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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.

[Hide all](#)

1 Keep your business COVID Safe



Under WHS law, all employers or businesses are required to assess and manage the risk of COVID-19 to workers and others in the work environment.

To understand the risks to workers and other persons, employers must consider the risks associated with COVID-19 in the context of their workplace, including the physical layout, the work carried out at the workplace and interactions between workers and other persons who attend the workplace.

Employers are then required to implement reasonably practicable control measures to manage the risks of COVID-19 specific to their workplace (this may include a vaccination requirement for workers). Visit [SafeWork NSW](https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus) (<https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>) for more information.

Employers and businesses must also ensure they comply with any mandatory requirements under [NSW public health orders \(/covid-19/stay-safe/rules\)](#).

2 Developing your COVID-19 Safety Plan



This COVID-19 Safety Plan template outlines actions you can consider taking to minimise the risk of a person with COVID-19 entering the workplace and spreading it to other people.

There may be other actions you take to manage the risk of COVID-19 in your workplace, based on your specific environment and hazards. It's up to each workplace to identify appropriate control measures and to comply with public health orders and WHS law.

Employers should consult with workers in developing their COVID-19 Safety Plan and share it with them when it is finalised.

3 How to complete the COVID-19 Safety Plan



Fill in your business details and select your business type.

You may need to review current NSW Health guidance on the following areas before completing your plan:

- [keeping workers safe \(/covid-19/business/rules-guidance/keeping-workers-safe\)](#).
- [physical distancing \(/covid-19/stay-safe/physical-distancing\)](#).

- [record-keeping \(https://www.nsw.gov.au/covid-19/covid-safe/customer-record-keeping/q-r-codes#get-the-nsw-government-qr-code-for-your-business#get-the-nsw-government-qr-code-for-your-business\)](https://www.nsw.gov.au/covid-19/covid-safe/customer-record-keeping/q-r-codes#get-the-nsw-government-qr-code-for-your-business#get-the-nsw-government-qr-code-for-your-business).
- [guidance on ventilation \(/covid-19/business/rules-guidance/ventilation\)](/covid-19/business/rules-guidance/ventilation).
- [self-isolation and quarantine \(https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/self-isolation\)](https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules/self-isolation).

Following your risk assessment, outline the actions you will take in each section to manage the risk of COVID-19 in your workplace.

Once you complete the COVID-19 Safety Plan, select the print button to print the plan or save as a portable document format (PDF).

Remember to keep a copy of your COVID-19 Safety Plan on your premises.

4 Keep your COVID-19 Safety Plan up to date

It's important to monitor the evolving rules and restrictions and keep your COVID-19 Safety Plan up to date.

Employers should continually assess the health and safety risks to their workers and others in the work environment, and implement control measures as required.

Effective 25 February 2022

Business details

Business name

The Early Dance Consort

Business location (town, suburb or postcode)

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

181 Blues Point Road, North Sydney NSW 2060

Select your business type

Indoor recreation facilities (yoga, pilates, dance studios)

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Explain how you will do this

Classes will be cancelled if the teacher or assistant is unwell. Visitors and students who are unwell will be asked to stay away, with sign at door to make this clear as well as the same advice on website.

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

Teacher and assistant will be kept informed with the latest advice from NSW Health regarding vaccination requirements, physical distancing, wearing masks, hand hygiene, ventilation and cleaning of common surfaces likely to be touched by students and staff. Contact details of students are stored in the induction process.

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

Explain how you will do this

Sign at studio entrance, in emails, and on website indicating that anyone who is unvaccinated (16 and over) or unwell, has tested positive or has been in contact with someone who has tested positive for COVID-19 should not attend the class or visit the venue.

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

Explain how you will do this

Teacher and assistant are both fully-vaccinated. All regular students are over 16 years of age, and will be required to show proof of vaccination on initial arrival at class, and encouraged to obtain vaccination boosters when possible. Posters and information on website and in emails will show vaccination requirements for all students as a condition of entry. Any visitors who may wish to view the class will be asked to show their vaccination status.

