

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Sydney Olympic Park Aquatic Centre
Business location (town, suburb or postcode)	Sydney Olympic Park
Select your business type	
Swimming pools, saunas and spas	
Completed by	Peter Stewart
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Effective date	8 November 2021
Date completed	8 November 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

1. COVID-19 on-line induction and infection control training provided to staff.
2. COVID-19 conditions of entry and venue hire conditions of use in place for visitors, volunteers, patrons and clients.

3. Contractors agree to screening questions prior.
4. COVID COE Signage displayed throughout the venue and upon all entry points to the venue.
5. Venue Hirers must provide COVID-19 Safety Plan and agree to venue conditions of use prior to bookings being confirmed.
6. Screening questions asked of staff using internal rostering system.

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

1. COVID-19 Online induction and infection control training provided to staff to complete prior to returning to work or upon new engagement.
2. Emergency Management Plan updated to include COVID-19 critical incident response procedures.
3. DPIE intranet available for staff to access which provides all latest updates provided by NSW Gov and NSW Health.
4. DPIE mandatory COVID and WHS online induction video conducted by all staff.
5. COVID-19 venue signage displayed throughout the venue.
6. Website and Social Media platform communication to patrons, clients and visitors.
7. Venue operational risk assessment completed and includes requirements for cleaning, use of PPE and further risk assessments.
8. PPE issued to staff upon return to work and stock maintained and made available for staff in all work areas.

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

1. Venue social media platforms and website have been updated to display COVID-19 conditions of use and updated conditions of entry displaying vaccination requirements.
2. COVID COE Signage displayed throughout the venue and upon all entry points to the venue.

3. Venue video advertising on internal video screens.
4. Venue PA safety announcements made throughout operating hours.
5. Venue Hirers/Groups provided venue COVID COE to agree prior to confirming bookings.

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.

Agree

Yes

Tell us how you will do this

1. Clear signage displayed at all venue access points.
2. All staff, patrons, contractors, volunteers must QR code in and be either fully vaccinated or exempt prior to entering the venue.
3. Customer Service staff have been trained on how to visible check proof of COVID-19 vaccination status.
4. Venue access cards for members and elite athletes have been programmed to not allow access until proof of COVID-19 vaccination status has been confirmed.
5. General admission for lap swimming only, outside of event times.
6. Contractors provided and agreed to COVID COE including being fully vaccinated to attend site.
7. Venue tenants must agree to COVID COE including being fully vaccinated before attending site

Physical distancing

Capacity must not exceed one person per 2 square metres of space 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.

Agree

Yes

Tell us how you will do this

1. Staff trained to monitor social distancing during shifts.
2. Signage displayed throughout venue encouraging physical distancing and outlining capacity numbers in relevant areas/rooms.
3. No general admission during event times.
4. Non-general entry patrons access via swipe access control and/or bookings system. Vaccination status must be confirmed on file or verified by staff prior access.
5. Staff monitor via CCTV when required and via people counting camera system.
6. Staff allocated to entry area of venue to monitor entry of patrons.
7. Leisure pools currently closed
8. Groups must be booked and verified upon entry

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

1. Staff trained to monitor social distancing during shifts.
2. Staff monitor via CCTV when required.
3. Venue advertising on internal video screens.
4. Venue PA Announcements made throughout operating hours.
5. Signage throughout venue including floor signage at possible queuing points.
6. Leisure side of the facility including Steam, Sauna and Spas remain closed due to capital construction work upgrades until Feb 22.
7. Signage displayed throughout venue outlining pax numbers in relevant areas.
8. Staff allocated to entry area of venue to monitor entry of patrons.

9. Groups must be booked and verified upon entry

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

1. Staff trained to monitor social distancing during shifts.
2. Venue advertising on internal video screens.
3. Venue PA Announcements made throughout operating hours.
4. Signage throughout venue including change rooms and communal areas.
6. Leisure side of the facility including Steam, Sauna and Spas remain closed due to capital construction work upgrades until Feb 22.
7. Signage displayed throughout venue outlining pax numbers in relevant areas.
8. Concierge staff allocated to locker area during peak visitation times.
9. No general admission during event times.

