

INDUSTRY COVID-SAFE PLAN

FOR FITNESS FACILITIES

Queensland's Roadmap to Easing Restrictions outlines which businesses can operate at which stage, and what customer limits apply on premises COVID Safe Plans will be developed by industry for industry.

Starting from Stage 2, businesses who wish to have additional customers on their business premises, are to apply the strategies and protocols outlined in their relevant approved Industry COVID Safe plan to do so. Eligible business who are following an approved Industry COVID Safe Plan will be able to offer their services beyond the limits prescribed in the Roadmap.

The Industry Covid-Safe Plan for Fitness Facilities provides a framework for the fitness industry, which includes gyms, fitness centres and health clubs. The purpose of the plan is to help fitness facility businesses demonstrate to Queensland Health and the community that they operate safely and can service more customers than outlined in the roadmap.

Other documents and resources

Fitness Australia's Framework of Operations for Fitness Facilities

ALL Fitness Services/Facilities

Personal hand hygiene, cleaning and disinfecting is a public health recommendation to minimise the transmission of the virus. The virus can be transmitted from the environment to people when they touch infected items and then touch their mouth, nose and eyes. Frequent washing of hands with soap and water or an alcohol-based hand sanitiser (minimum 60% ethanol), regular cleaning and disinfecting of surfaces and items handled by multiple people will reduce transmission of the virus in your workplace.

To achieve effective hygiene in the workplace use the following guidance.

Facilities must be compliant with the Safe Work Australia cleaning guidelines;

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19>

For gym/fitness members patrons

- Inform customers of hygiene standards that are expected when they use the fitness facility with signs at the entrance and throughout the facility and notices on your website and on social media. This should include:
 - washing their hands or use alcohol-based hand sanitiser upon arrival;
 - disinfectant wipe down of exercise equipment before and after use;
 - using a clean towel each time they attend their session or class;
 - bringing extra towels to lay on equipment benches and seats (consider any safety risks that may arise from this); and

- require them to bring their own drink bottles to use instead of water fountains.
- Encourage contactless payment or sign-in where possible.
- Provide alcohol-based hand sanitiser in appropriate locations for patrons to use, such as entry and exit points to all active rooms.
- Provide an adequate supply of disinfectant wipes or disinfecting solutions and disposable paper towel for customers to wipe down exercise equipment before and after use. These must be readily available across the gym floor.
- Have equipment sanitizing materials in a location visible and easily accessible to the equipment.
- Provide bins lined with a plastic liner for disposal of wipes and used paper towel. Bins should be regularly emptied to ensure they are not overflowing.
- Close shared hydration stations which dispense water for drinking directly (water bubblers) and encourage members to bring their own water bottle.

Waste management procedures

Public health authorities and waste management services have advised that normal waste management procedures for worksites can be utilized with the addition of:

- Lining all bins with a plastic bin liner bag which ideally can be tied at the top.
- All disposable tissues, paper towel and cleaning materials are to be placed in a bin immediately after use and not left on surfaces.
- Regular emptying of bins inside the workplace to avoid overflow onto surfaces.
- When emptying bins, staff should wear gloves and dispose of the gloves into a bin after use. Face masks are not required.
- Bags of rubbish which contain materials used to clean, disinfect or tissues etc. are to be placed in a second plastic bag prior to placing in larger bins for removal as per usual waste management.

You may wish to consult with your regular waste management service to confirm their requirements.

On-going review and monitoring

Regularly monitor and review the implementation of hygiene measures to ensure they are being followed and remain effective.

For studios, group fitness rooms and classes (indoors & outside)

In addition to the above guidelines;

- Ensure sufficient time for equipment used in group fitness classes to be wiped down by members before the next class.
- Shared equipment should be limited as much as possible within a session, but as a minimum cleaned in between use by members and patrons.

In practice example – machine equipment in an open gym

During operational hours a piece of equipment may be used six times per hour over a ten hour period, equating to 60 uses. Under these proposed guidelines, members will clean the touch points of the equipment before and after use, staff will clean the equipment once an hour with an additional full clean of each equipment daily. In this example a piece of equipment used 60 times in a 10 hour period would be cleaned 131 times with no member using a piece of equipment without prior cleaning.

As the facility undertakes risk identification, the business should keep records of the risk management process. The detail and extent of recording will depend on the size of workplace, it is useful to keep information on:

- the identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process);
- how and when the control measures were implemented, monitored and reviewed
- who you consulted with;
- relevant training records; and
- any plans for changes.



Image 1: Regular touch points highlighted of common equipment that will require cleaning before and after each use.

Accessing hygiene supplies

All facilities should contact their cleaning supplier as a priority and ensure that they can supply the required type and amount of cleaning product.

