

# Industry Restart Guidelines: Physical Recreation Indoor and Outdoor

September 2020

# Victoria's roadmap: Physical recreation

On 6 September, the Victorian Government announced Victoria's roadmap for reopening which outlines considered and gradual steps to ensure that businesses can open safely and effectively.

As many Victorian businesses reopen, the priority will be the health and safety of workers, volunteers and participants.

The industry roadmap includes four steps to easing restrictions and reopening businesses. These steps will be subject to trigger points, determined by our public health team to consider any potential changes to the restrictions and will be based on case numbers, testing numbers and other factors.

- The trigger points mean that metropolitan Melbourne and Regional Victoria will take steps (and move to associated restriction levels) at different times.
- Each industry will also have a different restriction level depending on which step metropolitan Melbourne or Regional Victoria is in.

The below [Physical Recreation Roadmap](#) is intended to assist physical recreation businesses in preparing to safely operate in accordance with the easing of restrictions, while also ensuring the public feels confident that their health and safety is being protected. This includes workplaces such as: gyms, health clubs, wellness clubs, studios, swimming pools and saunas, indoor courts, rinks, bowling alleys or other sporting facilities. It does not include outdoor recreation activities, such as rock climbing, fishing, orienteering etc. Refer to the Outdoor Attractions and Experiences Guideline.

The current restriction levels for metropolitan Melbourne and regional Victoria are highlighted in the below roadmap.

		Metropolitan Melbourne	Regional Victoria
<b>First Step</b>	<b>Metropolitan Melbourne</b> - First Step commenced from 11.59pm on 13 September 2020	Closed	N/A
<b>Second Step</b>	<b>Metropolitan Melbourne</b> – Move to the Second Step from 11:59pm on 27 September 2020  <b>Regional Victoria</b> – moved to the Second Step from 11.59pm on 13 September 2020	<b>Indoor Closed</b> Exception for outdoor swimming pools subject to density quotient or a limit of 20 people, whichever is smaller	<b>Indoor Closed</b> Exception for outdoor swimming pools
<b>Third Step</b>	<b>Metropolitan Melbourne:</b> Move to the Third Step following a minimum of three weeks and when it: <ul style="list-style-type: none"> <li>• Reaches &lt;5 new cases (state-wide average over last 14 days) and &lt;5 cases with unknown source (state-wide total last 14 days), and</li> <li>• Aligns with public health advice</li> </ul> <b>Regional Victoria:</b> Moved to Third Step from 11.59pm on 16 September 2020	<b>Heavily restricted</b> Indoor physical recreation streaming/recording of classes only.  Outdoor activity with participant cap. Density quotient applies.	<b>Heavily restricted</b> Indoor physical recreation streaming/recording of classes only, limited to five people.  Outdoor activity with participant limit of 10 people (not including instructor/trainer). Density quotient applies.
<b>Last Step</b>	<b>Regional Victoria and metropolitan Melbourne:</b> Move to the last step following a minimum of three weeks and when: <ul style="list-style-type: none"> <li>• Victoria reaches no new cases for 14 days (state-wide), and</li> <li>• It aligns with public health advice.</li> </ul>	<b>Restricted</b> Indoor and outdoor open. Increased participant cap and density quotient.	<b>Restricted</b> Indoor and outdoor open. Increased participant cap and density quotient.
<b>COVID Normal</b>	<b>Regional Victoria and metropolitan Melbourne:</b> Move to COVID Normal if we reach no new cases for 28 days (state-wide), no active cases (state-wide) and no outbreaks of concern in other states or territories.	<b>Open with a COVIDSafe Plan.</b> Record keeping requirements. Density quotient applies.	<b>Open with a COVIDSafe Plan.</b> Record keeping requirements. Density quotient applies.

Status as at 11.59pm on 27 September

# Current restrictions on physical recreation businesses

All businesses need to know their obligations and ensure they have an understanding of the current restrictions in place throughout Victoria.

Under Directions issued under the *Public Health and Wellbeing Act*, all businesses must abide by the following restrictions in both metropolitan Melbourne and regional Victoria respectively, **effective from 11:59pm 27 September**.

These restrictions apply to all physical recreation workplaces, such as: gyms; health clubs; wellness clubs; studios; swimming pools and saunas; indoor courts; rinks; bowling alleys; and other sporting facilities.

- For the purposes of the restrictions, indoor premises are areas that are substantially enclosed by a roof and walls (for example, rooms, indoor courts, pavilions, warehouses and studios). All other premises are considered outdoors (for example, ovals, outdoor courts etc.).
- These guidelines do not apply to outdoor recreation activities and attractions, such as rock climbing, fishing etc (Refer to Outdoor Attractions and Experiences Guidelines).

These restrictions may be updated at any time based on the latest public health advice.

**Closed** (Metro Melbourne): If your physical recreation business is in metropolitan Melbourne, you **must** close until we move to the Third Step of the reopening roadmap. The information contained within these guidelines does not apply to you at this time.

The remainder of these guidelines outline the requirements for reopening under a **Heavily Restricted** level and apply to all physical recreation businesses in regional Victoria.

