

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name

Mermaids International Pty Ltd T/A
Different Strokes Swimming

Business location (town, suburb or
postcode)

Sydney, NSW

Select your business type

Swimming pools, saunas and spas

Completed by

Kari Baynes

Email address

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Effective date

18 October 2021

Date completed

26 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

Clients, staff and volunteers to advise Different Strokes Swimming management if suffering any symptoms of COVID-19. Unwell clients, staff and volunteers are not to attend the facility or classes, lessons or squad sessions and are advised to seek to get tested, self isolate immediately and contact NSW Health. All those excluded can only resume work, classes or squad training after contacting the Different Strokes Swimming office and providing the required medical clearance.

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

We will be providing all staff and volunteers with regular training on all aspects of managing COVID-19 in the workplace, ensuring timely updates as procedures are refined. All staff will be issued with a manual including but not limited to the guidelines as set out by NSW Health, which will include actions to be taken should they become symptomatic or a client becomes sick as well as, the COVID-19 vaccination, mask wearing and all cleaning and physical distancing protocols.

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

We will be publishing the key aspects of our COVID Safety Plan on the Different Strokes Swimming website and social media platforms, including vaccination requirements, check in procedures, record keeping and steps to take if unwell. This will be kept up to date as conditions change to ensure our clients are informed.

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.

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

We will be requesting all vaccination certificates are sighted by our administration team and recorded on our CRM system prior to commencing a swim lesson program, squad training or any other event. Our team will be trained in how to request this information and how to manage the privacy of this data. All staff members will need to show proof of vaccination before commencing employment with us. It will be a requirement of their employment. All facilities where we operate request proof of vaccination to enter the facility every time. These requirements will be set out in all marketing material, our website and social media platforms.

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: Group classes at a gym and group dance classes at an indoor recreation facility must be limited to no more than 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

We only use pool facilities for swimming classes and squad training. We will limit numbers as specified by the facility - up to our own business maximum operating capacity and instructor/coach ratios. Our current numbers are a maximum of 4 participants per 25m lane (indoor and outdoor) for swim classes, 6 per 25m lane for squad (indoor and outdoor pool) and 12 per 50m lane in outdoor pool. Bookings are required for all sessions and classes.

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

All classes/ squad sessions - there will be a briefing at the start of each class/ squad session advising swimmers where each should be located and reminding them about maintaining physical distancing throughout the class/ session.

We will follow the guidelines as set out by the aquatic facility.

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

We will be encouraging swimmers not to arrive early for classes or squad training, suggesting they leave the facility immediately after the session/class. 'get in, train/learn to swim, get out' and shower at home.

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

Agree

Yes

Tell us how you will do this

We will remind clients on all communication and social media platforms to maintain the required physical distancing upon arrival to the pool. We will be strongly encouraging all swimmers to leave the premises and the immediate surroundings after their class/session. Should we see our swimmers gathering outside the premises we will ask them to disperse.

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

N/A. We are an adult learn to swim and squad training school and don't run carnivals or events. Therefore we don't have audiences.

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

N/A as we don't manage a facility. We will be encouraging all our staff and swimmers to wear a mask until they're in the water in an indoor facility. We will also offer face shields to our instructors and coaches working at indoor locations.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

The majority of our classes and squad sessions are located at outdoor pools. It is our preferred option and we encourage all clients to avail themselves of these classes and sessions.

Our indoor classes are very limited and held at off peak times.

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

Agree

Yes

Tell us how you will do this

N/A.

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

N/A.

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

N/A.

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

N/A.

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

We will advise swimmers and staff at indoor pools to wear their mask throughout the facility. Masks are only to be removed when they get into the pool or commence teaching.

At outdoor pools, we will advise all swimmers and staff to wear masks throughout the indoor areas of the facility.

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

Yes

Tell us how you will do this

Each instructor/coach to have hand sanitiser. All staff on site have completed Australian Government Covid-19 Infection control training. We will provide good hand hygiene practice reminders on communications to clients and staff.

In addition we will encourage respiratory hygiene and instruct clients not to spit in the pool.

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

Yes

Tell us how you will do this

N/A

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

Learn to Swim Classes - We will encourage clients to bring their own equipment. Where communal equipment is used staff will use and maintain a nominated set for their shift. Each client will have the sole use of a set of numbered equipment for the entire class. Equipment will be wiped down with disinfectant between each class. We use products to the strength as specified by SafeWork Australia.

Squad Training - Swimmers to bring own equipment which is to be kept in a bag on pool deck when not in use. Individual water bottles to be labeled and separated. Swimmers will be encouraged to clean their own equipment between visits to the pool.

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

All the pools we operate in require patrons to use the NSW Government QR code system. We also require all clients to prebook classes and squad sessions, so we have a record of 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

We will follow the processes as set out by the facilities we operate in. We will encourage our swimmers to avoid huddling around the QR code when they 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

We have the contact details of all our swimmers to assist a client enter the facility if required.

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

The pools we operate in have only one main access point, there are no sub -premises or

additional entry points.

We have records of all our classes and squads sessions, including times and attendees. We have the contact details for our clients and staff. These details are captured electronically in our CRM system and are kept for more than 30 days.

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

Yes