Promoting social distancing

During stage 2, in accordance with public health directives the number of people in an indoor space is limited to one person per 7 square metres of floor space. This will allow all persons to maintain a physical distance of 1.5 metres from any other person whilst exercising or using fitness facilities. The same applies for outdoor areas.

To determine the maximum number of people allowed, excluding staff, in an indoor room at any one time, calculate the area of the enclosed (indoor) space (length multiplied by width in metres) and divide by seven. The space that is calculated must be operation space and not include non-usable space.

Large open facility rooms can be cordoned off to accommodate no more than 20 individuals (excluding staff) per area (see diagram) using the above-mentioned density calculation, these areas must be booked into individually by members and patrons with zero cross mingling of areas allowed.

This will allow for contact tracing to be a maximum of 20 individuals, should a patron test positive to COVID-19.

- Barriers must be able to prevent patrons from walking between areas (eg. 1.2metre fence or café barrier)

Areas must not have more than 20 members or patrons.

Queensland Health will review the person to square metre ratio during stage 2 and provide advice on the reduction of this ratio to 1 person per 4 square metres for stage 3.

To achieve physical distancing the following applies;

For gym floor and change rooms

Limit the number of staff and customers within the general gym floor, specific workout areas and change rooms by:

- restricting the number of customers allowed in specified areas;
- implementing 'fitness sessions' for particular areas with requirements for customers to register (ideally online) for specific sessions; and
- asking customers to leave the premises once they have completed their workout session.

Direct staff and customers to keep 1.5 metres of distance between people and:

- put signs around the gym floor (including areas such as customer change rooms) and create wall or floor markings to identify 1.5 metres distance. Staff could wear a badge as a visual reminder to each other and customers of physical distancing requirements;
- remove or cordon off common areas (i.e. chairs, tables lounges) where customers and staff may otherwise congregate;
- encourage staff to use other methods such as mobile phone or radio to communicate rather than face to face interaction e.g. staff on the gym floor who want to talk to reception; and
- if available within the gym use a speaker system to periodically remind customers about physical distancing.

The layout of the gym floor and specific workout areas should be reviewed to enable customers and staff to keep at least 1.5 metres apart while exercising. This can be achieved by:

- increasing spacing between fitness equipment. If this is not possible, consider disabling access to certain pieces of equipment to enable customers to maintain 1.5 metres between each other– e.g. restrict access to every second treadmill or bike (refer to image 2);
- where popular fixed equipment cannot be moved and is in close proximity to other popular equipment, signs and staff should advise and enforce the use of only one piece of equipment at a time.
- creating specific pathways for entering and exiting areas using floor or wall markings;
- where possible encourage members to move uniformly (e.g. move in the same direction) throughout the fitness facility to reduce random movement on the gym floor;
- where available, utilise any outdoor space by relocating more readily moved equipment outside where weather permits, and it is safe to do so – e.g. stretching mats; and
- spreading out more popular equipment throughout the premises to better utilise less frequently used areas, where safe to do so – e.g. can treadmills lined up side by side be relocated.

During stage 2 showers and change room facilities must be remain closed, with only toilets available for use.

If changing the physical layout of gym floor and specific workout areas, the revised layout must allow for staff and customers to enter, exit and move about both under normal working conditions and in an emergency without risks to their health and safety so far as is reasonably practicable.

For studios, group fitness rooms and classes (indoors & outside)

As per the above recommendations physical distancing should be maintained by providing each person with 7 square metres of space in indoor areas and a minimum of 1.5 metres between people in outdoor areas.

This may limit the number of people in a fitness room, which could be achieved by:

- staggering class/session times and allowing for a minimum of 10 minutes between classes so there is no overlap between customers arriving and leaving;

- restricting the number of persons allowed per group fitness class based on the size of the room and the nature of the fitness activity; and
- asking customers to leave the premises once they have completed their session or class.

Direct staff and customers to keep 1.5 metres of distance between them which could be achieved by:

- using signage on walls to remind people of physical distancing;
- using marks on floors and walls to identify 1.5 metres distance;
- staff could wear a badge as a visual reminder to each other and customers of physical distancing requirements;
- ensure class participants are adequately spread out around the room – e.g. use floor markings to indicate areas/zones for each person to set up in or use; and
- staff using other methods such as mobile phone or radio to communicate rather than face to face interaction e.g. group fitness instructors who want to talk to reception.

To enable class participants and staff to keep at least 1.5 metres apart while exercising consider the following measures:

- increasing spacing between fitness equipment such as exercise bikes;
- creating specific pathways for entering and exiting the group fitness rooms, using floor or wall markings; and
- where appropriate, utilising available outdoor space for classes where weather permits and it is safe to do so.

