



## **AQUATICS DOWN UNDER COVIDSafe Plan**

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We have developed this COVID-19 Safety Plan, in accordance with NSW Government COVID-19 Public Health Orders to help create and maintain a safe environment for our workers and visitors. This plan has been completed in consultation from the Aquatics Down Under Team. This will help slow the spread of COVID-19 and reassure our visitors that they can safely return to Aquatics Down Under. We may need to update the plan in the future as restrictions and advice on the [nsw.gov.au](https://www.nsw.gov.au) website changes.

We will also manage risks to staff and other people in accordance with Work Health and Safety Laws

REQUIREMENTS	ACTIONS
<p data-bbox="71 297 438 324">Well being of staff and visitors</p> <p data-bbox="71 331 703 358">Exclude staff, volunteers and visitors who are unwell</p>	<p data-bbox="810 331 1492 432">We will direct staff to stay home if displaying any cold or flu like symptoms. Via the staff face book page and our online training and displayed in the staffroom.</p> <ul data-bbox="810 439 1508 1037" style="list-style-type: none"> <li data-bbox="810 439 1481 577">• When signing on to shifts staff members will be asked to take their own temperature, with a contactless thermometer, and return home immediately to seek medical advice if it is over 37.5c</li> <li data-bbox="810 584 1508 752">• If a staff member arrives at work and is unwell, the staff member MUST be directed to return home and suggest that they should undertake a covid-19 test and self-isolate and not return to work until they have received a negative COVID test result</li> <li data-bbox="810 759 1481 860">• Other visitors will be reminded at the time of booking confirmation, and via signage around the centre, that they must not attend if unwell.</li> <li data-bbox="810 866 1428 931">• Makeup opportunities are available to encourage parents to keep children home if unwell.</li> <li data-bbox="810 938 1437 1037">• Any child displaying signs of being unwell will be immediately returned to their parent and the family asked to return when well.</li> </ul> <p data-bbox="810 1043 1508 1108">Any visitor or parent displaying signs of being unwell will be asked to leave immediately and return when well</p>
<p data-bbox="71 1126 774 1227">Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor</p>	<ul data-bbox="810 1126 1508 1971" style="list-style-type: none"> <li data-bbox="810 1126 1469 1191">• Recommend that staff with cold or flu like symptoms get tested for covid-19.</li> <li data-bbox="810 1198 1433 1263">• Educate customers on the signs and symptoms of covid-19 through FB, facility signage, and emails.</li> <li data-bbox="810 1270 1508 1438">• Display infographics from NSW Health and Safe work Australia on the signs and symptoms of covid-19, in addition to our own COVID infographics. Digital signage in the pool hall will be utilised, as well as signage in the entry and parent areas.</li> <li data-bbox="810 1444 1501 1545">• Educate staff in swift and respectful practices to ensure anyone exhibiting symptoms leaves the building as quickly as possible.</li> <li data-bbox="810 1552 1508 1653">• Educate staff on the signs and symptoms of covid-19 by way of email, Team Facebook, and online learning modules.</li> <li data-bbox="810 1659 1460 1792">• All staff to complete the Australian Government’s Department of Health COVID-19 Infection Control Training. <a href="https://www.health.gov.au/resources/apps-and-tools/covid-19-infectioncontrol-training">https://www.health.gov.au/resources/apps-and-tools/covid-19-infectioncontrol-training</a></li> <li data-bbox="810 1798 1437 1899">• Staff to be trained in the centre’s covid-19 routine cleaning procedures including areas to be cleaned, frequency, chemicals to be used and PPE.</li> <li data-bbox="810 1906 1401 1971">• Cleaning procedures are in line with Safe Work Australia’s current advice.</li> </ul> <p data-bbox="810 1977 1508 2042"><a href="https://www.safeworkaustralia.gov.au/covid-19-informationworkplaces/cleaning-prevent-spread-covid-19">https://www.safeworkaustralia.gov.au/covid-19-informationworkplaces/cleaning-prevent-spread-covid-19</a></p>

