> HELPING BUSINESS GET BACK TO WORK



13 June 2020

COVID-19 Safety Plan

Effective 13 June

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: Phoenix Academy Of Gymnastics

Plan completed by: Vanessa Mitchell

Approved by: Bridget Barden

> REQUIREMENTS FOR BUSINESS

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

DEOLI	IDEM	ENTO
REQU	IREW	ENIS

ACTIONS

Wellbeing of staff and visitors

Exclude staff, volunteers and visitors who are unwell. New COVID 19 policy states anyone who is unwell will not be permitted in the building. Updated Only Fully vaccinated 16+ will be allowed entry into the building, with the parent dropping off anyone 15 and under must also be fully vaccinated. Anyone 12+ must always wear a mask in the building unless on an apparatus by themselves and completely socially distanced.

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. Staff have a mandatory COVID 19 induction before resuming work. Staff also must be fully vaccinated to resume work.

Make staff aware of their leave entitlements if they are sick or required to self-isolate. Staff have been verbally told of leave entitlements which are also stated in staff contracts.

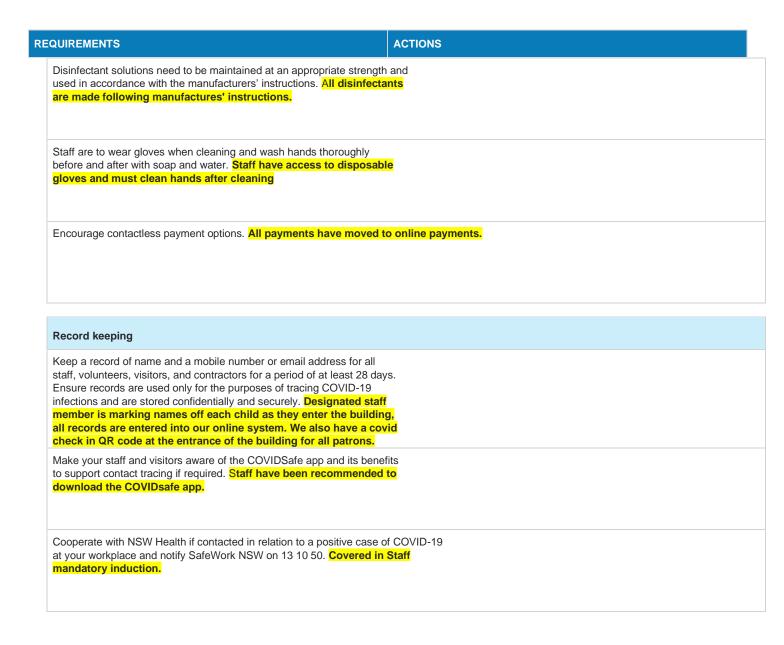
Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown at a clear place of entry. **New COVID 19 Policy has been uploaded to the website, social media**

and on venue doors.

Nellbeing of staff and visitors	
Ensure COVID-19 Safety Plans are in place, where relevant, for: • Swimming pools	
Restaurants and cafes. N/A	

REQUIREMENTS	ACTIONS
Physical distancing	
Ensure the number of people in a facility does not exceed one perso per 4 square metres (including staff). Physical distancing Velcro dots have been marked out accordance to the 4 square metre rules around the facility	on
Ensure gym or recreation classes or sport activities have no more th 20 participants, plus the instructor and any assistants, per space and comply with one person per 4 square metres. Classes are limited to groups of maximum 15.	d
Ensure activities are non-contact as much as practical. Accidental contact may occur but no deliberate body contact drills. Lessons habeen structured for no physical contact unless completely necessary for safety.	ave
Ensure any spectators comply with 1.5 metres physical distance whe practical, such as through staggered seating. Household contacts ar required to distance. Spectators are not permitted. All payments move to online. With only fully vaccinated adults being allowed inside the building.	re not <mark>will</mark>
Move or block access to equipment to support 1.5 metres of physica between people. Equipment has been blocked out into stations 1 metres apart.	
Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing. No change rooms are being used only bathrooms used, if necessary, disposable paper towel is in every bathroom.	
Where practical, stagger the use of communal facilities. Strongly end visitors to shower/change at home where possible. Athletes code o conduct has been revised to include this.	
Reduce crowding wherever possible and promote physical distancin with markers on the floor, including where people are asked to queue Velcro dots place around the gym and taped arrows for exiting been placed.	e.
Have strategies in place to manage gatherings that may occur imme outside the premises Classes have been staggered to allow for smooth entry and exit however the car park is only to be used for staff parking and the drop off and pick up circuit.	

