

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Macquarie University Sport & Aquatic Centre (MUSAC)
Business location (town, suburb or postcode)	Macquarie University
Select your business type	
Gyms	
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Effective date	18 October 2021
Date completed	25 October 2021

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

Staff and visitors who are unwell are advised to not attend MUSAC and are requested to stay at home. If staff have symptoms associated with COVID-19 infection (such as fever, cough, sore throat or shortness of breath), have been to an identified “hotspot” or in contact with an infected person in the previous 2 weeks, they will be asked to not attend the Centre and get tested for COVID-19, as per National Guidelines. If tested, staff are to isolate themselves and can only return to work when a negative result is received. Participants who are unwell are required to cancel their class/not come into the Centre.

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

Online COVID-safe training program developed for staff to familiarise themselves with MUSAC processes and procedures in a COVID-19 workplace:

- MUSAC COVID-19 Risk Assessment developed and communicated to staff
- COVIDSafe cleaning routines in accordance with guidance from Safe Work Australia
- Use of masks are mandatory whilst in the Centre and made available for all staff on shift
- Staff sign and acknowledge COVID-19 Procedure Awareness Training for staff returning to work, upon completion of training

Ongoing communication to staff and members reminding of procedures in place and their adherence to the COVIDSafe Conditions of Entry. This information is also relayed throughout the day using the PA system and displayed on digital screens throughout the Centre.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping. Agree

Yes

Yes

Tell us how you will do this

COVIDSafe Conditions of Entry are displayed at the point of entry to MUSAC as well as made available on the website, social media platform and via physical and electronic signage around the Centre.

Patrons agree to the COVIDSafe Conditions of Entry at the time of purchasing a membership, single entry and multi-visit passes in person or online.

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

For people aged 16 and over, only fully vaccinated can enter the venue, including staff, patrons, visitors and contractors. Processes are in place to ensure everyone's vaccination status are checked prior to gaining access to the venue.

Staff have been trained on how to identify valid forms of evidence of vaccination and accepted exemption documents. Additional staff member rostered on as concierge to support with proof of vaccination checks.

Managers sights proof of vaccination prior to staff being rostered to work and coming on

campus.

Signage are placed around the Centre to increase awareness of COVID Vaccination requirements. Government approved information is shared on social media and member communiques.

All staff are encouraged to access COVID-19 vaccination as soon as they possibly can. Messages from the Macquarie University leadership team and Centre Management have been distributed to staff with further information on how to access vaccination. To further encourage staff to get vaccinated, casual staff are eligible for a \$50 payment upon showing proof of vaccination certificate (2 doses), full time and part time staff can get vaccinated during work time and don't need to apply for annual leave. Staff cannot come onto campus without being fully vaccinated.

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

All areas of the Centre have been measured to determine capacity numbers for each area. Capacity in all spaces comply with one person per 4 square metres for indoors and 1 person per 2 square metres for outdoors.

Health Club area of 1.054m², Poolside Studio 189m², Courtyard Studio 84m², Lifestyle

Studio 121m², cycle studio 48m².

We will meet and not exceed the 1 person per 4 square metre rule and apply 1.5m physical distancing rule in all areas. This is monitored hourly by the gym floor staff member via JOLT checklist in the health club and regularly from other staff around the Centre, including the Duty Manager and program supervisors/officers via JOLT checklist. All group fitness classes are limited to 20 persons per class (including instructor) and follow the 1.5m physical distancing rule and 4sqm metre rule.

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

Signage placed around the Centre to remind patrons to maintain a minimum of 1.5m apart from each other, where possible, when waiting for equipment, to be attended or for small group classes on the gym floor area.

Floor markings placed around the Centre to guide patrons and participants to maintain 1.5m physical distance during classes, programs and sporting activities where possible.

Seating spaced out 1.5m apart to ensure physical distance.

Class timetable have been adjusted to allow for changeover and adequate physical distancing.

Regular NSW Health PA announcements reminding of physical distancing rules are voiced throughout the Centre.

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

Signage placed for each area/room with adjusted capacity numbers to reinforce physical distancing requirements based on the 4sqm rule for indoor areas and 2sqm for outdoors.

Change rooms and shower facilities available with physical distancing measures applied. Shower cubicles are segregated by physical partitions.

Patrons are encouraged to "get in, train and get out" and to shower/change at home to avoid congestion. Regular PA announcements are voiced through the Centre.

Access to communal seating areas is limited.

Duty Manager and other Centre staff check area/room capacity via regular JOLT checklist throughout the Centre.

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

Agree

Yes

Tell us how you will do this

Member Engagement Officers and Duty Managers are tasked to monitor gathering of people in the reception foyer and outside of the Centre entrance.

