

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



Your COVID-19 Safety Plan

Swimming pools (including spa pools, saunas and steam rooms)

Business details

Business name	BLacktown Aquatic Centre
Business location (town, suburb or postcode)	Blacktown
Completed by	Kathryn Rieksen
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Effective date	7 December 2020
Date completed	5 January 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Blacktown City Council has a COVID-19 Situational Response Plan for staff to follow. Signage is displayed at the entrance of the facility for visitor information. Information is sent to centre members and information on BAC website. COVID-19 Safe Hygiene Marshal and Staff monitor people while on site. Signage displayed advising that persons who are unwell or displaying flu like symptoms will be refused entry into the facility. Staff to stay home if unwell, and to advise members of the same when on site. Include "stay at home if sick" requirements in email communications to centre members

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

Blacktown City Council circulars distributed to staff with all respective information. Toolbox talk completed with Staff. Staff trained on all COVID-19 related requirements including physical distancing, cleaning requirements, and how to manage a sick visitor. A COVID 19 Hygiene Marshall has been appointed at the centre during all operational hours. The Gymnasium and Centre COVID-19 Safe Hygiene Marshall will ensure that all COVID cleaning checklists are being followed as well as monitor the use of hand sanitiser by all patrons as well as social distancing requirements.

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

Should a staff member become sick, they will be advised of the requirement to stay away from the venue, and that they will be required to be tested for COVID-19 and provide clearance confirmation (should they present any symptoms) before returning to work.

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

Conditions of entry are at reception and seated waiting area (TV slide). These are also on the website, and the BAC Facebook page. Maximum number of people in centre areas is displayed in each area.

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.

Each centre area/program has a separate COVID-19 Safety Plan. Swimming pool, kiosk, reception, learn to swim, Creche have registered Safety Plans. A COVID-19 Safe Hygiene Marshal has been appointed at the centre during all operational hours. The COVID-19 Safe Hygiene Marshall will ensure that all COVID cleaning checklists are being completed. All customer and people on site details are captured using the NSW Government QR code, electronic point of sale system or data entered into a electronic spreadsheet

Physical Distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff).

In Greater Sydney, indoor areas must not exceed one person per 4 square metres of publicly accessible space. Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

All sessions booked online, over the phone or in person. Reception to check customers against booking at entry. Venue staff to monitor compliance with social distancing to ensure visitors only use space they have booked and leave the premises when booking is complete.

All indoor areas comply with the 4 sqm rule. Maximum numbers are assigned to the electronic bookings system so overbooking of spaces can not occur.

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **in saunas and spas**
- **between seated groups**
- **between staff.**

Markers placed on the floor in reception area, queuing areas, seating on grandstands in the stadium, indoor and outdoor pools.

Staff appropriately spaced in all working areas

Removable seating placed at least 1.5m apart when in use.

Staff are required to wear facemasks whilst in public areas of the centres unless they are sitting behind a sneeze screen, instructing gym classes or teaching in the water.

Steam rooms are higher risk and should have no more than 20 people inside at any one time or one person per 4 square metres, whichever is the lesser. Clean steam rooms with a detergent and disinfectant several times per day, should the facility choose to open them for use.

NA

Ensure communal facilities such as showers, change rooms and lockers have

strategies in place to reduce crowding and promote physical distancing.

Communal changerooms open and limited to a maximum of 1 person per 4sqm
Customers encouraged to change and shower at home

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

Customers advised to be prepared for their session prior to entering. All new session participants to make their way to the waiting area for their session to commence. Staff are to direct customers to their sessions once the previous session has been vacated. Customers are to follow the flow of foot traffic around the centre. Customer booked into session advised of when their session ends and are to report to reception if they wish to extend into the next session

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

Markers placed on the floor in reception area, seating on grandstands in the stadium, indoor and outdoor pools.

Staff appropriately spaced in all working areas

Removable seating placed at least 1.5m apart when in use

Space available to queue outside the venue if reception area reaches 4sqm capacity

Customers encouraged not to arrive early or to remain in their vehicles until 5 minutes before their session booking

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

Space available to queue outside the venue if reception area reaches 4sqm capacity

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

Microsoft teams in place for meetings across multiple venues. Social distancing adhered to for onsite meetings

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

Deliveries for chemicals are delivered at the back. Name to be given and no signatures are to be use on devices or slips. Social distancing maintained at all times. Invoices are emailed to staff.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand washing facilities available to the public visitors and staff. Signs posted demonstrating good hygiene practices. Disposable gloves to be used when cleaning

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

Hand sanitising stations located at the reception entrance and pool hall entrance. Signage displayed throughout the centre and change rooms on how to wash hands.

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.

Throughout the day staff will complete hourly change room checks and disinfect areas including sinks, showers and toilets. Contract cleaners complete clean of areas and replenish hand soap nightly. Signage displayed on how to wash hands.

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.

Cleaning schedule implemented and completed throughout the day. Contract cleaners complete nightly clean of all areas.

Clean steam rooms with a detergent and disinfectant several times per day, should the facility choose to open them for use.

NA

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

No sharing of equipment promoted where possible. Any shared equipment at the end of all sessions is routinely cleaned to comply with cleaning schedule and recorded.

Maintain proper disinfectant levels and pH of pools and spas.

Regular pool testing every 3 hours and make sure compliant with NSW Health

Guidelines.

Monthly independent water testing in place.

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

Adjust and maintain pool chemical levels as per NSW health guidelines. Cleaning substances and disinfectants used as per manufactures guidelines. SDS available for staff on how to use a substance

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

Staff to wear gloves when cleaning dispose of after each use and wash hands thoroughly with soap and water.

Encourage contactless payment options.

Online bookings in place. Eftpos payments encouraged and over the phone payment

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).

The indoor pool hall bi-fold doors are open where possible to increase ventilation. Air conditioning and electronic air ventilation systems are operational.

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. 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.

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

All visits are recorded via our Links booking system, NSW Government QR code or for customers/visitors who sign a paper copy their details are recorded electronically.

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 records are kept confidential and secure.

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

All staff and members are encouraged to download the COVID-19 safe app.

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.

Yes, I agree.

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

Yes