	Metropolitan Melbourne	Regional Victoria
	CLOSED (INDOOR)	HEAVILY RESTRICTED
<b>Indoor restrictions</b>	<ul style="list-style-type: none"> <li>• Physical recreation: Closed, except for emergency maintenance and repairs</li> <li>• Swimming pools: Closed, except for emergency maintenance and repairs. Exemptions for private pools and professional sport and high performance athletes</li> </ul>	<ul style="list-style-type: none"> <li>• Physical recreation: Closed for classes. Recording/streaming classes permitted.</li> <li>• Swimming pools: Closed, except for emergency maintenance and repairs. Exemptions for private pools and professional sport and high performance athletes.</li> </ul>
<b>Outdoor restrictions</b>	<ul style="list-style-type: none"> <li>• Physical recreation: Closed where facilities, including outdoor facilities, are required (this includes golf, tennis, etc). Boating, fishing and hunting permitted within five kilometres of a person's place of residence and within metropolitan Melbourne.</li> <li>• Swimming pools: Open for exercise only, subject to density quotient or a limit of 20 people, whichever is smaller. No congregating around the pool.</li> <li>• Change rooms: Closed. Toilet facilities permitted to be open.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Must have a COVIDSafe Plan.</u></li> <li>• Physical recreation: Open, with higher capacity caps. Trampolining centres, BMX tracks and skateparks open. Play centres remain closed.</li> <li>• Swimming pools: Open. No congregating around the pool.</li> <li>• Changerooms: Open. Density quotient of one person per four square metres applies. Ensure that changerooms are regularly cleaned as part of your cleaning schedule.</li> </ul>
<b>Participant limits (Indoors only)</b>	<ul style="list-style-type: none"> <li>• Physical recreation: Closed.</li> <li>• Swimming pools: Closed, except for emergency maintenance and repairs. Exemptions for private pools and professional sport and high performance athletes.</li> </ul>	<ul style="list-style-type: none"> <li>• Swimming pools: Closed.</li> <li>• Physical recreation: Minimum number of people required to conduct the recording/streaming/broadcast of fitness or dance classes. Maximum participant limit is the lesser of:               <ol style="list-style-type: none"> <li>a) five people who are required to stream / record classes</li> <li>b) the number permitted by the density quotient of one participant per four square metres, rounded down to the nearest number</li> </ol> </li> </ul>
<b>Participant limits (Outdoors only)</b>	<ul style="list-style-type: none"> <li>• Swimming pools: Open for the use of recreation only. Maximum participant limit is the lesser of:               <ol style="list-style-type: none"> <li>a) 20 people per pool</li> <li>b) the number permitted by the density quotient of one participant per four square metres of the pool surface area, rounded down to the nearest number</li> </ol> </li> <li>• There is an exception to the maximum number of participants per pool where exclusive use by a single school at any one time for education purposes.</li> <li>• Physical recreation: Maximum of two people in any group. Personal trainer not included in the two. Children under 12 months don't count towards the limit. Certain outdoor sporting facilities also open. Space available must be suitable to ensure members of the public are reasonably capable of maintaining a distance of 1.5 metres from each other. Equipment sharing is not permitted and the trainer must wear mask</li> </ul>	<ul style="list-style-type: none"> <li>• Physical recreation: Maximum of 10 people in any group. No limit if members from the same household. Personal trainer not included in the 10 person limit. Outdoor sporting facilities also open. Space available must be suitable to ensure members of the public are reasonably capable of maintaining a distance of 1.5 metres from each other;</li> <li>• Swimming pools: Maximum participant limit is the lesser of:               <ol style="list-style-type: none"> <li>a) 50 people per pool</li> <li>b) the number permitted by the density quotient of one participant per four square metres of the pool surface area, rounded down to the nearest number</li> </ol> <p>Exceptions to the swimming pool limit include for exclusive use:</p> <ol style="list-style-type: none"> <li>a) By a single school at any one time for education purposes; or</li> <li>b) For community sport in accordance with relevant provisions in the Restricted Activities Directions.</li> </ol> </li> <li>• <b>Camps:</b> Limited outdoor recreation camps open without mixing of school groups in line with accommodation allowances and school reopening. Only schools in Third Step restrictions eligible to attend school camps.</li> </ul>

Last updated: 27 September 2020

# Current restrictions on physical recreation businesses (continued)

	Metropolitan Melbourne	Regional Victoria
	CLOSED (INDOOR)	HEAVILY RESTRICTED
<b>Access requirements</b>	<ul style="list-style-type: none"> <li><b>Outdoor swimming pools:</b> Walk-ins permitted</li> </ul>	<ul style="list-style-type: none"> <li><b>Outdoor Physical recreation:</b> Walk-ins permitted</li> <li><b>Outdoor swimming pools:</b> Walk-ins permitted</li> </ul>
<b>Equipment sharing requirements</b>	<ul style="list-style-type: none"> <li>Outdoor swimming pools and physical recreation: All equipment must be cleaned and disinfected between uses</li> <li>No communal or shared equipment within outdoor personal training session.</li> </ul>	<ul style="list-style-type: none"> <li>No communal or shared equipment in classes.</li> <li>Equipment must be cleaned and disinfected between users</li> </ul>
<b>Face covering requirements</b>	<ul style="list-style-type: none"> <li>Closed. Where exemption applies, all trainers, workers and volunteers must wear a face covering when working. A face covering is not required while undertaking strenuous exercise. You do have to carry a face covering with you so you can wear it before or after exercising, unless you have a lawful exception.</li> </ul>	<ul style="list-style-type: none"> <li>All trainers, workers and volunteers must wear a face covering when working. A face covering is not required while undertaking strenuous exercise. You do have to carry a face covering with you so you can wear it before or after exercising, unless you have a lawful exception.</li> <li><b>Indoor streaming/recording of classes:</b> Only one person at a time may be exempted from wearing a face covering as per the strenuous physical exercise exemption</li> </ul>
<b>Cleaning requirements</b>	<ul style="list-style-type: none"> <li>Closed. Where exemption applies, shared spaces must be cleaned regularly, including twice a day for frequently touched surfaces (for example, pool gates)</li> </ul>	<ul style="list-style-type: none"> <li>Shared spaces and spaces open to members of the public at any work premises must be cleaned regularly, including twice a day for frequently touched surfaces (for example, pool gates)</li> </ul>
<b>Record keeping requirements</b>	<ul style="list-style-type: none"> <li>Closed. Where exemption applies, keep records of worker, volunteer and participant details for contact tracing, where person attends work premises for longer than 15 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Keep records of worker, volunteer and participant details for contact tracing, where person attends work premises for longer than 15 minutes</li> </ul>
<b>Signage requirements</b>	<ul style="list-style-type: none"> <li>Closed. Where exemption applies, display signage at each public entry to each space, indicating maximum capacity and COVIDSafe hygiene and physical distancing requirements</li> </ul>	<ul style="list-style-type: none"> <li>Display signage at each public entry to each indoor and outdoor space, indicating maximum capacity and COVIDSafe hygiene and physical distancing requirements</li> </ul>
<b>Reducing work across multiple sites</b>	<ul style="list-style-type: none"> <li>Swimming pools and physical recreation: Closed.</li> </ul>	<ul style="list-style-type: none"> <li>Workers should not work across multiple workplaces. A system to manage this must be implemented (for example, a roster).</li> </ul>

Last updated: 27 September 2020

# Six COVIDSafe Principles

All work premises **must** have a **COVIDSafe Plan** (see [Creating a COVIDSafe Plan](#)). A COVIDSafe Plan applies the six COVIDSafe Principles and sets out actions to help prevent the introduction of coronavirus (COVID-19) in the workplace. Display COVIDSafe signage in appropriate, high visibility locations.



