

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

Your COVID-19 Safety Plan

Swimming pools (including spa pools, saunas and steam rooms)

Business details

Business name	Corowa Aquatic Centre
Business location (town, suburb or postcode)	COROWA
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Effective date	12 February 2021
Date completed	28 March 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

Anyone that meets the following criteria will be excluded:

- in the previous 72 hours have experienced COVID-19 symptoms (fever, cough, sore throat, fatigue, shortness of breath)
- have been tested and waiting the results
- are feeling unwell
- have been in close contact with a person diagnosed with COVID-19 (active diagnosis) or a person who has been tested and waiting the results

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

All pool staff will be provided COVID-19 information and training during the site induction procedures for pool season start up.

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

Contract lifeguards will be required to claim leave entitlements through their employer (Momentum One) if required. All other staff will come under the Local Government (COVID-19) Splinter (Interim) Award 2020.

Staff will be informed of their entitlements upon induction/training.

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

COVID-19 conditions of entry will be displayed on the entrance front doors as well as in the reception area. Conditions of entry will include the following conditions:

- exclusion of persons that have symptoms or have been in contact with a confirmed case
- exclusion of persons from declared COVID-19 hot spots
- maximum occupancy of the entire facility and maximum occupancy of each body of water based on 2m² per person rule
- personal hygiene measures are to be followed and 1.5m social distancing requirements applies
- patrons are encouraged to come to the facility ready and shower at home where possible
- patrons must sign in using QR code

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.

No gyms, saunas or other activities at the premises.

There is a canteen that has takeaway prepacked items for sale. Minimal food handling occurring and no provision of sit down meals.

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).

The maximum number of people at the facility will be 1075, including patrons and staff, based on one per 2 square metres rule.

Maximum persons in the indoor pool area = 150

Maximum persons in the splash park = 90

Maximum persons in the outdoor 50m pool = 460

Maximum persons in the indoor reception, cafe, office, change room area = 375

Ensure 1.5m physical distancing where possible, including:

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

COVID-19 conditions of entry require persons to keep 1.5m apart.

Lifeguards and customer service staff will monitor and enforce physical distancing requirements.

Steam rooms are higher risk and should have no more than 20 people inside at any one time or one person per 4 square metres, whichever is the lesser. Clean steam rooms with a detergent and disinfectant several times per day, should the facility choose to open them for use.

No steam rooms or higher risk activities occurring on site.

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

Maximum persons in the male and female change rooms at any time = 20

Maximum persons in the disabled toilets, adult disabled changeroom, parent change room at any time = 2

Maximum persons in the 25m pool deck change rooms at any time = 2

Where practical, stagger the use of communal facilities. Strongly encourage visitors

to shower/change at home where possible.

Toilet / change rooms will be limited at any one time. Lifeguards monitor numbers of persons.

Patrons will be encouraged to shower at home where possible.

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

Signs on display to encourage physical distancing.

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

Queuing and crowd control equipment will be utilised.

Use telephone or video platforms for essential staff meetings where practical.

Staff meetings will occur in large open areas or in rooms with adequate space to accommodate the number of persons attending.

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

The delivery area is separate from public areas and outside public opening hours.

Hygiene and cleaning

Adopt good hand hygiene practices.

Posters will be displayed in toilets/change rooms to encourage good hand hygiene practices.

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

Hand sanitiser station provided at entry and at other locations in the centre.

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.

Soap and paper towel will be provided in toilets/change rooms. Restocked daily or as required.

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.

Toilets/change rooms as well as handrails, door handles etc. will be cleaned and disinfected daily by centre staff.

Clean steam rooms with a detergent and disinfectant several times per day, should the facility choose to open them for use.

No steam rooms at the facility.

Reduce sharing of any equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

Lifeguard will be allocated individual bum bags with equipment for use. Common rescue equipment will be cleaned between uses. Disinfectant will be provided to lifeguards for use. Additional oxygen masks will be purchased and discarded upon use.

Maintain proper disinfectant levels and pH of pools and spas.

The pools will be maintained in accordance with NSW Swimming Pool and Spa Guidelines. Both plant rooms will be monitored on a daily basis and serviced minimum once per week.

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

Chlorine (splash park & outdoor pool) and bromine (indoor) used for pool disinfectant and used according to manufacturers instructions

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

Centre staff will be provided with gloves for cleaning.

Encourage contactless payment options.

EFTPOS and online payment options will be available.

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).

CBus controlled air-conditioning system used to control ventilation in indoor areas and ensure fresh air supply.

Record keeping

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. 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.

For school, child care, aged care and disability groups, contact details only need to be collected for two of the group organisers. The group organisers must have an electronic record of the name and phone number of all members, and parent or carer of any child, and be contactable at anytime for a period of at least 28 days.

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.

Conditions of entry will require patrons to sign in using the QR code. Service NSW QR Code will be utilised.

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

Where possible, records will be stored confidentially

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

Use of the COVIDSafe App will be encouraged on the conditions of entry.

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.

A copy of this COVID-Safe Plan will be available at the centre for inspection. A copy of the plan will also be available on the centre's website. Attendance records will be made available to NSW staff upon request.

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

Yes