QUIREMENTS ACTIONS	
Use telephone or video platforms for essential staff meetings where practical. Zoom meetings are scheduled when necessary. As well as the use of our Deputy app.	
Review regular business deliveries and request contactless delivery an where practical. Delivery Policy has been updated with COVID safe practices.	
Hygiene and cleaning	
Adopt good hand hygiene practices. Hand washing signs have been	put up. mandatory sanitisation has been enforced
Ensure hand sanitiser is accessible at the venue entry and throughout facility or ground. Personal sanitiser has been requested also all contract has been requested also all contract have sanitiser on them.	the <mark>aches</mark>
Ensure bathrooms are well stocked with hand soap and paper towels.	Soap and paper towel in each bathroom/ sink area.
Provide visual aids above hand wash basins to support effective hand washing. Stickers and hand washing guide have been stuck up next to sink.	
Encourage visitors to bring their own water bottle, sweat towels and exercise mats. All students must bring own water bottles and towe	Is
Clean frequently used indoor hard surface areas, including children's p 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. Gym is disinfected and cleaned even day before classes and all equipment used is disinfected between rotations.	ry
Clean areas used for high intensity cardio classes with detergent and c after each use. N/A	lisinfectant
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Hand sanitisation has been required in between stations; lessons modified to reduce amount of shared equipment.	
Ensure there is accessible detergent/disinfectant and gloves for visitors should they wish. Gloves and disinfectant are available at front des	





COVID-19 SAFETY PLAN

[Phoenix Academy of Gymnastics]

[Association/Club]	Phoenix Academy of Gymnastics	
[Ground Location]		
[Club Facility Location]	32 Mount Erin Road Campbelltown	
[Club President/Association CEO]	Bridget Barden	
Contact Email	phoenixacademyofgymnastics@outlook.com	
Contact Mobile Number	0418636208	
Version	3	
[Vanessa Mitchell] is responsible for this document		

Template Instructions

- The Australian Institute of Sport (AIS) has published a "Framework for Rebooting Sport in a COVID-19 Environment" to inform the resumption of sporting activity in Australia, including community sport. Sport Australia has separately developed a "Return to Sport Checklist for Clubs and Associations" that provides operational guidance to local sporting clubs and associations on considerations that should be taken into account to appropriately resume sport and club operations.
- 2. To support the AIS and Sport Australia return to sport documents, Sport Australia has developed this COVID-19 Safety Plan template. This template can be used by associations and clubs to consolidate their planning for the resumption of activities at its club. Your association/club should review the Sport Australia Checklist and document its operational requirements for return to sport in the Appendix to this COVID-19 Safety Plan.
- 3. Yellow highlighting within brackets i.e. [] indicates further information is required from an association/club prior to finalising and adopting the COVID-19 Safety Plan. Before finalising, insert relevant information where highlighted in yellow and delete these template instructions.
- 4. Your association/club's COVID-19 Safety Plan should be appropriately ratified within your club's governance arrangements and regularly reviewed to ensure it remains fit for purpose and aligned with the AIS Framework, government restricted activity measures, public health advice and health and safety laws.
- 5. **DISCLAIMER:** This template does not constitute legal or health and safety advice. A club should take its own professional advice regarding the development and contents of its COVID-19 Safety Plan.

Table of Contents

1.	Introduction	8
2.	Key Principles	8
3.	Responsibilities under this Plan	9
4.	Return to Sport Arrangements	9
4.1	AIS Framework Arrangements	9
4.2	Roadmap to a COVIDSafe Australia	10
5.	Recovery	11
Арр	endix: Outline of Return to Sport Arrangements	12
Part	1 – Sport Operations	12
Part	2 – Facility Operations	14

1. Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by [Bridget Barden] ([Phoenix academy of gymnastics]) to support [Phoenix academy of gymnastics] and its members and participants in the staged resumption of community sport and club activities.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community. The Plan provides the framework to govern the general operation of the [Phoenix academy of gymnastics], any facilities it controls, the playing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at [Phoenix academy of gymnastics] facilities.

This Plan includes, but is not limited to, the conduct of:

- a. staged training and competition activities (sport operations); and
- b. facility management and supporting operations (facility operations).

At all times the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

2. Key Principles

This Plan is based on, and accepts, the AIS <u>Framework for Rebooting Sport in a COVID-19 Environment</u> (AIS Framework) and the <u>National Principles for the Resumption of Sport and Recreation Activities</u> (National Principles).