## 1. Ensure physical distancing

All people in the workplace must be at least 1.5 metres apart and there should be no overcrowded areas. This means:

- workers should work from home if possible
- Ensure workers and customers are 1.5 metres apart at all times. Where this is not possible, the duration of the close contact should be minimised
- Ensure the workplace abides by the four square metre rule density quotient
- Limit the total number of workers and customers in an enclosed area
- No carpooling between workers unless there is no alternative mode of transport to work



## 2. Wear a face covering

workers and customers must wear a face covering in the workplace, except when in a pool, exercising or where health or other exemptions apply. This means:

- Provide face coverings to workers throughout the shift
- Ensure all workers wear face coverings while working, in accordance with defined exemptions
- Do not take face coverings off when talking on the phone or with others
- Use full PPE for high-risk settings



## 3. Practise good hygiene

Operators must regularly clean high touch-surfaces and encourage good hygiene practices by workers and customers. This means:

- Schedule regular cleaning and disinfecting of high-touch surfaces (including all surfaces and equipment) and make gloves available for this purpose
- Encourage regular handwashing by workers and customers and make soap and hand sanitiser available for all workers and customers throughout the workplace



## 4. Keep records and act quickly if workers become unwell

Have a strict policy that any workers who feel unwell must stay at home. This means:

- Support workers to stay home and get tested even if they only have mild symptoms.
- Have a plan to immediately close down for cleaning and contact tracing if there is a confirmed case of coronavirus (COVID-19)
- Keep records of workers and customer details for contact tracing



## 5. Avoid interactions in enclosed spaces

All activities must be in outside areas, which don't have a roof or ceiling. This includes:

- workers meetings
- Lunchbreaks
- Customer registration



## 6. Create workforce bubbles

Limit the number of people workers have prolonged close contact with. This means:

- Keep pools of workers rostered on the same shifts
- Avoid overlap in shift changes
- Reduce workers working across multiple sites

# Creating a COVIDSafe workplace: Outdoor physical recreation

All **outdoor** physical recreation businesses **must** ensure they apply the six COVIDSafe Principles to help prevent the introduction of coronavirus (COVID-19) in the workplace.

**Workplaces included:** Outdoor swimming pools, courts, ovals, parks or other sporting facilities that are outside.

Workers do not need to be included in the capacity limit. It is a limit on number of volunteers and participants only.

**HEAVILY RESTRICTED** (Regional Victoria): Examples of applying the six COVIDSafe Principles are shown below:

## Must comply with density requirements and participant limits

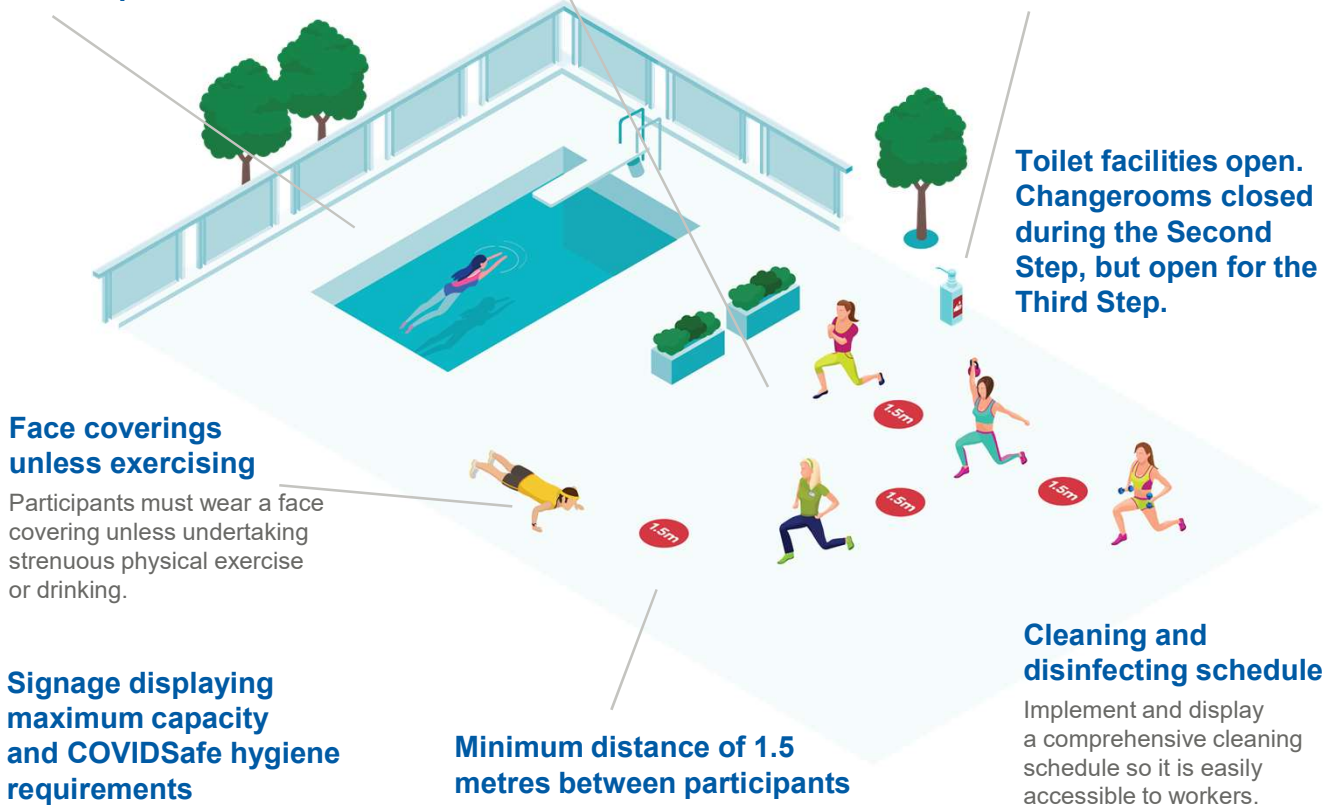
**Swimming pool:** 50 participants per pool, complying with density quotient of one person per four square metres.

**Physical recreation:** 10 participants per group, complying with density quotient of one person per four square metres.

## Record keeping for participants to complete

Require participants to complete records at workplace entrance. Where employer is utilising a public place (e.g. a park), ensure records are taken prior class or exercise start.

## No congregating around pool



## Hand sanitiser made available

**Toilet facilities open. Changerooms closed during the Second Step, but open for the Third Step.**

## Face coverings unless exercising

Participants must wear a face covering unless undertaking strenuous physical exercise or drinking.

**Signage displaying maximum capacity and COVIDSafe hygiene requirements**

**Minimum distance of 1.5 metres between participants**

## Cleaning and disinfecting schedule

Implement and display a comprehensive cleaning schedule so it is easily accessible to workers.



# 1. Ensure physical distancing

Physical distancing remains one of the most effective ways of slowing the spread of coronavirus (COVID-19) and is a vital part of creating a safe working environment.

Employers should implement physical distancing measures to create a COVIDSafe workplace. This means keeping a minimum distance of 1.5 metres between workers, volunteers and participants.

