

IBPF COVID Safety Policy

1. About COVID-19

COVID-19 is spread from person-to-person through close contact and droplets including:

- Direct contact with infected people
- Contact with droplets from an infected person's cough or sneeze; and
- Touching contaminated objects or surfaces (like doorknobs or tables), and then touching your mouth or face.

As COVID-19 is spread person-to-person through coughing, sneezing, touching contaminated surfaces, and close contact with infected individuals, there is a need for businesses to remain vigilant with cleaning and sanitising regimes and taking extra care with maintaining and promoting hygiene practices throughout business operations.

The most effective measures to prevent the spread of coronavirus are good hygiene practices, additional sanitisation regimes, social distancing and keeping away from others if unwell.

2. Safety Requirements

IBPF Safety Plan has procedures in place to meet the following safety requirements:

- Physical distancing
- Good hygiene and cleaning
- Symptom free attendees
- Contact tracing
- Education

2.1. Physical Distancing

Physical distancing is one of the most effective methods of reducing the spread of viruses. The more space between you and others the harder it is for the virus to spread. Social distancing can be used in the workplace to minimise the risk of transmission. If a person in the workplace is found to be positive for COVID-19, the risk of transmission to the rest of the workforce is minimised if the workplace has been practising physical distancing.

Good practice physical distancing principles are to:

- Maintain 1.5 metre separation between people who are not from the same household; and
- Maintain a minimum of 4 square metres (4sqm) per person

Maximum occupancy

IBPF will:

- Maintain a patron limit of 20 persons per exercise room(excluding staff); and
- Allow a minimum of 4sqm per person

Managing clients entering the venue

IBPF displays the maximum number of clients that can be present in a room at any one time on the entrance door to clearly advise clients on the number of people that can safely be on the IBPF premises at any one time to allow for physical distancing.

IBPF uses easily visible signage urging clients:

- Not to enter the premises if they are unwell
- To practise physical distancing within a group
- Avoid clients crowding together in any one area of the business

Managing interaction between staff and patrons

In order to serve and interact with clients, IBPF staff may need to move within 1.5m. In these situations, unless exempt, staff should avoid direct contact and minimise face to face time in order to reduce the risk of transmission. If staff do come into direct contact with patrons, staff should follow good hygiene practices such as hand washing and cleaning.

Social distancing between staff

In addition to practising good hygiene and cleanliness, IBPF have introduced the following approaches to minimise the risk of transmission of communicable diseases in the workplace and to maximise continuity of business:

- Shift arrangements reviewed to reduce interaction between staff
- Staff working from home if possible
- Social distancing during break times – kitchen tables spread out and seating available outside
- Maintaining the social distancing protocol of 1.5m inside and outside the workplace where possible; and
- Staff requested to have annual flu shot.

The times at which staff are not working, such as meal breaks, toilet breaks, arrival at work and leaving work are often when interaction between staff could lead to increased risk of transmission. Staff should be vigilant about maintaining social distancing during work-related transition periods or activities as well as outside of work, including when socialising with each other.

2.2. Hygiene

Entrance to the business

Alcohol-based hand sanitiser is provided for customers at the entrance to IBPF. Alternatively, a hands-free hand basin with liquid soap and paper towels can be accessed in the customer bathroom.

Where possible, clients enter and exit without passing through the reception area.

Increased cleaning and sanitation regime

- IBPF ensure thorough and regular cleaning of common contact surfaces, 'high touch' items and shared amenities, such as handles, taps, lunchrooms, EFTPOS keypads and toilets. IBPF has increased the frequency of cleaning in all areas. This is especially important in high traffic areas and any areas accessed by the public. Any area that is suspected to be contaminated, is cleaned with a common household disinfectant to kill the virus.
- Cleaning records are kept.
- Cleaning products are approved for the surface to be cleaned. IBPF staff follow manufacturer instructions for any cleaning product used in the clinic.
- Waste management includes: all bins have plastic liner and are tied at top on disposing; regular emptying of bins; gloves worn on emptying bins;
- Fitness clients are instructed to clean equipment before and after use, bring own towel, water bottle and mat.
- Paediatric clients are instructed to bring own toys/devices in for session.
- Physiotherapy and massage clients are encouraged to bring own towels.