During stage 2 showers and change room facilities must be remain closed, with only toilets available for use.

If changing the physical layout of studios or group fitness rooms, the revised layout must allow for staff and customers to enter, exit and move about both under normal working conditions and in an emergency without risks to their health and safety so far as is reasonably practicable.

Open gym-based Personal Training

Direct personal trainers and clients to keep 1.5 metres of distance between each other during personal training sessions. To achieve the best outcomes for physical distancing:

- tailor sessions to include only exercises that do not require physical contact between the trainer and the client/s including setup and use of equipment;
- limit the number of clients per session. Where there are multiple clients, ensure adequate spacing is maintained and provide each client with their own disinfected exercise equipment;
- where weather permits and it is safe to do so, utilise outdoor spaces at the gym or fitness centre where available; and
- in line with physical distance requirements, boxing pad work, sparring or similar activities should not be conducted until jurisdictional regulations allow.

Unsupervised gym floor

Unsupervised facilities and services must not operate during stage 2, all services must be supervised and meet the requirements outlines in this document.

Staff gatherings and training

Postpone or cancel non-essential gatherings, meetings or training.

If gatherings, meetings or training are essential:

- use non face-to-face options to conduct – e.g. electronic communication such as tele and video conferencing;
- if a non face-to-face option is not possible, ensure face-to-face time is limited, that is make sure the gathering, meeting or training goes for no longer than it needs to;
- hold the gathering, meeting or training in spaces that enable staff to keep at least 1.5 metres apart and with 4 square metres of space per person – e.g. outdoors or in large conference rooms;
- limit the number of attendees in a gathering, meeting or training. This may require, for example, multiple training sessions to be held; and
- ensure adequate ventilation if held indoors.

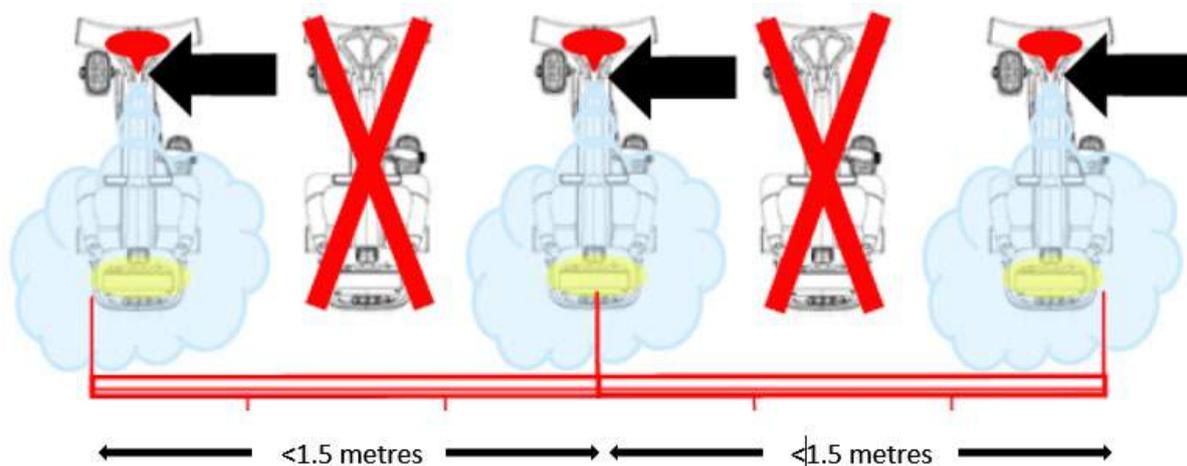
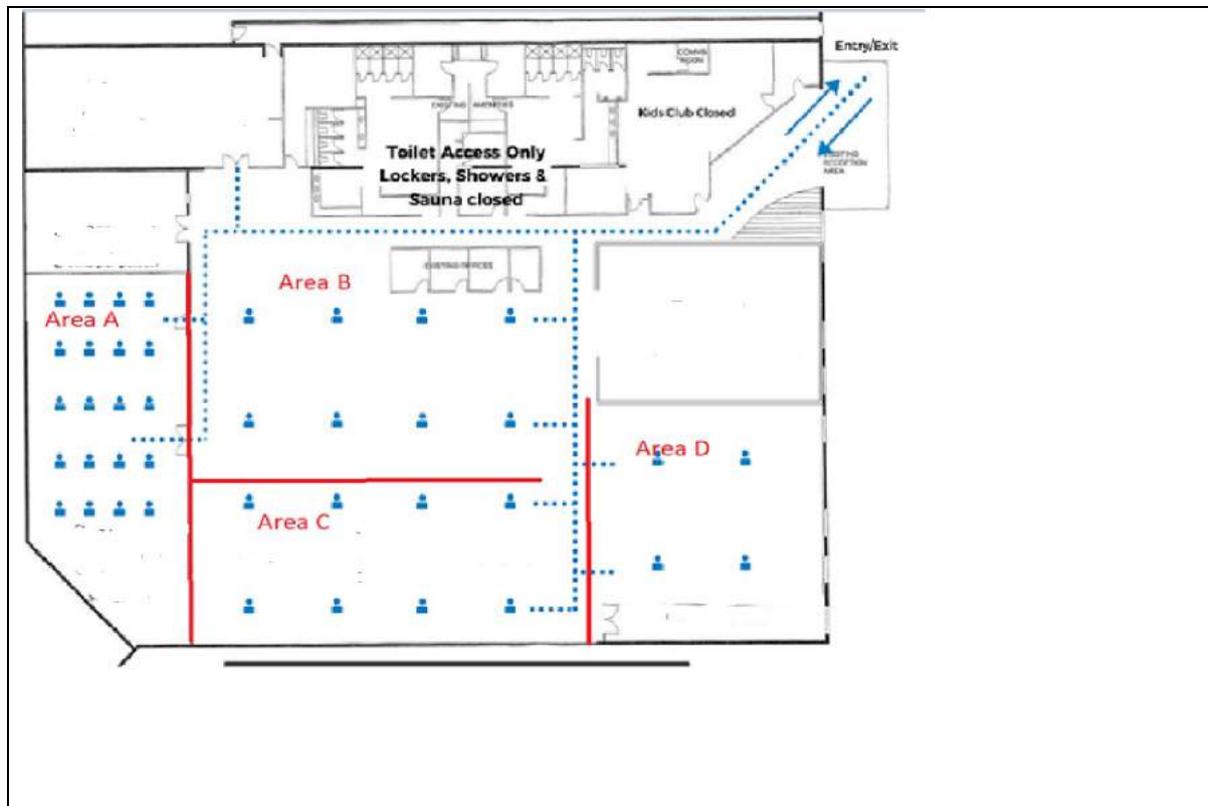


