

> HELPING BUSINESS GET BACK TO WORK



COVID-19 Safety Plan

Effective 1 August 2020

Indoor recreation facilities (including yoga, pilates and dance studios, and martial arts training facilities)

Note: you need to complete additional COVID-19 Safety Plans if you have a gym, pool or cafe on your premises.

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your visitors.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS	
Business name:	FunSing
Plan completed by:	Mark Lodge
Approved by:	Kristen Lodge

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your visitors and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	Exclude any team member that feels unwell, exhibiting any signs of cough, runny nose, or sore muscles, or any team member with a temperature check 37.4 or more is not to attend the work place
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.	All staff will be temperature checked upon entry to the work facility, hand santiser will be available upon entry and at stations throughout the facility. All staff are to work within the designated markings on the floor to ensure social distancing.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	As contractors to the business there are no entitlements. All staff will be paid for work performed only. If you are unwell it is your responsibility to not attend the workplace and notify FunSing as soon as you think that you are not fit for work. If unfit, you must have a COVID test and isolate until your results are know, at which time FunSing must be notified of results.

Wellbeing of staff and visitors	
Display conditions of entry (website, social media, venue entry).	Conditions of entry will be posted at the venue, website and social media. A personal email will be sent 1 week prior to the first day of workshop to specifically notify parents of the conditions of entry.
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> Indoor gyms Swimming pools Restaurants and cafes. 	N/A

REQUIREMENTS	ACTIONS
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Physical distancing	
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Ensure the number of people in a facility does not exceed one person per 4 square metres (excluding staff).	Participants are to space themselves based on the floor markings that indicate a space of 4m ² per person. Staff need to maintain a distance of 3m from participants during, singing practice and performance.
Ensure sport and recreation activities have no more than 20 participants, plus the instructor and any assistants, per space that complies with one participant per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this, and if the classes remain separate with start and end times staggered to minimise crowding. Ensure participants maintain 1.5 metres physical distance where practical.	We have allowed for no more than 15 students in a class at one time. Students will move to each areas at the teachers instructions maintaining social distancing from each other and groups at all times. Students and teachers will use hand sanitiser at the start of each new session.
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.	There will be no spectators at the theatre. The performance will be filmed for the benefit of participants and parents.
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	Toilet entry doors and taps will be wiped down and cleaned at regular intervals during the day.
Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.	All students will shower and change at home, these facilities will not be made available at the theatre.
Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.	All students and visitors will be encouraged to physically distance by following the markings on the floor to maintain a minimum of 4m² per participant
Have strategies in place to manage gatherings that may occur immediately outside the premises.	A COVID marshal from FunSing will be positioned outside the theatre at pickup and drop off. Parents are to maintain physical distancing practices while waiting for the child and will be encouraged to move on as soon as their child has been collected.
Use telephone or video platforms for essential staff meetings where practical.	Staff meetings prior to the workshop will be carried out by electronic means. Morning meetings and progression meetings will be held on site during the workshops. Meetings will be kept to a minimum and social distancing practices will be adhered to.
Review regular business deliveries and request contactless delivery and invoicing where practical.	All bookings and payments are carried out in an online environment. The delivery of the workshop by nature is face to face.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hands are to be sanitised upon entry and will be encouraged by the COVID Marshall during the day.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Sanitising stations will be made available at each area and all staff and participants will be encouraged to sanitise at the start of each session.
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.	All bathrooms will be stocked with liquid soap and hand drying facilities. Signs will be posted to encourage effective hand washing.
Encourage visitors to bring their own water bottles, sweat towels and equipment.	All participants are to bring their own drink bottles, lunch and any other equipment that they may require including pens, highlighters. There are not to be shared.
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.	The COVID Marshall will be responsible for cleaning with disinfectant wipes all areas that are frequently touched, including but not limited to door handles, railings, hard surfaces, tables and chairs. (Gloves used)
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	N/A
Reduce sharing of equipment (including hire equipment) where practical and ensure these are cleaned with detergent and disinfectant between use.	Props will not be shared. Microphones will be limited to specific staff and participants while all others will be static and not hand held during performances.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	There will a supply of gloves, masks, and hand sanitiser for all participants to utilise. The use of masks will not be mandatory, but they will be available for anyone that may wish to use them.
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	All disinfectants and wipes will be pre-proportioned to ensure their effective strength.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Any staff member that carries out cleaning and the designated COVID Marshall will wear disposable gloves when ever cleaning practices are undertaken
Encourage contactless payment options.	All payments are via online contactless payment system.

REQUIREMENTS	ACTIONS
Record keeping	
<p>Keep a record of name and a contact number for all staff, volunteers, participants, 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.</p>	<p>All participants and staff details will be kept on record for a minimum of 28 days to ensure that contact tracing can be carried out if necessary.</p>
<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Staff will be made aware of the COVID Safe app. It will not be mandatory to download this app.</p>
<p>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.</p>	<p>FunSing and all of it's staff will co-operate with NSW Health if contacted in person to a positive case of COVID-19 at our workplace, and notify SafeWork NSW on 131050</p>