

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



Your COVID-19 Safety Plan

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

Business details

Business name	Swimz Pty Ltd, 12 Carrington Rd, Guildford NSW, Australia
Business location (town, suburb or postcode)	Guildford, NSW
Completed by	Anupreet Bedi
Email address	anu@swimz.com.au
Effective date	7 December 2020
Date completed	3 January 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

All staff aware of COVID19 requirements of staying away from work if any signs of being unwell.

Clients informed of the same through various means.

Extended make up policies to allow for clients and their kids to stay away if they are unwell.

Electronic Portal launched to allow clients to mark kids away, book makeups etc - to reduce direct contact with staff onsite.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning, and how to manage a sick visitor.

Regular information & updates provided to clients via social media, emails and physical signs across the Centre.

Regular information & updates provided to staff via internal communication, , emails and Zoom meetings.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Regularly discussed and information provided via internal communication, , emails and Zoom meetings.

Display conditions of entry (website, social media, venue entry).

Condition of Entry: Scanning QR Code, highly recommend use of masks, sanitising hands, 'wrap & go' Centre, socially distanced within Centre.

Conditions of Entry form part of the COVID 19 Client Policy, our internal COVID Management document and displayed for all who enter site.

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

If a person is unable to scan the QR code due to various reason, then their details are taken electronically

Physical Distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff).

In Greater Sydney, indoor areas must not exceed one person per 4 square metres of publicly accessible space. Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

4 sqm worked out and implemented. Signage on floors, furniture/seating moved, more space made by removing kids play area. Limited people in separated areas E.g. 8 people on deck at any one time.

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **in saunas and spas**
- **between seated groups**
- **between staff.**

Signage on floors, furniture/seating moved, more space made by removing kids play area. Limited people in separated areas E.g. 8 people on deck at any one time. One staff on Counter at a time. If 2 staff - protocols of social distancing amongst them. Use of mask by staff on Counter.

Steam rooms are higher risk and should have no more than 20 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.

N/A

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

Showers not in use.

Change rooms and tables cleaned/sanitised after each lesson - every half hour and at the end of the shift.

Low class numbers anyway to allow for reduction in crowding.

Only 1 parent/baby class at a time to reduce crowding.

'Wrap & Go' Centre to reduce time spent at the Centre

Where practical, stagger the use of communal facilities. Strongly encourage visitors

to shower/change at home where possible.

Shower facilities shut down. Converted to a 'Wrap & Go' Centre.

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.

Markers on the floor, signs around the Centre, on social media and via regular client correspondence.

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

Requested clients to leave premises as soon as practical.

Use telephone or video platforms for essential staff meetings where practical.

Zoom meetings for formal meetings implemented since March 2020.
Informal confirmations over phone calls, individual Zoom meetings & text messages

Review regular business deliveries and request contactless delivery and invoicing where practical.

Contactless deliveries in place where practical. Payments made over phone or online for all deliveries.

Hygiene and cleaning

Adopt good hand hygiene practices.

Thorough/Deep cleaning and sanitising weekly.
Cleaning/Sanitising every half hour and after each shift.
Signs up for all visitors to sanitise hands.
Signs up on washing hands etc.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

2 electronic and other manual sanitisers placed around the site in strategic positions.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.

Always stocked and checked after each shift. Visual posters up in bathrooms on appropriate ways to wash hands.

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.

All hard surfaces sanitised every half hour and cleaned at the end of each shift. Children's play area equipment removed.

Clean steam rooms with a detergent and disinfectant several times per day, should the facility choose to open them for use.

N/A

Reduce sharing of any equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

Any shared equipment sanitised between uses. Staff have additional stationary items to not share such equipment.

Maintain proper disinfectant levels and pH of pools and spas.

Pool test done before and after each shift and checked by an external Pool technician monthly. Any variations managed immediately. More intensive Bi Chemical testing also conducted Monthly.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Always in stock and managed and utilised per manufacturer's directions.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Gloves and all other PPE Provided for staff to use. Staff aware of protocols of use and cleaning their own hands after use.

Encourage contactless payment options.

Contactless payments encouraged with signage etc. Online Portal implemented for this purpose also.

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

Roller door & main door left open as far as practicable. 2 x New industrial strength Extractor fans installed in December 2020. Additional fans left on throughout the day to promote additional ventilation.

Record keeping

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. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

Agree. QR Code introduced in January 2021.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping'

page of nsw.gov.au

Agreed - Utilised only for COVID-19 reporting purposes

Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.

Agreed - Staff and visitors aware and being asked to utilise QR code.

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.

Agreed

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

Yes