Image 2: Demonstrating disabling of machines less than 1.5metres apart.



Essential people at an activity/facility and others (i.e. spectators).

Deliveries, contractors and visitors attending the workplace

- Non-essential visits to the workplace should be cancelled or postponed.
- Minimise the number of staff attending to deliveries and contractors.
- Delivery drivers and other contractors who need to attend the workplace, to provide maintenance or repair services or perform other essential activities, should be given clear instructions of physical distancing requirements while on site.
- Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser is readily available for staff after physically handling deliveries.
- Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with staff wherever possible.
- Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered.
- Use, and ask delivery drivers and contractors to use, electronic paperwork where possible, to minimise physical interaction. Where possible, set up alternatives to requiring signatures. For instance, a confirmation email or a photo of the loaded or unloaded goods may be accepted as proof of delivery or collection (as applicable). If a pen or other utensil is required for signature, ideally use your own pen or ask that the pen or utensil is cleaned or sanitised before use.

- Maintain an accurate attendance record of all individuals that are present on site (members, staff, casuals, cleaners, contractors etc.)

Tracking and tracing participants

A key component of managing the COVID-19 pandemic and reducing transmission of infection in the community, is rapid and effective contact tracing. Contact tracing is undertaken by public health authorities.

To support public health authorities with contact tracing, all fitness facilities must;

- maintain an accurate attendance record of all individuals that are present on site (members, staff, casuals, cleaners, contractors etc.);
- keep records for a minimum of 56 days;
- have all visitor details up to date; and
- establish protocols for providing government authorities with member access logs and permitted contact details for the purposes of contact-tracing with confirmed or suspected cases of COVID-19.

In practice example – Contact tracing

Each member or patron will book into a session and area, have their attendance recorded upon entry to the facility or service. Should a member or patron test positive to COVID-19, facilities will have the ability to provide the dates and times of the individual's presence in the facility as well as the names and contact details of all other members and visitors. In most indoor scenarios, CCTV footage will be available to support contact tracing.

Managing a suspected COVID case, and confirmed COVID case

Public health authorities advise all people to stay at home if they are unwell or display any symptoms of COVID-19 infection. People are advised to seek medical advice and testing for COVID-19 if they suspect they have the infection.

For fitness facilities, it is recommended that the 'Stay at home if unwell' message is communicated to all staff and members via signage, newsletters and staff meetings.

