

# Swimming Pool and Aquatic Centre Industry COVIDSafe Plan Stage 3 and onwards

This COVID Safe Industry Plan is for swimming Pool and Aquatic Centre operators as required under the Chief Health Officer Public Health Direction *Non-Essential Business, Activity and Undertaking Closure Direction* to have a health management plan. This document outlines the position recommended by the Qld Aquatic Industry Alliance to facilitate a viable reopening of swimming pools and aquatic centres across the state. The group was formed to represent the varying stakeholders associated with the Swimming pool and Aquatic Industry.

## **Consultative Process**

The plan contents have been developed by the QAIA over the past month. This has involved;

- Forming an Alliance and scheduling regular meetings to discuss a way forward
- Review of the various association COVIDsafe frameworks and guidelines
- Collaboration on industry wide approach to viable pool reopening
- Development of draft recommendations and checklist that are applicable across the industry
- Development of this Plan based on QLD government fact sheets
- Alliance members have circulated the plans content to stakeholders (Industry associations, Council landlords, Swim school operators, Coaches and Teachers and Venue operators) Where provided feedback from these groups has been incorporated

The Alliance consists of representatives from

- *Australian Leisure Facilities Association QLD – Dan Kwaczynski, President*
- *Venue Operators – represented by Reece Rackley, CVM CEO*
- *Brisbane City Council – Tim Flood- City Venues Manager*
- *Australian Swim Coaches and Teachers Association – Brendon Ward, CEO*
- *Australian Swim Schools Association – Wayne Pollock, President*
- *Swimming QLD – Kevin Hasemann, CEO*
- *Royal Life Saving QLD -Paul Barry, CEO*

A full list of stakeholder consulted is provided in Appendix 1

## **INTERACTION BETWEEN APPROVED INDUSTRY COVID SAFE PLANS**

Several sporting bodies are regular users of pool venues; these include but are not limited to Swimming Clubs, Waterpolo, Underwater Hockey and Rugby, Triathlon groups. This Plan recognises these groups as users and has tried to consider the needs of these groups in terms of capacity in Pool spaces. Sporting Groups will need to complete and adhere to *their appropriate QLD health approved management plan* regarding additional restrictions or easing relevant to their specific sports training and events when using the Centre.

If there are multiple activities being undertaken at a venue/facility (for example – food services, sports, approved training courses, fitness or recreational), several approved industry plans may apply. If this is the case, the following will apply:

- Where there is clear separation between the activity and it is a discreet business entity, the relevant plan applies to the relevant area.
- Display the COVID Safe [Statement of Compliance](#) for the appropriate Plan in each area and implement the Plan's requirements.
- Where the activities cross over (for example amenities, entry/exits, carparks):
  - Where possible these areas of cross over will be minimised. Such as designating a particular entry, exit, amenities and carpark for each activity.
  - Where the cross over cannot be minimised, a decision will be made as to which plan takes priority in which common area and will be followed.
    - For example, 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 ensure these areas are appropriately managed and the separate groups from the dining and sport activity will not intermingle.
- Where an existing approved COVID Safe Industry Plan covers all facets of the operations of the organisation, including regular seasonal fixtures and competitions (including finals), organisations should operate in compliance with this Plan.
- Any other events run outside of regular seasonal fixtures or competitions such as carnivals, gala days and State Championships, with more than 500 people (indoor events) or more than 1,500 people (outdoor events) in attendance and operating in compliance with an Approved COVID Safe Plan (industry, site-specific or professional sporting code plan) other than a COVID Safe Event Plan must notify the Public Health Unit of the event a **minimum** of 10 business days before the event by emailing [COVID-19.Industryplans@health.qld.gov.au](mailto:COVID-19.Industryplans@health.qld.gov.au).
- Where an **event** is outside of the scope or not solely covered by the Approved COVID Safe Plan, please refer to the [Industry Framework for COVID Safe Events](#), which provides further guidance on organising COVID Safe Events. The COVID Safe Event Plan or Checklist should refer to the relevant components of the Approved COVID Safe Plan, which may also be applicable to respective parts of the event. The planned event must be hosted in accordance with the following conditions:
  - **Indoor Events:**
    - Events up to 500 people – can proceed by following the [COVID Safe Event Checklist](#), no further approval needed.
    - Events with 500 to 10,000 people – must develop a COVID Safe Event Plan and submit [COVID-19.Industryplans@health.qld.gov.au](mailto:COVID-19.Industryplans@health.qld.gov.au) for approval by the local Public Health Unit.

- Events of more than 10,000 people - must develop a COVID Safe Event Plan and submit [COVID-19.Industryplans@health.qld.gov.au](mailto:COVID-19.Industryplans@health.qld.gov.au) for approval by the Chief Health Officer.

\*Indoor events can allow up to 100% of seated capacity when patrons are in ticketed, allocated seating.

- **Outdoor Events:**

- Events up to 1500 people – can proceed by following the [COVID Safe Event Checklist](#), no further approval needed.
- Events with 1500 to 10,000 people – must develop a COVID Safe Event Plan and submit [COVID-19.Industryplans@health.qld.gov.au](mailto:COVID-19.Industryplans@health.qld.gov.au) for approval by the local Public Health Unit.
- Events of more than 10,000 people - must develop a COVID Safe Event Plan and submit [COVID-19.Industryplans@health.qld.gov.au](mailto:COVID-19.Industryplans@health.qld.gov.au) for approval by the Chief Health Officer.

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](http://www.COVID19.qld.gov.au).

