

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



Your COVID-19 Safety Plan

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

Business details

Business name	Budokan Judo Club Inc.
Business location (town, suburb or postcode)	NORTHMEAD
Completed by	Rob Katz
Email address	katzfamily@iinet.net.au
Effective date	21 December 2020
Date completed	9 January 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

All coaches, athletes, Committee members, and spectators ("member") must have their temperature taken (37.5 deg C max) and using a mobile phone must scan the Budokan unique QR Code and complete the details required before entering the Dojo. Confirmation of the scan must be shown to the Head Coach or Head Committee member present on entry. If a mobile phone is not available the member must complete the attendance register answering numerous questions prior to entering the Dojo.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, cleaning, and how to manage a sick visitor.

Detailed procedures have been circulated to members via email and on the club's website regarding their responsibilities. Coaches and Committee members have completed Infection Control Training.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

N/A

Display conditions of entry (website, social media, venue entry).

Detailed procedures have been circulated to members via email and on the club's website regarding their responsibilities. Requirements for entry to the Dojo are provided in signs displayed at the Dojo entrance.

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

No other facilities exist within the Dojo, such as shops, kiosks, etc

If there are more than 25 patrons at the gym, a staff member must be assigned as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping. The identified Safe Hygiene Marshal/s must always be present when there are more than 25 patrons at the gym.

Head Coaches running the session take overall responsibility as Safe Hygiene Marshals. During the session, the responsibility to monitor entry to and exit from the Dojo are delegated to a Committee member or parent agreeing to do so.

Physical Distancing

Ensure the number of people in a facility does not exceed one person per 4 square metres of publicly accessible space in Greater Sydney and one per 2 square metres in other regions (excluding staff). Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Off-mat area is 98 sqm. We will restrict seating to 15 and apply the 1.5m distancing rule by making available only a certain number of chairs and marking available spaces on lounges. Our procedures cover this. If there is a high demand, spectators have been asked to limit seating to 1 spectator per athlete on the mat. 4 sqm rule on the 200 sqm mat area (field of play), allows up to 50 participants; however, we will carefully manage numbers on mat if over 30. The hall is 334 sqm with an off-mat capacity of 98 sqm. With seating limited to 15, total number in the hall should not exceed 65

Support 1.5m physical distancing where practical, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Sessions will finish early and athletes will leave prior to the majority of participants of the next session entering. Processes cover this. Signs inside the hall are displayed to reflect requirements. An attendant will man the entry door to manage ingress and egress of athletes and spectators. No showers and toilets in the building. Limiting numbers in the hall and staggering of arrival / departure of sessions has been introduced.

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected. There should be additional planning around these activities including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**
- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners**

Numbers on the mat will be closely monitored, ideally to 30 but 50 is allowable. We have

introduced systems to clean the mat area after each session, where sessions are back-to-back, with wipes covering mops and wiping over mats. After the last session, with mops and spray bottles containing the recommended mixture of bleach and disinfectant. Wipes are also used on all lounges and chairs.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

No showers and toilets in the building. Limiting numbers in the hall and staggering of arrival / departure of sessions has been introduced.

Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.

Athletes will come dressed for training. Sessions will finish early allowing egress of previous class prior to ingress of students in the next class. Showers and toilets are not available in building.

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.

Staggering session times to minimise maximum number of people in the hall. Allocated seating spaces for spectators and 4 sqm rule applied on the mat area.

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

Club attendee at the door to ensure waiting class is spread around the balcony area and not congregated in one place outside the door.

Use telephone or video platforms for essential staff meetings where practical. Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

NA

Review regular business deliveries and request contactless delivery and invoicing where practical.

NA

Hygiene and cleaning

Adopt good hand hygiene practices.

An automatic hand sanitiser is available on entry into the dojo and smaller bottles are available matside, on the main table and at at least one other place in the spectator area. Hand wipes are available for the furniture. Signs requiring hand sanitisation are both outside and inside the hall. Shoes are all left on racks outside. Mat cleaning with mops and spray bottles (bleach/disinfectant solution) is performed after each block of sessions. Mats are wiped between sessions with hand wipes attached to mops.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

As above. We have ample supplies of sanitiser.

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.

Council replenishes soap in the public bathrooms.

Encourage visitors to bring their own water bottles, sweat towels and equipment.

All members bring their own water bottles and arrive already changed to minimise cross-contamination. Bags are left on tables provided to minimise floor clutter. Judo hygiene culture promotes clean hands and feet, beyond that of normal sport. Loan uniforms are available for beginners. These are taken home and washed after each session.

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.

Club equipment is not used by spectators, only by athletes on the mat and under coach supervision. All equipment is wiped down after use. Mats will be mopped with a bleach/disinfectant solution after each block of sessions. All table surfaces and chairs will be wiped down between every session. Equipment will only be accessible with Coach

permission and cleaned after each use.

Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.

Mats will be mopped with a bleach/disinfectant solution after each block of sessions. All table surfaces and chairs will be wiped down between every session. Equipment will only be accessible with Coach permission and cleaned after each use.

Reduce sharing of equipment (including hire equipment) where practical and ensure these are cleaned with detergent and disinfectant between use.

Equipment can only be used with coach permission. Mats will be mopped with a bleach/disinfectant solution after each block of sessions. Crash mats will be wiped down after each use. Spectators will not be allowed to use any of the equipment.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

Ample supply of all cleaning solution and PPE is available

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Manufacturing instructions have been used and 3 bottles are mixed with appropriate solution to be ready for the next day. We use an appropriate solution of bleach (5% minimum) and antiseptic (5% minimum) for the mats, chairs and table surfaces. Instructions are available for consistent mixing of ingredients.

Staff are to wash hands thoroughly with soap and water before and after cleaning.

Gloves will be available for all members and parents when cleaning after sessions. Soap and water is available in the kitchen.

Encourage contactless payment options.

Most transactions are now on-line or by credit card.

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

We have 3 doors in the building and all are opened during training. We ensured that Council retained the existing sliding doors after they installed fire-rating doors to retain the ventilation available. We also use ceiling fans and an extraction fan to maximise air circulation. We also have whirly-gigs fitted to the roof. Whilst there are no windows, there is good air circulation in the dojo.

Record keeping

Keep a record of the name, contact number and entry time for all staff, volunteers, participants, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

We have modified our attendance sheet to include all relevant questions and information on anyone entering the Dojo in accordance with this plan. In 2021 we have introduced unique Budokan QR Code scanning at the entry point. The attendance sheet will be used only as a backup for people without access to mobile phones.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au)

Service NSW records will control the QR scanned members' records. All attendance sheets (backup for no mobile phone) will be kept by the club President.

Make your staff aware of the COVIDSafe app and its benefits to support contact

tracing if required.

This is included in the return-to-training procedure circulated to all members and included on our website and is also noted on our attendance book.

Indoor recreation facilities should consider registering their business through nsw.gov.au.

This has been done. Budokan is a COVID safe organisation with its own unique QR Code.

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.

This is guaranteed.

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

Yes