

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



## Your COVID-19 Safety Plan

### Gyms and indoor recreation

#### Business details

Business name	ProgressDNA
Business location (town, suburb or postcode)	North Sydney
Select your business type	
Indoor recreation facilities (yoga, pilates, dance studios)	
Completed by	Olivia Bowers
Email address	<a href="mailto:info@progressdna.com.au">info@progressdna.com.au</a>
Effective date	18 October 2021
Date completed	21 October 2021

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#### 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**

Anyone showing any symptoms will be excluded from entry. Staff will be required to call through to arrange an alternate teacher if any symptoms arise. Students will be sent home should they show any symptoms. Volunteers and visitors will be kept to a minimum and will be asked to confirm they are not showing any symptoms and have not been to any hot spots or had any communication with possibly infected people.

### **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 and volunteers will undergo pre-term training outlining the how to physical distance in the studio. Sick visitors will be immediately sent home. Strong cleaning and disinfecting of the entire studio will be undertaken prior to student and staff arrival daily, and upon close of the studios each night. The staff will be trained to disinfect the studio floors and surfaces between each class. They will also be provided with up-to-date safety information, required to ensure all students wash hands before and after training and be given covid-safety posters for their and their students knowledge.

### **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**

Conditions of entry under covid-19 circumstances will be displayed on our website, social media and printed on the entry ways to the premises. They will also be included in our welcome and term emails.

People who are unwell or displaying symptoms will be asked to stay home, isolate and get tested

**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 and students over 16 years will be requested to show their vaccination passport to the directly, Olivia Bowers, upon their first visit back to the studio.

No other people over 16 are permitted on the premises but in this case, they will also be required to show proof of vaccination at the entry way before entering.

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## **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**

Class numbers capped in conjunction with a limit of 1 person per 4 square meters of space, including teacher.

Office will be restricted to staff only.

1 x person will be allowed to access each restroom at a time. 2 x persons will be allowed to access the kitchen at a time.

**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**

Students will be escorted in and out of the premises in socially distanced lines by their teacher

There is to be no lingering on premises either side of classes - anyone staying between classes will be required to stay on either the terrace or in the office (where space permits distancing)

Students will be sent to the restrooms when available if necessary to avoid queues

The studios will be marked with 'x's or stickers to ensure students are socially distanced in class

**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**

1 x person will be allowed to access each restroom at a time. Students will be allowed to

go to the restroom only when there is one available to avoid queues. 2 x persons will be allowed to access the kitchen at a time - staff only.  
Each bathroom will be assigned to an age group to avoid intermixing of touch surfaces.

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

**Agree**

Yes

**Tell us how you will do this**

Class times will be staggered and parents encouraged to drop off and pick up on time to avoid lingering.

For the case of covid - the pacific highway entry will be used to drop off and the west st entry will be used for pick up to avoid crowding

**Singing by audiences is not allowed in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

Singing classes will not be resumed until Covid restrictions are lifted and singing will be temporarily removed from the Musical Theatre syllabus.

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## **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**

All studios have doors which will be opened when studios are used. Studio 1 and 3 have doors onto an outdoor terrace. Studio 2 has a door onto the exit. All studios have high ceilings. Studio 1, 2 and the music room have large windows which will be opened to increase ventilation. The office has double doors onto the balcony. Air purifiers have been ordered to increase ventilation

## **Use outdoor settings wherever possible.**

### **Agree**

Yes

### **Tell us how you will do this**

For safety, classes cannot be conducted outdoors, however students will be encouraged to take their breaks, social distanced, on the outdoor terrace.

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

### **Agree**

Yes

### **Tell us how you will do this**

All studios have doors which will be opened when studios are used. Studio 1 and 3 have doors onto an outdoor terrace. Studio 2 has a door onto the exit. All studios have high ceilings. Studio 1, 2 and the music room have large windows which will be opened to increase ventilation. Windows in all rooms will be kept opened where possible.

## **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**

Air conditioning will be set to avoid recirculation of air, and pumping in fresh air. Air purifiers will be used.

**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**

The filters will be cleaned/changed regularly in accordance with the systems instructions.

**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**

Owners, managers and building consultants have been involved in our planning processes to ensure the space is optimised for safety.

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## **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.**

## **Agree**

Yes

### **Tell us how you will do this**

All staff and students over 12 will be required to wear masks at all times unless sipping water.

There will be spare masks available in case someone forgets. If a person is in distress or cannot breathe with their mask, they will be moved to the outdoor terrace to recover before replacing mask and rejoining.

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

## **Agree**

Yes

### **Tell us how you will do this**

Students and staff will be required to practice hand hygiene before and after each class, when exiting or leaving a room, and at any point of contact with another student.

Covid-19 posters will be displayed in each area.

Hand sanitiser will be available in each studio/room, in each bathroom, the kitchen and office, and at the entry and exit doors. Bathrooms are stocked with hand soap, hand sanitiser and paper towels. All have

functioning hand dryers and will have Covid-19 hand-hygiene safety posters on the mirrors.

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

## **Agree**

Yes

### **Tell us how you will do this**

All bathrooms are stocked with a full hand soap and a space, a paper towel and functioning hand dryers. These will be restocked at the end of every night of business.

**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**

Strong cleaning and disinfecting of the entire studio will be undertaken prior to student and staff arrival daily, and upon close of the studios each night. The staff will be trained to disinfect the studio floors and surfaces between each class.

No extra equipment will be used until it is safe to do so, but if something it used, the person will be provided with spray and wipe and disposable towels to disinfect the item.

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## **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**

Staff, visitors and adults will be required to provide contact details via a QR code to be

stored via online database.

Class rolls will be taken at the commencement of each class to track child attendance and will be stored via online database.

All persons entering the premises will have contact details collected through the NSW Government QR code system, or our student database.

Persons not partaking in classes will be discouraged from entry, and electronic communication will be encouraged where 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**

A trained staff member will be required to view the green tick (and vaccination passport) in order for anyone over 16 to enter. Anyone under 16 will be required to show the green tick.

Class rolls will be taken to double track tracing, and mark attendance for children without phones to check in on.

QR codes are displayed on each door and entry way, as well as on an entry table.

**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**

All participants in our classes are required to have details stored in our database. All

other persons are not permitted on the premises. If in case of emergency, someone needs to enter, they will be required and assisted to give all possible details by one of our offered methods.

Our database will save the attendance record of all staff, volunteers and students.

The QR code will also save details of visitors, contractors and all persons with a smart phone/ over 16.

A paper option to check in and provide details will also be made available at the entryway, which will be stored for a minimum of 1 full month.

**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**

In addition to the QR check in, our business keeps personal electronic records of attendance with full contact detail profiles for each person.

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

Yes