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

Agree

Yes

Tell us how you will do this

1. Venue Chief Wardens have been trained to coordinate with SOPA rangers to remove/communicate move on orders for any large gatherings that may occur.
 2. Queuing systems and signage in place outside entry to the venue.
 3. Customer Service staff rostered to monitor patron entry at all operating times.
 4. Leisure side of the facility including Steam, Sauna and Spas remain closed due to capital construction work upgrades until Feb 22.
 5. Non-general entry patrons access via swipe access control and/or bookings system.
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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

1. Main pool halls have expansive roof space to allow for adequate air flow and venue has frequently opening perimeter doors providing good levels of outside air flow through the venue.
2. HVAC system is maintained and operated to Australian Standards
3. Leisure side of the facility including Steam, Sauna and Spas remain closed due to capital construction work upgrades until Feb 22.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Squad programs and gym classes have ability to use outdoor areas for warm up or classes, weather dependent.

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

Agree

Yes

Tell us how you will do this

1. Main pool halls have expansive roof space to allow for adequate air flow and venue has frequently opening perimeter doors providing good levels of outside air flow through the venue.
2. HVAC system is maintained and operated to Australian Standards.
3. Staff are trained in opening/closing perimeter doors should it be required.

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

1. Main pool halls have expansive roof space to allow for adequate air flow and venue has frequently opening perimeter doors providing good levels of outside air flow through the venue.
2. HVAC system is maintained and operated to Australian Standards
3. HVAC system can be adjusted at anytime by trained venue staff to increase mechanical ventilation.
4. Facilities Management staff monitoring HVAC system and trained to adjust where required

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

Service agreement is in place with HVAC specialists.

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

1. Service agreement is in place with HVAC specialists.
 2. Facilities Management staff monitoring HVAC system and trained to adjust where required
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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

1. COVID-19 PPE available for all staff.
2. Communication and training provided to staff.
3. Venue signage displaying face masks must be worn indoors.
4. Signage displayed in gym areas regarding mask rules.

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

Agree

Yes

Tell us how you will do this

1. Hand sanitation systems have been installed at numerous locations throughout the venue as per venue COVID-19 Risk Assessment and Risk management plan.
2. Hand wash signage displayed throughout the venue and in change room areas.
3. All staff must complete COVID-19 on-line inductions prior to working.
4. Venue internal video screen advertising.
5. PA safety announcements made throughout operating hours.
6. Cleaning contract in place with cleaners regularly checking and replenishing hand sanitiser stations.

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

Agree

Yes

Tell us how you will do this

1. Cleaning contractor staff have COVID-19 cleaning strategy plan for venue cleaning.

2. Contract cleaners maintain stock and ensure cleaning as per daily inspection checklists and COVID-19 cleaning plans.
3. Safety signage displayed in all change room areas.

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

1. Cleaning contractor staff have COVID-19 cleaning strategy plan for venue cleaning.
 2. Contract cleaners maintain stock and ensure cleaning as per daily inspection checklists and COVID-19 cleaning plans.
 3. Staff trained in use of cleaning and PPE to spot sanitise common touch point items within various areas of venue.
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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

1. NSW GOV QR code scanning requirements in place at all entry points for all persons who enter site, including staff, volunteers, visitors and contractors.
2. Leisure side of the facility including Steam, Sauna and Spas remain closed due to

capital construction work upgrades until Feb 22.

3. Venue hirers required to have Covid Safety Plan to include tracking of participants.

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

1. QR code and COE signage clearly displayed at entry points.
2. Staff trained to check for green tick and current vaccination status prior to opening entry gates.
3. Venue access cards for members and elite athletes have been programmed to not allow access until proof of COVID-19 vaccination status has been confirmed.

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

1. Front of House staff are trained to manually enter customer/visitor info directly into Service NSW online business check in form or scan customer/visitor personal QR code card

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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

1. Gym members can only access gym areas after QR coding in on entry. No additional requirements required at this stage of reopening.
2. Gym members visits to gym areas tracked through scanning customer RFID band with information available in Venue CRM system

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

Yes