## Overview

This plan outlines the measures facility operators will put in place to safely manage the risks associated with COVID 19. The checklist outline processes and approaches operators can use to operate in a COVIDSafe Manner. This includes indoor and outdoor pool and area capacity requirements, practicing strict hygiene practices and implementing measures to limit co-mingling through capacity measurement, patron traffic flow, customer communication and signage, class/session scheduling and patron number monitoring. Swimming pools and aquatic centres are actively supervised spaces with pool attendants, lifeguards, teachers, and coaches in attendance at all times. These staff will be trained, and systems put in place to monitor and ensure safety measure related to COVIDSafe are actively managed.

## Difference between the Industry Plan and Chief Health Officer’s direction

Where there is an inconsistency between the Restrictions on Businesses, Activities and Undertakings Direction (the Direction) and this industry plan, the Direction will take precedence over the industry plan for the extent of the inconsistency.

## Principles for Return to Play

The Industry COVID Safe Plans completed to date will remain largely unchanged, however any changes made from Stage 3 will be guided by the following Principles:

- **Contact** – full contact is permitted on the ‘field of play’ in line with pre-COVID contact activities. At all other times, participants, coaches, supervisors, officials, trainers, and spectators are to observe physical distancing requirements and undertake sound hygiene practices as detailed in this Plan.
- **Facility capacity** – the total number of people to attend an activity, training and competition at indoor venues is to be based on occupant density of one person per two square metres. For outdoor venues, physical distancing off the field of play is required. Risks will be managed through mandatory record keeping, through group segmentation and buffer zones as appropriate. Individual organisations and facility managers will be responsible for implementing these requirements in line with the relevant approved Industry COVID Safe Plan.

- **Facility usage** – all elements of community sport, recreation and fitness facilities are accessible in line with relevant health guidelines and directives. This means facilities such as canteens, change rooms, bathrooms, storage rooms, bars will reopen and operating hours can also be amended. Industry Plans will detail how organisations will manage the use of ancillary facilities in relation to cleaning/sanitisation and flow of people within venues. All facility components will be operated in accordance with the relevant approved Industry COVID Safe Plan.
- **Events** – such as championships, markets, carnivals and gala days can recommence. Organisations must ensure the relevant approvals are in place based on the number of people attending as seen in the Roadmap.
- **Stadia** – strict physical distancing measures and hygiene practices will remain central to COVID Safe Site-Specific Plans, in line with Public Health Directions. Group segmentation and buffering measures will be used to reduce co-mingling. Public messaging will ensure that patrons are aware of all requirements during sporting events and concerts. COVID Safe Site-Specific Plans for stadia, where applicable, will address transport management for patrons travelling to and from venues, including alternatives to public transport.
- **Compliance with industry and stadia COVID Safe Plans** – all activity is to be conducted in accordance with relevant Industry and Stadia COVID Safe Plans and Public Health Directives. This includes organisations detailing how all persons at the activity/facility will be tracked, and traced, including spectators.

**These principles will be applied using the tables below.**

	<b>Stage 2 Plan</b>	<b>Stage 3 and onwards - amendment/updates</b>
<b>Capacity and Numbers</b>	Indoor and Outdoor pools: capacity limited to a maximum of 1 person per 10 square metres of water surface area	<ul style="list-style-type: none"> <li>Indoor pools and areas: capacity limited to a maximum of <u>1 person per 2 square metres</u></li> <li>Outdoor pools and areas: capacity to be based on physical distancing requirements (1.5m).</li> <li>Physical distancing while in the water is not required The above capacity requirements includes children accompanying parents as spectators.</li> </ul>
<b>Venue with Multiple Pools/Spaces</b>	If a site has more than one pool and/or dedicated space– each pool/space should be defined by the operator and capacity limits and control measures to ensure compliance/risk mitigation for each area. Buffer zones should be in place between dedicated spaces and/or groups of 20.	<ul style="list-style-type: none"> <li>Increased emphasis on ensuring record keeping of who is where and when in a venue to allow for targeted Contract tracing and lessen numbers impacted in the case of a COVID case.</li> <li>Group separation to be considered as a risk management strategy to limit co-mingling.</li> </ul>
<b>Patrons of school age or younger</b>	<ul style="list-style-type: none"> <li>which use swimming pools and accompanying facilities for training, education and general use purposes may do so:                             <ul style="list-style-type: none"> <li>without a limit on the number of swimmers per lane or per pool.</li> <li>in a class with a swim teacher delivering instruction based on swimming ability. Swimming lessons require children being in a potentially dangerous environment (water), therefore requires a necessary ‘hands-on’ component of teaching by qualified swim teachers. As such parameters around physical distancing will not always be practical for in-water swimming lessons</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>As outlined in capacity and numbers section of this table</li> </ul>

	<b>Stage 2 Plan</b>	<b>Stage 3 and onwards - amendment/updates</b>
	<ul style="list-style-type: none"> <li>- a buffer zone will be enforced between areas with children and adults to avoid contact or mingling between groups whilst swimming.</li> <li>- In the case of squads who have a mixture of school age minors and adults. These squads will need to be segregated so that swimmers who are 18 years or older are not swimming in the same squad as school age children.</li> </ul>	
<b>Adults patrons</b>	<ul style="list-style-type: none"> <li>• have the following restrictions:                             <ul style="list-style-type: none"> <li>- Indoor and Outdoor pools: capacity limited to a maximum of 1 person per 10 square metres of water surface area.</li> <li>- Booking/Allocation systems will be in place to record details of patrons</li> <li>- All indoor areas: capacity limited to a maximum of 1 person per 4 square metres of indoor space.</li> <li>- Outdoor Open Area Space limited to groups of 20 people for outdoor sporting-based activities, with no more than one person per 4 square metres and physical distancing.</li> <li>- Group Management all groups limited to 20 people, venue capacity limits and physical distancing observed between groups.</li> <li>- Buffer zones: a buffer zone will be enforced between areas with children and adults to avoid contact</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• As outlined in capacity and numbers section of this table</li> </ul>