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

Class sizes will be limited to a maximum of 20 students, with the preferred number 10 or less. Sign at the entrance will indicate preferred physical distancing, and distancing will be encouraged where possible in the venue and while dancing, with dances and exercises adapted for individual participation or well-spaced groups. Physical contact will be limited to occasional hand or arm contact when demanded by the choreography, and students will not be compelled to make physical contact. In dances where this occurs, students will be urged to wear masks, and to sanitise hands regularly before and afterwards. Spectators will be asked to maintain a minimum 1.5 metre physical distance while on the ample fixed seating on the periphery of the dance space.

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

Change spaces in corridors and stair halls are used by few students, and one at a time. There are separate single male and female toilets, but no showers, formal change rooms or lockers,

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

Explain how you will do this

Students will be asked not to congregate outside the venue. All class participants and students are adults who make their own way to and from the venue.

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

The venue is a large heritage hall, with high ceiling, operable windows but no mechanical ventilation other than pedestal fans. Numbers will be limited, windows and, where possible, door opened, and fans directed away from students to maximise the available ventilation options.

Use outdoor settings wherever possible.

Explain how you will do this

Not applicable as the classes are held in an indoor venue and require a smooth dry dance floor.

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

Explain how you will do this

Windows and door will be opened on arrival, windows kept open throughout the class to provide cross ventilation. Pedestal fans may be used to increase air movement if required. Studio space has high ceiling and is open to stairways.

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

There is no air-conditioning or other fixed mechanical ventilation in the studio.

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

Not applicable. There is no fixed mechanical ventilation in the studio, only pedestal fans.

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

The studio space has a high cathedral ceiling, and multiple operable windows on either side which can be opened for cross-ventilation, along with a wide entrance door which can be kept open to ensure maximum air flow. The venue is a heritage building which would likely not be suited to fixed mechanical ventilation. We have asked the building owners whether there are any plans to install air-conditioning or mechanical ventilation / filtration, but believe that open windows are the most likely option.

Hygiene and cleaning

Face masks are encouraged in indoor settings where it is difficult to maintain physical distance from others.

Businesses can require workers and customers to wear face masks in line with their face mask policy.

Explain how you will do this

Teacher/s and students will be encouraged to wear face masks as much as possible while in the studio, and in particular when engaging in dances requiring physical contact or physical proximity. A sign at the entrance, along with advice on our website, will advise of this recommendation. Most students, being mature adults, are cautious and compliant and well aware of the risks of airborne virus spread.

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

Explain how you will do this

Hand sanitiser will be provided at the entrance and in the studio itself. Signs at entrance and near toilets will provide reminders to ensure hands are properly washed or otherwise sanitised. Students will be asked to sanitise hands before and after taking part in dances requiring physical contact.

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

Explain how you will do this

Hand washing facilities are provided in the toilet areas, and supplied with soap and hand towels, which will be checked for each class, and spares kept on hand.

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.

Explain how you will do this

Venue is shared with other tenants, and used for a period of 3 consecutive hours each week. Common surfaces including door knobs, handrails, switches, seating area and toilet facilities will be cleaned with disinfectant on arrival before each class

Record keeping

Consider having a record keeping method in place to support contact tracing if a person with COVID-19 visits the premises.

Explain how you will do this

All students are marked present on an electronic roll, including names and contact details. Any visitors will be asked to provide contact information for tracing purposes.

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

If the teacher or assistant tests positive for COVID-19, the classes will be cancelled until it is safe to resume. Students will be notified and advised of the likelihood of exposure, and need to be tested. If a student notifies of a COVID-19 positive test result, all students and teacher/s will be advised of the relative risks following the guidelines indicated in the link above, and the class will be cancelled, as appropriate.

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.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef97a68e8) (<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.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef97a68e8>) 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%7C1ef97a68e8>) for more information.

Explain how you will do this

In the event of a positive COVID-19 case at the class, all directions from NSW Health will be followed, and a list of all present in the class will be provided as requested. SafeWork NSW will be advised as required should that case involve hospitalisation or death.

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