

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



Your COVID-19 Safety Plan

Indoor recreation, yoga, pilates and dance studios, martial arts training facilities

Business details

Business name	Ashfield Catholic and Community Club Ltd T/A Club Ashfield
Business location (town, suburb or postcode)	Ashfield NSW 2131
Completed by	Vincent Di Maio
Email address	functions@clubashfield.com.au
Effective date	12 February 2021
Date completed	12 February 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

All bookings are provided with our Functions COVID Restrictions which specifically states that any guests who are unwell must not enter the club. The document is signed by the function organiser

Our reception staff will question all patrons who enter the club to ensure those who have symptoms do not enter the club. Staff are required to stay home if they have COVID symptoms or have been in a high-risk area and need to self-isolate.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, cleaning, and how to manage a sick visitor.

Communicated to and signed by function organiser via our Functions COVID Restrictions document at time of booking. Function Organiser signs the document stating that they have adhered to this requirement. Club Ashfield admin team to ensure the document has been signed and returned.

All Club Ashfield staff have been trained for COVID-19. Club's COVID safety plan is continually updated and communicated to staff via email. Copies of the plan can also be obtained from the Admin office

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Communicated to and signed by function organiser via our Functions COVID Restrictions document at time of booking. Function Organiser signs the document stating that they have adhered to this requirement. Club Ashfield admin team to ensure the document has been signed and returned. Club Ashfield staff are provided with their leave entitlements on request and are asked to stay at home if they are unwell or have been in a high risk area

Display conditions of entry (website, social media, venue entry).

Implemented

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

As we are a Registered Club this does not apply. However we will require the organiser to record the patrons participating in the class

If there are more than 25 patrons at the gym, a staff member must be assigned as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping. The identified Safe Hygiene Marshal/s must always be

present when there are more than 25 patrons at the gym.

N/A

Physical Distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff). Children count towards the capacity limit.

Agreed. All bookings taken will comply with these limits. Current maximum room capacities subject to the 2 square metre rule are as follows:

Charlotte Room 100 people, Ashfield Room 42 people and Games Room 96 people

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

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High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected. There should be additional planning around these activities including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**
- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners**

Club Ashfield will not be taking bookings for any High Energy Dance classes such as Zumba.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

N/A

Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.

N/A

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.

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

Club Ashfield staff continually monitors the entrance to the club to ensure gatherings and mingling does not occur. Staff will request people to move away and distance physically if they are co-mingling outside the club.

Use telephone or video platforms for essential staff meetings where practical. Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

N/A

Review regular business deliveries and request contactless delivery and invoicing where practical.

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

Good hygiene practices are advertised and encouraged throughout the club. Hand sanitisers are placed throughout the club. Soap and hand towels are provided in all bathrooms. Recommendations from NSW Health have been implemented.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

Implemented

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.

Implemented. Club Ashfield cleaners routinely check all bathrooms to ensure stock levels.

Encourage visitors to bring their own water bottles, sweat towels and equipment.

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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.

Implemented.

Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.

N/A

Reduce sharing of equipment (including hire equipment) where practical and ensure these are cleaned with detergent and disinfectant between use.

N/A

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

Implemented.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Implemented.

Staff are to wash hands thoroughly with soap and water before and after cleaning.

Cleaning staff have been advised of this requirement. Good hygiene posters are placed throughout the club. Further all staff have been trained in hygiene and COVID safety which includes the requirement to wash hands regularly with soap and water.

Encourage contactless payment options.

The Club has EFTPOS terminals at all registers and in the club office. The club also accepts electronic payments via EFT and promotes contactless credit card payments for functions.

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

As the Club does not have any opening windows this would not be possible. The Club has installed filters that are of Australian Standard to reduce CoVID-19 spreading through the ventilation system

Record keeping

Keep a record of the name, contact number and entry time for all staff, volunteers, participants, visitors and contractors for a period of at least 28 days. Contact details must

be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

All patrons entering the club are prompted to sign in using the NSW Government QR code electronic sign-in before being allowed to enter. Club Ashfield reception staff ensure this occurs.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

Club Ashfield will not use details collected for anything other than contact tracing. All information is stored securely and is password protected.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

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Indoor recreation facilities should consider registering their business through nsw.gov.au.

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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.

Agreed.

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

Yes