	<b>Stage 2 Plan</b>	<b>Stage 3 and onwards - amendment/updates</b>
	<p>or mingling between groups whilst swimming.</p> <p>Capacity limits refer to Patron numbers in each pool or space. Appropriate staffing will be in place to ensure the safety of patrons is in line with <a href="#">Royal Lifesaving Australia Guidelines for Safe Pool Operations</a></p>	
<b>Facility Communal Areas</b>	<p>Checklist items related to Hygiene, cleaning and traffic flow remain and should be actively managed</p>	<p>Use of communal showers and change rooms are permitted, however cleaning measures are to be consistent with <a href="#">Work Health and Safety during COVID-19: Guide to Keeping your workplace safe, clean and healthy</a>.</p> <p>For swimming competitions (including club nights), the ‘field of play’ includes all areas required for use by active participants for the purpose of competing. This includes warm up/down, change rooms, marshalling areas, between races etc. noting these will be clearly defined with no co-mingling with other groups (i.e. spectators) for contact tracing purposes. Active participant includes all competitors, officials, event staff, coaches and volunteers required for the safe and effective running of the event/competition in the field of play.</p>
<b>In Venue competitions</b>		<p>In Venue Competitions of Aquatic Sports e.g. Swimming Water Polo can resume with following restrictions</p> <ul style="list-style-type: none"> <li>• Capacity and numbers as outlined in capacity and numbers section of this table.</li> <li>• Physical distancing is to be maintained out of the pool. However physical distancing is not a requirement for participants whilst in the water.</li> <li>• All attendees, staff and any contractors contact details must be recorded at the outset of every competition and be retained for at least 56 days.</li> </ul>
<b>In Venue Events</b>		<p>If you are planning to hold an event, an Event Organiser should identify whether there is an Approved COVID Safe Industry, Site-Specific or Professional Sporting Code Plan (Approved COVID Safe Plan) is applicable to your event in whole or in part:</p>

	<b>Stage 2 Plan</b>	<b><u>Stage 3 and onwards - amendment/updates</u></b>
		<ul style="list-style-type: none"> <li>• COVID Safe Industry Plan for specific industries, such as community sports, live music and hotels</li> <li>• COVID Safe Site-Specific Plan for the venue in which the event is being held, such as a stadium or convention centre</li> <li>• COVID Safe Professional Sporting Code Plan for professional sporting events.</li> </ul> <p>Where an existing approved COVID Safe Industry Plan covers all facets of the operations of the organisation, including regular seasonal fixtures and competitions (including finals), organisations should operate in compliance with the approved COVID Safe Industry Plan.</p> <p>Any other events run outside of regular seasonal fixtures or competitions such as carnivals, gala days and State Championships, with more than 500 people (indoor events) or more than 1,500 people (outdoor events) in attendance and operating in compliance with an Approved COVID Safe Plan other than a COVID Safe Event Plan must notify the Public Health Unit of the event a minimum of 10 business days before the event by emailing <a href="mailto:COVID-19.Industryplans@health.qld.gov.au">COVID-19.Industryplans@health.qld.gov.au</a>.</p> <p>The following information needs to be provided to the Public Health Unit:</p> <ul style="list-style-type: none"> <li>• Business name of the company/organisation which is holding the event</li> <li>• Trading name of the company/organisation which is holding the event</li> <li>• Key contact person(s) that can answer queries regarding the event (before/during/after)             <ul style="list-style-type: none"> <li>– Position in organisation</li> <li>– Phone number(s)</li> <li>– Email</li> <li>– Postal address</li> </ul> </li> </ul>



	Stage 2 Plan	Stage 3 and onwards - amendment/updates
		<ul style="list-style-type: none"> <li>• Name of the event</li> <li>• Date(s) the event will be held</li> <li>• Duration of the event (start and finish times)</li> <li>• Location of the event (if multiple locations, each location, start/finish times for each)</li> <li>• Which Approved COVID Safe Plan(s) they are intending to operate under</li> <li>• Estimated/known number of people attending the event (including staff)</li> <li>• Overview of activities that will be occurring at the event. E.g. sport competition, food stalls, merchandising, entertainment, rides, fireworks, etc.</li> </ul> <p>Where an <b>event</b> is outside of the scope or not solely covered by the Approved COVID Safe Plan, please refer to the <a href="#">Industry Framework for COVID Safe Events</a>, which provides further guidance on organising COVID Safe Events. The COVID Safe Event Plan or Checklist should refer to the relevant components of the Approved COVID Safe Plan, which may also be applicable to respective parts of the event. The planned event must be hosted in accordance with the following conditions:</p> <p><b>Indoor Events:</b></p> <ul style="list-style-type: none"> <li>– Events up to 500 people – can proceed by following the <a href="#">COVID Safe Event Checklist</a>, no further approval required.</li> <li>– Events with 500 to 10,000 people – must develop a COVID Safe Event Plan and submit <a href="mailto:COVID-19.Industryplans@health.qld.gov.au">COVID-19.Industryplans@health.qld.gov.au</a> for approval by the local Public Health Unit.</li> <li>– Events of more than 10,000 people - must develop a COVID Safe Event Plan and submit <a href="mailto:COVID-19.Industryplans@health.qld.gov.au">COVID-19.Industryplans@health.qld.gov.au</a> for approval by the Chief Health Officer.</li> </ul>

