Your COVID-19 Safety Plan

Indoor gyms

Business details

<table>
<thead>
<tr>
<th>Business name</th>
<th>Macquarie University Sport &amp; Aquatic Centre</th>
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<tbody>
<tr>
<td>Business location (town, suburb or postcode)</td>
<td>North Ryde</td>
</tr>
<tr>
<td>Completed by</td>
<td>Fiona Bulbrook, Julia Powl and Bruno Toppini</td>
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<td>Email address</td>
<td><a href="mailto:bruno.toppini@mq.edu.au">bruno.toppini@mq.edu.au</a></td>
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<tr>
<td>Effective date</td>
<td>15 January 2021</td>
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<td>Date completed</td>
<td>19 January 2021</td>
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Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Staff who are unwell are advised to not attend MUSAC and are requested to stay at home. If staff have respiratory symptoms or fever, they will be asked to 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.

COVID Safe ‘Terms and Conditions’ of entry require members, and non-members at the point of entry agreeing to not attend MUSAC if feeling unwell. Participants who are
unwell are required to cancel their class/not come into the Centre.

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.

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
- Play By The Rules COVID-19 awareness online mini-course made compulsory
- Macquarie University COVID Safe plan available and communicated to staff
- Gym floor staff must wear a mask when on shift (Except for Personal Training with clients)
- Group fitness instructors advised to wear a mask to and from the studio (not when teaching)
- Staff reinduction information sheet to be acknowledged prior to every shift

Ongoing communication to members reminding them of procedures in place and their adherence to the new COVIDSafe ‘Terms and Conditions’ of entry. This information is also relayed throughout the day using the PA system.

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

All staff have been advised of the U@MQ leave policy for COVID-19 related absences in accordance with policies as published on the Integrated Management System.

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

COVIDSafe ‘Terms and Conditions’ of entry are displayed at the point of entry to MUSAC. The COVID Safe ‘Terms and Conditions’ have been published on the website, social media platforms and physical and electronic signage around the Centre.

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

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

COVID-19 Safety Plans specific to programs and other areas of the centre as well as Crunch Café have been completed in conjunction with this document.

If there are more than 25 patrons at the gym, a staff member must be assigned 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 Safe Hygiene Marshal/s must always be present when there are more than 25 patrons at the gym.

Designated and clearly identifiable COVID-19 Safe Hygiene Marshal, wearing a fluoro vest, has been assigned to be on gym floor during operating hours.

The COVID-19 Safe Hygiene Marshal is responsible for ensuring cleaning and hygiene procedures are carried out as well as social distancing and monitoring of health club attendance numbers tracked and recorded electronically via the JOLT checklist.

Checklist completed hourly to ensure accurate record keeping.

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**Physical distancing**

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

All areas of the Health Club and group fitness studios have been measured to determine total Health Club area of 1.054m², Poolside Studio 189m², Courtyard Studio 84m², Lifestyle Studio 121m². Pool space for Aqua Classes is limited to 135m².

All spaces are under physical capacity numbers based on the 4sqm rule for the area/space available.

Health Club capacity is self-limited to 150 people, which is under the 4sqm rule based on
the total area available (including courtyard and outdoor lifting area). This is monitored hourly by the COVID-19 Safe Hygiene Marshal.

Ensure gym or recreation classes or sport activities have no more than 30 participants in Greater Sydney or 50 participants outside of Greater Sydney, including 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.

*Note: ‘Greater Sydney’ means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.*

All group Fitness Studios are limited to the following capacity number of people per class (excluding 1 instructor) and follow the 1.5m physical distancing rule and 4sqm metre rule.

- Poolside Studio: 29 people per class
- Courtyard Studio: 20 people per spin class and 15 pax for other classes
- Lifestyle Studio: 25 people per class
- Pool space: 25 people per Aqua class across 3 x 25m lanes

Participation numbers are capped via online booking system. We will not conduct multiple classes in a room therefore not exceeding capacity numbers.

Instructor counts attendance and checks individual tickets before commencing classes to ensure numbers are kept under the specified capacity numbers per room.

Floor markings are placed throughout Group Fitness studios to help with guiding patrons maintain 1.5m physical distance.

Group Fitness instructors provides verbal COVIDSafe directions to patrons at the beginning of each class.

Ensure 1.5m physical distancing where possible, including:

- at points of mixing or queuing such as bars, toilets and entrance and exit points
- between seated groups
- between staff.

Signage placed around the health club and studios to remind patrons to maintain a
minimum of 1.5m apart from each other when waiting for equipment or small group training class on the gym floor area.

Floor markings placed in the studios to guide participants maintain 1.5m physical distance during classes.

Apart from gym goers waiting to use equipment, or a class to start, there are no spectators.

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

Zumba and other high intensity aerobic class participants have more than the required 4sqm per person of floor space.

Classes are held in rooms where there is adequate active and passive ventilation and high ceiling.

Participants are required to bring their own floor mats and towels.

Cleaning sanitising wipes are provided for staff and participants to clean equipment before and after class.

No partnered dancing classes are held.

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

Health club equipment have been made unavailable in the cardio area to ensure physical distancing.

Signage placed on equipment to remind people to allow for physical distance if a machine nearby is in use.

