

> HELPING BUSINESS GET BACK TO WORK



30 June 2020

COVID-19 Safety Plan

Effective 1 July 2020

Gyms (including health and dance studios, and martial arts training facilities)

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your visitors.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

Business Details	
Business name:	Healthfix Walker Street
Plan Completed by:	Ash Cooney
Approved by:	Sean Cooney
Current version date:	30.09.21

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your visitors and workers safe

Requirements	Actions
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	QR Check in upon entry - all staff and visitors to complete upon entry includes screen for symptoms - Those reporting or displaying symptoms to be asked to leave and seek medical advice.
	Appointment reminders include a statement regarding adhering to NSW Health advice and for clients in LGAs of concern to contact therapist prior to session to determine whether telehealth is more appropriate.
	No cancellation fee for those displaying COVID symptoms.

	<p>We will continue to offer outdoor training for at risk clients, those who are not double vaccinated and those not comfortable coming into the gym.</p> <p>All gym/exercise clients will need to provide proof of double vaccination status to attend, we're asking for this in advance of the facility re-opening and will be recording on their client file their vaccination status. If they have not provided this in advance they will be required to show proof of vaccination to enter facilities.</p> <p>Request that non-vaxed clinical clients provide negative COVID test 3 days prior to their appointment or to use telehealth.</p> <p>If team members feel unwell, they should tell their direct manager and then promptly leave work if it is safe to do so. Symptoms to look out for: fever, cough, sore throat and shortness of breath – Please follow the Personal Leave Procedure – COVID related leave from here.</p>
<p>Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.</p>	<p>Video training saved in One Drive - COVID file</p> <p>All staff have completed certificate COVID19 Infection control training & COVID19 Gym certificate</p> <p>Reception team trained on screening for clients – unwell & from LGAs of concern/hotspots</p> <p>Staff have been required to get double vaccinated prior to 11th October so that we can open our gym facilities as per NSW health guidelines. We have proof of all staff double vaccination status.</p> <p>Staff to report any concerns regarding COVID safety to a Manager ASAP</p>
<p>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</p>	<p>Staff are referred to Heather Wilson for leave entitlements</p> <p>Staff to report on outcome of COVID test prior to resuming work after a period of isolation or required testing.</p>
<p>Display conditions of entry (website, social media, venue entry).</p>	<p>Signs displayed in clinic and our response to COVID is displayed on our website</p>

Requirements	Actions
Physical distancing	
<p>Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff).</p>	<p>No of people monitored through client bookings and sign in sheet</p> <p>Clients encouraged to use telehealth services when booking</p> <p>Reception team rostered at minimum capacity to limit staff on site</p> <p>No support persons permitted to treatment rooms to ensure physical distancing is adhered to unless there is a medical reason for this.</p> <p>Mask are mandatory except if due to a medical condition or if required to be removed for treatment. If a medical condition is present client must present medical certificate in support of this. disposable masks are available at Healthfix and should be changed every few hours, or peoples own masks can be worn and should be washed daily. All clients to wear masks, until their exercising.</p>
<p>Ensure gym or recreation classes or sport activities have no more than 20 participants, plus the instructor and any assistants, per space that complies with one participant per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this and the classes remain separate. Ensure participants maintain 1.5 metres physical distance where practical.</p>	<p>For fully vaccinated clients: Gyms and indoor recreation facilities can open under the one person per 4sqm rule and can offer classes for up to 20 people. Masks: we expect these will be required at all times except when vigorous exercise is being undertaken.</p> <p>Our limits at Healthfix North Sydney : 141 people, 20 in a class</p> <p>Team members to use verbal ques as much as possible with clients, and only get closer than 1.5 metres if they need to for client treatment or safety.</p>
<p>Move or block access to equipment to support 1.5 metres of physical distance between people.</p>	<p>Signage on floor to indicate physical distances required to clients</p>
<p>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</p>	<p>Signage on display</p>
<p>Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.</p>	<p>Signage on display</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.</p>	<p>Physical markers on reception floor. Staff encouraged to maintain 1.5 metre social distancing at all times.</p>

Have strategies in place to manage gatherings that may occur immediately outside the premises.	Reception to request clients move on if there is a gathering observed
Use telephone or video platforms for essential staff meetings where practical.	All meetings to be held via telehealth where possible For team members working in the clinic, a maximum of two people in a face to face meeting whilst adhering to social distancing. Any additional team members involved in the meeting must do so via telehealth.
Review regular business deliveries and request contactless delivery and invoicing where practical.	Contactless delivery requested Delivery personnel to sign in use QR code upon entry

Requirements	Actions
Hygiene & Cleaning	
Adopt good hand hygiene practices.	Hand washing and general hygiene posters displayed. We recommend washing your hands for at least 20 seconds with soap and water, and when this is not possible use hand sanitiser. Avoid touching your eyes, nose and mouth. Please cough or sneeze into your elbow or a tissue if not wearing a mask, immediately dispose of the tissue after use. When arriving at work please clean your hands on arrival and then frequently throughout your day. Discussions held in grand rounds
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Hand sanitiser provided at reception desk for entry/exit and in treatment rooms, on gym floor, and at outdoor training venues Checked daily with cleaning checklist
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.	Cleaning checklist completed daily, signage on display on handwashing

