**ALERT LEVEL 2 - COVID-19 SAFETY PLAN FOR COMMUNITY EXERCISE CLASS PROVIDERS**

Instructors running an exercise class have a legal requirement to have a COVID-19 Health and Safety Plan in place.

The intention of this plan is to document how you will manage and minimise the risk associated with COVID-19, so you can prepare your class(es) to be safe for use in accordance with best practice guidelines provided by the government. Provide as much information in response to each question as possible. This information will help everyone to know exactly what to do and what to expect.

This plan is predicated on four key principles:

* Gatherings must be limited in size, as per the restrictions put in place by the government.
* Physical distancing must be practiced.
* Enhanced hygiene must be practiced.
* Comprehensive contact tracing needs to occur.

Do not treat this document as a 100% comprehensive list of everything you must do. If you believe your gym/club has other requirements not listed here, apply the four principles, and document them. This plan should not replace your standard RAMS form, it should supplement it. Continue to follow your standard health and safety procedure for your class(es).

***Key Considerations***

* The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required (for example limiting class sizes).
* Staff and gym/club members are protected so far as is reasonably practicable. Reasonably practicable does not mean doing everything humanely possible. The most important thing is to communicate and consult with at-risk parties to the point where both parties are comfortable
* It MUST be emphasised that any person who believes they may be unwell from any cause or has travelled overseas in the past 14 days CANNOT take part in your class. IF IN DOUBT, THEY ARE OUT (<https://www.sitesafe.org.nz/globalassets/guides-and-resources/protocol-resources/personal-health-flowchart.pdf>)

***Where can I find more information?***

* Unite Against COVID-19 ([www.covid19.govt.nz](http://www.covid19.govt.nz))
* Ministry of Health (<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus>)
* Worksafe (<https://worksafe.govt.nz/>)
* Exercise Association of New Zealand (<https://exercisenz.org.nz/wp-content/uploads/2020/05/2020-May-6-CV19-Framework-Exercise-Industry.pdf>)
* Sport NZ (<https://sportnz.cwp.govt.nz/assets/Uploads/Level-2-Quick-Reference-Guide.pdf>)

**T E M P L A T E**

**Class Details**

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| VENUE: |
| CLASS: |
| NAME OF PERSON RESPONSIBLE FOR THIS SAFETY PLAN: |
| DATE SAFTEY PLAN COMPLETED: / / |
| NEXT REVISION DATE: / / |

**Exercise class** **goal/statement**

I have implemented the following measures so class participants and myself can keep healthy and safe as well as reduce the chances of COVID-19 recurring in the community. I will retain any documents relating to RAMS assessment, health and safety plan, checklists, contact tracing, briefing to participants, and any other relevant documentation for at least two months.

**T E M P L A T E**

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| **What measures are in place** | **What actions I will take *(edit these examples/add your own specific actions)*** |
| I have met/discussed with the facility manager at (VENUE NAME) to find out:  when the venue is reopening and when my class(es) can restart at this venue  scheduling of classes and other events at (VENUE NAME) has been adjusted to ensure no/minimal crossover between venue users at communal points (a minimum 15min gap between classes is recommended)  if I need to complete an induction to the facility  are there any health and safety messages that I need to pass onto participants on behalf of the facility manager  how I will pay for room hire (if previously have done a cash payment)  what cleaning and sanitation equipment is being provided by the venue and what do I need to bring with me  what will the facility manager do if it is identified that a COVID-19 carrier is present at (VENUE NAME)  does the venue have signage on display with instructions its users need to follow | *A plan has been created for how the facility manages entry and exit areas (if multiple groups are meeting at the same time)*  *I will ask the venue to invoice me rather than making cash payments*  *I have been provided with a checklist by the facility manager to complete each time I use the room*  *Hand sanitizer, soap and water facilities are available to use before and after each class*  *The facility manager has reviewed and approved my H&S plans prior to classes commencing* |
| I have implemented a contact tracing process for all class participants  I have a plan for how I will store this information (for at least two months)  *\*For more information please refer to the contact registration log at the end of this document* | *I’ve printed a copy of the contact registration log and will record each person’s details. No participants will touch the pen.*  *I will input the information in the contact tracing log into an Excel spreadsheet at home after each class and save it on my computer* |
| I have clearly communicated to class participants (email, phone call, social media etc):   * when class(es) will be resuming * what they can/can’t bring to class * how they are to book in advance (to ensure the 10-person limit, including the instructor, isn’t exceeded) * relevant health and safety information * payment options (and how I will manage the handling of cash if this is a payment option) | *Participants use own equipment brought from home (e.g. yoga mats, towels etc)*  *I will encourage participants to pay online. Participants paying with cash will be asked to put the exact amount directly in a bag I have supplied*  *I will ask participants to register before class by email, text or phone call. This will operate on a first in, first served basis.* |
| (VENUE NAME) has undergone a deep clean of communal areas | *A deep clean was undertaken on DATE and included…* |
| I will ensure that all high contact areas (e.g. door handles, exercise equipment) are sanitised before and after each class | *Details about the cleaning process will be recorded in the cleaning checklist document* |
| I will set the room up to minimise the contact participants have with common contact/touch spots (e.g. door handles) | *I will ensure the door to enter the room is open before any participants come in. Doors will be left open where appropriate.* |
| I will limit the amount of shared equipment used by class participants. Any shared equipment used will be sanitised/cleaned before and after each use. |  |
| I have adapted the delivery of my class(es) to ensure adherence to government health and safety guidelines. This includes requiring all class participants to:   * register upon arrival to each session for contact registration and tracing purposes * wash/sanitise their hands before and after each class * not to handle/minimize handling equipment (e.g. chairs) * understand any cleaning of equipment requirements   I will:  ensure physical distancing requirements of 2 metres between myself and the class participants are followed. This includes when giving feedback and while resting  avoid activities, exercises and drills where participants come in to contact or too close to one another | *I won’t physically correct any participants posture/technique*  *I will plan my class to use a minimum of equipment/I will incorporate more bodyweight exercises to minimize equipment use*  *I will run through the key H&S messages before each class* |

**Contact tracing log**

* This information is being collected to assist in the management of the COVID-19 pandemic.
* It will be given to the Ministry of Health and/or the District Health Board on request in the event that it is required for contact tracing purposes.
* We will not use it for any other purpose and will destroy this record after two months. It will be kept on this premise in a safe and secure location.
* Under the Privacy Act 1993 you have a right to access and correct any information we hold about you.

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| **Date** | **Full Name** | **Address** | **Email** | **Phone** | **Time in** | **Time out** |
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| **Name of person responsible for this contact tracing log:** | | | | | | |

**Further information/advice**

* The register can be hard copy or electronic and must record all individuals who have visited your facility. It must include the information laid out in the table above
* Avoid the use of shared stationery items such as pens/paper with clients unless absolutely necessary (this includes data collection for the purposes of contact tracing). Where any such shared items are used, cleaning protocols need to be established, communicated and followed

**Cleaning Checklist**

Use this checklist to record what cleaning has taken place at your facility.

*MOH have specific protocols for cleaning should an identified case of COVID19 have been associated with the facility. These are available on the MOH web site.*

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| **Date** | **Name of person cleaning** | **Area/s cleaned** | **Products used** | **Time of day** |
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