Every second cardio machine has been turned off to ensure physical distancing.
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

Signage placed for each area/room with new adjusted capacity numbers and reinforce physical distancing requirements based on the 4sqm rule.

- Shower facilities available with physical distancing measures applied.

- Sanitising wipes provided near lockers and signage placed for patrons to clean before and after use. Contractor cleaners conduct regular clean of lockers and high touch surface areas in the change rooms with University approved and supplied cleaning product.

- Duty Manager checks area/room capacity via regular JOLT checklist.

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

As per T&C’s, patrons are strongly encouraged to shower/change at home where possible and advised to follow the ‘Get in, train and get out’ recommendation from AIS framework for rebooting sport.

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

Floor markings placed throughout the Centre to guide and remind staff and patrons of physical distancing.

Self-imposed capacity numbers in place for specific areas of the Centre to avoid crowding.

Group Fitness timetable adjusted to allow for changeover and adequate physical distancing.

Regular NSW Health PA announcements reminding of physical distancing rules are broadcasted throughout the centre daily.

Duty Manager, gym floor COVID-19 Safe Hygiene Marshal and other centre staff monitor and ensure physical distancing is adhered to at all times.

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

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

Crunch Café has a COVID Safety plan in place to manage gathering around the indoor and outdoor café seating area. Signage are placed in and around the reception and café area.

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

Where possible, staff meetings and training sessions held through Zoom and other online platforms.

Where face to face training and/or meetings are required room capacity numbers and physical distancing rules will be followed. Records are kept of all training attendance.

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

Contractors advised on protocols for delivery of goods to the Centre. The Duty Manager is the designated staff member to accept deliveries to minimise the number of people interacting with contractors. Contractors are required to sign in upon arrival and follow the Duty Managers direction in line with COVID Safety Plan.

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**Hygiene and cleaning**

**Adopt good hand hygiene practices.**

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

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

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

Sanitising wipes and hand sanitiser stations are located throughout the centre and in strategic locations such as Health Club and Group Fitness Studios and office areas.
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.

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

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

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

COVID Safe ‘Terms and Conditions' of entry states:

- There is a strict ‘no towel, no train' policy. Entry will be refused if you do not have a towel.
- Bring your own floor mat when attending Group Exercise classes.
- Please arrive with only the essentials including a towel and water bottle.
- Water bottles are available to be purchase via vending machines. Do not share water with anyone.

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.

Staff and university provided contract cleaners conduct regular cleaning of identified frequently touched surfaces throughout the Centre, Children's play area has been closed.

University supplied hospital grade disinfectant wipes and spray is used for cleaning of frequently touched areas and surfaces tracked via the JOLT checklist.

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

Studies used for high intensity cardio classes are cleaned using University supplied hospital grade disinfectant wipes and spray after each use.

Sanitising wipes provided for patrons to clean designated floor space and equipment before and after use.

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

Equipment is not shared during group fitness classes.

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

Gym floor designated COVID-19 Safe Marshal monitors gym cleaning procedures and conducts regular cleaning of equipment with University supplied hospital grade disinfectant.

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

Sanitising cleaning wipes made available for patrons in multiple locations throughout the individual areas. Disposable gloves are accessible upon request from a staff member.

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

Sanitising cleaning wipes made available for patrons in multiple locations throughout the gym and group fitness studios.

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

COVID-19 Safe Marshal monitors gym cleaning procedures and conducts regular cleaning of equipment with University supplied hospital grade disinfectant.

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

University supplied hospital grade disinfectant used in accordance with manufacturer’s instructions. Staff trained to Safe Work Australia guidelines.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

All staff have been instructed in COVIDSafe training to wear gloves when conducting supplementary leaning and wash hands immediately afterwards.

University contract cleaners wear gloves when conducting cleaning.
Encourage contactless payment options.

Cash transactions are accepted however contactless transactions are preferred and encouraged.

Hand sanitiser and gloves are available to all staff and patrons.

Multi-visit passes and memberships can be purchased online to facilitate contactless transactions.

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

Windows and doors are kept open as much as practically possible. HVAC system performance is monitored regularly via BMS system and maintained through the University Property team who conducts regular preventative maintenance, including replacement of air filters as required.

Record keeping

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. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

LINKS Point of Sales system stores member’s key contact information and attendance records upon entry to the facility. These include name, number, email, and entry time.

All staff, members, visitors and contractors sign in via the Service NSW QR code. Staff also use biometric reader to log for all shifts. All above information is kept for a minimum
of 28 days.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

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).

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.

All staff, members, visitors and contractors are encouraged to sign out via the Service NSW QR code provided. Staff also use biometric reader to log on and off all shifts.

Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.

Staff and visitors are made aware of the COVIDSafe app and its benefits via periodic member / staff communiques from Centre Management.

NSW Health PA announcements are broadcasted regularly and displayed on screens throughout the centre.

The occupier of an indoor gym must register their business through nsw.gov.au.

Macquarie University Fitness and Aquatic Centre has been registered as a COVID Safe business with the NSW Health department.

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.

Macquarie University COVID taskforce is notified immediately if a positive COVID case is confirmed to be traced back to MUSAC, who in turn will cooperate with NSW Health in relation to contact tracing procedures.

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