	<b>Stage 2 Plan</b>	<b><u>Stage 3 and onwards - amendment/updates</u></b>
		<p>*Indoor events can allow up to 100% of seated capacity when patrons are in ticketed, allocated seating.</p> <p><b>Outdoor Events:</b></p> <ul style="list-style-type: none"> <li>– Events up to 1500 people – can proceed by following the <a href="#">COVID Safe Event Checklist</a>, no further approval required</li> <li>– Events with 1500 to 10,000 people – must develop a COVID Safe Event Plan and submit <a href="mailto:COVID-19.Industryplans@health.qld.gov.au">COVID-19.Industryplans@health.qld.gov.au</a> for approval by the local Public Health Unit.</li> <li>– Events of more than 10,000 people - must develop a COVID Safe Event Plan and submit <a href="mailto:COVID-19.Industryplans@health.qld.gov.au">COVID-19.Industryplans@health.qld.gov.au</a> for approval by the Chief Health Officer.</li> </ul>
<b>Contact details</b>	Record keeping remain paramount	<p>Contact tracing is critical.</p> <p>It is strongly recommended every venue encourages its patrons to download the COVIDSafe app link: <a href="https://www.health.gov.au/resources/apps-andtools/COVIDsafe-app">https://www.health.gov.au/resources/apps-andtools/COVIDsafe-app</a></p> <p>The COVIDSafe app is not mandatory.</p> <p>The COVIDSafe app is not an alternative to collecting and retaining contact information.</p> <p>Contact information must be kept for patrons, contractors, and staff. This information must include:</p> <ul style="list-style-type: none"> <li>• full name</li> <li>• phone number</li> </ul>

		<ul style="list-style-type: none"> <li>• email (or residential address where the person does not have an email account)</li> <li>• date and time of entry</li> <li>• exit time or estimated period, where feasible.</li> <li>• Section they visited is recommended</li> </ul> <p>If requested, this information <b>must</b> be provided to public health officers within the stated time. The information should be readily available to ensure your business can fulfil this request.</p> <p>Venues can utilise electronic systems, POS (Point of Sale Systems), written registers or written personnel records of attendance as a means of collection however must ensure collection and storage is privacy compliant. For further information please see: <a href="https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses/information-privacy">https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses/information-privacy</a></p> <p>The information should be securely stored, not used for any other purpose, and destroyed after 56 days.</p> <p><b>Period of patronage</b></p> <p>Any person visiting the venue, patrons, contractors and staff must sign in with their time of arrival, they should also be strongly encouraged to provide a time of departure or estimated duration, with signage displaying signing out allows for more effective contact tracing.</p> <p>Venues should display signage encouraging patrons to sign out.</p> <p><b>Collection of contact tracing information involving schools</b></p> <ul style="list-style-type: none"> <li>• Where schools are attending the program and/or venue, the Provider will not need to collect the contact information of the children attending as part of a</li> </ul>
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		<p>school attendance. The Provider will be required to confirm that the school is maintaining records of which children have attended.</p> <ul style="list-style-type: none"> <li>• The Provider will need to collect the contact details for all the adults attending with the school children including teachers, teacher aides, and parents, etc.</li> <li>• The Provider will also need to collect the information for a point of contact at the school who can provide the details of the school children attending if required.</li> </ul>
<b>Checklist</b>	All elements of Stage 2 Checklist still in place with changes to numbers as outlined above	

## STAGE 3 AND ONWARDS INDUSTRY CHECKLIST – AMENDED & NEW ITEMS

Stage 2 Checklist items continue under stage 3 and 4 – where there have been additions/changes they are listed below. Please complete this checklist and keep a completed copy with your Stage 2 checklist. If you are reopening for the first time you will need to review and complete both Checklists.

CHECKLIST ITEM	☑	Notes
<p><b>Amended Checklist items</b></p> <ul style="list-style-type: none"> <li>• Indoor pools and areas: capacity limited to a maximum of 1 person per 2 square metres</li> <li>• Outdoor pools and areas: capacity to be based on physical distancing requirement.</li> <li>• Group Management in place for venue capacity limits and physical distancing between groups observed.</li> <li>• Patrons must be appropriately physically distanced while drinking (irrespective of beverage type) and dining-in.</li> <li>• Patrons may order, pay and collect food and drinks at a bar or service counter.</li> </ul>		
<p><b>Checklist items new to Stage 3 onwards</b></p> <p><i>Multiple Groups</i></p> <ul style="list-style-type: none"> <li>• A detailed Venue map which clearly marks and communicates zones where groups can be situated, allowing for targeted contact tracing and lessen numbers impacted in the case of a COVID case.</li> <li>• Change rooms - for communal change room areas and showers available at the facility, conduct cleaning regime as per <a href="#">Work Health and Safety during COVID-19: Guide to keeping your workplace safe, clean and healthy</a>.</li> </ul> <p><i>Field of Play</i></p> <ul style="list-style-type: none"> <li>• The definition of “field of play” is the pitch, court, field, pool or other facility that the sport, recreation or fitness activity is generally conducted on. It also extends to incorporate the use of all facilities (e.g. change rooms, marshalling areas etc.) specifically required for training and competing</li> <li>• Physical distancing does not apply on the “field of play” where the activity is being carried out, but should be observed to the extent possible in all other areas of the “field of play”.</li> <li>• The extension of the “field of play”, allows the full team and required coaching / medical officials to use the facilities without occupant density requirements. This is only permitted if: <ul style="list-style-type: none"> <li>- There are no mixing of teams</li> <li>- There are no other persons (e.g. spectators) allowed in with active participants.</li> </ul> </li> <li>• Notice to all patrons, contractor or staff to not enter the venue if they: <ul style="list-style-type: none"> <li>- Are unwell</li> <li>- Have been in close contact with a known active case of COVID-19</li> <li>- Have COVID-19 symptoms</li> </ul> </li> </ul>		