The Plan also accepts as key principles that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on [Phoenix academy of gymnastics]'s return to sport plans;
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- Training cannot resume until the arrangements for sport operations and facility operations are finalised and approved, if necessary; and
- At every stage of the return to sport process [Phoenix academy of gymnastics] must consider and apply all applicable State
 and Territory Government and local restrictions and regulations. [Phoenix academy of gymnastics] needs to be prepared for
 any localised outbreak at our facilities, within our competitions or in the local community.

3. Responsibilities under this Plan

[Phoenix academy of gymnastics] retains the overall responsibility for the effective management and implementation of the return to sport activities and operations outlined in this Plan.

The [Owner] of [Phoenix academy of gymnastics] is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

The [Owner] has appointed the following person as the [Phoenix academy of gymnastics] COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

Name	[Vanessa Mitchell]
Contact Email	[phoenixacdemyofgymnastics@outlook.com]
Contact Number	[0418636208]

[Phoenix academy of gymnastics] expects all members, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by [Phoenix academy of gymnastics];
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

4. Return to Sport Arrangements

[As at the 12/06/2020, participants are training at Level A of the AIS Framework.] The Plan outlines specific sport requirements that [Phoenix academy of gymnastics] will implement for Level B and Level C of the AIS Framework.

[Phoenix academy of gymnastics] will transition to the training activity and facility use as outlined in Level B of the AIS Framework and the training/competition activities and facility use outlined in Level C of the AIS Framework when permitted under local restrictions and regulations.

4.1 AIS Framework Arrangements

The protocols for conducting sport operations and facility operations under Level B and Level C of the AIS Framework are set out in the Appendix.

4.2 Roadmap to a COVIDSafe Australia

[Phoenix academy of gymnastics] will also comply with the Australian government's <u>Roadmap to a COVIDSafe Australia</u>, which places limits on the type of activity that can be conducted and the number of people who can gather at facilities, notwithstanding the activities permitted by the AIS Framework (see below).

A I S A c t i v i t i t i s	Level A: Traini ng in no more than pairs. Physi cal distan cing requir ed.	Level B: Indoor/outdoor activity. Training in small groups 10. Physical distancing required.	s up to	Level C: Full sporting activity (tra and competition) allowe restriction on numbers. Contact allowed.	aining ed. No
R o a d m a p A c t i v i t i s	N/A	Step 1: No indoo r activi ty. Outd oor sport (up to 10 peopl e) consi stent with AIS Fram ewor k.	Step 2: Indoo r/out door sport up to 20 peopl e. Physi cal dista ncing (den sity 4m ²).	Step 3: Venu es allow ed to oper ate with up to 100 peopl e with physi cal dista ncing Com munit y sport expa nsion to be consi dere d consi stent with AIS Fram ewor k.	Furt her step s TBC

5. Recovery

When public health officials determine that the outbreak has ended in the local community, [Phoenix academy of gymnastics] will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. [Phoenix academy of gymnastics] will also consider which protocols can remain to optimise good public and participant health.

At this time the [Owner] of [Phoenix academy of gymnastics] will consult with key stakeholders to review the delivery of its return to sport arrangements and use feedback to improve organisational plans and systems.

Appendix: Outline of Return to Sport Arrangements

Part 1 – Sport Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
Approvals	 The club must obtain the following approvals to allow a return to training at Level B: State/Territory Government approval of the resumption of community sport. As following the 70% vaccination rate, fully vaccinated members may resume training following the 4 square metre guidelines. 16 years + must be vaccinated to attend. 12-15 are strongly recommended to be vaccinated. Anyone 15 and younger the parent dropping off must be fully vaccinated. Anyone entering the building 12+ must wear a mask at all times unless on an apparatus to themselves. Relaxation of public gathering restrictions to enable training to occur. Local government/venue owner approval to training at venue, if required. National/state sporting body/local association approval of return to training for club. Insurance arrangements confirmed to cover training. 	 The club must obtain the following approvals to allow a return to training/competition at Level C: Relaxation of public gathering restrictions to enable training to occur. Local government/venue owner approval to training/competition at venue, if required. National/state sporting body/local association approval to return to training/competition for community sport. Club committee has approved return to competition for club. Insurance arrangements confirmed to cover competition.
Training Processes	 Phoenix Academy of Gymnastics has adopted the "get in, train, get out" by implementing our pickup and drop off procedure. Athletes have been requested to arrive 10 minutes prior to the start time of their class to ensure a clean cross over there will also be stagged exit times and leaving from a designated exit door. Classes will be run in small groups of 10 participants, participants will be stationed out around apparatuses to comply with social distancing. All hand held equipment has been placed into and out of bounds zone. Physical apparatus and some soft play that is cleanable will be used. 	 Following the AIS framework full training will be implemented with a reduced number of classes to follow social distancing guidelines. Training hours will slowing increase back up to original hours prior to covid 19. Acrobatics partners have been set and they can continue one on one training with only their designated partner. Spectators will be permitted to enter while observing physical distancing requirements and the 4 square metre rules still in place. Sanitising requirements continue from Level B. Treatment of shared equipment continues from Level B. Personal hygiene encouraged (e.g. wash hands prior to training, no spitting or coughing).