For Staff

Staff should be informed:

- they must not attend work if they have symptoms of COVID-19 (cough, fever, sore throat, shortness of breath and fatigue), or suspect they may have been infected with COVID-19 (this includes close contact with another person diagnosed with COVID-19);
- of the business's leave policy for COVID-19 related absences; and
- how and to whom they communicate a COVID-19 sickness absence.

For Members

All members should be advised that they must not attend the fitness facility if they are unwell, have symptoms of COVID-19, suspect they may have been infected with COVID-19 (including close contact with a person diagnosed with COVID-19) or been advised by health authorities to self-isolate. This message should be regularly communicated to members via newsletters and signage.

A member who is observed to be reasonably displaying symptoms (for example persistent coughing) of COVID-19 in a fitness facility should be politely asked to leave the site. Fitness facility members who are vulnerable to a serious COVID-19 infection should discuss with their doctor what activities it is safe for them to resume once restrictions are eased. The onus is on the member to determine their capacity to safely resume fitness activities and attendance at fitness facilities.

To support public health authorities with contact tracing all fitness facilities must:

- maintain a Register of Attendance (sign-in) either digitally or manually of all persons on their site
- establish protocols for providing government authorities with member access logs and permitted contact details for the purposes of contact-tracing with confirmed or suspected cases of COVID-19

A confirmed case of COVID-19 in a facility must result in the immediate notification of health authorities, closure of the facility and a deep clean of the facility as directed by health authorities. Member and patron tracking information must be provided to health authorities for contact tracing.

If there is a confirmed or probable case of COVID-19 infection at a workplace, Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory. Upon being informed, a person in control of the business or undertaking must notify Workplace Health and Safety Queensland that the case has been confirmed. Businesses should keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.

Facilities will have in place a hold or block on individuals memberships and access for members that have been diagnosed with COVID-19 to prevent entry into the facility (individuals would be breaking health directed quarantine in these scenarios)

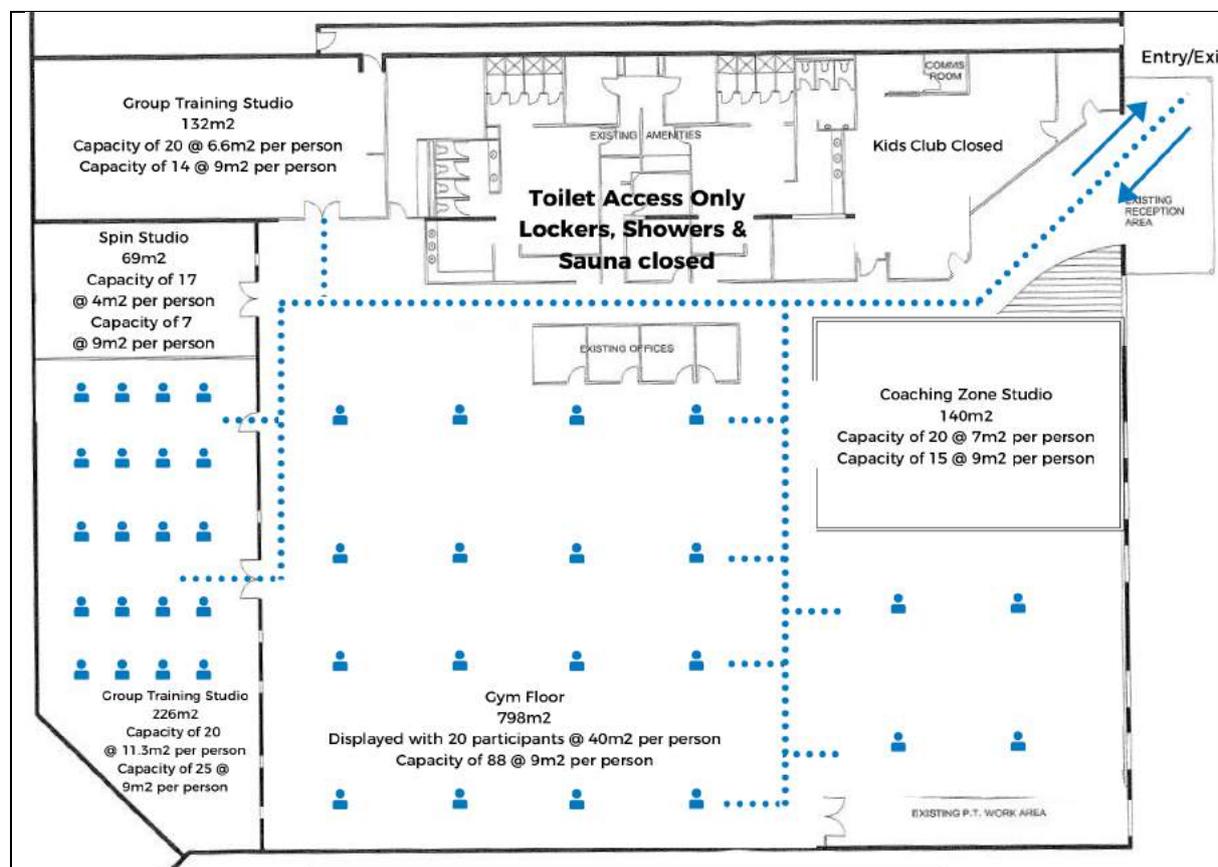
Conditions of entry

Managing the flow of people within a facility or venue (i.e. singular entry and exit points)

