

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**



## Your COVID-19 Safety Plan

### Gyms and indoor recreation

#### Business details

Business name	Kalisadors Club trading as Kali Newcastle
Business location (town, suburb or postcode)	Mayfield West
Select your business type	
Martial arts training facility	
Completed by	Robert John Lawrence Parkes
Email address	<a href="mailto:admin@kali.com.au">admin@kali.com.au</a>
Effective date	8 November 2021
Date completed	14 November 2021

---

### Wellbeing of staff and customers

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

Agree

Yes

Tell us how you will do this

Inform all staff, volunteers and visitors by having signage outside and inside venue, private Facebook group, direct email and text and a dedicated staff member advising all who visit our venue.

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

Agree

Yes

**Tell us how you will do this**

Inform all staff during staff training, private Facebook group, direct email and text.

**Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**

Agree

Yes

**Tell us how you will do this**

Inform all by having signage outside and inside venue and on business website and social media pages.

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry where practical and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: This requirement applies at public swimming pools and indoor recreation facilities including gyms.**

Agree

Yes

**Tell us how you will do this**

This not applicable to our venue. However all who enter our venue must use the NSW Government QR code, or be registered in an attendance register, or via the Service NSW

business online form.

---

## **Physical distancing**

**Capacity must not exceed one person per 2 square metres of space of the premises.**

**Note: Group classes at a gym and group dance classes at an indoor recreation facility must be limited to no more than 20 persons.**

**Agree**

Yes

**Tell us how you will do this**

Inform all staff, volunteers and visitors by having signage outside and inside venue, private Facebook group, direct email and text. Pre book students via our online system.

**Ensure 1.5m physical distancing where possible, including:**

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

**Agree**

Yes

**Tell us how you will do this**

Inform all staff, volunteers and visitors by having signage outside and inside venue, private Facebook group, direct email and text and a dedicated staff member advising all who visit our venue.

**Avoid congestion of people in any specific areas within the venue where possible, such as**

**change rooms and other communal facilities.**

Agree

Yes

**Tell us how you will do this**

Inform all staff, volunteers and visitors by having signage outside and inside venue and a dedicated staff member advising all who visit our venue. We have increased the time between classes we run to ensure there is time between sessions for one group to exit before new group enters.

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

Agree

Yes

**Tell us how you will do this**

Inform all staff, volunteers and visitors by having signage outside and inside venue and a dedicated staff member advising all who visit our venue.

**For premises that are not indoor recreation facilities or public swimming pools, singing and dancing by unvaccinated adults is not allowed in indoor areas (excluding a performer who is performing or rehearsing; a person who instructing or being instructed in singing or dancing; or at a small funeral or memorial service or a small wedding service).**

**Note: COVID-19 vaccination requirements apply at public swimming pools and indoor recreation facilities including gyms.**

Agree

Yes

**Tell us how you will do this**

Does not apply to our activity or venue.

---

## Ventilation

**Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

Agree

Yes

**Tell us how you will do this**

Regularly inspect, maintain and clean heating, ventilation and air conditioning (HVAC) systems.

**Use outdoor settings wherever possible.**

Agree

Yes

**Tell us how you will do this**

We will train outside in the school grounds whenever practical to do so.

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

Agree

Yes

**Tell us how you will do this**

Opening of doors for added ventilation ensure an even flow of air through Venue.

**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

Yes

**Tell us how you will do this**

Does not apply to our school hall venue which does not have air conditioning installed.

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

Agree

Yes

**Tell us how you will do this**

Does not apply to our school hall venue which does not have air conditioning installed.

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

Agree

Yes

**Tell us how you will do this**

This action is the responsibility of the School Principal and has been discussed with them.

---

## **Hygiene and cleaning**

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

**Note: People engaging in physical exercise are exempt.**

Agree

Yes

**Tell us how you will do this**

Inform all staff, volunteers and visitors by having signage outside and inside venue, private Facebook group, direct email and text and a dedicated staff member advising all who visit our venue that face masks are to be worn when not engaging in the physical exercise of our classes.

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

**Agree**

Yes

**Tell us how you will do this**

Hand sanitiser is provided on entrance to our premises. Members are also encouraged to bring their own hand sanitiser as part of their training kit. Inform all staff, volunteers and visitors by having signage outside and inside venue, private Facebook group, direct email and text and a dedicated staff member advising all who visit our venue of hand sanitiser locations.

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

**Agree**

Yes

**Tell us how you will do this**

This task is undertaken daily by a dedicated staff member.

**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**

Yes

**Tell us how you will do this**

Inform all staff, volunteers and visitors by having signage outside and inside venue, private Facebook group, direct email and text and a dedicated staff member advising all who visit our venue of cleaning of equipment requirements. Venue is Professionally cleaned daily. Students are required to bring their own training equipment. Students may engage in monthly hire equipment if they don't have their own. There will be no sharing of equipment unless absolutely necessary, in which case it will be thoroughly disinfected after each use.

---

## 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

Yes

**Tell us how you will do this**

Inform all staff, volunteers and visitors by having signage outside and inside venue, private Facebook group, direct email and text and a dedicated staff member advising all who visit our venue of QR Code locations.

**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

Yes

**Tell us how you will do this**

By having signage outside and inside venue and a dedicated staff member advising all who visit our venue to check in via QR code or checking them in via Service NSW business online form otherwise they cannot enter our Venue.

**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**

Yes

**Tell us how you will do this**

We have a dedicated staff member checking them in via Service NSW business online form otherwise they cannot enter our Venue.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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**

Yes

**Tell us how you will do this**

This does not apply to our venue. We have a dedicated staff member checking them in via Service NSW business online form otherwise they cannot enter our Venue.

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

Yes