	 All training areas have been physically marked out with accordance with social distancing requirements. All participants must sanitise their hands as of entry. They must continue to sanitise throughout their lesson when asked and when necessary. Shared equipment will be clean before each class re-cleaned with sanitised mops after each rotation. No sharing of personal equipment. Phoenix Academy of Gymnastics requires all athletes to follow the COVID athlete code of conduct which includes maintaining good personal hygiene. Training attendance will be recorded via class roll and saved on our business portal. Athletes and staff aged 12+ must wear a mask whilst in the building unless the athlete is on an apparatus by themselves and completely socially distanced. 	All member attendance records are all saved on online database.
Personal health	 Classes have been modified to ease gymnasts back into the sport. All members of Phoenix Academy of Gymnastics are required to stay home if unwell. If seen to be unwell they will be sent home. All members will go through a wellness check prior to entry and will also have to check in and provide proof of vaccination. Washing of hands prior to, during and after training and use of hand sanitiser where available. Avoid physical greetings (i.e. hand shaking, high fives etc.). Athletes will abide by the no contact rule and understand that spotting will only be given if necessary for safety. Avoid coughing, clearing nose, spitting etc. Launder own training uniform and wash personal equipment. It is recommended that athletes take home their personal items after each session. 	 Class hours will increase slowly. The "feeling unwell stay at home" regulation will still be applied to all members including staff. Washing of hands prior to, during and after training and use of hand sanitiser where available. Avoid physical greetings (i.e. hand shaking, high fives etc.). Athletes will abide by the no contact rule and understand that spotting will only be given if necessary for safety. Avoid coughing, clearing nose, spitting etc. Only grips and chalked clearly labelled and in sealed containers can be left at the gym.
Hygiene	 Staff will ensure that both entry and exit doors remain open where possible to minimise the touching of door handles and for ventilation. Staff will clean the entire gym daily including bathrooms. Carpeted equipment will be vacuumed before commencement of classes each day and sprayed with disinfectant. All other equipment will be disinfected and wiped down before commencement of classes. 	 Hygiene and cleaning measures to continue from Level B].

	 High touch areas and equipment used will be disinfected in between classes by designated staff member. Staff will wash hands in accordance to COVID 19 guidelines in between classes. Whilst cleaning staff will adhere to social distancing regulations Bin liners will be replaced daily where necessary, and bins will be disinfected. 	
Communications	 Staff will be available for phone calls between 12-3:30pm If contact with a staff member is needed please call 0418636208 between 9am and 3:30pm after 3:30pm staff will be on class and unable to answer calls if an emergency, please text or message the Facebook page. All updates will be placed on our social media both Instagram and Facebook. Emails in addition to social media post will be sent out. Parents may also contact us through their parent portal. Coaches will be notified via text, email, and Deputy app. 	 If contact with a staff member is needed please call 0418636208 between 9am and 3:30pm after 3:30pm staff will be on class and unable to answer calls if an emergency, please text or message the Facebook page. All updates will be placed on our social media both Instagram and Facebook. Emails in addition to social media post will be sent out. Parents may also contact us through their parent portals. Coaches will be notified c\via text, email and facebook group page.

Part 2 – Facility Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
Approvals	 The club must obtain the following approvals to allow use of club facilities at Level B: State/Territory Government approval of the resumption of facility operations. Local government/venue owner approval to use of facility, if required. Club committee has approved plan for use of club facilities. Insurance arrangements confirmed to cover facility usage. 	 The club must obtain the following approvals to allow use of club facilities at Level C: State/Territory Government approval of the resumption of facility operations. Local government has given approval to use of facility, if required. Club committee has approved plan for use of club facilities. Insurance arrangements confirmed to cover facility usage.
Facilities	 Foam pit and all hand held equipment have been mark in and out of bounds area Staff will ensure that both entry and exit doors remain open where possible to 	 Staff will ensure that both entry and exit doors remain open where possible to minimise the touching of door handles and for ventilation. Staff will clean the entire gym daily including bathrooms.