Crunch Café has a COVID Safety plan in place for their staff to manage gathering around the indoor and outdoor cafe seating areas. Signage are placed in and around the reception and Café area reminding people of physical distancing rules.

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

No singing in the premises. Group fitness class instructors use PA systems to play music.

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

Outdoor settings are used wherever possible.

Windows and doors will be kept open as much as practically possible to encourage ongoing exchange of natural airflow.

HVAC system performance is monitored and controlled regularly via BMS system and maintained through the University Property staff/contractors who conduct regular preventative maintenance, including replacement of air filters as required.

Wall fans in change rooms are turned off. If required to be used in other areas, wall fans will be aiming continuously towards the ceiling or floor. Oscillation of fans will be limited.

Exhaust fans are operational throughout the Centre.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Small group training classes, Personal Training and Exercise Physiology sessions will be

conducted outdoors whenever possible, depending on equipment available and weather permitting.

Patrons will be encouraged to exercise in the outdoor courtyard and outdoor training area of the health club as much as they possibly can.

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

Agree

Yes

Tell us how you will do this

Windows and doors will be kept open as much as practically possible to encourage ongoing exchange of natural airflow.

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

HVAC system performance is monitored and controlled regularly via BMS system and maintained through the University Property staff/contractors who conduct regular preventative maintenance, including replacement of air filters as required.

Exhaust fans are operational throughout the Centre to aid ventilation.

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

HVAC system performance is monitored and controlled regularly via BMS system and maintained through the University Property staff/contractors who conduct regular preventative maintenance, including replacement of air filters as required.

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

University Property staff/contractors are engaged and provide advice on optimum operations of systems for adequate indoor ventilation.

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

Face masks are mandatory and must be worn by staff and customers, unless exempt.

Disposable masks are made available to all staff.

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

Agree

Yes

Tell us how you will do this

Regular communication to staff and patrons reminding them to practice good hand hygiene, including regular NSW Health PA announcements, edm communiques, social media and electronic signage throughout the Centre.

NSW Department of Health hygiene signage placed throughout the Centre to encourage good hand hygiene.

Sanitising wipes and hand sanitiser stations are located throughout the Centre, including communal areas and in strategic locations such as, corridors, Health Club, Group Fitness Studios and office areas.

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

Agree

Yes

Tell us how you will do this

NSW Government COVID signage placed in bathroom adjacent to sinks to encourage hand hygiene.

Contract cleaners replenish hand soap when needed. Duty Managers and contract cleaners check soap dispenser levels and functionality of hand dryers daily and via regular JOLT checklists.

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

Staff and university contract cleaners conduct regular cleaning of identified frequently touched surfaces throughout the Centre.

University supplied hospital grade disinfectant wipes and spray is used for cleaning of frequently touched areas and surfaces tracked via the JOLT checklist. Also available in office areas and meeting rooms for staff to use.

Sanitising cleaning wipes are made available in multiple locations throughout the individual areas to ensure equipment is cleaned before and after each use.

Gym floor staff members monitors gym cleaning procedures and conducts regular cleaning of equipment with University supplied hospital grade disinfectant.

Signage displayed asking patrons to help with maintain high level of cleaning & hygiene and to wipe down machines and equipment after use.

University supplied hospital grade disinfectant is used in accordance with manufacturer's instructions. (no dilution is required)

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

Compulsory Service NSW QR code check in/verification used at reception main foyer, outside entrance and crunch Café for online tracing of staff, members, visitors and

contractors.

In addition, Point of Sales system stores member's key contact information and attendance records upon entry to the facility, by scanning membership card through the gates. Details include name, number, email, and entry time.

Staff shift attendance is tracked via rostering practices and can be easily accessible. Staff are encouraged to use the HR management app (Workday) provided to log on and off shifts.

University contractors also check in at the Property building on every visit to Campus.

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

Service NSW QR code is mandatory for all staff, patrons, visitors and contractors.

Service NSW QR code available in multiple locations at Centre entrance and foyer.

Reception staff will be monitoring and checking phones for the green tick logo to confirm patrons are correctly checked in to the Centre.

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

Unique Service NSW business online form will be used when the QR code is not applicable, for example if the patron does not have a smartphone.

Customer will be advised that their details are stored securely with Service NSW and will only be used for contact tracing in the event of a confirmed case at the Centre.

All contact details are stored for contact tracing purposes and securely stored in accordance with the NSW Government recommendation and to comply with the NSW Privacy and Personal Information Protection Act 1998 (PPIPA) and Health Records and Information Privacy Act 2002 (HRIPA).

All information is kept for at least 28 days.

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

COVID-19 Safety Plans specific to the swimming pools area and Crunch Café have been completed in conjunction with this COVID Safety Plan.

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

Yes