

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

Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Pilates Cartel Pty Ltd
Business location (town, suburb or postcode)	Toukley
Select your business type	
Indoor recreation facilities (yoga, pilates, dance studios)	
Completed by	KATE SCOULLER
Email address	pilatescartel@gmail.com
Effective date	11 October 2021
Date completed	7 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

ALL CLIENTS HAVE BEEN NOTIFIED BY EMAIL ABOUT THE RULES AROUND NOT ATTENDING IF THEY HAVE ANY SICKNESS SYMPTOMS.

A SIGN IS ON THE DOOR STATING THIS.

ALL STAFF HAVE BEEN NOTIFIED THAT UNWELL CLIENTS ARE NOT ALLOWED ONTO THE PREMISES, THEY HAVE ALSO BEEN NOTIFIED THAT THEY MUST ALERT MYSELF IF THEY'RE SICK AND CAN'T WORK.

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

ALL STAFF HAVE BEEN SENT POLICIES ON COVID 19 AS PER THE GOVERNMENT RULES. ALL STAFF ARE VACCINATED, ALL STAFF KNOW TO WEAR MASKS 100% OF THE TIME AND ALL STAFF HAVE BEEN MADE AWARE OF OUR CLEANING PROTOCOL BY EMAIL

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

Agree

Yes

Tell us how you will do this

AS PER NSW GOVT. RULES, ALL LEGAL REQUIREMENT FOR ENTRY ARE POSTED ON THE ENTRY DOORS TO OUR STUDIO.

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, 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: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.

Agree

Yes

Tell us how you will do this

ALL CLIENTS WILL BE ASKED FOR VAXX STATUS AND IT WILL BE MARKED AGAINST THEIR NAME ON OUR DATABASE. ALL STAFF HAVE A VIDEO SHOWING HOW TO DO THIS.

ALL STAFF HAVE BEEN REQUIRED TO CONFIRM THEIR VAXX STATUS WITH DOCUMENTATION.

VAXX REQUIREMENT POSTERS WILL BE ERECTED.

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: Gym and dance classes must not exceed 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

WE HAVE 106 SQUARE METRES OF SPACE AND WE HAVE MAXIMUM 10 PEOPLE IN A CLASS PLUS AN INSTRUCTOR SO WE HAVR AMPLE SPACE. ALL EQUIPMENT IS SPACED WITH 1.5 METRES BETWEEN THEM. NO EQUIPMENT IS SHARED.

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

ONLY ONE CLASS WILL BE IN THE STUDIO AT A TIME, THE SECOND CLASS WILL WAIT OUTSIDE SOCIALLY DISTANCED ON THE FOOTPATH AS MARKED

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

WE ONLY HAVE ONE TOILET/CHANGEROOM ONLY ONE PERSON WILL BE IN THERE AT A TIME

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

Agree

Yes

Tell us how you will do this

ALL CLIENTS ARE ASKED TO DISPERSE QUICKLY AFTER CLASS AND STAY SOCIALLY DISTANCED

Singing by audiences is not allowed in indoor areas.

Dancing is not allowed in indoor areas except for dance classes, where no more than 20 people are permitted to dance.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

THIS DOES NOT APPLY TO US

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

AIRCONS ARE CLEANED AND FACED AWAY FROM CLIENTS, FANS ARE FACED UPWARDS AND CLEAN, BACK DOOR WILL BE OPEN FOR FRESH CIRCULATING AIR

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

NOT APPLICABLE TO US

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

Agree

Yes

Tell us how you will do this

OUR DOOR WILL BE OPEN

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

AIRCON WILL BE USED ON THE LEAST RECIRCULATING SETTING

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

FILTERS ON AIRCON ARE CLEAN

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

WE WILL READ INTO THIS

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, unless they are participating in an indoor gym class or dance class

Agree

Yes

Tell us how you will do this

ALL PERSONS INSIDE WILL BE WEARING A MASK

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

Agree

Yes

Tell us how you will do this

SANITISER IS AT THE FRONT DESK FOR ENTRY AND THEN ONE AT EVERY MACHINE. PEOPLE ARE ASKED TO SANITISE BEFORE THEY CHECK IN THEN AT THEIR MACHINE AND THEN AFTER THE WORKOUT BEFORE THEY CLEAN THEIR MACHINES

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

Agree

Yes

Tell us how you will do this

DONE

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

EACH MACHINE GETS CLEANED AFTER EVERY CLASS, ALL SURFACES ARE WIPED DAILY, TOILETS ARE CLEANED DAILY. EACH MACHINE HAS IT'S OWN SANITISER, SPRAY BOTTLE AND A CLEAN CLOTH IS GIVEN TO EVERY CLIENT TO CLEAN THEIR MACHINES IN EVERY CLASS

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

THE QR CODE WILL BE ON OUR FRONT DOOR AND IS A CONDITION OF ENTRY

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

STAFF WILL CHECK FOR GREEN TICKS AND CHECK IN BEFORE EACH CLASS.

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

EACH CLIENT IS CHECKED IN ON OUR BOOKING SYSTEM WHEN THEY ARRIVE, AND THE STAFF PERSONS NAME IS LISTED UNDER THE CLASSES THEY ARE TEACHING. WE ALSO HAVE CAMERAS THAT RECORD ALL ENTRIES AND EXITS

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

EACH CLIENT IS CHECKED IN ON OUR BOOKING SYSTEM WHEN THEY ARRIVE AS WELL AS QR AND IF THE CAN'T USE QR

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

Yes