



Gymnastics  
Victoria

# COVIDSafe Plan



<b>Business Name:</b>	<b>Nunawading Gymnastics and Sports Club Inc.</b>
<b>Venue:</b>	<b>413-425 Whitehorse Road NUNAWADING VIC 3131 (Walker Park)</b>
<b>Plan Completed By:</b>	<b>Ishoa-Jade Cook</b>
<b>Date:</b>	<b>27-01-2022</b>
<b>Date Reviewed:</b>	<b>27-01-2022</b>

The COVIDSafe Plan is grouped into six COVIDSafe Principles:

1. Ensure physical distancing
2. Wear a face covering
3. Practice good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

## COVIDSAFE PRINCIPLE 1: ENSURE PHYSICAL DISTANCING

REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirement 1: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by:</b>		<input type="checkbox"/>
Displaying signs to show patron limits at the entrance of enclosed areas where limits apply	To enter the facility, gymnast must line up near the entry door alongside the building, on the designated marks with practicing social distancing of 1.5m at all times	<input type="checkbox"/>
Informing workers to work from home wherever possible	Administrative staff to work from home as much as possible. Lesson plans to be completed by coaches from home	<input type="checkbox"/>
<b>You may also consider:</b>	Only one (1) Parent/ guardian can line up with their gymnast during this period (with siblings if required).	<input type="checkbox"/>
Minimising the build-up of people waiting to enter and exit the workplace	Floor markings will be used during training to insure social distancing of 1.5m by gymnasts	<input type="checkbox"/>
Using floor markings to provide minimum physical distancing guides	Invoicing via iClassPro, no cash payments accepted	<input type="checkbox"/>
Reviewing delivery protocols to limit contact between delivery drivers and workers	Delivery zone outside, sign will be displayed	<input type="checkbox"/>
<b>Action (examples):</b>		
Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas: <ul style="list-style-type: none"> <li>• Allocate different doors for entry and exit</li> <li>• Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit</li> <li>• Use floor markings to provide minimum physical distancing guides at entrances and exits</li> <li>• Establish contactless delivery or invoicing.</li> <li>• Display signage for delivery drivers.</li> <li>• Identify designated drop off areas.</li> <li>• Outlining the maximum occupancy of areas that are open to the general public, and information about signage</li> </ul>		

REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirement 2: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:</b>		<input type="checkbox"/>
There is no more than one worker per four square meters of enclosed workspace	There is no more than one worker per four square meters of enclosed workspace	<input type="checkbox"/>
There is no more than one member of the public per four square meters of publicly available space indoors	Maximum of 375 participants in the facility for gymnasts - parent assisted classes and staff, do not count towards total number <ul style="list-style-type: none"> <li>○ 1 person per 2 square metre</li> <li>○ Must be fully vaccinated or have a medical exemption</li> </ul>	<input type="checkbox"/>
<b>Action (examples):</b>	Maximum of 375 participants in the facility. Class sizes can remain post COVID <ul style="list-style-type: none"> <li>○ 1 person per 2 square metre</li> <li>○ Must be fully vaccinated or have a medical exemption</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so workers are not facing one another on break</li> <li>• Comply with relevant density quotient and signage requirements in the Workplace Directions</li> </ul>	Seating area will be marked to ensure 1.5 m social distancing	<input type="checkbox"/>
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirement 3: You should provide training to workers on physical distancing expectations while working and socialising. This should include:</b>		<input type="checkbox"/>
Informing workers to follow current public health directions when carpooling. This can be found at (hyperlink) vic.gov.au	Social distancing of 1.5m to be maintained as per NGSC Covid-19 Safe Return Polcie	<input type="checkbox"/>
Informing workers to work from home wherever possible	Informing workers to work from home wherever possible	<input type="checkbox"/>
<b>Action (examples):</b>	Procedure developed for Covid-Safe Coaching	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Develop and educate workers on strategies and work practice changes to maintain physical distancing</li> <li>• Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions</li> </ul>	<ul style="list-style-type: none"> <li>• Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions</li> <li>• Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly</li> <li>• Reinforcing the importance of not attending work if unwell</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly</li> <li>• Reinforcing the importance of not attending work if unwell</li> <li>• Ensuring appropriate information on the use of face coverings and PPE</li> <li>• Ensure compliance with Stage 4 restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits</li> <li>• Identify the roles that are required to be performed from home or can be adapted to be performed from home</li> <li>• Adapt working arrangements to enable working from home</li> <li>• Regularly assess workers in attendance at the workplace to determine whether they are required to be there</li> </ul>	<p>As per NGSC Covid-19 Safe Return Policy</p> <ul style="list-style-type: none"> <li>• Front Desk (Covid Marshal) to be present during opening hours at all times</li> </ul>	
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<p><b>Requirements for restricted or heavily restricted industries. You must also:</b></p>	<p><b>Requirements for indoor sporting venues</b></p>	
<ul style="list-style-type: none"> <li>• Reduce workers levels in accordance with industry directions.</li> </ul>	<p>Staff only to be present at facility if rostered on</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Limit number of patrons in accordance with industry directions.</li> </ul>	<p>Maximum of 375 participants in the facility for gymnasts - parent assisted classes and staff, do not count towards total number</p> <ul style="list-style-type: none"> <li>○ 1 person per 2 square metre</li> <li>○ Must be fully vaccinated or have a medical exemption</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Have no carpooling.</li> </ul>	<p>Maximum of 375 participants in the facility for gymnasts - parent assisted classes and staff, do not count towards total number</p> <ul style="list-style-type: none"> <li>○ 1 person per 2 square metre</li> <li>○ Must be fully vaccinated or have a medical exemption</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Heavily Restricted Industries Only</b> Have workers only attend work if permitted. Workers in permitted work premises must work from home, if they can.</li> </ul>	<p>Face masks to be worn by anyone 8 years and over unless doing strenuous activity</p>	<input type="checkbox"/>