## Heavily restricted (Regional Victoria):

- For **outdoor physical recreation**: Maximum of 10 participants per group. No limit if participants are all from the same household. Trainer is not included. Space available must be suitable to ensure members of the public are reasonably capable of maintaining a distance of 1.5 metres from each other;
- For **indoor physical recreation**: Closed, however recording/streaming/broadcasting of fitness or dance classes can occur with the minimum number of people required to conduct the recording/streaming, up to a maximum of five people, subject to the density quotient of one participant per four square metres, rounded down to the nearest number.
- For **outdoor swimming pools**: up to 50 people per pool or one person per four square metres of pool surface area, whichever is smallest.

Where density quotients apply, the area available for participants must be used when calculating the capacity limit for each separate area. You must not include any space that is not accessible to participants, such as kitchens, behind bars, or storage areas. workers do not need to be included in the capacity limit. It is a limit on number of participants only.

## Ensuring physical distancing between workers

### Worker breaks

Spread out worker and volunteer break times to reduce the number of people using communal facilities at the same time.

### Minimise contact

Remove excess chairs and tables from communal break areas to encourage workers and volunteers to stay a minimum 1.5 metres from one another.

### Back of house

Reconfigure office spaces or workstations so that workers and volunteers do not face each other where possible and can remain 1.5 metres apart.



### Changerooms

Changerooms remain closed under the Second Step. Under the Third Step, increase the number of areas for changing and consider staggering change times where practical.

### Discourage carpooling

Workers should not carpool to work unless there are no alternative options. Employers should discourage carpooling, and assist workers to find alternate transport options.

### Implement virtual meetings

Pre-shift meetings and trainings should be held virtually or in areas that allow for appropriate physical distancing between workers and volunteers. Food and beverages should not be shared.



# 1. Ensure physical distancing (continued)

Physical distancing remains one of the most effective ways of slowing the spread of coronavirus (COVID-19) and is a vital part of creating a safe working environment.

## Ensuring physical distancing between volunteers and participants

### Equipment spacing

Equipment should be spaced so that workers, volunteers and participants using neighbouring equipment remain 1.5 metres apart (for example, pool chairs, yoga mats).

### Maintain physical distancing

Provide physical barriers or floor markings to ensure physical distancing is maintained in classes and within the workplace (for example, at drink stations within swimming pool centres); consider installation of sneeze guards and separate entry and exit points if practical to minimise participant movement.

### Control the number of participants

Display a sign at each public entry that includes information on the maximum number of people that can be in the space at a single time.

Control access to communal areas (e.g. waiting areas) to assist your workers in encouraging participants to comply with density requirements (including nominating a key workers member).

### Clear signage

Consider displaying signage on floors in high-use areas to educate workers and customers on distancing requirements (for example, at entrances, poolside or in changerooms).

### Reservation-only arrangements

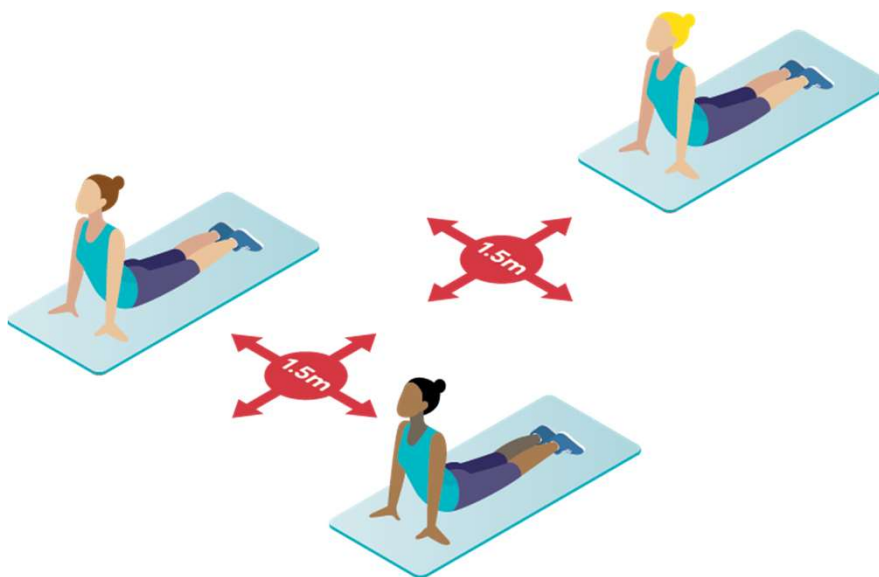
Reservation-only arrangements should be considered for swimming pools. Consider staggering arrivals to minimise opportunities for people to mix whilst waiting for classes (for example, in pool waiting areas).

### Encourage cashless transactions

Limit the use of cash transactions by encouraging customers to use tap and go, online ticketing or other contactless payment options.

### Reduce risks

Use any other reasonable physical distancing measures to implement relevant recommendations by the Victorian Government to manage public health risks at your workplace.







## 2. Wear a face covering

All Victorians **must** wear a face covering when they leave home, no matter where you live, unless you have a lawful reason for not doing so.

Employers **must** ensure employees wear a face covering while at work, unless an [exemption applies](#).

A face covering includes a fitted face mask that covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements. Please refer to the [Department of Health and Human Services' guidelines](#) for further information.

Employers should encourage their workers to bring their own face covering where possible, however there is an obligation for employers to provide a face covering if a worker does not have one. Where the work or task requires the use of specific types of face coverings in the workplace, these must be provided by the employer. Where a worker seeks to provide and use their own face covering at work, an employer must ensure that it is meeting its obligations under the current Public Health Directions and the OHS legislative framework.

Employers have a responsibility to identify whether there is a risk to the health of employees from exposure to coronavirus (COVID-19) at their workplace.

Employers and workers have legal duties under the Occupational Health and Safety Act 2004. See [WorkSafe Victoria](#) for information about minimising health risks in your workplace.

### Wearing a face covering in physical recreation workplaces

#### Responsibility for wearing a face covering

Responsibility for wearing a face covering rests with the individual. Employers must take reasonable steps to ensure their workers wear a face covering at all times when working at the employer's premises, unless a lawful exception applies.

#### Can participants take their face covering off to exercise?

Customers must wear a face covering at all times while on the premises, except when in the pool, exercising or drinking (or if a lawful exception applies). This means the face covering must be worn by the participant when they are not exercising. For swimming pools, participants need to wear a face covering when out of the pool (e.g. returning to the changeroom). For indoor streaming/recording of classes, only one person at a time may be exempted from wearing a face covering. If the participant takes a break from exercise (for example, to go to the bathroom), then the face covering should be worn.