- Facilities should create specific pathways for entering and exiting areas using floor or wall markings, including;
 - Facility entry & exit

- Movement between areas (open gym to group fitness room etc.)
- Movement in and out of bathrooms
- Where achievable, facilities should implement a one way system (different entry to exit).
- Facilities must control foot traffic either by using different entry/exit points into rooms or a least have markings/barriers in place to mitigate cross over of traffic (e.g. keep to the left hand side of entry or hallway).
- A booking system should be used for all visits to the facility to ensure compliance to the prescribed capacities for each area.
- Bookings for different areas should be staggered by at least ten minutes to spread the amount of time people are entering the club at one time and using traffic corridors.
- Ten minutes allocated after each class for instructor to conduct additional (to member cleaning) cleaning before next class.
 - group classes should be allocated a 1 hour booking but classes would only be 50 minutes, with ten minutes allocated for patrons to exit the facility.
- Patrons should be asked not to arrive at the facility early and would be required to wait outside until their scheduled time.

Example site plan of people movement and flow.



Minimum requirements for the display of instructional or directional signage

- Instructional signage should be placed at all entry and exit points of both the venue and each individual room.
- Signage should also be placed in open areas where patrons are participating in non-structure exercise (open gym floor etc).
- Signage must be instructional and in a prominent place to maintain conscious awareness for members, patrons & staff.
- Fitness Australia fitness business members have access to a suite of digital assets they can utilise to communicate these messages

Conditions and processes for which businesses are able to refuse service / entry

Each business must have a policy in place that has been clearly communicated to all members, in which any non-compliance with the requirements outlined in this document will result in removal from the facility or session. These policies should also be displayed at the entry of the venue.

Should a member or patron be diagnosed with COVID-19 a system must be in place to prevent the individual from accessing the facility during their health directed quarantine. This may be achieved by;

- Suspending the individual's membership
- Restricting card/swipe access to facilities during quarantine
- Having a note on the individual's file to prevent entry

Interaction (Participant and COVID SAFE Plans)

Reducing participant numbers at peak times (i.e. staggered start / finish times)

- A booking system should be used for all visits to the club to ensure compliance to the prescribed capacities for each area.
- Bookings for different areas should be staggered by at least ten minutes to spread the amount of time people are entering the club at one time and using traffic corridors.
- Patrons should be asked not to arrive at the facility early and would be required to wait outside until their scheduled time.
- Once a session is complete members and patrons should be asked to leave the facility immediately

All participants, coaches, instructors, and administrative, contract and trade staff should follow the guidelines identified in this document

Interaction between approved COVID SAFE Industry Plans

If there are multiple activities being undertaken at a venue (for example - dining, sports, fitness or recreational), several approved industry plans may apply. If this is the case the following must be applied:

- Where there is clear separation between the activities (e.g. dining and sport) the relevant plan applies to the relevant area. Display the COVID Safe Statement of Compliance for the appropriate plan in each area.
- Where the activities cross over (for example amenities, entry/exits, carpark):
 - Where possible these areas of cross over need to be minimised. Such as designating a particular entry, exit, amenities and carpark for each activity.
 - Where the cross over cannot be minimised a decision needs to be made as to which plan takes priority in which common area and will be followed.
 - For instance the entry, exit, carpark and amenities may be common to both activities and will be managed under the dining plan.
 - In this case the entity responsible for the dining plan will need to ensure these areas are appropriately managed and the separate groups from the dining and sport activity do not intermingle.

Where a business is operating alongside of a not-for-profit community group, the business would normally take responsibility for managing the shared or common areas.

The approved Industry plans are located at www.COVID19.qld.gov.au.

Administration

All businesses should adopt, where achievable, a contactless process for all administration activities e.g.

- Having members and patrons join or pay for sessions online or via other contactless systems;
- Encourage in-person payments via card payment and limit cash;
- Reception staff must have access to hygiene material such as hand sanitizer.

Communal facilities and spaces

During stage 2 showers and change room facilities must be remain closed, with only toilets available for use.

