

# COVIDSafe Plan



## Your COVIDSafe Plan

Business Name: Knox Leisureworks

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The number of members of the public in each indoor space (whether seated or non-seated) at the facility at any one time is limited to no more than 100 (with infants under one year old not counting towards this limit); and density quotient of 1 per 4sqm for each space. The number of members of the public in a group at any one time is limited to 10 (with infants under one year of age not counting towards this limit)

Face mask requirement applies to everyone aged 12 years and older and must be worn inside, unless an exemption applies.

It is recommended that you wear a face mask when exercising when you cannot keep 1.5 metres distance from others, except where that exercise or physical activity leaves you short of breath or puffing.

Signage must state the number of people permitted inside, wipes and disinfectant must be supplied for use by patrons, and record-keeping is required, and venues with a capacity of greater than 500 patrons must publish a COVIDSafe Plan online.

Record keeping is required using the Victorian Government QR Code Service.



# 1. Ensure physical distancing

## Requirements

**You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by:**

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

**You may also consider:**

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

## Action

- Signage has been placed strategically around the facility and entrances and exits explaining the social distancing requirements.
- Appointment of a designated COVID Safe checkin marshal.
- Signage displayed with area limits.
- Gym equipment layout has been re-arranged where possible to allow for social distancing of 1 person per 4m2.
- Floor markings used in changerooms and communal spaces to mark out social distancing for patrons.
- Entry and exit procedure in place so that the facility is as contactless as possible and quick to enter and exit.
- Seating spaced to 1.5m distance is maintained.
- Entry and exit points for pools have been established to ensure social distancing for swim school.
- Swimming lesson activities have been modified to allow for social distancing by extending size of activities and spreading throughout lanes.
- Aqua aerobics participants have allocated space with adequate space between them to uphold guidelines.
- Entry and exit procedure in place so that the facility is as contactless as possible and quick to enter and exit.

**You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:**

- There is no more than one worker per four square meters of enclosed workspace, only minimum staff required to run the facility
- There is no more than one member of the public per four square meters of publicly available space indoors, does not exceed 50 patron capacity

- Facility patron quota of 1 patron per 4m2 is enforced. 100 total patrons allowed within the facility's pool deck space.
- Facility patron quota of 1 patron per 4m2 is enforced. 50 total people allowed within the gym.
- Facility patron quota of 1 patron per 4m2 is enforced. 50 total people allowed within the café space.
- Facility patron quota of 1 patron per 4m2 is enforced. 10 total people allowed within a group fitness class space.
- Program pool patron quota is enforced at 1 patron per 4m2. 16 patrons maximum within pool
- Warm Water pool patron quota is enforced at 1 patron per 4m2. 37 patrons maximum within pool
- 50M pool patron quota is enforced at 1 patron per 4m2. 100 patrons maximum within pool
- Leisure pool patron quota is enforced at 1 patron per 4m2. 52 patrons maximum within pool
- Spa pool patron quota is enforced at 1 patron per 4m2. 4 patrons maximum within pool
- If head checks are above 80% of facility capacity the Duty Manager changes to entry and exit counts
- If the capacity is reached within an area a one out one in policy is adopted until we return to below 80% capacity.
- Density quotes are in place so staff and patrons do not exceed the 4m<sup>2</sup> rule in any given area.
- Furniture in common areas has been rearranged, removed or cordoned off to ensure physical distancing, seating staggered so staff are not facing one another on break.
- The facility has been divided into two separate designated spaces. Gym, café and Group Fitness (space 1) and Pool deck (space 2). Each space has a capacity limit of 100 patrons and 1 person per 4m2

**You should provide training to workers on physical distancing expectations while working and socialising. This should include:**

- All staff have completed the online COVID infection control training as well as the safe work Australia guidelines for safe workplaces for COVID 19.
- All onsite staff have daily meetings with the centre manager or their line manager to discuss in part that they are abiding physical distancing guidelines.



## 2. Wear a face covering

### Requirements

Face mask requirement applies to everyone aged 12 years and older and must be worn inside, unless an exemption applies.

You should install screens or barriers in the workspace for additional protection where relevant.

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

### Action

- All patrons are required to wear Face coverings and relevant PPE available to staff that do not bring their own.
- You must wear a face mask when exercising, except where that exercise or physical activity leaves you short of breath or puffing.

- Screens have been installed in all patron to staff high interaction areas such as café, customer service and health club.