#### Refusing entry for participants not wearing a face covering

For the safety of workers and other participants, a business owner or worker can refuse entry to participants not wearing a face covering, except where a lawful exception applies.

#### How should individuals change their face covering?

Single use face coverings should be disposed of and replaced after they have been removed. It is recommended that participants and workers carry a spare face covering in a plastic zip pocket to change their face covering after exercising. A workplace could also consider displaying signage that highlights the importance of washing hands before and after changing a face covering.

#### Type of face coverings required

Workers and participants can wear any type of face covering, such as cloth masks or single use surgical mask, that covers the nose and mouth to provide the wearer protection against infection. A face shield does not meet these requirements.



### 3. Practise good hygiene

Additional hygiene measures are a priority. Businesses should review these guidelines to maintain good hygiene in their premises, and document hygiene practises in their COVIDSafe Plan.

Health and hygiene go hand in hand. To ensure the safety and wellbeing of your workers, business owners are encouraged to refer to WorkSafe Victoria, '[How employers can use occupational health and safety \(OHS\) practice to plan for a pandemic](#)'.

*The Public Health and Wellbeing Regulations 2009* set out the requirements for businesses registered under the Act. Proprietors and workers should be familiar with the Australian Standards as they relate to their premises and businesses.

#### Workplace cleaning and disinfecting

Undertake initial pre-opening comprehensive cleaning and implement an environmental cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathrooms.

Further advice about cleaning can be found at [DHHS cleaning and disinfecting information](#).

#### Cleaning and disinfecting schedule

Ensure surfaces are cleaned regularly, and high-touch surfaces cleaned at least twice on each given day. Equipment should be cleaned between classes. See further information about cleaning via the above link.

#### Accessible cleaning products and disinfectants

Make cleaning products available near commonly used surfaces where possible (for example, placing hand sanitiser near the register, on tables and chairs, and in bathrooms).

#### Reduction of high touch-points

Reduce touch points where possible, such as using contact-less payments and workplace access-cards, and using contact-less drink fountains and entry-points.

#### Customer change rooms

Ensure that customer change rooms are cleaned regularly as part of your cleaning and disinfecting schedule.

#### Free infection control training

Free, short, accredited training is available to help workers identify and manage the ongoing risk of coronavirus (COVID-19) infections in the workplace.

[Free infection control training](#) will help businesses prepare to safely reopen and ensure their customers and workforce are protected.

#### Education of customers and workers

Display posters on good hygiene and handwashing practices in prominent places and establish hygiene stations (with hand sanitiser) at entrances and throughout the workplace to encourage hand hygiene of workers and customers.

#### Promotion of hygiene tips for workers

- Stay home if you are sick
- Wash your hands often with soap and water or alcohol-based hand sanitiser
- Wash or sanitise hands after making or receiving deliveries
- Sneeze and cough into your sleeve
- If you use a tissue, discard immediately and wash your hands afterward
- Avoid touching your eyes, nose or mouth
- Avoid contact with people who are sick
- Avoid high-touch areas, where possible, or ensure you clean your hands after
- If you are required to wear gloves, do not touch your face with gloved hands
- Take care when removing gloves. Ensure you wash your hands after removing them
- Wash your clothes as soon as you get home.

**Workplaces should regularly check that they are complying with current directions and advice provided by health authorities.**



## 4. Keep records and act quickly if workers or customers become unwell

All businesses **must** keep records of every person who attends the workplace and should have a response plan, as part of their COVIDSafe Plan, ready for the possibility of a person with coronavirus (COVID-19) at their premises.

### Workplace attendance register

Under current public health advice, all Victorian workplaces are required to establish and maintain a '[workplace attendance register](#)' of every person who attends the workplace for a period of more than 15 minutes. This includes all workers (including sub-contractors and volunteers) and any customers or visitors permitted in the workplace (including workplace inspectors).

If a workers member, volunteer, participant or customer tests positive for coronavirus (COVID-19), a current and accurate workplace attendance register will allow the employer to immediately identify anyone who has been in close contact with that person within the 48 hours prior to the onset of their symptoms.

For more information regarding the definition of a close-contact, see: [DHHS coronavirus \(COVID-19\) Information](#)

### If a customer or employee who is a confirmed case of coronavirus (COVID-19) has attended your business while they are infectious, you must:

#### Undertake a risk assessment

You must undertake a risk assessment to help determine what actions are required. This may include closing part or all of the work premises to allow a comprehensive clean, as well as the identification and notification of [close contacts](#).

For more information see the [Workplace guidance for managing suspected and confirmed cases \(including risk assessment template\)](#)

#### Contact DHHS and WorkSafe

- Notify DHHS of the case as per the Employer obligations in the Workplace Directions.
- Consult with DHHS on whether the business is required to stay closed for a short period to facilitate cleaning and enable contact tracing.
- [Report the case to WorkSafe](#).

#### Determine hot spots

- Determine what areas of the business were visited, used, or impacted by the infected person

#### Clean the premises

- Close the affected area to prevent access prior to and during cleaning and disinfection
- Consider engaging suitably qualified personnel to clean and disinfect the area
- Open doors and windows to increase air circulation
- The workplace should be thoroughly cleaned and disinfected before it can be re-opened and workers can return to work.

For more information, see [how to clean and disinfect after a COVID-19 case in non-healthcare settings](#).



## 4. Keep records and act quickly if workers or customers become unwell (continued)

All businesses **must** keep records of every person who attends the workplace and should have a response plan, as part of their COVIDSafe Plan, ready for the possibility of a person with coronavirus (COVID-19) at their premises.

### Next steps: Slowing the spread

#### DHHS actions

The Department of Health and Human Services (DHHS) will liaise with operators where someone has been at the business while infectious with coronavirus (COVID-19). DHHS may request information from the operator to assist with contact tracing. DHHS may also request that the operator to assist with contact tracing. DHHS will contact anyone who is identified as a close contact of the case.

#### Business actions

Work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business.

Provide DHHS with a list of the customers, workers, participants and other visitors (for example, contractors, delivery workers) who may be close or casual contacts. Employers must keep a record of all workers and visitors who attend the workplace for longer than 15 minutes over the past 28 days.

Any workers member who tests positive for coronavirus (COVID-19) should remain in home isolation until they have been notified by DHHS that they are no longer required to self-isolate and have met its criteria for release. The workers member should follow DHHS guidance and their employer's policy.

#### Close contacts

workers who are determined as close contacts of a person with coronavirus (COVID-19) must quarantine and should not come to work for 14 days after their last close contact with the confirmed case. They should watch for symptoms and seek medical assessment and testing if they become symptomatic.

