

Gyms and indoor recreation | COVID-19 Safety Plan v2

Safety Plan for gyms, indoor recreation facilities, swimming pools, community centres and halls.
Template effective 11 September 2021; Plan dated 12 October 2021

Business details

Business name

BUDOKAN JUDO CLUB INC.

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location. Provide contact details for the person responsible for the COVID-19 Safety Plan at each location.

Horticulture Pavilion, Doran Drv, Castle Hill Showground, Castle Hill 2154

Select your business type

Martial arts training facility

Completed by

Full name

Rob Katz

Email address

We will send a copy of the plan to your email.

katzfamily@iinet.net.au

Requirements for business

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

Tell us how you will do this

On venue entry we will require:

- QR Code scanning is preferred. Less desirable is manual completion of Attendance Register)
- Temperature testing (37.5 Deg C max)
- Presentation of **vaccination evidence** by all members and spectators aged 16yo+
- wearing of mask
- hand sanitising

Public Health (COVID-19 General) Order 2021 [NSW] Schedule 6 defines “vaccination evidence” as

- (a) evidence from the Australian Immunisation Register that the person
- has had 2 doses of a COVID-19 vaccine, or
 - has a medical contraindication that prevents the person from receiving a COVID-19 vaccine, or Example— An online immunisation history statement, a COVID-19 digital certificate from the Australian Immunisation Register or information displayed on the Service NSW mobile phone application.
- (b) a medical contraindication certificate issued to the person.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.

Agree

Tell us how you will do this

Detailed procedures were developed post-2020 lockdown and will be reviewed and reissued to all members via email and on the club's website regarding their responsibilities. Coaches and Committee members previously completed Infection Control Training and take added responsibility to ensure compliance with documented procedures.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Tell us how you will do this

There is one single entry point. For each training session a Committee member or coach will be responsible for reviewing each person entering the venue for compliance with QR entry registration, temperature check, vaccination status, mask check and hand sanitising.

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

Tell us how you will do this

Not applicable - there are no other businesses or facilities or tenants occupying the venue

Encourage staff to access COVID-19 vaccination.

Agree

Tell us how you will do this

At this time, all coaches, assistant coaches and committee members will be allowed to access the venue having presented **vaccination evidence, ideally fully vaccinated, which we will encourage.** If the public health orders change so that restrictions regarding the need to **present vaccination evidence** are lifted, we **will still** actively encourage coaches, assistant coaches and committee members to be double vaccinated.

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 group dance classes must not exceed 20 persons.

Agree

Tell us how you will do this

- The 200 sqm mat area (field of play) has a capacity of 50 per the 4sqm rule. However, at this time each training class is limited to a maximum of 20 participants including coaches.
- The mat area (field of play) will be split down the middle and 2 separate classes will be run simultaneously on each of the 100 sqm halves. No more than 20 participants including coaches will be on each 100 sqm mat half representing 5 sqm per person. Each group will operate independently and there will be no integration.
- Off-mat area is 98 sqm. We will restrict seating to 15 spectators. Procedures state this and seating is marked. If there is a high demand, spectators have been asked to limit seating to 1 per athlete on the mat. Maximum capacity per person will therefore be 6.5 sqm. Signs inside the hall are displayed to reflect the seating requirements.
- Sessions will finish early and athletes will leave prior to the majority of participants of the next session entering. Processes cover this.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Tell us how you will do this

- The 4sqm rule will apply to the playing area to a maximum of 20 participants including coaches per class.
- The off-mat area will have marked seating which will limit spectators to 15 representing 6.5sqm per person. This translates to 1.5m physical distancing.
- Signage in an outside the venue is displayed to reflect the seating requirements.
- To minimise congestion between classes which run back-to-back, classes will finish early and athletes will leave prior to the majority of participants of the next session entering. Processes cover this. Athletes waiting outside the venue for their class will be monitored to respect physical distancing requirements.
- Detailed procedures have been circulated to members via email and on the club's website regarding their responsibilities.
- During Judo classes, during instruction, physical distancing requirements will be enforced by coaches. When practicing Judo with a partner, whilst physical distancing requirements is not practical, we will limit the rotation of partners.

Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.

Agree

Tell us how you will do this

- An attendant will man the entry door to manage ingress and egress of athletes and spectators.
- Whilst markers on the floor are impractical in the venue, seating for spectators will be marked.
- No showers and toilets are located in the building. Limiting numbers in the hall and staggering of arrival / departure of sessions has been introduced.
- Athletes will come dressed for training and will leave in their training clothes or get changed only when physical distancing requirements can easily be met.
- Sessions will finish early allowing egress of previous class prior to ingress of students in the next class. Showers not available in building.

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

Agree

Tell us how you will do this

The only gatherings will be for members waiting to be let in the venue for their class when another is running. We will have an attendant manning the entry door to manage ingress and egress of athletes and spectators, including physical distancing whilst waiting and coordinating QR check-in, review of vaccination status and temperature check.

Singing by audiences is not allowed in indoor areas.

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

Patrons can only consume alcohol when seated in indoor areas.