CHECKLIST ITEM	☑	Notes
<ul style="list-style-type: none"> <li>- Have travelled overseas in the previous 14 days</li> <li>- Have been to a declared COVID-19 hotspot in the previous 14 days</li> </ul> <p>The list of declared COVID-19 hotspots may be found at <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19</a>.</p> <p>Conditions of entry signage may be displayed.</p> <p>Suitably display signage stating the maximum occupancy allowed, considering the different densities allowed for indoor and outdoor areas as outlined in this Plan.</p> <p>Ensure adequate policies and/or procedures in place to manage and monitor the number of patrons in attendance at the venue/premise at any time so as not to exceed the maximum occupancy allowed under this Plan, considering the different densities allowed for indoor and outdoor areas.</p> <p><b>Aquatic Specific - In venue competition</b>  <b><i>Venue Capacity</i></b></p> <ul style="list-style-type: none"> <li>• Limited to 1 person per 2 Sqm in an indoor venue and physical distancing implemented for any outdoor venue</li> <li>• Group management is in place. In the case of multiple groups, the venue capacity limits and physical distancing between groups.</li> </ul> <p><b><i>Co-mingling reduction/avoidance measures</i></b></p> <ul style="list-style-type: none"> <li>• Prior to hosting and event/competition venue maps need to be designed which clearly communicate one-way traffic flow, separate entry, and exit points and other venue specific measures in place to reduce co-mingling. These maps should be distributed to all event staff, coaches, competitors &amp; spectators and clearly displayed throughout the venue during the event.</li> <li>• Review process and where practical implement self-marshalling/team self-management for the competition</li> </ul> <p><b><i>Contact Details must be recorded as outlined above</i></b></p> <ul style="list-style-type: none"> <li>• All attendees and staff contact details must be recorded and be retained for at least 56 days.</li> <li>• Contact details include: Full name, email address, contact phone number, date and time of entry and exit time or estimated period, where feasible.</li> <li>• If requested, this information <b>must</b> be provided to public health officers within the stated time. The information should be readily available to ensure your business can fulfil this request.</li> </ul>		

## INDUSTRY CHECKLIST STAGE 2

This Industry COVID Safe Plan stage 2 industry checklist is intended to inform operators on how to keep their workers and patrons’ safe and limit the spread of COVID-19. Please review below and tick to indicate you have implemented or provide comment if not applicable. Please keep completed checklist at the venue so it is available for authorities if needed. This checklist and associated practices need to be maintained in Stage 3 unless otherwise noted.

CHECKLIST ITEM	☑	Notes
<p><b>1. Check your business can reopen</b></p> <ul style="list-style-type: none"> <li>• Check the Queensland Government’s COVID-19 website at <a href="http://www.covid19.qld.gov.au">www.covid19.qld.gov.au</a> to confirm you can reopen your business and whether any specific restrictions apply.</li> <li>• If your business has been closed, check the condition of equipment and facilities are fully functioning, such as gas, electricity, toilets, and hand-washing facilities. Ensure food and beverages stored at your business have not been contaminated or are now out of date.</li> </ul>		
<p><b>2. Ensuring a Safe and Healthy Workplace</b> - to properly manage exposure to risks related to COVID-19, employers must:</p> <ul style="list-style-type: none"> <li>• Identify workplace hazards (such as potential for transmission on the worksite or hazards resulting from a worker who tests positive for COVID-19 infection)</li> <li>• Determine who might be harmed, and how (including workers and any other individuals in the workplace)</li> <li>• Decide on control measures (including ways to prevent the spread of infection) put controls in place and review the controls regularly.</li> <li>• Consult with workers. Consultation involves sharing of information, including about possible sources of exposure to COVID-19 and associated health risks, giving workers a reasonable opportunity to express views and taking those views into account before making decisions on health and safety matters. A safe workplace is achieved when everyone involved in the work communicates with each other to identify hazards and risks, talks about health and safety concerns and works together to find solutions.</li> <li>• Involve workers in consultations related to health and safety matters relating to COVID-19 in the workplace, including (but not limited to): identifying the tasks and processes that could result in the spread of COVID-19; developing a plan in response to COVID-19; making changes to processes or procedures could result in the spread of COVID-19; making changes to controls to protect workers from the spread of COVID-19; providing information and training for workers.</li> <li>• Ensure Staff are trained in COVID safe requirements and ensure their training remains current, COVID Safe training will be made available and mandatory for all Staff.</li> <li>• Minimise the number of workers attending to deliveries and contractors as much as possible.</li> <li>• 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 your requirements while they are on site.</li> <li>• Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries.</li> </ul>		

