

**> 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	Make Believers
Business location (town, suburb or postcode)	Byron Bay
Completed by	Samuel Jackson
Email address	sam@makebelievers.com.au
Effective date	12 February 2021
Date completed	25 March 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Staff will not attend if feeling unwell and parents/carers will be notified that the session is cancelled. Upon booking, all customers will receive a welcome email that also states that if they or their child are feeling unwell, not to attend.

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.

All staff members have received COVID-19 training in their positions as school teachers, and maintain up-to-date information on the management of risk in this area.

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

N/A

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

Upon entry there will be a sanitising station set up, which also includes a poster detailing the conditions of entry. These are also on the FAQ section of our website.

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.

We will be recording attendance at all workshops/classes.

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

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). Children count towards the

capacity limit.

The space is large enough to accommodate more than the 2 people per 2 square metres and class numbers are capped.

Ensure 1.5m physical distancing where possible, including:

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

Teachers will ensure that all participants maintain social distancing where possible.

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**

Additional physical distancing measures will be in place for any activities that are high energy. Classes are held in a large space and ventilation will be managed by staff.

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

N/A

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

N/A

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

Additional staff member will be present to manage anyone waiting to enter and to reduce crowding.

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

Additional staff member will be present to manage any gatherings that may occur.

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.

N/A

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

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

Sanitiser available and used by everyone upon entry.

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

Yes.

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.

School's responsibility/already in place.

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

All participants are emailed a list of things to bring, including water bottles.

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.

Any equipment used will be cleaned between sessions, cleaning will be done by school as per usual.

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

N/A

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

Sharing of equipment will be reduced/eliminated wherever possible.

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

Yes.

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

N/A

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

Part of staff protocols.

Encourage contactless payment options.

Payments can be made via direct deposit.

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).

Doors will remain open for all sessions.

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.

Booking form has all of the required details.

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](https://www.nsw.gov.au)

Yes these are stored securely.

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

Staff are aware of this.

Indoor recreation facilities should consider registering their business through [nsw.gov.au](https://www.nsw.gov.au).

This has been completed.

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

Yes