

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

## Your COVID-19 Safety Plan

### Indoor gyms

#### Business details

Business name	Your Life Fitness Centre
Business location (town, suburb or postcode)	Port Macquarie
Completed by	Gavin Wilcox
Email address	<a href="mailto:gavin@yourlifefitnesscentre.com.au">gavin@yourlifefitnesscentre.com.au</a>
Effective date	22 October 2020
Date completed	4 November 2020

---

#### Wellbeing of staff and customers

##### Exclude staff, volunteers and visitors who are unwell.

Sickness Policy for staff enforced.

Members told to stay home if sick on multiple signage locations, digital screens and social media.

Temperature testing with a Temp gun for any cases of people from out of town or suspected people.

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

## **manage a sick visitor.**

Part of our Covid19 Action Plan.

All staff have had to complete the government infectious disease training course. Management has sent out emails regularly and has had conducted meetings with the team on the subject.

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

Staff are Aware.

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

Signs showing max number per room or space are in place. Conditions of training are posted on social media, on treadmills screens and posted around the business area aswell as entry points. Members are also verbally directed on Joining up or entry.

Premises with a swimming pool, spa or sauna must complete the COVID-19 Safety Plan for swimming pools.

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through [nsw.gov.au](http://nsw.gov.au)

n/a

**Indoor gyms must assign one staff member as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping. The identified Safety Marshal/s must be present at all times when there are more than 20 patrons in the gym.**

Purchased more marshal vests, vests are worn at all times by one rostered on team member. We have increased our staffing hours in line with data pre covid to avoid having no staff when more than 20 could be present and watch the cctv intermittently when no staff are there. Signs are also posted at after hours entry points to advise members to come back another time if there is almost 20 in the facility.

## **Physical distancing**

**Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff).**

Actioned and signs are placed outlining the max numbers. we also have staffing aware of this using number to police numbers. CCTV is also monitored after hours to ensure the 4m<sup>2</sup> rule is not broken. We also have a hygiene supervisor out on the floor as often as possible.

**Ensure gym or recreation classes or sport activities have no more than 20 participants, plus the instructor and any assistants, per space that complies with one participant per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this, and if the classes remain separate with start and end times staggered to minimise crowding. Ensure participants maintain 1.5 metres physical distance where practical.**

Actioned. Booking system currently required and in action to maintain 20 people per class. except for cycle where it is 18 due to the 4m<sup>2</sup> rule. Our main studio can have up to 60 people so we may decide to trial 2 groups of <20 people per group in some popular classes. Fitness Australia advises us that this can be with one Instructor if they remain on the stage and start or pack up times are staggered to avoid bottlenecks of people.

**Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.**

Any non trainers or enquiries remain in the waiting area or at reception away from exercisers. Exception of Teachers for school sport activities to help enforce safety plan. They also have to sign in on our contractor form.

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected.

There should be additional planning around these activities including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**
- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners**

Cleaning of equipment between people, non sharing and distancing are in place. With Zumba we have kept it at a maximum of 20 people not having 2 groups even though the room can adequately cover 60 people with the 4m<sup>2</sup> rule.

**Move or block access to equipment to support 1.5 metres of physical distance between people.**

Actioned. where the 1.5m distance is likely to be encroached like treadmills we have made every second machine or as needed not available. This applies to some free weight benches, waiting area seating and distancing in classes. There is also floor signage reminding people.

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

We are allowed 12 people per changeroom approx based on the 4m<sup>2</sup> rule. we have decided to shut off every 2nd shower and make it maximum of 8 people per changeroom in stage 2. We have maximum number signs on the entry doors to the rooms.

**Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.**

Showers are restricted in stage 2 with every 2nd shower only operational and encouraging members to shower at home instead.

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

Markers are on the floor, in doorways and on our cardiovascular equipment screens. we have also staggered class start times. we have black x's outside at the 24hr entry door.

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

We will be policing in house behavior and monitoring activity outside at intervals.

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

Zoom will be used ongoing, some staff have remote access to work computers. Team meetings in person are distanced in larger rooms.

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

Actioned. we also have a contractor sign in form for details.

---

## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Members are reminded of this at every basin, floor, wall, sanitizer station and screen signage. we also have installed extra hand sanitizer stations at reception and hand washing areas for members. we have also installed more disinfectant wipe dispensers.

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

Actioned. available On entry, exit and on pathways to class rooms. a member cannot enter or exit without passing a sanitizer unit. There is also one now where members swipe in on our reception counter too.

### **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.**

Yes.

### **Encourage visitors to bring their own water bottle, sweat towels and exercise mats.**

Encouraged on social media. Towel use is also a condition of entry members agree to when signing up and is policed. We have turned off bubblers also so water bottles have to be used. We also have an after hours vending machine.

### **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.**

Kids Creche was re opened in July with bookings & 4m2 rule.

We have a designated Cleaner person and we also have a rostered cleaning list for other team members to action numerous times a day on high touch areas (e.g treadmill screens)

**Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.**

Any classes that requires the use of equipment being high intensity or not will have the equipment cleaned down by a team member wearing gloves with the appropriate cleaning solution after the class.

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

We have re formatted all our classes to minimize or eliminate sharing of equipment. for example circuit classes now are formatted with personal stations instead of a rotating circuit format. cleaning goes on before, during and after classes.

**Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.**

Besides wipes etc A cleaning section with spray bottles and paper towel is available after hours. staff members will take care of cleaning and provide what's needed to members during staffed hours.

**Encourage visitors to wipe down equipment after they have finished using it.**

More wipe stations have ben installed in high traffic high visibility areas. Marshals and staff also lead by example and enforce these practices.

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

As per above staff to monitor. We also provide "Wow wipes" disinfectant wipes for cleaning down equipment 24/7 which are much more effective and user friendly than spray bottles.

**Staff are to wear gloves when cleaning and wash hands thoroughly before and after**

**with soap and water.**

Staff have been advised and gloves provided.

**Encourage contactless payment options.**

Signs posted at reception to prefer cashless payments. We also have set up the ability for members to join on their phones and pay over the phone or via our web site. Our iPads are also mounted to the table to limit sharing

---

## **Record keeping**

Keep a record of name and a contact number for all staff, volunteers, visitors and contractors for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers, and any paper records must be digitised within 24 hours. Records are to be used only for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details is strongly encouraged.

It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records.

Our management system records more than the required information securely beyond the minimum period required. We also are now recording names for people who come in and look around or visit as a career etc.

**Consider whether time in and out can be captured through your record keeping method. This can help contact tracers better identify who is at risk, and may minimise the number of people that would need to isolate should someone attend your facility whilst infectious.**

We track entry and exit to the second with swiping of tags. All visitors not members sign in also. We are finalizing a quick report that can be done very fast and provide who was in during a time period etc so we can quickly help NSW track people down accurately.

**Make your staff and visitors aware of the COVIDSafe app and its benefits to support**

**contact tracing if required.**

We have been strongly encouraging members to use the covid app as shown in our marketing.

**The occupier of an indoor gym must register their business through [nsw.gov.au](https://nsw.gov.au).**

Done in June and updated since.

**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.**

Of course.

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

Yes