CHECKLIST ITEM	☑	Notes
<ul style="list-style-type: none"> <li>• Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible.</li> <li>• Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered.</li> </ul>		
<p><b>3. Wellbeing of workers</b></p> <ul style="list-style-type: none"> <li>• Direct workers to stay at home if they are sick, and to go home immediately if they become unwell.</li> <li>• Require them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home till they get the result and it is negative for COVID-19.</li> <li>• Consider safety risks and manage these according to the appropriate hierarchy of controls i.e. elimination, substitute, isolation, administrative controls then personal protective equipment where required.</li> <li>• Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact. Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing between workers.</li> <li>• Modify processes behind the counter (including in kitchen or break rooms) to limit workers having to be in close contact, as much as possible. For example: assign workers to specific workstations to minimise the need to go into other spaces,</li> <li>• limit the number of people in an enclosed area to one person per 4 metre square (for example, in reception or in lunchrooms)</li> <li>• Implement processes so the front of house workers can collect food without needing to go into food preparation areas.</li> <li>• Postpone or cancel non-essential face-to-face gatherings, meetings and training and use video conferencing where practicable.</li> <li>• Consult with workers on COVID-19 measures in the workplace and provide workers with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work.</li> <li>• Ensure any psychosocial risks are managed with processes implemented to manage stress from COVID-19 as outlined in the <a href="#">Workplace Health and Safety Queensland guide</a>. Put signs and posters up to remind workers and others of the risk of COVID-19.</li> </ul>		



CHECKLIST ITEM	☑	Notes
<p><b>4. Physical distancing</b></p> <ul style="list-style-type: none"> <li>• Place signs at entry points to instruct customers not to enter the facility if they are unwell or have COVID19 symptoms. The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the premises.</li> <li>• Set up separate exit and entry points and/or clear signage on traffic flow for entering and exiting to minimise contact of patrons.</li> <li>• Ensure physical distancing by placing floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.</li> <li>• In café areas place tables to ensure that persons seated at those tables are 1.5 metres apart and reduce the number of tables and seating capacity in line with public health directions.</li> <li>• Remove waiting area seating or space seating at least 1.5 metres apart.</li> <li>• Provide contactless payments or ordering and payment online or through ordering apps.</li> <li>• In reception areas set up different areas for ordering and collection, and where practical, separate entry and exit paths.</li> <li>• Encourage the use of masks when physical distancing is not possible</li> </ul>		
<ul style="list-style-type: none"> <li>• Record keeping</li> <li>• Contact information must be kept for customers (this includes children swimming and parents who are bringing their children for their lessons), workers and any contractors for a period of at least 56 days.</li> <li>• Contact details include: Full name, email address, contact phone number, date and time of entry and exit time or estimated period, where feasible.</li> <li>• Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely</li> </ul>		

CHECKLIST ITEM	☑	Notes
<p><b>5. Hygiene and cleaning</b></p> <ul style="list-style-type: none"> <li>• Instruct all workers to practice 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. If hand washing is not practical, alcohol-based hand sanitiser containing at least 60% ethanol or 70% iso-propanol is recommended.</li> <li>• Provide hand washing facilities for customers and patrons including clean running water, liquid soap, and paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser.</li> <li>• Cleaning of hard surfaces (e.g. bench tops) should be done using either: a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution; or a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores.</li> <li>• Bleach solutions should be made fresh daily and gloves should be worn when handling and preparing bleach solutions. Protective eyewear should be worn in case of splashing.</li> <li>• Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment, such as buckets, should be emptied and cleaned with a new batch of chlorine bleach solution and allowed to dry completely before re-use.</li> <li>• Clean frequently touched areas and surfaces at least hourly with detergent or disinfectant (including shared equipment and tools, Eftpos equipment, tables, countertops, and sinks). Include frequently touched surfaces in the toilet facilities such as door locks, taps, soap dispensers, etc and surfaces used by clients, such as tables, must also be cleaned between clients.</li> <li>• Minimise the sharing of equipment and tools with them being effectively cleaned between use by different people. Swimmers at squad level should bring own equipment e.g. fins, kickboards, buoys and take home each visit.</li> </ul>		
<p><b>6. Deliveries, contractors, and visitors attending the premises</b></p> <ul style="list-style-type: none"> <li>• Where practical, direct delivery drivers or other contractors visiting the premises to minimise physical interaction with workers.</li> <li>• Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods on site as proof of delivery.</li> </ul>		

CHECKLIST ITEM	☑	Notes
<p><b>7. In the Case of a confirmed/probable case of COVID-19 Infection</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Operators should maintain records of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.</li> <li>• Areas that have been used by a person with suspected or confirmed COVID-19 infection should be cleaned and disinfected. Personal protective equipment (PPE) should be put on before entering the area. This includes disposable gloves; disposable apron or other protective garment; protective eyewear to protect your eyes from the cleaning chemicals</li> <li>• People should use the following process to safely remove personal protective equipment: Remove and dispose of equipment being careful not to contaminate bare hands during glove removal. Clean your hands. This can be done with either soap and running water or hand sanitiser. For more information refer to <a href="#">Queensland Health</a>.</li> </ul>		
<p><b>8. Review and monitor</b></p> <ul style="list-style-type: none"> <li>• Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.</li> <li>• This checklist is a key part of your COVID Plan as outlined on the WorkSafe website.</li> <li>• Publicly display this signed checklist as evidence that you are a COVID Safe business.</li> <li>• Ensure you have a copy of this signed checklist which must be produced if requested from a relevant compliance/enforcement officer. This may include providing an electronic copy.</li> <li>• Keep up to date and find additional guidance at <a href="http://www.covid19.qld.gov.au">www.covid19.qld.gov.au</a> &amp; <a href="http://www.worksafe.qld.gov.au">www.worksafe.qld.gov.au</a></li> <li>• Employees with a general work-related complaint can call WHS Queensland on 1300 362 128 or their union.</li> <li>• Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018 or their industry association.</li> <li>• Customers who have concerns about whether a business is complying with this checklist can call 134COVID (13 42 68).</li> </ul>		
<p><b>10. Aquatic Centre Specific - General</b></p> <ul style="list-style-type: none"> <li>• Provision of appropriate sanitization/disinfection stations in selected/targeted areas throughout the facility</li> <li>• Adherence to Government specified physical distancing provisions during all activities in all areas</li> <li>• Provision of clear and consistent signage/information through the facility, particularly at entry points</li> <li>• Use of personal protective equipment (PPE) in line with Safe Work Australia and GSPO recommendations</li> <li>• Ensure Staff have appropriate PPE to manage aquatic rescue and routine first aid situations</li> <li>• Adjustments to emergency response (i.e. CPR) to enable the safe implementation if required (See latest GSPO Guidelines)</li> </ul>		