#### A note on privacy

Please respect the privacy of people with a confirmed case of coronavirus (COVID-19) and treat their condition with understanding and compassion.

If a workers member is quarantining, check in on their wellbeing regularly and monitor their mental health.

#### What should I do if I am contacted by the media?

You do not have to speak to the media, but if you do, ensure you have taken the time and considered the key messages you want to say. However, this should only be done in coordination with DHHS. Don't respond immediately, take time to consider your key messages, focus on the wellbeing of the affected workers member or customers and measures undertaken to disinfect your property. Remember to respect people's privacy and not give out names of people who have a confirmed case of coronavirus.

#### Additional resources

workers who have been required to self quarantine after a coronavirus (COVID-19) test may be eligible to receive a one-off payment of \$450 from the Victorian Government. workers who are confirmed as coronavirus (COVID-19) positive may be eligible to receive a one-off \$1500 payment from Commonwealth Government's Pandemic Leave Disaster Payment for Victoria. Further information on coronavirus-related pay and leave entitlements can be found through the Fair Work Ombudsman at:

- [Pay and Leave During Coronavirus](#)
- [Health and Safety in the Workplace During Coronavirus](#)



## 5. Avoid interactions in enclosed spaces

In Victoria, employers have OHS duties and obligations to do what is reasonably practical to provide a working environment that is safe and without risks to the health of workers or customers.

As part of creating a safe working environment that addresses risks associated with potential exposure to coronavirus (COVID-19), businesses should have a plan in place to minimise the amount of interactions conducted in enclosed spaces and maximise ventilation, air quality and use of outdoor spaces.

**Indoor physical recreation workplaces must only open to permit streaming/recording of classes, and where it is not practical to close (for example, bathrooms at a pool).**

Where the use of indoor spaces is required, for example entrances and bathrooms, businesses should have a plan to minimise the amount of interactions conducted and maximise ventilation, air quality and use of outdoor spaces.

### Actions your business can take

#### Air quality and ventilation

Where participants are required to be indoors (for example, in bathrooms), open windows and outside doors where possible to maximise ventilation. Use air conditioning to enhance the flow of air, however ensure that you are not using the 'recirculate' mode.

#### Air quality when cleaning

Open outside doors and windows to increase air circulation before commencing cleaning and disinfection. Keep doors and windows open after cleaning and disinfection to allow the cleaning agents to disperse in the airflow.

#### Interactions between workers and customers

Limit interactions between workers and customers, such as using contactless payment methods and physical barriers



## 6. Create workforce bubbles

Having workforce bubbles can help reduce the risk of infection and support contact tracing initiatives.

A workforce bubble is a group of workers who limit their in-person interactions to other members of the group. This strategy focuses on reducing the number of individuals in contact, rather than the number of interactions. Should a workers member test positive or have symptoms of coronavirus (COVID-19), it will contain the spread to a minimum number of people within the bubble, rather than requiring the whole workforce to undergo quarantine.

### To reduce possible exposure and contact, businesses should:

#### Limit

the number of people that workers have prolonged close contact with

#### Modify

processes to reduce interactions between workers members during breaks, shifts, or when transitioning into or out of work periods where possible

#### Consult

with workers whose work is not essential to the physical operation of the business to determine if working from home or remotely is reasonably practical

#### Review

shift arrangements to create smaller teams and avoid mixing workers across shifts.

### Actions your business can take

#### Set up 'pools' of rostered workers

Review shift arrangements to create smaller teams and have each team work independently (known as cohorting) and avoid mixing workers across shifts.

#### Stagger shifts

Stagger or increase the time between shifts to eliminate bottlenecks and avoid intermingling between different teams.

#### Limit workers movement between work zones

Limit workers or contractor movements to one work zone (e.g. areas within a venue, sites, or geographic areas) unless it is not reasonable and practical. This includes coaches and instructors who may typically work across several workplaces.

Where a workers member is working for different employers across multiple premises, they must provide a written declaration to employers. Employers must ensure declarations are collected and recorded.

#### Keep contact records

Keep records that will help businesses enforce workforce bubbles, such as knowing which workers are in different pools, start and end times of shifts etc. Employers must keep a record of all workers and visitors who attend the workplace for longer than 15 minutes in the past 28 days.

#### Coordinate other services

Where possible, businesses should try to coordinate other services, such as food deliveries to align with workers pools.



## Creating a COVIDSafe Plan

Every business is required to complete a COVIDSafe Plan in order to reopen their workplace.

All businesses **must** have a completed [COVIDSafe Plan](#) for each workplace to continue operating in metropolitan Melbourne and regional Victoria.

As part of a spot check by Victoria Police or other authorities, businesses must be able to demonstrate that they have an adequate COVIDSafe Plan (see next page).

If a business has an existing COVIDSafe Plan, you must conduct regular reviews to ensure it meets up-to-date requirements (e.g. on face coverings).

Your COVIDSafe Plan must set out

- ✓ Your actions to help prevent the introduction of coronavirus (COVID-19) in your workplace
- ✓ The level of face-covering or personal protective equipment (PPE) required for your workforce
- ✓ How you will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) in your workplace
- ✓ How you will meet all of the requirements set out by the Victorian Government. Some higher-risk industries or workplaces have additional requirements of employers and workers.

**Workplaces should regularly check that they are complying with current directions and advice provided by health authorities.**

### Occupational Health and Safety Act

A [COVIDSafe Plan](#) forms part of the development of a safe system of work.

Workplaces should also note that the workplace health and safety obligations remain under the Occupational Health and Safety Act 2004 (OHS Act) with respect to identifying hazards and eliminate or, where is not possible to eliminate, reduce risks as far as reasonably applicable.

workers must also comply with their obligations under the OHS Act.

The screenshot shows the 'About the COVIDSafe Plan' section of the document. It includes the title 'COVIDSafe Plan' at the top, followed by a sub-section 'About the COVIDSafe Plan' with a checklist icon. The text explains that the plan was developed to support businesses to safely reopen, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19). It states that all Victorian businesses that are open for on-site operations must complete their COVIDSafe Plan by 28 September 2020. It also lists public health directions that businesses must follow, such as consulting with employees and HSRs, and complying with requests to present or modify the plan. A section titled 'How to develop your COVIDSafe Plan' lists steps like understanding responsibilities and preparing the plan, with a list of six principles: physical distancing, face covering, good hygiene, keeping records, avoiding enclosed spaces, and workforce bubbles. A 'Please note' section mentions that mandatory requirements under public health direction feature a specific symbol.

For further information on your obligations under the OHS Act, please visit [the WorkSafe website](#).

