

## Contact Tracing Policy

Different Strokes Swimming has been using an online Customer Relationship Management system, MindBody, since 2014. MindBody offers a wide range of functions, including client profiles which detail attendance, health alerts and online payments. Our team marks attendance via the MindBody app immediately prior to or following each class at the facility. This system also houses staff contact details.

We will be managing contact tracing for COVID-19 as follows:

- We do not allow attendance to our classes or squad sessions without a booking.
- Attendance is marked at the start of each class or squad session on the *MindBody* app.
- All clients and staff must complete The Different Strokes Swimming Novel Coronavirus (COVID-19) Health Questionnaire online prior to their first class/squad session back. If this is not marked as completed on their profile, they cannot attend their first class/squad session.
- At each subsequent class or squad session, the instructor/coach will ask each individual the same COVID-19 health questions and mark them off online. If anyone fails a question, the individual will be asked to leave the facility and the Duty Manager will be informed. Questionnaires and checklists are kept for 28 days, and our class attendance records and client details are kept on our system for years (or until a client deactivates their profile).
- We have updated our Terms and Conditions with a COVID-19 clause. This clause outlines the steps we will take in the case of a positive case of COVID-19, including sharing their contact details with the NSW Health and Safe Work NSW should it be requested.
- We undertake to work with NSW Health and SafeWork NSW should we be contacted in relation to a positive case of COVID-19