

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Ryde Aikido
Business location (town, suburb or postcode)	1043a Victoria Road West Ryde
Select your business type	
Martial arts training facility	
Completed by	Jeff Standen
Email address	info@rydeaikido.org
Effective date	1 November 2021
Date completed	4 November 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

This is a requirement of our existing Code of Conduct and is also highlighted in our MAIA COVID safe martial Arts School Policy. All persons including instructors to be screened upon arrival.

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

All instructors have undertaken COVID safe martial arts training provided by the MAIA. COVID safety educational material is also provided in the dojo.

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

Display conditions of entry at the venue, and advise instructors, students and visitors in advance through posts on our website and social media platforms.

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.

Agree

Yes

Tell us how you will do this

Inform and regularly remind instructors, students and visitors of the vaccination requirements (as per NSW Government Public Health Orders) for entry to venue and participation in classes. This will be done using posters and other signage at the venue, posts on website and social media platforms, and/or direct email or texts. The instructor in charge of the venue for each class will be responsible for checking the vaccination status of all students aged 16 and over.

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

Inform all instructors, students and visitors of physical distancing requirements, i.e. 4 square metres per person and maximum of 20 students, using a variety of methods including signage at the venue, posts on website and social media platforms, and direct email or texts.

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

Inform all instructors, students and visitors of requirement to maintain 1.5m physical distancing, using a variety of methods including signage at the venue, posts on website and social media platforms, and direct email or texts.

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

Inform all instructors, students and visitors of requirement to avoid congestion at the venue, in particular in change rooms and waiting areas. Use a variety of methods to provide this advice including signage at the venue, posts on website and social media platforms, and direct email or texts. In addition, the instructor in charge of the venue for each class will advise any students and visitors in a crowded area to move away or outside.

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

Agree

Yes

Tell us how you will do this

Inform all instructors, students and visitors of requirement not to gather in large groups outside the venue. Use a variety of methods to provide this advice including signage at the venue, posts on website and social media platforms, and direct email or texts.

Singing by audiences is not allowed in indoor areas.

Agree

Yes

Tell us how you will do this

There will be no singing by anyone in the dojo.

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

Check with venue owner to ensure that they regularly inspect, maintain and clean heating, ventilation and air conditioning (HVAC) systems.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Does not apply to our activity or venue.

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

Agree

Yes

Tell us how you will do this

Open doors and windows as appropriate to maximise cross-ventilation within the venue during classes when the weather permits. In summer this will be impractical.

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

Check with venue owner to ensure that they regularly inspect, maintain and clean heating, ventilation and air conditioning (HVAC) systems, such that they are operating with maximum efficiency.

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

Check with venue owner to ensure that they regularly inspect, maintain and clean heating, ventilation and air conditioning (HVAC) systems, such that they are operating with maximum efficiency.

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

Check with venue owner to ensure they have the expertise or access to the expertise to check and maintain the ventilation system.

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

Inform all instructors, students and visitors of requirement to wear masks using a variety of methods including signage at the venue, posts on website and social media platforms, and direct email or texts.

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

Agree

Yes

Tell us how you will do this

Ensure that hand sanitiser is available at various locations in the venue and regularly remind instructors, students and visitors to use it.

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

Agree

Yes

Tell us how you will do this

The venue owners ensure bathrooms are well stocked with hand soap and paper towels.

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

Clean frequently used hard surfaces such as bench tops and frequently handled surfaces including door handles before and after classes. Clean training mats (detergent and disinfectant) before and between classes. Instructor in charge of each class to ensure that any shared equipment (e.g. jo, bokken, shoto, tanto) is only used by one person per class, and cleaned after every class with disinfectant wipes.

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

Inform and regularly remind all instructors, students and visitors of requirement to record their arrival and departure times using the QR code check-in system provided by the building owner. Use a variety of methods to provide this advice including signage at the venue, posts on website and social media platforms, and direct email or texts.

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

Check that students and visitors have used the QR code check-in system, e.g. by asking to see the green tick on mobile phones. Ensure that QR codes remain clearly visible and accessible including at entrance to the premises.

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

All attendees at the dojo must check-in electronically using their mobile device or the Business online check in form - either manually or using a personal QR code.

A hand written option is available if required but is strongly discouraged as all electronic options are in place.

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

There is no other public access to the sub-premises in which we train, and contact details are captured electronically upon entry to the main premises. As such, there is no additional collection of contact details via electronic methods.

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

Yes