Make staff aware of their leave entitlements if they are sick or required to self isolate	<ul style="list-style-type: none"> <li>• Staff working casual rosters (including relief shifts) are paid at a higher rate to incorporate a sick leave allowance.</li> <li>Team members are actively encouraged to stay home if unwell and then pick up relief shifts when well.</li> </ul>
Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space, shown at a clear place of entry	<ul style="list-style-type: none"> <li>• Distribute information regarding hygiene and physical distancing via email and Infographics to all our customers prior to arrival at the centre.</li> <li>• Display the maximum number of people allowed within the facility</li> </ul>

REQUIREMENTS	ACTIONS
<b>Physical Distancing</b>	
Ensure the number of people in the facility does not exceed one person per 4 square metre (including staff)	<ul style="list-style-type: none"> <li>• In water 17.5 m x 7m = 30 people</li> <li>Grandstand – 7.5m x 3m = 5 people</li> <li>Pool Concourse – 20m x 2m = 10 people</li> <li>Foyer – 2m x 2m = 2 people</li> <li>Baby change stations 6m x 3m = 4 people</li> <li>Office area – 2 people 6m x 1.75 = 2</li> <li>Far side of pool 18m x 1m = 4</li> </ul>
Ensure classes have no more than 20 participants, plus the instructor and any assistance, per space and comply with one person per 2 square metres	<p>Regularly monitor the NSW Health Department website for updates on Gathering and Movement.  <a href="https://www.health.nsw.gov.au/Infectious/covid19/Pages/public-health-orders.aspx">https://www.health.nsw.gov.au/Infectious/covid19/Pages/public-health-orders.aspx</a></p> <ul style="list-style-type: none"> <li>• No classes will have more than 20 participants.</li> <li>• Lessons are all scheduled in advance.</li> </ul> <p>Aqua aerobic classes will not be running when we reopen</p>
Ensure activities are non-contact as much as practical. Accidental contact may occur but no deliberate body contact drills	<ul style="list-style-type: none"> <li>• Necessary contact will occur in learn to swim to ensure the safety of the children, as indicated appropriate by the Minister and industry peak bodies.</li> <li>• Unnecessary contact will be avoided, and the teacher will remain out of the water for squads and higher level LTS,</li> <li>• Staff will be trained in COVID safe teaching practices, in person and via online learning modules.</li> </ul>
Implement measures to prevent crowding, such as limiting the number of swimmers to 3 per lane and ensuring physical distancing for adult swim classes (which can have up to 20 participants)	<ul style="list-style-type: none"> <li>• Adult learn to swim will not be operating when we reopen. We will revisit once we reopen</li> </ul>
For children's swim classes, take reasonable steps to ensure parents supervising or supporting children are physically distancing	<ul style="list-style-type: none"> <li>• In parent child programs where an adult is in the water assisting their baby/toddlers, parents will be spaced 1.5m apart and numbers in the class reduced to allow this to occur</li> <li>• Teachers will socially distance from the adults in the water whenever possible.</li> </ul>
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance	<ul style="list-style-type: none"> <li>• Signage and floor marking will remind patrons of the 1.5 metre physical distancing requirement.</li> <li>• Operations Managers will be on deck reminding patrons not to gather unless members of the same household.</li> </ul>

	<ul style="list-style-type: none"> <li>• Families have been asked to have only one adult attend with each child for pre schoolers and parents of school aged children are asked to drop and remain outside the venue unless there is a specific request</li> <li>• All seating has been spaced 1.5 metres apart</li> <li>• changerooms will be closed and baby change stations reduced to allow for 1.5m distancing. Built in baby change stations near showers will also be used and cleaned regularly</li> </ul>
Assess the safe capacity of communal facilities such as showers, changerooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing	Parents are instructed to arrive ready, and showers and dress children at home. Showers and changerooms will be closed until restrictions ease as it is not possible to clean changerooms after each use as well as safely social distance and adhere to the 4 square metre rule
Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible	swimmers will shower and change at home, leaving straight after their lessons.
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	<ul style="list-style-type: none"> <li>• Floor markers at 1.5 spacing All areas are directly observed by the Operations Managers and customer service team.</li> </ul>
Have strategies in place to manage gatherings that may occur immediately outside the premises.	<ul style="list-style-type: none"> <li>• Managers and customer service staff are empowered to move on anyone gathering in a group. 1.5m social distancing stickers will be placed on the floor to ensure those waiting outside are correctly distanced. Centre Management has been contacted and temporary barriers will be utilised to control queues</li> </ul>
Use telephone or video platforms for essential staff meetings where practical	<ul style="list-style-type: none"> <li>• Meetings will be conducted via zoom. Training will be done in small groups if it is required to be onsite so social distancing is observed. Staff will not be allowed to congregate in the office before or after their shift. Team huddle pre shift will take place on pool deck with staff socially distanced</li> </ul>
Review regular business deliveries and request contactless delivery and invoicing where practical	<ul style="list-style-type: none"> <li>• There are few deliveries, they are contactless wherever possible. The Office Manager coordinates with suppliers regarding deliveries. All external contractors details will be recorder</li> </ul>