Cleaning communal and shared facilities

In addition to the cleaning outlined previously;

- remove or cordon off common areas (i.e. chairs, tables, lounges) where customers and staff may otherwise congregate; and
- toilets can remain open with frequent cleaning.

Managing egress and emergency evacuation

If changing the physical layout, the revised layout must allow for staff and customers to enter, exit and move about both under normal working conditions and in an emergency without risks to their health and safety so far as is reasonably practicable

Support available to the industry to review their emergency procedures

- Safe Work Australia
- Fitness Australia

Staff practices

Steps that businesses should take to ensure that staff and volunteers are kept safe whilst on site (i.e. limiting physical interaction)

At each stage of the risk management plan, or as they evolve or change. Employers should include communication, consultation, instruction, training and supervision of workers and their representatives (e.g. HSRs, union representatives) as outlined in the Queensland Safe Work guide pages 1-3 (https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf)

Managing psychosocial risks;

A psychosocial hazard is anything in the design or management of work that causes stress. Stress is the reaction a person has when we perceive the demands of their work exceed their ability or resources to cope. Information on managing psychosocial risks for staff can be found on the Queensland Safe Work guide: page 8

(https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf)

Resource: complete the [Safe Work Australia physical distancing checklist](#).

Support available to staff in your industry who may be affected by COVID, including where to seek further assistance

During the COVID-19 pandemic employers have a duty of care to the health and wellbeing of their staff and the community whilst operating their businesses. The impact of COVID-19 on the Australian community will evolve and change over time and with that the requirements for how the fitness industry will operate.

Employers are advised to:

- maintain effective, two-way communication with their staff;
- consider the impact of decisions they make in relation to COVID-19, on the physical and mental health of their staff;
- consider innovative solutions so that their workplace can remain safely operational and staff can remain in their roles as far as possible; and
- plan ahead and be flexible to accommodate the changing nature of the pandemic.

Training

Industry and workplace-specific training e and that must be undertaken for both staff and volunteers

COVID-19 infection control training - <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

Organisations must outline the requirements for training of the workforce including all staff and volunteers and communicate these requirements to workforce and their representatives.

Training may consist of the following requirements:

- Mandatory training as outlined by the Queensland Government such as staff in industries requiring a COVID Safe checklist provided by [TAFE Queensland](#).
- Any training that has been approved or outlined by Queensland Health.
- Any training as outlined by a Peak Body or State Level Organisation specifically relevant to the activity.

Further information and advice is available for organisations, in the Return to Play guide provided on the [Return to Play website](#). The guide will continue to be updated by the Department of Housing and Public Works (Sport and Recreation).

Further industry specific training will be developed and provided by the [Active Queenslanders Industry Alliance](#).

Consultation

Consultation has been undertaken with Fitness Australia – National Peak Association for Fitness Industry

Industry consultation

Fitness Australia’s framework of operations for fitness facilities under COVID restrictions - The framework aligns with public health and Safe Work Australia recommendations for workplaces. It has been developed by Fitness Australia through consultation with industry nationally and internationally (IHRSA, UK Active and Exercise New Zealand). Further to this, Fitness Australia has also utilised resources from both the Department of Health and World Health Organisation to ensure that the guidelines within the framework reflect both national and international standards of practice.

The framework has also been endorsed by industry leaders across the sector and Occupational and Environmental Physician Dr Andrea James MBBS FAFOE (RACP) FRACGP GDOEH.

SUMMARY OF ROADMAP

During stage 2, in accordance with public health directives the number of people in an indoor space is limited to one person per 7 square metres of floor space.

The Queensland Health Department will review the person to square metre ratio during stage 2 and provide advice on the reduction of this ratio to 1 person per 4 square metres for stage 3.

Note – below is dependent on facilities and services being complaint to the information in this document

Type of service	Stage 2	Stage 3
Group training outdoor	Participant cap calculated at one person per seven square metre of operational space	Increases possible with QLD Health department research*
Group training indoor	Participant cap calculated at one person per seven square metre of operational space – capped at 20 people per area	Increases possible with QLD Health department research*
Supervised open gym	Participant cap calculated at one person per seven square metre of operational space - capped at 20 people per area	Increases possible with QLD Health department research*
Unsupervised open gym	Not available	Comply with current Queensland health directive*

*<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction>

Facilities encouraged to complete the Fitness Australia COVID Safe Plan Checklist (attached) to contextualise guidelines and best practice specifically to their facility.

