

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

Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Gosford City Bowl
Business location (town, suburb or postcode)	Wyoming
Select your business type	
Indoor recreation facilities (yoga, pilates, dance studios)	
Completed by	David Brooker
Email address	dave@interbowl.com.au
Effective date	18 October 2021
Date completed	19 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

If any staff or customer develops symptoms at work such as fever, cough, sore throat or shortness of breath, they will be asked to seek medical advice. They should not be at the workplace and will be asked to leave the venue. Staff will be asked to provide a negative Covid test before returning to work.

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

All staff will be provided with training on the COVID-19 processes and procedures that have been put in place and must undergo this training before being rostered on for any shifts. Training includes awareness of the symptoms of COVID-19, physical distancing and hygiene measures including cleaning procedures.

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

Signs regarding the conditions of entry will be displayed clearly at the venue entrance. Information will also be displayed on our website, social media sites and inside the venue including at information desks and other prominent areas within the venue such as cafe, bathrooms etc. Conditions of entry will be emailed to any league members social customers or groups that request it.

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, check vaccination status upon entry where practical and only accept valid forms of evidence of vaccination, 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: This requirement applies at public swimming pools and indoor recreation

facilities including gyms.

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

All staff are fully vaccinated against Covid-19. All customers 16yrs and over will be required to show certificate of full Covid-19 vaccination upon entry.

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: Group classes at a gym and group dance classes at an indoor recreation facility must be limited to no more than 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

The capacity for indoor recreational is subject to one person per 4 square metres. This will be strictly enforced. We have set a limit of 100 patrons in our centre. Participants will be limited to a maximum of 6 people per pair of lanes. Lane bookings will be capped at a maximum of 20 people and will be spread across lanes to maintain social distancing. The tables in the centre will be spaced at least 1.5m apart and there will be

limited seating at each table.

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

Physical distancing will be encouraged throughout the venue. Lane bookings will be capped at a maximum of 20 people and will be spread across lanes to maintain social distancing. All tables will be spaced out with limited chairs available to maintain physical distancing. Markers or decals will be displayed on the floor to ensure social distancing is maintained when queuing.

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

Markers or decals will be displayed on the floor to ensure social distancing is maintained.

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

Agree

Yes

Tell us how you will do this

We will encourage all customers not to linger inside or outside our Centre by being

encouraged to leave as soon as their games are completed.

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

Not Applicable

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

Where possible ventilation will be increased, air conditioning filters will be cleaned regularly.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Not Applicable

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

Agree

Yes

Tell us how you will do this

Where possible ventilation will be increased, air conditioning filters will be cleaned regularly.

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

Where possible ventilation will be increased, air conditioning filters will be cleaned regularly.

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

Where possible ventilation will be increased, air conditioning filters will be cleaned regularly.

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

Where possible ventilation will be increased, air conditioning filters will be cleaned regularly.

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

All staff and customers 12yrs and over will be required to wear a mask at all times while in the venue.

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

Agree

Yes

Tell us how you will do this

Alcohol-based hand sanitiser will be provided upon entry and in appropriate locations. Good hygiene requires everyone to cover their coughs and sneezes with their elbow or a clean tissue, avoid touching their face, dispose of tissues hygienically and have no intentional physical contact e.g. shaking hands. Staff will be informed of Workplace hygiene standards that are expected when utilising common areas.

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

Agree

Yes

Tell us how you will do this

Cleaning roster has been established for staff to ensure bathrooms are well stocked at all times. Bathroom facilities will have adequate supplies of toilet paper, soap, water and hand drying facilities. Workers and visitors will be directed to practice good hygiene. This includes regular hand washing with soap and water for at least 20 seconds. Bathrooms have signage with correct hand washing procedures.

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

Cleaning schedules for each shift have been developed with a focus on high touch areas. Balls, seating, shoes and players areas are cleaned after each group.

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 are utilizing the Service NSW QR Covid check-in facility. All customers and staff are required to sign in upon entry.

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

All Customers will be asked to show their checking "tick" QR codes are displayed in various locations at the entry and around the venue.

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

If someone can't QR check-in we will take details and we will keep records for at least 28

days.

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 Cafe will have their own Covid Safety Plan.

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

Yes