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices	All team and patrons are reminded of hand hygiene on entry and with visuals throughout the centre.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground	An automatic hand santiser unit is positioned at the entrance door, and another one is positioned outside the change area. The Managers and cleaners monitor these and ensure adequate supply.
Ensure bathrooms are well stocked with hand soap and paper towels	Soap dispensers are at all washbasins, and paper towel is provided. <ul style="list-style-type: none"> <li>• Managers and wetdeck staff will monitor supply</li> </ul>
Provide visual aids above hand wash basins to support effective hand washing	Infographics demonstrated safe hand washing practices are displayed above the wash basin and throughout the venue and posted on the ADU Facebook page for patrons to view

Reduce sharing of any equipment where practical and ensure these are cleaned with detergent and disinfectant between use	<ul style="list-style-type: none"> <li>• Equipment used in lessons is sanitized between use in a Milton solution. The Safe Work Australia COVID cleaning procedures have been adopted</li> </ul>
Clean frequently used indoor hard surface areas, including children's play areas at least daily; first with detergent and water, and then disinfectant. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	<ul style="list-style-type: none"> <li>• A team member is allocated to wipe down baby change after each use and frequently sanitise door handles and other hard surfaces.</li> <li>• A fog disinfection is undertaken throughout the facility every evening. The facility is thoroughly cleaned by commercial cleaners each evening. All surfaces are sanitised.</li> <li>• The Safe Work Australia COVID procedures have been adopted and are detailed in this manual <a href="http://swa.gov.au/coronavirus">swa.gov.au/coronavirus</a></li> </ul>
Maintain proper disinfectant levels and PH of pools and spas	<p>Aquatics Down Under has a state-of-the-art water treatment system, with an advanced oxidation process combining chlorine, UV and ozone disinfection. The water is electronically tested and controlled every 7 minutes. Manual testing is also conducted multiple times throughout the day.</p> <ul style="list-style-type: none"> <li>• We also have regular testing by a NATA certified third party laboratory in accordance with Chapter 2 of the NSW Health Public Swimming Pool and Spa Advisory Document.</li> </ul> <p>Local Council also conduct Random water testing</p>
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions	The Safe Work Australia COVID cleaning procedures have been adopted and are detailed in this manual <a href="http://swa.gov.au/coronavirus">swa.gov.au/coronavirus</a>
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water	The Safe Work Australia COVID cleaning procedures have been adopted and are detailed in this manual <a href="http://swa.gov.au/coronavirus">swa.gov.au/coronavirus</a>
Encourage contactless payment options	<ul style="list-style-type: none"> <li>• payments can be made through our app or electronic funds transfer. If payments need to be made via our eftpos machine, staff will sanitise between usage</li> </ul>

REQUIREMENTS	ACTIONS
<b>Record Keeping</b>	
Keep a record of name and mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely	<ul style="list-style-type: none"> <li>• Retain copies of the roster (including "fill-in" staff) to allow for contact tracing by NSW Health.</li> <li>• Guardians will be checked at the door and if different to our records, their details will be added to the daily report</li> <li>• At present, there are no casual visitors to the facility. All lessons are pre-booked in our online booking system with full contact details for each family.</li> </ul>
Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required	<ul style="list-style-type: none"> <li>• We will promote the COVID safe app on our digital signage at the facility and online to our customers and staff</li> </ul>
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify Safework NSW on 131050	<ul style="list-style-type: none"> <li>• It is our policy to cooperate with all Government bodies and we actively promote COVID safe practices.</li> </ul>



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