

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Tantrum Youth Arts
Business location (town, suburb or postcode)	101 City Road Merewether NSW 2291
Select your business type	
Community centres and halls	
Completed by	Tamara Gazzard
Email address	info@tantrum.org.au
Effective date	8 November 2021
Date completed	8 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

- Communication to staff will include the requirement to stay home if unwell, and information and links to Pandemic Leave Disaster Payments available if an employee needs to self-isolate or quarantine.

- Communication to Tantrum participants (or parents/guardians of Tantrum Participants if U18), will include the requirement to stay home if unwell.
- Display signage at entrances to the office and studio communicating the requirement to stay home if unwell.

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 staff undertake a COVID-19 safety induction prior to re-opening the venue, and on a quarterly basis thereafter (or when our COVID-19 Safety Plan is updated).
- Signage is displayed at the entry to the venue reminding staff of the requirement to wear a mask indoors, to maintain physical distancing and to go home and get tested if feeling unwell.

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

- Signage displayed at entrances to the office and studio outlining the following: requirement to stay away if unwell, requirement for masks to be worn indoors (as per public health order), requirement to check-in with the QR code prior to 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

- Staff are required to provide proof of vaccination status to their manager if intending to work on premises. Staff are also required to check in via the QR code each and every time they enter the office or Studio.
 - Participants in workshops taking place in the Studio are required to show proof of vaccination or proof of exemption upon entry to the venue.
 - Signage is displayed at entry to the Office and Studio outlining vaccination requirements.
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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 limits for the Studio are set at 20 persons (as per Public Health Order) for group exercise/dance classes. Capacity limits are displayed on signage at the entry to the venue.
- Capacity limits are communicated clearly to venue hirers and included in their Covid-19 Safety Induction

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

- Workstations in the Office are arranged to allow for 1.5m distance between workers. Staff roster includes mix of office-based and remote working to ensure only a minimum of staff are on-site at any time.
- Signage is displayed inside the Office and Studio to remind people of physical distancing requirements.

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

- Capacity for small spaces (e.g. bathrooms) is limited to one person at a time and this is displayed on signage at the entrance.

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

Agree

Yes

Tell us how you will do this

- Communicate with parents/guardians and hirers to minimise number of people waiting in front yard before/after scheduled sessions. This may include encouraging waiting in cars and waiting for the facilitator/instructor to call participants into the venue.

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

- Encourage workshop facilitators and venue hirers to open windows and doors of Studio to increase natural ventilation where possible. Utilise fans in tandem with open doors to increase in take of outside air
- Open doors of Office to increase natural ventilation when possible. Use of split-system air conditioner to increase ventilation is possible when opening the doors is not practicable due to weather.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

- Use of outdoor settings is not practical in most cases. Use of improved indoor ventilation is preferred approach.

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

Agree

Yes

Tell us how you will do this

- Encourage workshop facilitators and venue hirers to open windows and doors of Studio to increase natural ventilation where possible. Utilise fans in tandem with open doors to increase in take of outside air
- Open doors of Office to increase natural ventilation when possible. Use of split-system air conditioner to increase ventilation is possible when opening the doors is not practicable due to weather.

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

- Split system air conditioner in office programmed to increase uptake of outside air.

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-conditioning service performed prior to re-opening venue and at regular intervals thereafter.

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

- Tantrum will consult with air-conditioning technicians to optimise indoor ventilation in the office space.

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

- Requirements to wear a face mask indoors are communicated to all staff, participants and venue hirers prior to re-opening the venue.

- Signage reinforcing the requirement for face masks is displayed at the entrance to the office and studio
- Disposable face masks are available if a person forgets to bring their own mask

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

Agree

Yes

Tell us how you will do this

- Hand washing signage is displayed at each sink
- External cleaners to stock/restock appropriate hand sanitiser in each room/space at multiple locations.
- Encourage staff, hirers and participants to use hand sanitiser on entering the Studio and Office.

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

Agree

Yes

Tell us how you will do this

- External cleaners stock/restock bathrooms three times per week 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

- External cleaners clean hard surface areas three times per week with disinfectant, supported

by permanent staff where necessary.

- Staff clean frequently touched areas and surfaces after use.
 - Use of shared equipment is minimal, and staff clean and disinfect shared equipment after each use.
 - Venue hirers clean frequently touched areas after use.
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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

- QR code is displayed at every entrance to the office and studio, as well as on internal walls and surfaces.
- Staff, participants, and venue hirers are all reminded to check in via the QR code during COVID-19 induction.

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

- QR code is displayed at every entrance to the office and studio, as well as on internal walls and surfaces.
- Workshop facilitators ask participants to show the green tick confirming they have

checked in with the QR code before entry to the studio

- Venue hirers ask their participants to show the green tick confirming they have checked in with the QR code before entry to the studio

- Managers ask staff and other visitors to show the green tick confirming they have checked in with the QR code before entry to the office

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

- Parents/guardians are asked to check in any participant who is under the age of 18, and show the green tick to the workshop facilitator at drop off.

- If a person is unable to use the QR code to check-in, staff will use the web check-in form provided by Service NSW to check in on behalf of the person

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

- Venue hirers using the venue must complete their own COVID-19 Safety Plans and provide a copy of this to the Venue Manager prior to first venue use, upon re-opening of the venue.

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

Yes