

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	Sydney Academy of Chess
Business location (town, suburb or postcode)	30A Level1, George Street, Burwood NSW 2134
Select your business type	
Indoor recreation facilities (yoga, pilates, dance studios)	
Completed by	Neil Wright
Email address	enrol@sydneyacademyofchess.com.au
Effective date	11 October 2021
Date completed	12 October 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

Attendees and staff are required to exclude themselves from the activity if:

- feeling unwell generally. If a student is feeling unwell / displaying flu like symptoms, parents will be contacted to pick up the child immediately.
- specifically have tested positive to Covid-19 in the past 14 days or been in contact with someone who has Covid-19.
- Travelled to Australia from overseas or has been in close contact with someone who has arrived in Australia in the past 14 days.

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

All chess coaches are made aware that they;

- Should be double vaccinated
- Should not attend if unwell and,
- Arrange a replacement chess coach if displaying flu like symptoms
- Wash their hands using hand sanitiser/handwashing soap or liquid before and after the class
- Maintain social distancing requirement
- Disinfect the surface and chess equipment after the activity is finished using antibacterial wipes

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

- Should not attend if unwell / displaying flu like symptoms.
- Adults who are not double vaccinated are not allowed onsite.
- Children aged 16 years and older should be double vaccinated.
- Group size is limited to 4Square meter rule to maintain the physical distancing

guidelines

- Sign in using the QR codes before entering / chess coaches should keep attendance records
- All participants should follow the signage on site for entry/exit and common access areas.

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 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: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

- All chess coaches must be fully vaccinated
- Parents / Adults who are not double vaccinated are not allowed to come onsite .
- Children aged 16 years and older should be double vaccinated
- Chess coaches will carry posters outlining vaccination requirements and display them in the entrance.
- Vaccination requirements are advised at the time of enrolment to all chess classes / tournaments and students aged 16 years and older will not be accepted unless double vaccinated.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Note: Group classes and group activities at indoor recreation facilities must not exceed 20 persons.

Note: Indoor swimming pools can only open for swimming lessons, squad training, lap swimming, and rehab activities.

Agree

Yes

Tell us how you will do this

- Group size is limited to 4 Square meter rule to maintain the physical distancing guidelines
- Class / tournament enrolments will be limited accordingly. (maximum 20 persons)
- Visitors / parents will not be allowed in the classroom/ tournament area.

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

Chess Coaches will remind the participants to follow the physical distancing guidelines and follow the markers on the floor.

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

Chess Coaches will remind the participants to follow the physical distancing guidelines and follow the markers on the floor.

Chess class students and chess tournament participants are not required to use the communal facilities such as showers, change rooms & lockers.

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

Agree

Yes

Tell us how you will do this

Parents are advised to meet the chess coach briefly outside the premises to drop off/pick up the children and maintain the physical distancing guidelines all the time to avoid gathering outside the premises during this time.

Singing by audiences is not allowed in indoor areas.

Dancing is not allowed in indoor areas except for dance classes, where no more than 20 people are permitted to dance.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

Coaches will remind Singing, dancing and consuming alcohol is not allowed and not applicable during the chess classes & chess tournaments.

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

- Chess Coaches are advised to keep the doors / windows open during the chess class / tournament
- Inform the centre staff if the fans/ airconditioning machines are not working
- Reduce the number of people in an indoor space at any one time
- Remind the participants wear a well-fitting face mask during the class / tournament .

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

- Chess Classes are mostly conducted in the indoor facilities, however wherever possible outdoor facilities will be used.

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

Agree

Yes

Tell us how you will do this

- Chess Coaches are advised to keep the doors / windows open during the chess class /

tournament

- Inform the centre management staff if the fans/ airconditioning or heating machines are not working.

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

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

- Avoid directing fans towards people's faces, such as by aiming them continuously towards the ceiling or floor.

- Inform the centre management staff if the fans/ airconditioning or heating machines are not working.

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

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

- Inform the centre management staff if the fans/ airconditioning or heating machines are not working.

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

- Inform the centre management staff if the fans/ airconditioning or heating machines are not working.

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, unless they are participating in an indoor gym class or dance class

Agree

Yes

Tell us how you will do this

- All chess coaches & students should wear a mask during the chess class / tournament.
- Parents/ adults are not allowed in the class / tournament area.

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

Agree

Yes

Tell us how you will do this

- Chess coaches will remind the students about the best hygiene practices and specially to use hand sanitiser before and during the class.
- Chess coaches will bring hand sanitizers for use during the chess class / tournament

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

Agree

Yes

Tell us how you will do this

- When the chess coaches arrive at the venue they are advised to check the bathrooms and if soap, handwash, and paper towels are not available, they need to inform the centre staff

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

- Chess coaches will bring the antibacterial wipes to use in the premises to disinfect the surface and chess equipment.

- Chess Coaches are advised to keep the centre clean and dispose any rubbish appropriately at the end of the day. Remind the participants to keep the venue clean.

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

- Chess Coaches and all participants are advised to sign in using the QR Codes displayed.
- Chess Coaches will maintain the attendance record of all participants in the class.

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

- QR codes are displayed at the entrance to the premises.
- Chess Coaches / office staff are advised to check phones for the green tick to confirm participants / parents have checked in (keeping 1.5m physical distance)
- Paper sign in forms are also made available if anyone is unable to use the QR Code.

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

- Paper sign in forms are also made available if anyone is unable to use the QR Code.
- This sign in information will be transferred to electronic spreadsheet format and will be available upon request from an authorised office.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

- All chess class / tournament venues will follow the COVID-19 safety plan and also use the QR code to sign in.

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

Yes