



COVID SAFETY PLAN

(Effective 11 January 2022)

BUSINESS NAME: Kyokushin Karate North Bondi Pty Ltd
BUSINESS LOCATION: North Bondi NSW 2026
BUSINESS TYPE: Martial Arts Training Facility

1) WELLBEING OF STAFF & CUSTOMERS:

Exclude staff, volunteers and visitors who are unwell from the premises.

Staff, students and parents who are feeling unwell are not allowed to come into the dojo. Anyone who starts to develop symptoms such as fever, cough, sore throat, or shortness of breath during training should:

- Advise their instructor and head home immediately
- Seek medical advice and/or call the Aus. Nat. Coronavirus hotline on 1800 020 080
- Update their instructor on their health condition.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning. Train staff in the process of how to collect and store contact details of patrons where applicable.

All our staff and instructors have completed the COVID Infection Control Training provided by the Australian Government.

Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable.

Dedicated "return-to-dojō" section with link to COVID-19 Policy to download on company website. Continued communication to all members via Social Media Pages and direct emails.

Laminated print-out of COVID Policy as well as official government COVID-safe Posters displayed at venue entry and on notice boards.

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

Poster outlining vaccination requirements are clearly visible at the entry.

All students, parents and members have been advised that only full vaccinated students are allowed to enter the dojo and participate in any face-to-face training.

Whilst parents are encouraged to consider vaccinating their children, there is no mandate to do so at this stage. However, Karate Bondi asks that kids are dropped off and picked up by a fully vaccinated household member.

Every student (or the parent/household member respectively) has to provide a valid form of vaccination evidence either prior to attending or on entry. Evidence is stored and kept securely on a separate hard drive. Alternatively students / parents have to show valid proof of vaccination on entry. Vaccination status is then noted in our student database AND the Alora Attendance App database to make sure no unvaccinated member can attend any classes.

Any other person attempting to enter the dojo (e.g. delivery, contractor) has to provide valid proof of vaccination prior to entry.

2) PHYSICAL DISTANCING

Support 1.5m physical distancing where possible, including:

- ***at points of mixing or queuing***
- ***between seated groups***
- ***between staff***

Only full-time members of the dojo are allowed to train. Trial sessions have to be preregistered and confirmed by instructor first.

The dojo has adopted a "GET-IN, TRAIN, GET-OUT" policy to avoid congregation before/after classes.

Parents have to drop off their children in a timely manner and are not allowed to stay and watch. Spectators are not allowed inside.

Posters and reminders to keep physical distance are displayed at the entry and on the notice board.

Students are encouraged to maintain a "1 1/2 mat" (= 1.5m) distance during training where practical. No handshaking, no high-fives.

Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.

Students and instructors are encouraged to arrive in their Dogi whenever practical possible to avoid using the change room. No showers at the dojo.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Students have to respect our "get-in, train, get-out" policy to avoid mingling before and after class. Parents have to drop off and pick up their children in a timely manner and respect the "no mingling" policy outside the premises.

3) VENTILATION

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Windows in the main dojo remain open throughout the class. Glass sliding door in the smaller dojo will remain open if the space is in use. Frequent opening of main entrance sliding door to ensure optimal airflow.

Use outdoor settings wherever possible.

Instructors shall consider taking classes with larger student numbers to nearby outdoor locations when practical possible (suitable weather conditions, adequate day light, sufficient assistants to supervise younger children etc.)

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Windows in the main dojo remain open throughout the class. Glass sliding door in the smaller dojo will remain open if the space is in use. Frequent opening of main entrance sliding door to ensure optimal airflow.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

No air conditioning or heating in side the premises, ventilation is achieved naturally by opening windows and doors.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Not applicable as ventilation is achieved naturally.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Indoor ventilation has been discussed with building owner.

4) HYGIENE AND CLEANING

Face masks must be worn by staff and customers aged over 12 in indoor areas, unless exempt. Note: People engaging in physical exercise are exempt.

Students participating in a training session are not required to wear a mask whilst exercising.

Spectators watching inside the dojo (only allowed in special circumstances and upon approval by an instructor) as well as contractors entering the dojo for any other reason have to wear a mask whilst indoors.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue

Frequent hand washing with soap is encouraged. Anyone entering the dojo has to use the touch-free hand sanitiser provided at the entrance. Additional hand sanitiser as well as disinfectant wipes are available near mats (counter)

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Bathroom is stocked with soap and paper towels at all times. Posters to support effective hand-washing are displayed in the bathroom.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors to wipe down equipment after they have finished using it.

Increased cleaning throughout the day and a deep clean of the entire dojo on a regular basis. Carpets have been replaced by new wooden flooring to ensure all surfaces can be kept as clean as possible. Mats are wiped with disinfectant at the end of the last training session of the day.

Students have to bring their own protection equipment. If dojo equipment (such as kick pads, paddles etc.) is used during training, it is the instructor and user's responsibility to ensure it has been wiped down with sanitiser before and after use.

Weights in the smaller gym area are cleaned with disinfectant after each use. Hand weights are not shared between participants during a class

5) RECORD-KEEPING

Indoor gyms must take reasonable steps to ensure that staff, volunteers and visitors check-in using the NSW Government QR code system when they enter the premises. Note: This does not include a dance, yoga, pilates, gymnastics or martial arts studio.

Other types of premises should consider having a NSW Government QR code available so that workers and customers can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.

Students, instructors, parents & guests are asked to check-in via the Service NSW App. If anyone does not have the App or doesn't have their phone with them, they are required to manually sign in at the counter.

Kids 12 years and under attending kids classes as well as teenagers attending teen classes will be registered electronically by the instructor via the Alora Attendance App. The database contains contact details (mobile & email address) of the parent, and attendance information can be exported as a csv file and emailed to the relevant authority within a short period of time if the need arises.

Processes should be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Instructors are asked to remind students to make sure everyone has checked in. QR Codes are clearly visible and accessible at various points (entry, notice board, counter)

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Anyone entering the dojo who is unable to check-in via QR code is required to manually sign in at the counter. The manual register is captured electronically daily (within 4 hours of each class).

Kids 12 years and under attending kids classes generally do not have a mobile phone and will hence be registered electronically by the instructor via the Alora Attendance App. The database contains

contact details (mobile & email address) of the parent, and attendance information can be exported as a csv file and emailed to the relevant authority within minutes if the need arises.

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Any staff member who has tested positive for COVID-19 is asked to return home directly and follow the advice of NSW Health. All areas used by the person who tested positive for COVID-19 will be cleaned and disinfected thoroughly. Karate Bondi will assess how much contact other staff members and students had with the person who tested positive for COVID-19 while that person was infectious, notify people accordingly and direct them to NSW Health advice.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50 if a worker has tested positive. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronaviruslaunch> for more information.

Karate Bondi will cooperate with NSW Health in relation to a positive case of COVID-19 at the dojo and notify SafeWork NSW if a staff member has tested positive.