



# Sport and Recreation

## COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name: **Lords Recreation Centre**  
has a maximum capacity of Number: **757** patrons and agrees to the following Phase 4 safety requirements:

- A strict limit of a minimum of 2sqm per person
- Maintain physical distancing
- Maintain hygiene standards and conduct frequent cleaning
- Carefully manage shared spaces to ensure physical distancing

- 1 Refer to the **COVID Safety Guidelines: Sport and Recreation** for information on the expectations for COVID Safety Plans, including the application of the patron limit, and to assist you in completing this plan. These are available at [wa.gov.au](http://wa.gov.au)
- 2 Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
- 3 The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.
- 4 Print and display the **COVID Safety Plan Certificate** available at the end of this form.

**We're all  
in this  
together.**

## Premises details

Premises name:	Lords Recreation Centre	Prepared by:	Rohan Klemm
Type of premises:	Recreation Centre	Position title:	Manager
Street address:	5 Wembley Court	Completion date:	18/02/2021
Contact no:	6229 6600	Revision date:	18/08/2021
Email:	rohank@subiaco.wa.gov.au		

\* For the sections below, please complete the form and attach additional pages or information as required.

## 1. Physical distancing

### • What will be done to implement physical distancing guidelines?

**Consider:** physical distancing for staff and patrons; occupancy limits based on 2sqm requirements; management of waiting areas etc.

Floor decals have been installed to encourage staff and patrons to follow the required physical distancing, staying 1.5 meters apart.

Plexi screens have been installed at the reception and café counter as a physical barrier between staff and patrons.

EFTPOS, tap and go is our preferred payment method.

Floor markings are present in the Group Fitness Studio to maintain 2sqm per person.

Bump in time has been added before group fitness classes to avoid large cross overs between classes.

Treadmills have been spaced to allow physical distancing to occur.

On site meetings to be conducted in a big enough space for 2 square meters per person.

Work stations adhere to 2 square meters per person.

## 2. Hygiene

### • How will you ensure required hygiene standards are maintained?

**Consider:** hygiene protocols and practices; supply of cleaning and sanitiser products etc.

Alcohol based hand sanitiser is provided for all workstations and high use points.

Provision of PPE if requested.

Hand washing signage displayed and encourage regularly for 20 seconds with appropriate drying.

Daily cleaning and disinfecting to be conducted in accordance with guidance from Safe Work Australia.

Cleaning provision provided to staff and patrons for use after communal items are used.

Electronic paperwork as much as possible to reduce handling.

Increased cleaning of high touch points.

Cashless payments is promoted as our preferred method of payment.

### 3. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

**Consider:** staff training; records of training; additional education; signage; guidance material etc.

Staff are advised to stay home if they are unwell or leave immediately if symptoms arise. Working from home arrangements have been made for all staff to access if necessary. Signage on social distancing, room maximums and hand washing/cleaning protocols are displayed throughout the centre including staff areas.

### 4. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes  No

**Comments:**

### 5. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

**Consider:** records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

On entering the premises Lords requires all patrons to use the state government's Safe WA contact tracing register. Lords has displayed several QR code's in each area of the building and a confidential hard copy register at reception and in the cafe. Hard copy forms are kept for at least 28 days in a secure place and will be provided to the state government if requested or in the case of exposure.

Supplementary to the contact tracing there is a record of most people who attend the building through our leisure management system, this would be used to advise all staff and patrons to self-isolate and get tested.

Cleaning contractors have been briefed and are on hand in the case of a full centre deep clean.



Premises name

Lords Recreation Centre

# COVID Safety Plan Certificate: Sport and Recreation

Number:

757

**Welcome.**

**We can accommodate 757 patrons and agree to maintain the WA Government's safety measures**



**2sqm per person**



**Frequent cleaning and disinfection**

**We're doing our part to help keep you safe.  
Please respect the rules and our staff.**

**We're all in this *together.***

Prepared by:

Rohan Klemm

Date:

18/02/2021