- All staff have completed the online COVID infection control training as well as the safe work Australia guidelines for safe workplaces for COVID 19.
- All onsite staff have daily meetings with the centre manager or their line manager to discuss in part the hygiene guidelines and correct use and disposal of face coverings.



## 3. Practice good hygiene

### Requirements

**You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.**

**You should:**

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

### Action

- All high touch communal items have been removed where safe to do so.
- Contactless payment methods are recommended.
- Staff have been requested to sanitise communal items before and after use with the provided sanitary and disinfectant wipes.
- Sharing of equipment such as phones, desks, office tools and other equipment is avoided where possible and sanitised where sharing can't be avoided after each use.
- Staff to sanitise and disinfect workspace at the end and the beginning of every shift.
- Staff members to wear gloves while cleaning and use disinfectant solution and disposable chux wipe. PPE to be made available to cleaning staff.
- Cleaning to be conducted by staff between sessions.
- Signage and instruction given to patrons accessing facility that facility equipment must be sanitised by them after use and sharing of equipment is not permitted.

You should display a cleaning log  
In shared spaces.

- Cleaning checklists are located at each area where there is a change of team members between shifts with specified cleaning intervals.

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

- Signage throughout the facility requiring staff and patrons to sanitise their hands pre/post entry and follow hygiene recommendations.
- Hand sanitiser to be available at entrance, exit and specific hand sanitation station throughout the facility.
- Adequate supply of hand soap and paper towel are provided.

### Additional good hygiene practices the facility has taken

- Patrons to clean down equipment once used (gym) with disinfectant spray.
- Equipment can not be shared
- Members to use hand sanitiser prior to booking starting
- Members are not to share cardio equipment.
- Members to bring their own personal use equipment ie mats
- Members must bring two towels to their booking a. 1 barrier towel, 1 face towel b. Barrier towel is not to be used to wipe sweat off of your body, it is to be used as a barrier between them and the equipment
- Water bubblers to be turned off which means members must bring their own water bottle
- Benches are not to be moved.
- Equipment is not to be moved from specified area. a. ie heavy weights area equipment stays in heavy weights equipment area.
- Hand sanitiser before leaving session.
- Encourage Customers to bring their own prefilled water bottles
- No high fives or hand shaking
- Equipment sprayed with disinfectant after each use/ each class
- Members must bring their own water bottle
- Set up cleaning and sanitising station on pool deck
- At the conclusion of class all equipment, including platforms, entry/exit railing and lane signs cleaned.
- The use of lost property items such as goggles is not permitted



## 4. Keep records and act quickly if workers become unwell

### Requirements

You must support workers to get tested and stay home even if they only have mild symptoms.

**You must develop a business contingency plan to manage any outbreaks. This includes:**

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

You must keep records of all people who enter the workplace for contact tracing.

### Action

- All staff members encouraged to get tested and stay home even if symptoms are mild.

- Confirmed case action plan in place that limits close contacts of a positive case from further interactions with staff and patrons.
- Staff sign in process in regular rostering system as well as QR code scanning on entry to the facility to ensure records accuracy.
- Contractor/visitor sign in process in place as well as QR scanning on entry to the facility to ensure records accuracy.
- Patron booking system in place as well as QR code scanning on entry to the facility to ensure records accuracy.
- Site to be closed and deep-cleaned in line with DHHS guidelines in the event of a positive case.
- Requirement to contact DHHS with relevant information included as part of our confirmed case reporting procedure.
- Requirement to contact WorkSafe Victoria in the event of a positive case included as part of our confirmed case reporting procedure.
- Plan in place to ensure the smooth closure in the event that DHHS instruct to close temporarily.
- Plan in place to ensure smooth re-opening in the event that a closure has been required.
- Communication lines in place to ensure staff are notified of when they are able to return to work.
- Communication lines in place to ensure potential close contacts of a positive case can be reached and notified of their need to get tested and self-isolate.
- Staff must declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate

- All records kept as part of our QR scan in procedure, booking systems and sign in logs.



## 5. Avoid interactions in enclosed spaces

### Requirements

**You should reduce the amount of time workers are spending in enclosed spaces. This could include:**

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

### Action

- Enhanced airflow by opening windows and doors where appropriate to do so.
- Optimized fresh air flow through the use of air conditioning.
- Using outside front entrance as waiting area prior to booking start time.



## 6. Create workforce bubbles

### Requirements

You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

### Action

- Continued weekly rolling roster to ensure there is as little cross over with other staff as possible.

- Staff have been asked to disclose if they are living with any other staff member of the facility.