CHECKLIST ITEM	☑	Notes
<ul style="list-style-type: none"> <li>• Modification of existing safe work method statements to consider and manage the impact of COVID-19 cross-infection</li> <li>• Delivery of staff and contractor training with regards to COVID-19 and the facilities selected treatment measures</li> <li>• Open windows, doors and/or increase the flow of air throughout the building, via the building management system</li> <li>• Provision of an appropriate identification &amp; response procedures to manage the occurrence of staff/patrons with symptoms of COVID-19</li> <li>• Limit communal water stations use by encouraging patrons to bring their own water/fluids with them to the facility</li> </ul>		
<p><b>11. Aquatic Centre Specific – Reception / Foyer</b></p> <ul style="list-style-type: none"> <li>• Communicate through signage cashless payment methods are preferred</li> <li>• Transition entry/membership payment options to direct debit where possible and/or contactless payment</li> <li>• Provide web-based reservation systems where possible for activities with reduced capacities such as classes or fitness Centre access</li> <li>• Leverage IT systems for enrolment/membership registrations where possible instead of pen and paper</li> <li>• Implement floor markers for entry, access and queuing areas to support the maintenance of physical distancing recommendations</li> <li>• Where automatic/revolving doors are not provided, leave entry and exit points open to reduce the need to touch handles</li> <li>• Close parts of the reception/membership areas if they are located within 1.5m of one another and reduce staff numbers</li> <li>• Ensure communal seating areas are arranged with appropriate separation distances</li> </ul>		
<p><b>12. Aquatic Centre Specific – Kiosk</b></p> <ul style="list-style-type: none"> <li>• Food businesses need to comply with the COVID requirements for food businesses i.e. COVID Safe checklist.</li> <li>• Reduce the number of tables/chairs provided in food and beverage service areas and adjust the configuration</li> <li>• Mark entry and exit area to ensure physical distancing in all queue areas, including ordering and food collection areas</li> <li>• Ensure staff separation in kitchen and kiosk areas, with marking if practical</li> <li>• Ensure Staff sanitise hands after each customer contact (actual physical contact, e.g. money exchange)</li> <li>• Modify seating arrangements to meet the maximum group size requirement and physical distancing requirement</li> <li>• Post informational signage -Update signage in kiosk and retail areas reinforcing risk –minimising behaviour for customers</li> <li>• Increased monitoring of hygiene effectiveness</li> <li>• Discontinuing operations that require customers to use common utensils or dispensers (e.g. lids and sugars for hot beverages).</li> <li>• Clean the inside and the outside of appliances. Pay attention to buttons and handles where cross-contamination to hands can occur.</li> <li>• Frequently disinfect surfaces repeatedly touched by employees or customers.</li> </ul>		

CHECKLIST ITEM	☑	Notes
<p><b>13. Aquatic Centre Specific – Toilet Areas</b></p> <ul style="list-style-type: none"> <li>• Introduce a maximum capacity for toilet areas based on the available space</li> <li>• Increase systematic and deep clean cleaning regime associated with all toilet areas available at the facility</li> <li>• Introduce/increase the provision of soap dispenser equipment in toilet areas and ensure these are topped up regularly</li> <li>• Use of lockers, ensure safe distancing by staggering the arrangement of available lockers and leaving others closed/locked and ensure this high-touch area is suitably disinfected frequently.</li> </ul>		
<p><b>14. Aquatic Centre Specific – Pools General</b></p> <ul style="list-style-type: none"> <li>• Detail and communicate the number of patrons allowed in a pool space and enforce the provisions</li> <li>• Introduce pre-usage bookings to support the management of pool/ water space capacities</li> <li>• Reduce/remove seating from poolside to reduce the number of people unnecessarily on poolside and encourage physical distancing</li> <li>• Reduce the number of spectators able to attend to watch participants in swimming lesson/aquatic activities</li> <li>• Remove access to play equipment (i.e. noodles, inflatable toys etc.)</li> <li>• Introduce and maintain a targeted cleaning regime on high touch items such as ramp, stair and step handrails</li> <li>• Adjust lane allocations were necessary to increase the spread of lap lane swimmers and reduce lane capacities</li> <li>• Proactively discourage on-deck time for pool users before/after they have completed their intended activity</li> <li>• Proactively discourage lap swimmers from gathering at the end of lanes for extended periods</li> <li>• Increase the provision of reach and throw rescue equipment for Pool Lifeguards</li> </ul>		
<p><b>15. Aquatic Centre Specific – Plant Operations</b></p> <ul style="list-style-type: none"> <li>• Ensure all pools are sanitised in accordance with QLD Health Water Quality Guidelines for public aquatic facilities - December 2019.</li> <li>• Ensure chemicals are appropriately stocked to allow for additional start up usage and possible delays in delivery of stock.</li> <li>• Ensure appropriate inspections are carried out on circulation pumps, strainers, dosing pumps, injection points, water chemistry controllers, heaters and all other plant room equipment for condition and confirm operation.</li> <li>• Ensure that your plant room is started and running in line with pool cleaners &amp; pool filters site specific operations manual.</li> </ul>		

<p>Name of person(s) conducting business or undertaking as defined in the Work Health &amp; Safety Act 2011: Signature &amp; date:</p>	
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## REVIEW AND RISK MANAGEMENT

Operators should revisit existing WHS risk management processes to identify and manage any new or changed hazards that may have arisen as a result of the Industry COVID Safe Plan.