Agree

Tell us how you will do this

- Not applicable - there is no singing or dancing involved in Judo and alcohol is not consumed on the premises.
- Whilst there is no dancing, there is contact involved in the practicing of Judo; however, all classes will be limited to a maximum of 20 participants including coaches.

Ventilation

Review the 'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://www.nsw.gov.au) and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Tell us how you will do this

- I have read the "Review the 'COVID-19 guidance on ventilation' and have considered which measures are relevant to our premises before completing this COVID-19 Safety Plan. The following applies to our venue:
- We will limit congestion by limiting the number of people both on and off the mat in the venue. On-mat minimum density will be 1 person per 5 sqm. Off mat density will be 1 person per 6.5 sqm, both exceeding the minimum 4 sqm requirements.
- Ceiling fans are clean and operational and will be used.
- Ceiling whirly-gig extraction fans are also fully serviceable.
- We will open all doors to the venue for maximum flow-through ventilation
- If necessary, we will use the electric extraction fan near the ceiling, albeit it is noisy and the trade-off is having to speak more loudly. We prefer to use the 2 portable floor fans to keep air circulating. There is no aircon, and heating is by umbrella gas heaters.

Use outdoor settings wherever possible.

Agree

Tell us how you will do this

Judo is practiced on special mats (200 sqm area) which lay on a sprung floor. The area sits in a frame which is fixed to a concrete slab. This is not a portable field-of-play. Some classes may utilise the Showground area to run a warmup (running, sprints, piggy-backs, body exercises) pre-Judo class commencement. The majority of activities for our classes however, will remain on the mat inside the venue.

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

Agree

Tell us how you will do this

- As per the section titled: "Review the 'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://www.nsw.gov.au) and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan."
- Ceiling fans are clean and operational and will be used.
- Ceiling whirly-gig extraction fans are also fully serviceable.
- We will open all doors to the venue for maximum flow-through ventilation
- If necessary, we will use the electric extraction fan near the ceiling, albeit it is noisy and the trade-off is having to speak more loudly. We prefer to use the 2 portable floor fans to keep air circulating. There is no aircon, and heating is by umbrella gas heaters.

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

Tell us how you will do this

- As previously mentioned, ceiling fans will be used whilst ever classes are operating.
- Ceiling whirly-gig extraction fans are also fully serviceable.
- We will open all doors to the venue for maximum flow-through ventilation
- If necessary, we will use the electric extraction fan near the ceiling, albeit it is noisy and the trade-off is having to speak more loudly. We prefer to use the 2 portable floor fans to keep air circulating.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Tell us how you will do this

Operation of all electrically operated fixed and portable fans and doors is regularly checked. Fire-spec doors have been installed and existing sliding doors overhauled by Council in the last 12 months. Guides on the sliding doors adjacent to the fire-spec doors are all fully serviceable for easy movement. There is no other maintenance. Council has inspected the electrical distribution (circuit breaker) board and is responsible for its condition and ability to service the venue.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Tell us how you will do this

I keep Council apprised of the condition of the venue and have requested various improvements to lighting, fans and the electrical distribution (circuit breaker) board. Contacts are: Sinnathamby Sivapiragasam (Siva) at ssivapiragasam@thehills.nsw.gov.au; and Suresh Sharma at ssharma@thehills.nsw.gov.au;

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Note: People engaging in strenuous physical exercise are exempt, unless they are participating in an indoor gym class or dance class.

Agree

Tell us how you will do this

As part of their duties, an attendant at the entrance door will ensure that anyone entering the venue wears a mask. **Everyone aged over 12 years** will be required to wear a mask off the mat. Whilst athletes are on the mat practicing Judo, they do not need to wear a mask unless there is a break in physical activity of more than 10 minutes per Judo NSW CEO guidance during a presentation on 5/10/21. Coaches will need to wear a mask on the mat.

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

Agree

Tell us how you will do this

Hand sanitizers (>60% alcohol) are available at the entry, edge of mat, and in the spectator area. An auto dispenser on a stand is available just inside the entrance to complement numerous small bottle dispensers.

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

Agree

Tell us how you will do this

Toilets are Council-owned and public, and maintained by Council. Athletes returning from the bathroom will be required to hand sanitise. Shoes are always left outside the venue.

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

Tell us how you will do this

Sharing of equipment will be minimised. Equipment can only be used with coach permission and cleaned after use. Mats will be mopped with a bleach/disinfectant solution after each block of sessions. Crash mats, table surfaces and all seating off the mat will be wiped down after each class.

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

Tell us how you will do this

The venue has a unique QR code to be scanned by everyone entering the venue. Those without a mobile phone must complete an attendance register answering numerous questions prior to entering the venue.

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

Tell us how you will do this

Processes for all requirements after the 2020 lockdown were written and distributed to all members via email, on the club's website and at the club itself. They will be updated to reflect the new October 2021 requirements and redistributed.

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

Tell us how you will do this

The venue has a unique QR code to be scanned by everyone entering the venue. Those without a mobile phone must complete an attendance register answering numerous questions prior to entering the venue. Pages representing any classes/dates can be scanned and emailed to any authority requiring this information.

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

Prepared by: Rob Katz
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Mobile: 0411409632
10th October 2021

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