<p>Encourage visitors to bring their own water bottle, sweat towels and exercise mats.</p>	<p>Gym terms and conditions inform clients</p> <p>Team to encourage clients to bring a full water bottle from home, use of towels are mandatory.</p> <p>Exercise mats wiped down with disposable wipes after use and routinely cleaned - cleaning checklist</p>
<p>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.</p>	<p>Cleaning checklist completed daily - am and pm cleans for high use areas.</p> <p>Please be extra attentive in cleaning up after yourself when using shared facilities such as bathroom and kitchen.</p> <p>Desk spaces to be kept clean of things from outside e.g. please do not place your bag on the desk – use the floor or the provided shelves</p>
<p>Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.</p>	<p>Wipes available for use</p> <p>Staff to ensure wiping down of equipment after use</p>
<p>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.</p>	<p>Staff to ensure equipment wiped down after use, on cleaning checklist.</p>
<p>Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.</p>	<p>Disposable wipes available for throughout gym</p> <p>Checked daily with cleaning checklist</p>
<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions</p>	<p>Sanitiser available throughout gym</p> <p>Checked daily with cleaning checklist</p>
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p>	<p>Disposable gloves available in stockroom</p>
<p>Encourage contactless payment options.</p>	<p>Stripe direct debit/credit card auth options for payment available</p>
<p>Ventilation</p>	<p>Doors/Windows to be open where possible. Fans can be on but should be directed to the floor or ceiling to avoid blowing air from person to person</p>

Requirements	Actions
Record Keeping	
<p>Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>QR code completed for everyone upon entry</p>
<p>Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Email to staff requesting use of app</p>
<p>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.</p>	<p>As required - key contacts Ash Cooney and Sean Cooney</p>

Cleaning & Disinfecting

Bins: Admin to put out for cleaners, cleaners empty, admin to replace bags

Cleaning carried out by an external cleaning team twice per week

- Vacuum all floors
- Clean bathroom floors
- Clean bathroom toilets, sink, bins, showers
- Storage shelves in gym
- Gym equipment including frames etc.

Please report any issues with cleaning to Sarah Fox.

Equipment for cleaning/disinfecting

Disinfectant: Hospital grade disinfectant, diluted at a ratio of 1:10 This is made up and is in spray bottles throughout Healthfix. Please allow the disinfectant to sit on the surface you're cleaning for at least 10 minutes.

Sanitiser: In each treatment room, office, reception desk, check-in station, gym floor

Alcohol wipes: in small round tubs, at the reception desk and in treatment rooms

Wow wipes: To be used with disinfectant to disinfect equipment, should be binned after use

Reusable wipes: To be used with disinfectant to disinfect equipment – can be reused, when looking dirty put in the wash basket and use a new clean one

Disposable gloves: Available in store room and treatment rooms can be used when cleaning and disposed of afterwards, if you don't use gloves please wash your hands after cleaning/disinfecting

Soap: Available in all toilets and the kitchen

Paper towels: Disposable towels for drying hands after cleaning

		Cleaning/disinfecting Checklist	AM	PM
		Cleaning = removing dirt and grime from surfaces Disinfecting = using chemicals to kill germs		
CLINIC & OFFICES	Desks & beds	Cleaned by therapist/trainer occupying the room, disinfected between clients Throughout day & at start or end of shift	Throughout day	
	Equipment	Any equipment used by a client must be disinfected after use, we would recommend doing this in front of the client. Throughout day & at start or end of shift	Throughout day	
	Doors	Disinfect handles		
GYM	Frequently used equipment: mats, weights, machine handles, machine seats, foam rollers, benches etc.	Disinfect all equipment after use, we would recommend doing this in front of the client. Encourage clients to do this themselves as well.		
	Infrequently touched equipment: frames, cables	Disinfect all equipment that the Team or clients have been in close proximity of		
	Hand sanitiser, cleaning spray, wipes	Check full and clean, disinfect storage areas		
	Water Dispenser	Disinfect handles		
	Speaker & ipad	Disinfect touched areas		
RECEPTION	Waiting area	Disinfect chairs		
	Front reception desk	Disinfect: desk, phones, computer, please do this if you change staff members.		
	EFTPOS Machine	Disinfect after each use and sanitise your hands if handling a client's card		
	Check in area	Disinfect station and check sanitiser levels		
	Light switches	Disinfect (do not spray on electrics)		
TOILETS	Sinks	Disinfect the taps, check the hand wash and paper towels stocked. Basin – clean if needed		
	Toilets	Tidy/clean, toilet paper stocked		
	Doors	Disinfect handles/general touch areas and locks on internal doors and exit doors		
	Hand rails	Disinfect the whole rail		
KITCHEN	General	All Team members to keep clean and tidy as they use things	Throughout day	
	Benchtops	Clean and then disinfect		
	Fridge, Microwave, kettle & taps	Disinfect taps and touch areas on fridge, microwave & kettle e.g., handles, buttons etc. (do not spray on electrics)		
	Chargers	Disinfect cables (do not spray on electrics)		