For more information about creating a COVIDSafe workplace, please visit:

- [WorkSafe: Coronavirus \(COVID-19\)](#)
- [WorkSafe: Preparing a pandemic guide](#)
- [DHHS: Business and industry - coronavirus \(COVID-19\)](#)
- [DHHS: Preventing infection in the workplace](#)
- [DHHS: Workplace obligations](#)
- [DHHS: Confirmed case in the workplace](#)



## Compliance and enforcement

Venues should regularly check that they are complying with current directions and advice provided by health authorities.

Each business has an obligation to ensure that their workplace is comprehensively cleaned prior to reopening or recommencing operations. Comprehensive cleaning involves a thorough and extensive cleaning and disinfection regime with a focus on surfaces that may have been exposed to the virus.

Workplaces may consider nominating a workers member to be the COVID-19 Response Officer (or similar) to oversee the implementation of the workplace's COVIDSafe Plan, ensuring that correct processes are being followed, any relevant documentation is complete, workers are trained, and procedures are kept up-to-date to comply with current health information.

Evidence of compliance with the directions of the Victorian Chief Health Officer may be requested from a relevant compliance/enforcement officer. Victoria Police and other authorities involved in the regulation of businesses may conduct spot checks to ensure compliance with the directions issued under the *Public Health and Wellbeing Act*. WorkSafe will continue compliance and enforcement action under the *Occupational Health and Safety Act 2004* (OHS Act).

### Where can I find further information on safely reopening my workplace?

Business Victoria is ready to support businesses and answer questions about preparing for a safe reopening. Business Victoria can be contacted on 13 22 15 or online by the [Contact Us form](#).

For information on health and safety requirements under the OHS Act, businesses should refer to [WorkSafe Victoria's website](#) or contact its advisory service on 1800 136 089.

### How will you enforce compliance? Who will enforce it?

Victoria Police, and other authorities involved in the regulation of businesses may conduct spot checks to ensure compliance with the directions of the Victorian Chief Health Officer.

WorkSafe will continue compliance and enforcement action under the Occupational Health and Safety Act 2004 (OHS Act). For information on health and safety requirements under the OHS Act, businesses should refer to [WorkSafe Victoria's website](#) or contact its advisory service on 1800 136 089

### Fines and penalties

Victoria Police can issue on the spot fines of up to \$1,652 for individuals and up to \$9,913 for businesses for:

- Refusing or failing to comply with the emergency directions;
- Refusing or failing to comply with a public health risk power direction; or
- Refusing or failing to comply with a direction by the Victorian Chief Health Officer.

Fines can be extended through the Magistrates' Court to a maximum of \$20,000 for individuals and \$100,000 for businesses.

WorkSafe may take a range of compliance and enforcement action against an employer which fails to comply with its duties under the OHS Act.





More FAQs that apply to all businesses are available at the [Business Victoria website](#).

## At what step can indoor gyms reopen?

Indoor gyms are closed for participants across Victoria. Outdoor personal training is permitted in Regional Victoria under the Third Step. Under both the regional Victoria and the metropolitan Melbourne 'How We Work' roadmaps, indoor gyms are likely to reopen in the Last Step, subject to epidemiology.

Workers in regional Victoria may attend an indoor workplace to stream/film content, as long as density, signage, record-keeping and cleaning requirements are met as per Workplace Directions. Only the minimum number of workers needed to film or stream may attend and must not exceed five people at any one time.

## Can trainers travel to their gyms and studios to utilise an outdoor space to train their participants?

Gyms and studios with outdoor areas can only be used if it complies with local government regulations.

## What is the difference between an outdoors and indoors workplace?

Under current directions, 'indoor space' is defined as an area, room or premises that is or are substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of them are open or closed.

'Outdoors' is defined as the following:

- a space with no roof; or
- an open-air space designated for the consumption of food and/or beverage, which may have a temporary or fixed cover (e.g. awning or roof) so long as such cover has at least two open sides for airflow
- Roof is defined as any structure or device (whether fixed or movable) that prevents or significantly impedes upward airflow, including a ceiling.
- Wall is defined as any structure or device (whether fixed or movable) that prevents or significantly impedes lateral airflow, including a closed window or door.

## What are the restrictions on pool usage?

Pools are open in regional Victoria and subject to density requirements both in the water (50 people per outdoor pool) and inside the change rooms. Childplay is permitted.

Outdoor pools are open in metropolitan Melbourne and subject to density requirements both in the water (20 people per outdoor pool) and inside the change rooms. Participants must be undertaking physical activity, and must not congregate or conduct leisure activities within the pool complex.

## Can I open my pool change rooms?

In regional Victoria, change room facilities and toilets can be opened to members of the public. Operators must ensure physical distancing, signage and cleaning requirements are adhered to (e.g. placing signs on the floor to ensure people remain 1.5 metres apart).

In metropolitan Melbourne, a person may pass through a change room to access the pool or toilets but cannot use the changing facilities.

## When do participants need to wear a face coverings at the pool?

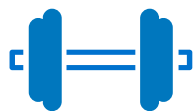
Face coverings must be worn when outside of the pool (for example, when going to a change room, or entering or exiting the premises). Face coverings should not be worn when it is likely that they will get wet or damaged (for example while the participant is in the process of exiting the pool).

## Can we now use shared equipment or will participants need to supply their own?

Communal equipment must be cleaned after each user. Participants are encouraged to bring their own equipment.

## Who is defined as a participant?

A participant is anyone who is located in a physical recreation workplace, whether or not they are engaging in a physical recreation activity at the time. For example – a participant includes somebody entering a pool complex.



More FAQs that apply to all businesses are available at the Business Victoria website.

## **Am I able to impose a time limit on participant usage?**

It is recommended to set workplace usage times so there is minimal overlap between different groups (for example, a booking or reservation system). If businesses choose to impose a time limit on bookings, this should be no longer than two hours.

## **Do all transactions need to be cashless?**

Cash can still be accepted as a form of payment, but it is strongly recommended that all businesses use contactless payments. Practice good hand hygiene after handling cash.

## **In regional Victoria, what are the exemptions for swimming pool participant caps?**

The cap does not apply for:

- a) exclusive use by a single school at any one time for education purposes; or
- b) exclusive use for community sport in accordance with restriction provisions in the Restricted Activities Directions.

## **What qualifies as an education purpose under the schools exemption for swimming pools?**

To qualify for the schools exemption, swimming pools must be able to demonstrate that the swimming activity was conducted as part of the school program (for example, included in the curriculum or school education plan). The facility must be for the exclusive use of the primary or secondary school.

