

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



Your COVID-19 Safety Plan

Indoor recreation, yoga, pilates and dance studios, martial arts training facilities

Business details

Business name	Synchronised Movement
Business location (town, suburb or postcode)	2087
Completed by	Sheridan Nuss
Email address	synchronisedmovement@gmail.com
Effective date	21 December 2020
Date completed	29 December 2020

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

I am a sole trader with no staff. If anybody attends a class feeling unwell, they will be asked to go back home and away from other people.

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

I am a sole trader and do not employ any staff or volunteers. I will keep up to date on

COVID training and will be tested when feeling any symptoms. I will practice social distancing, wear a mask when required and will handle sick visitors by sending them home, and keeping my distance from them.

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

I do not have any staff.

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

Conditions of entry will be displayed at the entrance which will be visual to all incoming visitors upon their entry. A poster will be obtained from NSW.gov.au

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.

There will only be one point of entry, where people will be required to scan QR code and/or complete 'record of visitors at premises' form.

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.

N/A. There will not be more than 25 people per class.

Physical Distancing

Ensure the number of people in a facility does not exceed one person per 4 square

metres of publicly accessible space in Greater Sydney and one per 2 square metres in other regions (excluding staff). Children count towards the capacity limit.

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

Class numbers will be kept within the one person per 4 square metres of publicly accessible space rule. Class numbers will be reduced to comply with this rule. Mats will be placed on the floor in accordance with this rule.

Support 1.5m physical distancing where practical, including:

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

The 1.5m physical distancing rule will be adhered to before the classes commence, during the class and after departure.

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**

N/A. Pilates or Yoga is not high energy dance. Attendees will be positioned appropriately and so if anybody should perspire (particularly during summer) they will not come into contact with anybody else. Attendees do not partner up with anyone.

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

Communal showers, change rooms and lockers are not required. Attendees come clothed in their attire.

Where practical, stagger the use of communal facilities. Strongly encourage visitors

to shower/change at home where possible.

The use of toilets are staggered. Showers are not required as attendees do not get hot and sweaty.

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

Physical distancing will be enforced before, during and after all classes. Mats will be positioned on the floor to enforce physical distancing guidelines set out by the NSW government. Class numbers will be reduced to avoid overcrowding the room.

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

All attendees have been asked not to gather, hug, kiss, mingle or socialise outside the premises. They have also been asked not to arrive earlier than is required to avoid such gatherings.

Social distancing will be asked of all attendees before, during and after classes.

Use telephone or video platforms for essential staff meetings where practical. Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

I do not employ any staff and do not hold staff meetings. If total shutdown comes into effect, I can continue classes via Zoom.

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

Infrequent deliveries are made to my home address only and are instructed to leave at front door.

Hygiene and cleaning

Adopt good hand hygiene practices.

All attendees are requested to wash hands before and after classes.

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

Hand sanitiser is accessible upon entry of all attendees into the hall. It is also available at the main entrance of the building.

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.

Hand soap and dryer is available and well stocked in the hall facilities.

Encourage visitors to bring their own water bottles, sweat towels and equipment.

All attendees bring their own water bottles and towels for personal use.

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.

The hall facilities are kept clean. Attendees do not have to touch any surfaces other than the floor they are laying on.

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

N/A. Pilates or Yoga is not high intensity cardio work. Individuals will be asked to wipe down their mats with disinfectant after use.

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

During COVID, props will not be used unless they are thoroughly washed/wiped down with disinfectant after usage.

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

Disinfectant and wipes are available for all attendees to wipe down floor, surrounding wall or their mats.

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

Labels of disinfectant are read and adhered to in relation to diluting and making up cleaning solutions.

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

I wash my hands before and after every class. I will not attempt to touch any of the attendees to adjust their bodies instead will talk them through correct positioning for different exercises.

Encourage contactless payment options.

Paying for multiple classes in advance reduces any exchange of cash. EFT is also available.

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 door can be left open to increase ventilation in the room. I operate from Council's community centres which have been temporarily closed down.

Record keeping

Keep a record of the name, contact number and entry time for all staff, volunteers, participants, 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.

I will apply for an iOS and Android QR code to be used. I will also have available a manual 'record of visitors at premises' form for those without a smart phone (provided by the NSW government) for every class. Recorded information will be kept indefinitely until advised otherwise. It will also be made available when requested from authorised personnel.

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

I will ensure that all COVID-19 contact tracing records will be collected and stored confidentially and securely. Everyone's privacy will be protected. I will review the customer record keeping page of [NSW.gov.au](https://nsw.gov.au) to ensure I am across everything.

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

N/A. I do not employ any staff.

Indoor recreation facilities should consider registering their business through nsw.gov.au.

I will register my business with nsw.gov.au.

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.

I will co-operate with NSW Health if contacted re positive COVID cases and will notify SafeWork NSW on 13.10.50.

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

Yes