

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

| | |
|--|--|
| Business name | World Goju Ryu Karate Do Academy (NSW) |
| Business location (town, suburb or postcode) | 52 Ida Street, Hornsby NSW 2077 (Hornsby North Public School Hall) |
| Select your business type | |
| Martial arts training facility | |
| Completed by | Phillip Chin Quan (Chief Instructor) |
| Email address | phillip@hornsbykarate.com |
| Effective date | 11 October 2021 |
| Date completed | 11 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

Contact every student by Text to confirm that: No person should attend this class if they have any of the following:

- Close Contact with confirmed Covid-19 case in the last 14 days.
- Travelled to Australia from overseas or has been in close contact with someone who has arrived in Australia in the past 14 days
- Has Covid-19 symptoms: fever or acute respiratory infection (eg. shortness of breath or cough) with or without fever.

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

Provide regular advice as updated.

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

QR Code on entry, Proof of Vaccination Certificate or Certified Medical Exemption, Temperature checks, use of Sanitizer/Disinfectant . Text notifications of requirements, Maximum class to not exceed 20 and maximum in Hall of 50.

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

Post QR Code on Entry, Posters outlining vaccination requirements, Proof of COVID-19 vaccination status, Temperature checks on entry.

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

Complied with - Maximum class to not exceed 20 and maximum in Hall of 50.

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

Complied with - Maximum class not to exceed 20 and maximum in Hall of 50.

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

Only 2 persons allowed in Change room at a time. Door to be closed and capacity stated on front of Change room door. Spectators and visitors will comply with 1.5m physical distancing, through staggered seating.

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

Agree

Yes

Tell us how you will do this

Junior students to be accompanied to and from class by carers/parents to awaiting vehicles, outside of School grounds.

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

Does not apply.

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

Opening of 3 Hall entry twin doors, use of multiple overhead ceiling fans

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Can utilise outside Quadrangle (Covered with Tarpaulin), if necessary .Students can wear footwear (Concrete surface)

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

Agree

Yes

Tell us how you will do this

Opening of 3 Hall entry twin doors, opening of windows.

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

Opening of Hall doors, operate multiple ceiling fans.

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

Maintained by School

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

Maintained by School.

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

As per current NSW Health Orders (COVID-19 m Rules).

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

Agree

Yes

Tell us how you will do this

Students to use hand sanitizer/disinfectant wipes, as provided. Wash hands properly.

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

Agree

Yes

Tell us how you will do this

School to arrange, regular cleaning of toilet/change room facilities. Stocking up on paper towels and soap/sanitiser dispensers.

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

Students to wipe/spray with disinfectant, all frequent touch surfaces eg. door handles, switches ,equipment used or seats.Wash hands after cleaning.

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

QR code on Entry by adult students or by parents of Juniors for training. Available QR Code also available in class, when students sign - in book, for class attendance

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

Visual check of QR code entry, by teaching staff, confirming check-in.

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

Using Sign-in Attendance book, contact details can be recorded in a spreadsheet by Instructor for required training attendance/times/date etc.

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

Not applicable. Sole venue , via QR code entry.

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

Yes