## **Are walk-ins allowed or am I only able to take bookings?**

Walk-ins are allowed. However, workplaces should consider how these are managed so that physical distancing can be maintained, particularly at entrances.

Bookings provide a greater opportunity to manage demand and stagger arrival times to ensure physical distancing is maintained.

Workplaces must also ensure walk-ins do not take them over the participant limit and that contact details are collected.

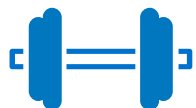
## **How can I best maintain physical distancing with contractors such as delivery drivers?**

Delivery drivers and other contractors visiting the premises should minimise interaction with workers. Use electronic paperwork where possible and, instead of a signature, send a confirmation email or take a photo of the goods onsite as proof of delivery.

## **May I convert my smoking areas to an outdoor exercise area?**

You can convert an outdoor smoking area into an outdoor exercise area. However, smoking would no longer be allowed in that space.

If you chose to do so, you must also take into account the requirements of the Tobacco Act, which are set out on the [BetterHealth website](#).



Please note that the checklists below outline the restrictions and requirements that apply from 11:59pm on 27 September 2020.

## Checklist for business owners/managers

### Prepare your COVIDSafe Plan

Every business is required to have a [COVIDSafe Plan](#) that is regularly updated in order to reopen their workplace

### Ensure workplace is set up to adhere to participant limits

- see table in the section [Current restrictions on Physical Recreation businesses](#) for customer limits
- a density quotient of one participant per four square metres of the area accessible to participants
- all seating is spaced so that participants are 1.5 metres apart if/when seated

### Prepare a cleaning schedule

- Businesses should conduct a comprehensive clean of the premise
- Establish new processes and schedules for cleaning and sanitising to maintain good hygiene, including frequent cleaning of high touch points (see our [Cleaning and Sanitising Fact Sheet](#))

### Signage requirements

- Display signage for workers and participants in appropriate, high visibility locations, to include:
  - At workplace entrance to advise of the maximum number of participants allowed
  - Information about the symptoms of coronavirus (COVID-19) and the need to stay home when unwell
  - Hygiene and physical distancing practices
- Display a poster at the workplace confirming workers have reviewed the guidelines and evidence that at least one worker has completed the recommended training
- Promote physical distancing, including between workers and participants, with floor or wall markings or signs. Use physical barriers where possible (e.g., installation of sneeze guards)

### Establish your record keeping

- Record the contact details of any participant who attends your workplace for longer than 15 minutes (this includes contractors and delivery workers), to include: first name and a contact phone number to support contact tracing. Retain for at least 28 days following the visit
- Maintain Staff Coronavirus (COVID-19) Health Questionnaires to be completed at the start of each shift
- Set up a roster to ensure workers do not work across multiple sites, or for multiple employers unless an exemption applies

### Consult with workers

Employers must, so far as is reasonably practical, consult with workers and HSRs (if any), on matters related to health or safety that directly affect, or are likely to directly affect them

## Checklist for business owners/managers (continued)

### Workers and management policies, practices and training

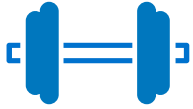
- Ensure you as the operator or manager understand your obligations under the Occupational Health and Safety Act and have reviewed the coronavirus (COVID-19) guidance from WorkSafe Victoria available at [here](#).
- Encourage workers to complete [free infection control training](#) and download the COVIDSafe App. It is the Government's expectation that:
  - at least one worker at every workplace will have completed the training
  - workers should make themselves familiar with these guidelines
- Consider appointing a worker to be your coronavirus (COVID-19) Response Officer to ensure policies and practices are being followed, workers are trained, and records are kept.



### Additional resources

For additional information about creating a COVIDSafe workplace, please refer to the following guidance:

- WorkSafe: [Industry obligations](#)
- WorkSafe: [Managing COVID-19 risks – face coverings in workplaces](#)
- DHHS: [Preventing infection in the workplace](#)
- DHHS: [Preparing for a case of coronavirus \(COVID-19\) in your workplace](#)
- DHHS: [Planning and responding to cases of coronavirus \(COVID-19\)](#)
- DHHS: [Cleaning and disinfecting to reduce COVID-19 transmission](#)
- WorkSafe: [Other relevant industry specific guidance](#)



If you are working in the physical recreation industry, consider using the checklist below:

## Checklist for workers

### Complete free infection control training

All current workers should complete [Free infection control training](#). Any new workers being engaged also need to complete this training.

### Avoid carpooling with other colleagues

### Wear a face covering at work, and to and from work unless you have a lawful reason not to do so

### Practise good hygiene

- Be rigorous in maintaining the new cleaning and sanitising schedule (for example, touch points such as tables and counters need to be cleaned and sanitised before and after use by customers)

### Wash your hands thoroughly with soap and water for at least 20 seconds at the very minimum:

- On arrival at work
- At the start and end of each meal break
- Before and after touching a customer or their belongings
- After handling money
- Before leaving work
- After blowing your nose, coughing, sneezing, or using the toilet

### Stay home if unwell

- If you have symptoms, get tested for coronavirus (COVID-19). Quarantine at home until you get the result and it is negative for coronavirus (COVID-19)
- Do not come to work if you have a fever (a temperature of 37.5°C or greater), or if you have any symptoms.

# Staff health questionnaire



## STAFF CORONAVIRUS (COVID-19) HEALTH QUESTIONNAIRE

We encourage each staff member to complete this questionnaire before starting any shift and give your completed questionnaire to the shift manager for record keeping purposes.

Staff name: \_\_\_\_\_

Date: \_\_\_\_\_ Time of shift \_\_\_\_\_

Are you currently required to be in quarantine because you have been diagnosed with coronavirus (COVID-19)?

YES  NO

Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services (DHHS) as a result of being a close contact of someone with coronavirus (COVID-19)?

YES  NO

**If you answered YES to either of the above questions you should not attend work until advised by the Department of Health and Human Services that you are released from quarantine or until your 14-day quarantine period is complete.**

**If you answered NO to the above questions, proceed to the symptom checklist below.**

### Are you experiencing any of these symptoms?

Fever (If you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5C)  YES  NO

Chills  YES  NO

Cough  YES  NO

Sore throat  YES  NO

Shortness of breath  YES  NO

Runny nose  YES  NO

Loss of sense of smell  YES  NO

If you answered **YES** to any of the above questions you should **not** enter your workplace (or you should leave your workplace, if already there). Tell your employer, go home, and get tested for coronavirus (COVID-19).

If you answered **NO** to all the above questions, you can enter your workplace.

If you develop symptoms, stay at home and seek further advice from the 24-hour coronavirus hotline 1800 675 398 or your general practitioner.