	 minimise the touching of door handles and for ventilation. Staff will clean the entire gym daily including bathrooms. Carpeted equipment will be vacuumed before commencement of classes each day and sprayed with disinfectant. All other equipment will be disinfected and wiped down before commencement of classes. High touch areas and equipment used will be disinfected in between classes by designated staff member. Staff will wash hands in accordance to COVID 19 guidelines in between classes. Whilst cleaning staff will adhere to social distancing regulations Bin liners will be replaced daily where necessary and bins will be disinfected. Staff will wear protective gear whilst cleaning including gloves but not limited to wearing protective clothing and masks. Phoenix has invested in a new cleaning product designed to sanitise gymnastics facilities. 	 Carpeted equipment will be vacuumed before commencement of classes each day and sprayed with disinfectant. All other equipment will be disinfected and wiped down before commencement of classes. High touch areas and equipment used will be disinfected in between classes by designated staff member. Staff will wash hands in accordance to COVID 19 guidelines in between classes. Whilst cleaning staff will adhere to social distancing regulations Bin liners will be replaced daily where necessary and bins will be disinfected. Staff will wear protective gear whilst cleaning including gloves but not limited to wearing protective clothing and masks Phoenix has invested in a new cleaning product designed to sanitise gymnastics facilities.
Facility access	 Anyone entering the building will need to check in via the Service NSW COVID check in app. Parent dropping off and any child 164 will need to show proof of Vaccination. Everyone will go under a wellness check where they will be asked the following questions: 1. Do you feel unwell or have you felt unwell in the past week? 2. Has anyone you live with been unwell in the past week? If answered yes to either question they will not be permitted in the building, and a log of everyone they encountered including those in their car when arriving will be taken and the following details must bee given. Full name, address, email address contact phone number and date of birth. Restrictions on facility access to limit anyone who has: COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days. Flu-like symptoms or who is a high health risk (e.g. due to age or pre-existing health conditions). Travelled internationally in the previous 14 days. Anyone who's parent dropping them off is not fully vaccinated Anyone 16+who is not fully vaccinated 	 Continue Level B protocols as appropriate. Any spectators should observe physical distancing requirements (>1.5 metres) and density requirements (one person per 4 square metres). Managed access including separate entry/exit points, managed traffic flows, classes are to arrive 10 minutes prior to start time. Bathrooms to be re-opened as also change rooms however athletes are encouraged to arrive in their sporting attire. Payments at the desk allowed only eft no cash. Physical distancing measures will still be in place with markers laid out around the gym. All attendance will be marked off using Jackrabbit.

		16 of 17
	 Who may attend the club facilities: only essential participants should attend to minimise numbers; not more than one parent/carer to attend with children; (Kinder, Gym only) All other parents and carers must adhere to the drop off and pickup policy and will not have access inside of the building. All attendance is recorded on jackrabbit. 	
Hygiene		
	 Staff will ensure that both entry and exit doors remain open where possible to minimise the touching of door handles and for ventilation. Staff will clean the entire gym daily including bathrooms. 	Continue hygiene and cleaning measures as per Level B].
	 Carpeted equipment will be vacuumed before commencement of classes each day and sprayed with disinfectant. 	
	All other equipment will be disinfected and wiped down before commencement of classes.	
	 High touch areas and equipment used will be disinfected in between classes by designated staff member. Staff will wash hands in accordance to COVID 	
	 19 guidelines in between classes. Whilst cleaning staff will adhere to social distancing regulations 	
	 Bin liners will be replaced daily where necessary and bins will be disinfected. Sanitiser will be available upon entry and 	
	 Athletes are required to have their own personal sanitiser also. 	
	 Hand held equipment will be extremely limited. 	
Management of unwell participants	 No one who is unwell or has a temperature of 38 degrees or above will be permitted in the 	 Measures as per Level B].
	 All athlete who becomes unwell within the training session will be isolated in a safe place 	
	 and have their parent/carer called for them to be pick up immediately. All staff will undertake an induction on what to do if someone is unwell or becomes unwell. 	
	 Notification protocols for notifying public health authorities and other attendees of symptomatic participants]. 	
Club responsibilities	The club will oversee:Provision and conduct of hygiene protocols as per the Plan.	As per Level B.

 The capture of a record of attendance at all training and club activities and maintaining an up-to-date log of attendance. 	
 Coordination of Level B field and training operations. 	
• Operation of the club's facilities in support of all Level B training activities in accordance with this Plan.	