Operators should maintain records of the risk management process and issues. A register of Risk assessments and any identified issues should be maintained including the following details

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

Operators should ensure they have regular review processes in place to keep abreast of changes to restrictions and guidelines including

- Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.
- Keep up to date and find additional guidance at [www.covid19.qld.gov.au](http://www.covid19.qld.gov.au) & [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)
- Regularly conduct risk assessments and adjust processes and practices as necessary
- Publicly display a signed statement of compliance COVID Safe business.
- Ensure you have a copy of the signed checklist and Plan which must be produced if requested from a relevant compliance/enforcement officer. This may include providing an electronic copy.

## STATEMENT OF COMPLIANCE

Download and Sign and Display the Statement at the venue

[https://www.covid19.qld.gov.au/data/assets/pdf\\_file/0030/129927/Statement-of-compliance.pdf](https://www.covid19.qld.gov.au/data/assets/pdf_file/0030/129927/Statement-of-compliance.pdf)

Industries which have opted-in to comply with the relevant Industry COVID Safe Plan may continue to display the Statement of Compliance previously provided.

## CONTACT INFORMATION

- Employees with a general work-related complaint can call WHS Queensland on 1300 362 128 or their union.
- Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018 or their industry association.  
*Australian Swim Coaches and Teachers Association* <https://www.ascta.com/>
- *Australian Swim Schools Association* <https://australianswimschools.org.au/>
- *Swimming QLD* <https://qld.swimming.org.au/>
- *Australian Leisure Facilities Association QLD* <http://www.alfaql.org.au/>
- *Royal Life Saving QLD* <https://www.rlssq.com.au/>
- Customers who have concerns about whether a business is complying with this checklist can call 134COVID (13 42 68).

## APPENDIX 1 – INDUSTRY STAKEHOLDER CONSULTATION

This document outlines the position recommended by the Queensland Aquatic Industry Alliance (QAIA) to facilitate a viable reopening of swimming pools and aquatic centres across the state. The group was formed to represent the varying stakeholders associated with the Swimming pool and Aquatic Industry.

The Alliance consists of representatives from

- *Australian Swim Coaches and Teachers Association – Brendon Ward, CEO*
- *Australian Swim Schools Association – Wayne Pollock, President*
- *Swimming QLD – Kevin Hasemann, CEO*
- *Australian Leisure Facilities Association QLD – Dan Kwaczynski, President*
- *Royal Life Saving QLD -Paul Barry, CEO*
- *Venue Operators – represented by Reece Rackley, CVM CEO*
- *Brisbane City Council – Tim Flood- City Venues Manager*

During the process, Alliance members provided the following individuals and organisations draft plans for review and comment

<b>Council Representatives</b>	<b>Swim School and Pool Operators</b>
<p><i>Heath Collie – Coordinator Sports Venues &amp; Development   Sunshine Coast Council</i></p> <p><i>Matthew Howes – Supervisor – Aquatic Facilities, Sport and Community Venues Branch   Sunshine Coast Council</i></p> <p><i>Richard Pascoe – Manager Community Venues and Services, Lifestyle and Community, City of Gold Coast</i></p> <p><i>Tim Goward - Executive Coordinator Aquatic Centres, Community Venues and Services, City of Gold Coast</i></p> <p><i>Sean Kelly – Aquatic and Sports Manager, Brisbane City Council</i></p> <p><i>Cath Sharples – Aquatic and Sports Officer, Brisbane City Council</i></p> <p><i>Dan Padget – Business Operations Manager, Brisbane City Council</i></p>	<p><i>Nick Cox – Belgravia Leisure, National CEO</i></p> <p><i>Dan Cullen – Belgravia Leisure, QLD State Manager</i></p> <p><i>Todd McHardy – BlueFit, National CEO</i></p> <p><i>Andrew Baildon – Superfish Swim Schools, Gold Coast</i></p> <p><i>David Lush – Brisbane Grammar, Swim School Owner, Brisbane</i></p> <p><i>Emma Lawrence – Laurie Lawrence Swim School and Kids Alive Do the Five</i></p> <p><i>Darren Lange – Darren Lange Swimming Academy</i></p> <p><i>Brian Stehr – Diamond Swim School Noosa</i></p> <p><i>Shannon Townsend – The Glennie Aquatic Centre, Toowoomba</i></p> <p><i>Justin Lemberg – JUST Swim Brisbane &amp; Ipswich</i></p> <p><i>Grant Belcher – Swim School and Centre Operator Swim Fit QLD</i></p> <p><i>Shelley Douyere –Yeronga Park Memorial Swimming Pool</i></p> <p><i>Sally McKittrick – Swim School Owner – Maryborough</i></p> <p><i>Pete Rosengren – The Swim Academy – Brisbane</i></p> <p><i>Jay Clarke –City Venue Management SE QLD</i></p> <p><i>Anastasia Ellerby- Rackley Swimming SE QLD</i></p>
<p><b>Association Representatives</b></p> <p><i>Tony Shaw – ASCTA President</i></p> <p><i>Mel Woosnam – Water Polo QLD &amp; QSport Aquatic Sports</i></p> <p><i>Drew McGregor – Swimming QLD</i></p>	