.

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.

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Explain how you will do this

- Adequate soap in facilities
- Adequate decontamination supplies
- Clean/disinfect desks, keyboards, radios - All
- Decontaminate common touch points e.g. door handles

As soon as parents and children enter the Playgroup area they will be requested to use hand sanitiser for hygiene. Sanitisers and bacterial wipes will be available for parents to use if needed. All paper towels etc. used will be put in rubbish bins. Soap will also be available for use as well.

Record keeping

Indoor gyms must take reasonable steps to ensure that staff, volunteers and visitors check-in using the NSW Government QR code system when they enter the premises. Note: This does not include a dance, yoga, pilates, gymnastics or martial arts studio.

Other types of premises should consider having a NSW Government QR code available so that workers and customers can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.

Explain how you will do this

All staff, volunteers, clients and visitors of the MNC have to sign in and out manually in the book provided as well as COVID Safe check in/out QR

Processes should 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.

Explain how you will do this

COVID Safe QR signage in the main entry of the Premises and entry to the playgroup area. We also have COVID safe information displayed all over the premises. Staff to check phones for green tick for all people entering the MNC premises - keeping 1.5m physical distance between staff and patrons at all times.

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.

Explain us how you will do this

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.

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

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The MNC will follow the protocols in the event that a worker who tests positive for COVID-19 has been in the workplace as per <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>

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 MNC will cooperate and notify Health if contacted in relation to a positive case of COVID-19 according to <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>

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

Last updated: 28 January 2022