## COVIDSAFE PRINCIPLE 2: WEAR A FACE COVERING

REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirement 1: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:</b>		<input type="checkbox"/>
Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own	Face masks to be worn by anyone entering the facility; exemption person is under the age of 8	<input type="checkbox"/>
<b>Action (examples):</b>	Non-reusable face masks are available and can be provided by NGSC to anyone who enters the facility and does not have their own face mask	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn</li> <li>• Monitoring use of face coverings in all workers, unless a lawful exception applies</li> </ul>	Front Desk (Covid Marshal) to monitor correct use of face masks	<input type="checkbox"/>
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirement 2: You should install screens or barriers in the workspace for additional protection where relevant</b>	<b>Barriers to be placed around front desk - as required</b>	<input type="checkbox"/>
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirement 3: You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE</b>	Inform workers that non-washable masks to be worn only once and be disposed off after use	<input type="checkbox"/>
You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.	Inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately	<input type="checkbox"/>

## COVIDSAFE PRINCIPLE 3: PRACTICE GOOD HYGIENE

REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<p><b>Requirement 1: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones. You should:</b></p>	<p>NGSC staff will continue to clean high touch surfaces on a regular basis before, during and after classes including door handles, seating areas, handrails. etc</p>	<input type="checkbox"/>
<p>Clean surfaces with appropriate cleaning products, including detergent and disinfectant</p>	<p>Cleaning check list to be provided to all staff</p>	<input type="checkbox"/>
<p>Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so</p>	<p>Coaches will have a caddy of essential supplies required for cleaning/sanitising equipment and other items that will be required during the class such as hand sanitiser and tissues etc</p>	<input type="checkbox"/>
<p>Clean between shifts</p>	<p>All matting, boxes, shapes, and teaching aids used during the course of the class, are to be cleaned both before class and again immediately after use (end of each rotation)</p>	<input type="checkbox"/>
<p><b>Action (examples):</b></p>	<p>Professional cleaners to come in twice a week. They have to complete cleaning check list and specify areas cleaned.</p>	
<ul style="list-style-type: none"> <li>• Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment)</li> <li>• Provide information about workplace cleaning schedule and how to use cleaning products</li> <li>• Identify which products are required for thorough cleaning</li> <li>• Monitor supplies of cleaning products and regularly restock</li> <li>• Swapping shared coffee and condiments for single serve sachets</li> <li>• Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers</li> <li>• Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment</li> <li>• Provide workers with their own personal equipment, labelled with their name</li> </ul>	<ul style="list-style-type: none"> <li>- Coaches to bring filled water bottle – 2 if needed</li> <li>- Coaches Folder – to be brought to and from training. Not to be left in the gym</li> <li>- Shoes and socks must be worn when entering the facility.</li> <li>- Towel if required</li> <li>- NGSC will supply hand sanitiser, but you are welcome to bring your own if you prefer</li> <li>- Equipment for your own personal use, not to share</li> <li>- Please ensure all your belongings are clearly marked</li> <li>- Please ensure all your belongings are placed in a bag that has been thoroughly cleaned and is continued to be cleaned before entering the gym</li> <li>- There will be no access to lockers provided at NGSC</li> <li>- Avoid touching their face and hair at all times</li> </ul>	



REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirement 2: You should display a cleaning log in shared spaces and implement an audit of cleaning schedules.</b>	Coaches/ Supervisors must ensure that they have completed the cleaning checklist provided and sign and date it at the end of each session.	<input type="checkbox"/>

REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirement 3: You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</b>	Hand sanitizer, soap and paper towels to be supplied NGSC Adequate supply is checked daily	<input type="checkbox"/>
<b>Action (examples):</b>	Coaches cleaning caddies all contain hand sanitizer	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Location of hand sanitiser stations throughout the worksite</li> <li>• Ensuring rubbish bins are available to dispose of paper towels</li> <li>• Ensuring adequate supplies of soap and sanitiser</li> <li>• Ensuring workers have information on how to wash and sanitise their hands correctly.</li> </ul>	Rubbish bin available in toilets, kitchen and at front desk	<input type="checkbox"/>
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirements for restricted or heavily restricted industries. You must also:</b>		
<ul style="list-style-type: none"> <li>• Conduct an audit of cleaning schedules</li> </ul>	Cleaning schedule to be checked by Club Manager or Pathways and Development Manager	<input type="checkbox"/>



## COVIDSAFE PRINCIPLE 4: KEEP RECORDS AND ACT QUICKLY IF WORKERS BECOME UNWELL

REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirement 1: You must support workers to get tested and stay home even if they only have mild symptoms</b>	Workers are not to enter the facility if they show any symptoms or are not fully vaccinated or have a medical exemption	<input type="checkbox"/>
<b>Action (examples):</b>	Health questions to be asked on arrival at the facility if required	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Communicate to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case</li> </ul>	Workers to be informed about financial support while awaiting test results	<input type="checkbox"/>
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirement 2: You must develop a business contingency plan to manage any outbreaks. This includes:</b>	If anyone begins to show any symptoms associated with Covid-19 during class, they will be required to exit the main gym area and will be isolated upstairs in our Temporary Sick Bay; workers to be send home immediately to isolate	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results</li> </ul>	Workers waiting for test results are not to attend the work place	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period</li> </ul>	Close contacts of a positive case can be identified via the attendance register	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Having a plan in place to clean the worksite (or part) in the event of a positive case</li> </ul>	In event of positive case cleaning to be undertaken as per DHHS “How to clean and disinfect after a COVID-19 case in non-healthcare settings” guideline	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts</li> </ul>	DHHS to be informed immediately by completing Employer COVID-19 notification form, follow up with DHHS via phone 1300 651 160 if they have not been in contact within 24 hours	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace</li> </ul>	Contact Work Safe Victoria immediately by using “COVID-19 incident notification “form or call 132360	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Having a plan in the event that you have been instructed to close by DHHS</li> </ul>	If instructed by DHHS close facility immediately. Contact families to pick up gymnasts immediately and send workers home	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work</li> </ul>	Workers to be informed about return to worksite via e-mail or phone	<input type="checkbox"/>
<b>Action (examples):</b>		

<ul style="list-style-type: none"> <li>Establish a process for notifying workers and close contacts about a positive case in the workplace.</li> <li>Establish a cleaning process in the event of a positive case.</li> <li>Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative</li> <li>Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite</li> <li>Establish a process for notifying Worksafe that the site is reopening</li> </ul>	<ul style="list-style-type: none"> <li>Club Manager or Pathways and Development Manager to notify workers and close contacts about a positive case in the workplace.</li> <li>DHHS “How to clean and disinfect after a COVID-19 case in non-healthcare settings” guideline</li> <li>Club Manager or Pathways and Development Manager to notify DHHS, WorkSafe and Committee of Management</li> <li>Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite</li> </ul> <p>Establish a process for notifying Worksafe that the site is reopening</p>	
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<p><b>Requirement 3: You must keep records of all people who enter the workplace for contact tracing</b></p>	<p>Check in using QR Code for all bodies entering facility Vaccination Certificate or medical exemption to be showed once by gymnasts and staff as their proff of vaccination</p>	<input type="checkbox"/>
<p><b>Action (examples):</b></p>	<p>Class roll to be taken on iClassPro for gymnasts in addition to attendance register</p>	
<ul style="list-style-type: none"> <li>Consider implementing temperature checking</li> <li>Ask workers to complete a health questionnaire before starting their shift</li> <li>Establish a process to collect records from workers attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the workplace accessed during each shift or visit. Where possible, consider implementing a contactless system</li> <li>Review processes to maintain up-to-date contact details for all workers</li> <li>Provide information on protocols for collecting and storing information</li> </ul>	<ul style="list-style-type: none"> <li>Any one entering our facility must checkin prior to entering using the QR Codes located outside the venue.</li> <li>No spectators allowed in our facility</li> </ul>	
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<p><b>Requirement 4: You should implement a screening system that involves temperature checking upon entry into a workplace</b></p>	<p>Not required. Thermometer will be kept at NGSC facility</p>	<input type="checkbox"/>
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<p><b>Requirements for restricted or heavily restricted industries. You must also:</b></p>		
<ul style="list-style-type: none"> <li><b>Restricted Industries</b> Ask workers to declare verbally before each shift that they are free of</li> </ul>	<p>All staff must be fully vaccinated or have a medical exemption All bodies entering the facility must check in using the QR Code prior to entry</p>	<input type="checkbox"/>

