

> HELPING BUSINESS GET BACK TO WORK

10 June 2020

COVID-19 Safety Plan

Effective 13 June

Swimming pools (including spa pools, saunas and steam rooms)

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your visitors.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS	
Business name:	Hornsby Aquatic and Leisure Centre
Plan completed by:	Annaliese Ryan
Approved by:	Andrew Jackson

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your visitors and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	Staff asked to call in sick if unwell. Signage requesting visitors to stay home if unwell.
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	Appropriate signage placed around centre and staff training provided.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	People and Culture branch have sent out email to staff.
Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space, shown at a clear place of entry.	Conditions of entry displayed at reception. Important information regarding COVID-19 signage displayed around centre, at entry, on website and on social media.

Wellbeing of staff and visitors

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- Gyms
- Restaurants and Cafes

Completed

REQUIREMENTS

ACTIONS

Physical distancing

Ensure the number of people in a facility does not exceed one person per 4 square metres (including staff).	Risk assessment undertaken to ensure that the number of people in the facility does not exceed the 4 square metre rule. Signage stating the amount of people in the area at any one time displayed.
Ensure classes have no more than 10 participants, plus the instructor and any assistants, per space and comply with one person per 4 square metres.	Swim classes capped at 5 persons inside.
Ensure activities are non-contact as much as practical. Accidental contact may occur but no deliberate body contact drills.	Teachers to assist where necessary
Implement measures to prevent crowding, such as limiting the number of swimmers to 3 per lane and ensuring physical distancing for adult swim classes (which can have up to 10 participants).	Online booking system undertaken with certain numbers of people allowed in specific areas only. Social Distancing required.
For children's swim classes, take reasonable steps to ensure parents supervising or supporting children are physically distancing.	Decals on grandstand and all chairs and tables removed from pool deck.
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.	Decals placed on grandstand and all chairs and tables removed from pool deck.
Saunas and spa pools should have no more than 10 people inside at any one time or one person per 4 square metres, whichever is the lesser. If capacity cannot be closely monitored then these facilities should remain closed.	Maximum of 4 people in spa area at any one time.
Steam rooms are higher risk and should have no more than 10 people inside at any one time or one person per 4 square metres, whichever is the lesser. Clean steam rooms with a detergent and disinfectant several times per day, should the facility choose to open them for use.	Not Applicable
Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.	Risk assessment undertaken to ensure that the number of people in the facility does not exceed the 4 square metre rule. Signage stating the amount of people in the area at any one time displayed.
Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.	Visitors encouraged through social media and website to shower at home. Every second cubicle locked off to provide social distancing.

Physical distancing

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	Sneeze guard installed at front reception and decals on floor providing guidelines of where to que.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Decals on floor. Signage throughout facility.
Use telephone or video platforms for essential staff meetings where practical.	Skype for business enabled.
Review regular business deliveries and request contactless delivery and invoicing where practical.	Invoice already enabled. Majority of deliveries already contactless

REQUIREMENTS**ACTIONS****Hygiene and cleaning**

Adopt good hand hygiene practices.	Hand hygiene signs placed at every basin and hand sanitising station.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Hand sanitising station at every entrance point and throughout the facility
Ensure bathrooms are well stocked with hand soap and paper towels.	Hand soap stock levels checked each shift.
Provide visual aids above hand wash basins to support effective hand washing.	Hand washing signs above all basins in facility.
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.	Cleaning procedure implemented with Safe Work Australia guidelines in place.
Clean steam rooms with a detergent and disinfectant several times per day, should the facility choose to open them for use.	Not applicable.
Reduce sharing of any equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Equipment not handed out at front reception. Swim school equipment cleaned between each use.

Hygiene and cleaning	
Maintain proper disinfectant levels and pH of pools and spas.	Levels monitored downstairs at all times by prominent and other outside contractors. Pool test conducted three times per day in line with GSPO.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Labelling on disinfectant bottles to comply.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves provided and essential in SOP.
Encourage contactless payment options.	Eftpos and telephone payment available and encouraged.

REQUIREMENTS	ACTIONS
Record keeping	
Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	Staff records kept at HR. All contractor records kept with Operation Manager. All customer details updated on system.
Make your staff and visitors aware of the COVlDSafe app and its benefits to support contact tracing if required.	Willing to comply.
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.	Willing to comply.