



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
Well being of staff and visitors	
Exclude staff, volunteers and visitors who are unwell	<p>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 style="list-style-type: none"> • 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 • 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 • Other visitors will be reminded at the time of booking confirmation, and via signage around the centre, that they must not attend if unwell. • Makeup opportunities are available to encourage parents to keep children home if unwell. • Any child displaying signs of being unwell will be immediately returned to their parent and the family asked to return when well. <p>Any visitor or parent displaying signs of being unwell will be asked to leave immediately and return when well</p>
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	<ul style="list-style-type: none"> • Recommend that staff with cold or flu like symptoms get tested for covid-19. • Educate customers on the signs and symptoms of covid-19 through FB, facility signage, and emails. • 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. • Educate staff in swift and respectful practices to ensure anyone exhibiting symptoms leaves the building as quickly as possible. • Educate staff on the signs and symptoms of covid-19 by way of email, Team Facebook, and online learning modules. • All staff to complete the Australian Government's Department of Health COVID-19 Infection Control Training. https://www.health.gov.au/resources/apps-and-tools/covid-19-infectioncontrol-training • 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. • Cleaning procedures are in line with Safe Work Australia's current advice. https://www.safeworkaustralia.gov.au/covid-19-informationworkplaces/cleaning-prevent-spread-covid-19

Make staff aware of their leave entitlements if they are sick or required to self isolate	<ul style="list-style-type: none"> • Staff working casual rosters (including relief shifts) are paid at a higher rate to incorporate a sick leave allowance. <p>Team members are actively encouraged to stay home if unwell and then pick up relief shifts when well.</p>
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"> • Distribute information regarding hygiene and physical distancing via email and Infographics to all our customers prior to arrival at the centre. • Display the maximum number of people allowed within the facility
Face masks will be mandatory in indoor settings such as retail, supermarkets and shopping centres	<p>Due to our location within a shopping centre, all entering above the age of 12, will be required to wear a face mask. This includes all on deck staff and spectators. Parents entering the water for a parent and child class are not required to wear a mask in the water (but must maintain social distancing while in the water) but are to do so on arrival, at baby change stations and upon leaving the venue.</p> <p>Teachers in the water are not required to wear a mask whilst teaching in the water but are to do so on arrival and once they have exited the water</p>

REQUIREMENTS	ACTIONS
Physical Distancing	
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"> • In water 17.5 m x 7m = 30 people Grandstand – 7.5m x 3m = 5 people Pool Concourse – 20m x 2m = 10 people Foyer – 2m x 2m = 2 people Baby change stations 6m x 3m = 4 people Office area – 2 people 6m x 1.75 = 2 Far side of pool 18m x 1m = 4
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. https://www.health.nsw.gov.au/Infectious/covid19/Pages/public-health-orders.aspx</p> <ul style="list-style-type: none"> • No classes will have more than 20 participants. • Lessons are all scheduled in advance. <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"> • 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. • Unnecessary contact will be avoided, and the teacher will remain out of the water for squads and higher level LTS, • Staff will be trained in COVID safe teaching practices, in person and via online learning modules.
Implement measures to prevent crowding, such as limiting the number of swimmers to 3 per lane and	<ul style="list-style-type: none"> • Adult learn to swim will not be operating when we reopen. We will revisit once we reopen

ensuring physical distancing for adult swim classes (which can have up to 20 participants)	
For children's swim classes, take reasonable steps to ensure parents supervising or supporting children are physically distancing	<ul style="list-style-type: none"> • 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 • Teachers will socially distance from the adults in the water whenever possible.
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"> • Signage and floor marking will remind patrons of the 1.5 metre physical distancing requirement. • Operations Managers will be on deck reminding patrons not to gather unless members of the same household. • 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 • All seating has been spaced 1.5 metres apart • 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
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 shower 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"> • Floor markers at 1.5 spacing All areas are directly observed by the Operations Managers and customer service team.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	<ul style="list-style-type: none"> • 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
Use telephone or video platforms for essential staff meetings where practical	<ul style="list-style-type: none"> • 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
Review regular business deliveries and request contactless delivery and invoicing where practical	<ul style="list-style-type: none"> • There are few deliveries, they are contactless wherever possible. The Office Manager coordinates with suppliers regarding deliveries. All external contractors details will be recorder

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. • Managers and wetdeck staff will monitor supply
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	• Equipment used in lessons is sanitized between use in a Milton solution. The Safe Work Australia COVID cleaning procedures have been adopted
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.	• A team member is allocated to wipe down baby change after each use and frequently sanitise door handles and other hard surfaces. •A fog disinfection is undertaken throughout the facility every evening. The facility is thoroughly cleaned by commercial cleaners each evening. All surfaces are sanitised. • The Safe Work Australia COVID procedures have been adopted and are detailed in this manual swa.gov.au/coronavirus
Maintain proper disinfectant levels and PH of pools and spas	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. • 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. Local Council also conduct Random water testing
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 swa.gov.au/coronavirus
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 swa.gov.au/coronavirus
Encourage contactless payment options	• 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

REQUIREMENTS	ACTIONS
Record Keeping	
Keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a	•All entering the facility (including staff and contractors) are to check in using the QR codes on Display at the

<p>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.</p>	<p>entrance to the swim school. Staff will supervise and assist those that are unfamiliar with the process and ADU will provide a device to register customers should they not have an adequate device</p>
<p>Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required</p>	<ul style="list-style-type: none"> • We will promote the COVID safe app on our digital signage at the facility and online to our customers and staff
<p>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify Safework NSW on 131050</p>	<ul style="list-style-type: none"> • It is our policy to cooperate with all Government bodies and we actively promote COVID safe practices.