Payments

IBPF promote cashless payments.

After handling money, IBPF staff ensure that hands are washed with soap and water, or an alcohol-based hand sanitiser is used.

Personal protective equipment

Although there is currently no need to wear gloves or masks, these are available for IBPF staff or clients who may be at higher risk.

2.3. Symptom free attendees

All staff and clients must **stay at home** if they are unwell or have any symptoms of the virus (cough, fever, sore throat, shortness of breath and fatigue). Staff and clients cannot return until they have been symptom free for 2 days.

IBPF risk screens all clients before entering premises by:

- Verbally on booking appointment
- Text message appointment reminder
- Temperature taken on arrival
- Screen questionnaire
- IBPF request any patron who appears to be unwell to leave the premises.

IBPF risk screens all staff at start of shift by:

- Screening questionnaire
- Temperature taken on arrival
- All records kept in allocated file

2.4. Contract Tracing

IBPF maintains attendance records of all attendees. This will assist Public Health with contact tracing in the event of a positive COVID-19 case on the IBPF premises:

- Records of clients are through: Fitness Clients- electronic tag check-in (Clubware records); Instructor roll call before classes; Clubware app bookings.
- Therapy Clients – electronic appointment diary
- Visitors – secure sign in register can be physical (phone number or email)
- Records are not required for patrons who visit the premises for a short period time and have minimal face-to-face interaction. For example, a client coming in only to pay an invoice.
- Records will not be used for purposes other than contact tracing (i.e. contact information is not to be used for marketing purposes)

2.5. Education

IBPF regularly reminds staff and clients of COVID safety requirements through multiple channels: electronic communication (email), staff meetings, newsletters, website, social media and signs around the premises.

All IBPF staff have completed Department of Health Infection Control training.

IBPF displays a COVID Safety Plan Certificate in a prominent location visible to patrons.

3. Compliance with existing legislation and regulations

In addition to the legal obligations arising from the Emergency Management Act and the Directions made under that Act, IBPF complies to existing legislation and regulations, including occupational and health legislation.

4. Response planning

The following measures are in place to minimise further risk if someone with possible COVID-19 infection enters the IBPF premises. All public health advice and instructions are followed in the event of a confirmed case.

Responding to a COVID-19 incident

If IBPF become aware that someone with a case of COVID-19 has been on the premises, the COVID-19 Public Hotline will be contacted on 1800 020 080 and the advice of health officials followed.

If a staff member is identified as “CLOSE CONTACT”

If you have been identified as a contact of a person with confirmed COVID-19 infection in Australia, the local public health unit will contact you with advice. You need to isolate yourself at home for 14 days after contact with the infected person, and to monitor your health and report any symptoms.

Person to person spread of coronaviruses generally occurs between people who are close contacts with one another. A close contact is typically someone who has been face to face for at least 15 minutes or been in the same closed space for at least 2 hours, with a person that was infectious. The public health unit will keep in touch with people who are close contacts of patients with COVID-19 infection. If any symptoms develop contacts must call the public health unit to report those symptoms.

If a staff member is NOT “Close Contact” (i.e. a CONTACT)

If your contact with the person was less than this, there is a much smaller risk of you being infected. However, as a precaution you must still monitor your health until 14 days after you were last exposed to the infectious person. If you develop symptoms including a fever and/or respiratory signs, please call ahead to talk to a doctor or call National Coronavirus Helpline on 1800 020 080. Tell your doctor that you have been in contact with someone with COVID-19. The doctor may tell you to attend your nearest emergency department – if so when you arrive, immediately tell staff you have had contact with someone with COVID-19.

5. Ongoing review and monitoring

IBPF monitors and reviews the implementation of safety measures to ensure they are being followed and remain effective. Eg. Viewing of gym video footage.