

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

## Your COVID-19 Safety Plan

### Gyms and indoor recreation

#### Business details

Business name	Central Coast Bridge Club
Business location (town, suburb or postcode)	415 The Entrance Rd., Long Jetty, NSW, 2261
Select your business type	
Community centres and halls	
Completed by	Kerrie Ransom
Email address	<a href="mailto:ccbridgeclub@gmail.com">ccbridgeclub@gmail.com</a>
Effective date	8 November 2021
Date completed	5 November 2021

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### 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

Conditions of entry displayed.

**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**

Staff provided with appropriate information and training.

**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**

Displayed on entry.

**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**

Vaccination status mandatory for everyone on entry. Only vaccinated people allowed entry. Proof of medical exemption required if applicable.

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**Physical distancing**

**Capacity must not exceed one person per 2 square metres of space 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.**

Agree

Yes

**Tell us how you will do this**

Capacity of hall is 285 sq.metres. Maximum number of people allowed entry is 142.

**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**

Signage in place, markers on floor at entry, and density limits in kitchen, bathrooms, and office are displayed.

**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**

See above.

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

Agree

Yes

**Tell us how you will do this**

Members instructed to adhere to 1.5m physical distancing on entry and egress.

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## **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**

Ventilation guidance reviewed and air conditioners inspected by engineer.

**Use outdoor settings wherever possible.**

Agree

Yes

**Tell us how you will do this**

N/A.

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

Agree

Yes

**Tell us how you will do this**

When in use, external doors to remain open where possible.

**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**

Fixed air conditioning is maximised for external air intake. Exhaust fans to be used where possible.

**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**

Air conditioners are serviced, and filters cleaned at manufacturer's recommendations.

**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**

Engineer has inspected our system. His recommendations are in place as above.

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## **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**

Face masks to be worn indoors, except when eating or drinking. Appropriate signage in place.

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

**Agree**

Yes

**Tell us how you will do this**

Hand sanitiser used on entry, and supplied at each bridge table, in kitchen, at water station, and in office. Soap provided in restrooms.

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

**Agree**

Yes

**Tell us how you will do this**

Restrooms regularly checked for adequate supplies of paper towels and soap.

**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**

Touched surfaces to be cleaned with an appropriate disinfectant solution after every bridge session, lesson, or meeting.

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**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**

NSW Government QR code used on entry. Concierge computer check in available for members without smart phones. Paper check in log available if required.

**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**

Mandatory check in. Director/monitor responsible for admitting members, and have been instructed to observe correct QR check in and vaccination status.

**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**

See above. Any paper records kept for 28 days.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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**

N/A.

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

Yes