COVID-SAFE PLAN Checklist

Checklist for businesses to follow

- Read/complete the resources to the industry including the [Return to Play Checklist](#) and [Return to Play Guide](#)
- Read/complete the Safe Work Australia COVID [resource kit](#) to the industry
- Check the Queensland Government's COVID-19 website at www.covid19.qld.gov.au to confirm your industry has a COVID Safe Plan in place. Otherwise abide by the specific restrictions outlined in the roadmap regarding the number of people, the type of activity, the travel allowed.
- Assess supply needs (particularly sanitisation) and explore options for sourcing additional supplies required.

Workforce and training

- Review the Roadmap for easing Restrictions [Framework for COVID Safe Businesses](#) to ensure that Workplace Health and Safety requirements are been met. [Supporting information for the framework](#).
- Consult with workers/volunteers and their representatives on COVID-19 measures and provide adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.
- Provide personal protective equipment (PPE) where necessary and in accordance with the relevant State and National guidelines. For more information view the [Workplace Health and Safety Queensland guide](#).
- Ensure completion of any required training, required training – including any that is mandated by Government such as staff in industries requiring a COVID Safe Checklist. Training programs will be free to access online through [TAFE Queensland](#).
- Postpone or cancel non-essential face-to-face gatherings, meetings and training. Consider teleconferencing/online meeting capabilities.
- Implement measures to maximise the distancing between volunteers/workers and participants to the extent it is safe and practical. Review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing.
- Modify processes to limit workers having to be in close contact, as much as possible. For example: assign volunteers/workers to specific areas to minimise the need to go into other spaces.
- Established sports medicine/first aid protocols that limit exposure (refer to Sports Medicine Australia SMA Support during COVID-19).
- Ensure any psychosocial risks are managed with processes implemented to manage stress from COVID-19 as outlined in the [Workplace Health and Safety Queensland guide](#).

Communication

- Update or develop communications plan with existing channels such as email, text message, and social media to share timely and accurate information with internal and external stakeholder groups.

- Ensure staff have been informed and trained about the conditions/restrictions of re-starting

- Ensure decision making and implementation of decisions is clear within your organisation in the lead up to and during the return to activity.

- Ensure everyone within your organisation (including paid staff and volunteers) understands their role.

- A nominated COVID Safety Coordinator is in place to oversee delivery of your return to activity plan.

Physical distancing

- Place signs at entry points to instruct participants and visitors not to enter the venue/facility if they are unwell or have COVID-19 symptoms. The sign should state that your organisation has the right to refuse service and must insist that anyone with these symptoms leaves the premises.

- Use signage and communicate separate entry and exit points and separate participation space areas to minimise contact and maintain the required physical distancing.

- Implement measures to restrict numbers on the premises, ensuring these comply with the Industry COVID Safe Plan or the current stage of roadmap.

- Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.

- Consider using physical barriers (where practical) in high volume interaction areas to promote physical distancing.

- Promote contactless payments or ordering and payment online.

'Keeping people healthy

- Maintain a record of people in attendance, for a period of at least 56 days so you have accurate records in the event of an outbreak.

- Where possible, avoid changing participants between groups so as to limit exposure.

- Promote BYO water bottle to limit water bubbler/tap use.

- Direct members, staff, contractors and visitors to stay at home if they are sick, and to go home if they become unwell.

- Put signs and posters up to remind people of the risk of COVID-19.

- Consider the requirements of vulnerable groups (i.e. people with disabilities, Indigenous people, elderly).

- Know the protocols for notifying health authorities of issues or suspected COVID-19 cases.

Wellbeing of Workers

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- Read and implement Work Safe Queensland – Keeping your workplace safe, clean and healthy during COVID-19 for information and advice for your sport and recreation activity

 - Implement measures to maximise the distancing between staff and members to the extent it is safe and practical. Review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing.

 - Modify processes to limit staff and members having to be in close contact, as much as possible.

 - Postpone or cancel non-essential face-to-face gatherings, meetings and training. Consider teleconferencing/online meeting capabilities.

 - Consult with staff on COVID-19 measures and provide adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices.

Hygiene and cleaning

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- Read and implement Safe Work Australia's hygiene guidelines <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19>

 - Instruct everyone to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water.

 - Provide hand washing facilities including clean running water, liquid soap, and paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.

 - Reduce the sharing of equipment and tools and establish cleaning protocols or restrict use of shared equipment (e.g. balls).

 - Close communal facilities such as change-rooms, showers and ensure there is the appropriate number of people according to the restriction stages.

 - Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, counter tops and sinks). Surfaces used by clients, such as equipment, must also be cleaned between clients.

Deliveries, contractors and visitors attending the premises

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- Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction.

 - Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

Review and monitor

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- Regularly review your systems of operation to ensure they are consistent with current directions and advice provided by health authorities.
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