

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



## Your COVID-19 Safety Plan

### Gyms and indoor recreation

#### Business details

Business name	Penrith Yoga Studio
Business location (town, suburb or postcode)	Penrith, NSW
Select your business type	
Indoor recreation facilities (yoga, pilates, dance studios)	
Completed by	Helen Clear
Email address	<a href="mailto:info@penrithyogastudio.com.au">info@penrithyogastudio.com.au</a>
Effective date	11 October 2021
Date completed	8 October 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**

Notice on the website, and in the reservation confirmation email. A plan for teacher backups if any of the teachers have symptoms.

**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**

Emails and teacher's meeting prior to re-opening.

**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**

On the website, on the email reservation, notice at the door.

**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, 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: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.**

**Agree**

Yes

## **Tell us how you will do this**

Staff are fully vaccinated.

Posters outside the door indicating conditions of entry.

Ask to see QR Code green tick as students come in.

Record sighting of vaccination certificate in PunchPass. (Attendance recording software.)

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## **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: Gym and dance classes must not exceed 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**

Class limit of 10 plus the teacher. Our space is 60 square metres.

**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**

In the studio: dots on the floor for spacing of mats. Outside the studio (which is not our space) dots on the floor and a notice.

**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**

Equipment is collected at the beginning with dots to show distancing. That equipment is kept with that student for the duration of the class so students are not going back and forth. On returning the equipment, students use the dots for distancing.

3 at a time at the equipment.

One student at a time in "the cupboard" (a small hallway space with one entry point).

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

**Agree**

Yes

**Tell us how you will do this**

Emails and a notice outside. We have been granted permission to put dots in the stairwell and hallway that are 1.5m apart.

**Singing by audiences is not allowed in indoor areas.**

**Dancing is not allowed in indoor areas except for dance classes, where no more than 20 people are permitted to dance.**

**Patrons can only consume alcohol when seated in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

We will not be chanting.

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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**

Air conditioner will be aimed toward the ceiling.

A window at each end of the room will remain open, even in Winter.

Where possible, we will keep the door open during class. Our a/c has been recently checked.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

N/A. We don't have this option.

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

**Agree**

Yes

**Tell us how you will do this**

At least 2 windows, one at each end of the room, will always be open. Where the temperature allows, we will open all windows. Where activity in the stairwell and hallway outside permits, we will keep the door open.

**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**

With open windows at each end and the air conditioner angled to the ceiling, air should move through the space. The air conditioner sits between two open windows.

**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**

We have recently had the air conditioner serviced, and our provider notifies us when the next service is due.

**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**

Our business is very small. We have ordered a CO2 monitor to measure how well the air

is circulating.

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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, unless they are participating in an indoor gym class or dance class**

**Agree**

Yes

**Tell us how you will do this**

We supplied free masks to our students. We will require masks to be on as students enter the premises. Teachers will wear masks, except if they cannot be heard.

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

**Agree**

Yes

**Tell us how you will do this**

Hand sanitizer near the equipment and on window sills. Teachers will sanitize after adjusting a student.

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

**Agree**

Yes

### **Tell us how you will do this**

Bathrooms are not part of our space. The toilets outside are kept well stocked. We have soap, tap and hand towels in the studio if the public bathrooms are not well equipped.

**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**

At the end of class, any shared equipment is wiped down with detergent. Students are encouraged to bring their own equipment where that is possible.

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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**



The QR code is displayed outside. Teachers will ask to see the green tick as students enter.

**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**

The QR code is displayed outside. Teachers will ask to see the green tick as students enter.

**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 student details are recorded in PunchPass, our attendance software.

**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**

N/A. We have one premises, one venue.

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

Yes