symptoms, have not been in contact with a confirmed case and have not been directed to isolate.		
<ul style="list-style-type: none"> <li>• <b>Heavily Restricted Industries</b> Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.</li> </ul>		<input type="checkbox"/>

## COVIDSAFE PRINCIPLE 5: AVOID INTERACTIONS IN ENCLOSED SPACES

REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirement 1: You should reduce the amount of time workers are spending in enclosed spaces. This could include:</b>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Enabling working in outdoor environments</li> </ul>	Social distancing is required – 1.5m where possible	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms</li> </ul>	All bodies entering our facility must be checked in using the QR Code	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Enhancing airflow by opening windows and doors</li> </ul>	Hand sanitiser and facemasks are provide by NGSC	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Optimising fresh air flow in air conditioning systems</li> </ul>		<input type="checkbox"/>
<b>Action (examples):</b>		
<ul style="list-style-type: none"> <li>• Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift</li> </ul>		

## COVIDSAFE PRINCIPLE 6: CREATE WORKFORCE BUBBLES

REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirement 1: You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes</b>		<input type="checkbox"/>
<b>Action (examples):</b>	All staff must be vaccinated and all gymnasts 16+ must be vaccinated All bodies checking in must use the QR Code before entering	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Communicate to workers so they understand they cannot work across multiple sites</li> <li>• Adjust rosters and develop procedures to ensure workers do not work across multiple sites</li> <li>• Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time</li> <li>• Encourage workers to minimise time in shared facilities when taking breaks</li> <li>• Ensure groups of workers do not mix across different shifts</li> </ul>	Use of common area discouraged Encourage taking breaks outside	<input type="checkbox"/>
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirement 2: Maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts</b>	Vaccination status to be sighted by Front Desk (COVID Marshall), supervisor, club manager or pathways and development manager. All staff and 16+ gymnasts must be vaccinated or show medical exemption	<input type="checkbox"/>
REQUIREMENTS/EXAMPLES	VENUE ACTION	CHECK
<b>Requirements for restricted or heavily restricted industries. You must also:</b>	NGSC only has one work site	
<ul style="list-style-type: none"> <li>• Limit or cease the number of workers working across multiple work sites.</li> </ul>		<input type="checkbox"/>

<ul style="list-style-type: none"><li>• Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises</li></ul>	Ensure rolls are marked and everyone checks in using the QR Code	<input type="checkbox"/>
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## Key Links

KEY LINKS	
Agency	Online resource
Gymnastics Victoria COVID-19 Updates	<a href="http://vic.gymnastics.org.au/VIC/News/COVID-19_Updates/VIC/COVID-19/Updates.aspx">http://vic.gymnastics.org.au/VIC/News/COVID-19_Updates/VIC/COVID-19/Updates.aspx</a>
Australian Government Department of Health	<a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert</a>
Australian Health Protection Principal Committee (AHPPC)	<a href="https://www.health.gov.au/committees-and-groups/australian-health-protection-principal-committee-ahppc">https://www.health.gov.au/committees-and-groups/australian-health-protection-principal-committee-ahppc</a>
Victorian Government Department of Health and Human Services	<a href="https://www.dhhs.vic.gov.au/state-emergency">https://www.dhhs.vic.gov.au/state-emergency</a>
VicHealth	<a href="https://www.vichealth.vic.gov.au/">https://www.vichealth.vic.gov.au/</a>
Vicsport	<a href="https://vicsport.com.au/">https://vicsport.com.au/</a>
Gymnastics Australia Rebooting Gymnastics	<a href="http://gymnastics.org.au/Ga/Club_Development/Rebooting_Gymnastics.aspx">http://gymnastics.org.au/Ga/Club_Development/Rebooting_Gymnastics.aspx</a>
Local Government Victoria	<a href="https://www.localgovernment.vic.gov.au/">https://www.localgovernment.vic.gov.au/</a>
Other key regulators – e.g., Worksafe Victoria	<a href="https://www.worksafe.vic.gov.au/">https://www.worksafe.vic.gov.au/</a> <a href="https://www.safeworkaustralia.gov.au/">https://www.safeworkaustralia.gov.au/</a>