

JANUARY 2021



# **I WANT FITNESS COVID SAFE PLAN**

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## OVERVIEW

This document has been put in place to help trainers, staff, subcontractors, members and visitors of I Want Fitness (IWF) Pty Ltd feel safe in our environment. It is a plan to ensure all safety measures and procedures are in place to maintain a safe and healthy workplace and training environment. It is helpful that everyone understands the potential risks, how to manage them and how to respond should there be a confirmed case of Covid-19.

## OUR GOAL

Our goal is to provide confidence to all trainers, staff, subcontractors, members and visitors that I Want Fitness has done and is continuing to do everything possible to ensure the health and safety of everyone in the I Want Fitness Community.

# 1. ENSURE PHYSICAL DISTANCING.

- IWF will comply with the density quota for indoors being one person per FOUR square metres and outdoors being one person per TWO square metres as per the Physical Recreation Indoor and Outdoor guidelines (Victorian State Government Industry Restart Guidelines) January 2021
- IWF Members can only attend a face to face session if they have booked in via the IWF booking system (PTMinder) and have answered NO to all the questions in the IWF Coronavirus (COVID-19) Health Self-questionnaire (see supporting documents) prior to leaving home to attend a face to face session with I Want Fitness.
- Group Trainers (IWF COVID Safe Marshalls) will:
  - display signs reminding attendees to keep 1.5metres physical distance.
  - ensure all persons are 1.5metres apart throughout the face to face session.
  - ensure there is no build-up of people at any time eg: when hand sanitising or putting equipment away.
  - Mark workout stations 1.5+ metres apart by using cones to show members where they can position themselves. Use one of the 4 covid safe layouts shown in the supporting documents.
  - Ask members to keep their children close to them at all times.
  - Not correct technique via physical contact inside the 1.5metre space. Only verbal and visual cues must be used instead.

## 2. WEAR A FACE COVERING.

**All IWF trainers, staff, subcontractors, members and visitors must wear a face covering as per public health advice except for the following:**

- A face covering is not required while undertaking strenuous exercise. Members must carry a face mask to wear before and after exercising (indoor face to face sessions only), unless you have a lawful exception. Trainers must wear a mask at all times (indoors only).
- Infants and Children under the age of 12

**IWF trainers, staff, subcontractors, members and visitors must:**

- Supply their own fitted face mask covering the nose and mouth that fits securely around the face

**IWF staff, trainers and subcontractors will:**

- display signs to remind attendees masks are required before and after the session (if indoors) and must be carried at all times.
- refuse anyone from participation not adhering to the government rules around wearing a face covering (unless lawfully exempt)

### 3. PRACTICE GOOD HYGEINE.

**All IWF Trainers, staff, subcontractors, members and visitors must practice good hygiene including:**

- Staying home when unwell, even with mild symptoms. Get Covid tested and alert I Want Fitness. (Refer to IWF Coronavirus (Covid-19) health self-questionnaire in supporting documents.
- Sanitise hands often, sneeze/cough into sleeve and if a tissue is used, discard immediately and wash/sanitise hands

**I Want Fitness will support good hygiene practice by:**

- Have all trainers complete infection control accreditation and act as COVID marshals as well as their role as trainers.
- Displaying signage to remind attendees to sanitise hands before, during and after the sessions.
- Providing hand sanitiser and cleaning products to all trainers, staff and subcontractors who will be undertaking face to face sessions.
- Make hand sanitiser available for all participants to use prior to joining the fitness session.
- The IWF Trainer will clean any fitness equipment provided, before and after use and during the session if need be. IWF members are encouraged to bring their own weights if possible.
- The IWF Trainer will wipe down of high touch communal items such as door handles, floors (indoors), chairs and benches (if used).

**See Cleaning Process for IWF Trainers in Supporting Documentation for more detail.**

## 4. KEEP RECORDS & ACT QUICKLY.

### **IWF will:**

- Remind all IWF Members that they **MUST** book into face to face sessions prior to attending the session.
- Ensure all members, staff, trainers, subcontractors and visitors are given the IWF Coronavirus (COVID-19) Health Self-Questionnaire (see supporting documents) to complete prior to attending any face to face sessions at I Want fitness.
- ask all attendees at an IWF face to face sessions if they have answered NO to all questions on the IWF Coronavirus (COVID-19) Health Self-Questionnaire prior to the session commencing. If any questions were answered YES, they must leave immediately and ensure they follow health advice from the DHHS prior to returning to any IWF face to face sessions.
- Ensure all trainers and subcontractors record member attendance and report back to IWF Administration for record keeping.

### **In the case of a positive case reported from someone that has attended an IWF face to face session, I Want Fitness will:**

- contact DHHS, Worksafe, the hired venue and all persons in attendance with privacy given to the infected person where possible. Guidelines on what to do next will be based on the DHHS advice.
- All sessions will revert to Virtual sessions if required based on the advice from the DHHS at the time.
- Members with a direct contact to a positive case will not be able to participate until all cleared from DHHS.

## 5. INTERACTIONS IN ENCLOSED SPACES.

### I Want Fitness will:

- use an outdoor space for selected sessions where possible to limit/avoid interactions in enclosed spaces.
- Toilet facilities will not be available as sessions run approx 45 mins.
- There are no locker rooms or change rooms available for use.
- Indoor spaces that have a large area (such as a basketball court) and can comfortably fit 1 person per 4 square metre will be considered when the weather is wet/cold/windy AND if Victorian covid 19 guidelines and hiring facility will allow hire. IWF is aware that more regular cleaning may be required in this setting.
- Indoor spaces that have doors, shutters, windows to the outside will be opened (if available) or onsite air ventilation turned on prior to attendees arriving and during the session to maximise ventilation as recommended by [dhhs.vic.gov.au](https://www.dhhs.vic.gov.au).
- No cash, payments or paperwork/pens will need to be handled during any session. All our systems are set up online.

## 6. WORKSPACE BUBBLES

**IWF requires only 1 trainer for session bookings of up to 16 members.**

- Subcontractors must ensure their other places of work are also following covid safe guidelines to not risk spreading infection to the IWF Community. Outside of their work they must also adhere to all the DHHS and Victorian Govt Guidelines to remain safe.
- Where possible, IWF will only have 1 trainer work multiple sessions at only 1 timeslot across the week to minimise contact with different groups. Eg: 6am trainer only has contact with regular 6am attendees and not other groups.
- IWF Trainers, subcontractors and staff rarely work side by side with most communication done via emails, online chats, online meetings and text messages. Physical distancing between staff and mask wearing must be observed if meeting in person following the current government regulations at the time.



## 7. COMMUNITY SUPPORT

**I Want Fitness trainers, staff, subcontractors, members and visitors understand that in order to help the community stay safe, we must all work together and follow the relevant guidelines to keep everyone safe.**

**I Want Fitness will continue to follow regulations and checklists provided by [safeworkaustralia.gov.au](https://safeworkaustralia.gov.au), Fitness Australia, Worksafe & [DHHS.vic.gov.au](https://dhhs.vic.gov.au). Should a face to face group session be deemed as not safe to go ahead, I Want Fitness will not hesitate to cancel or redirect the session to the online platform.**

**Safety has always been the number 1 priority of I Want Fitness. Anyone not adhering to the Covid-19 safety plan and guidelines of the Victoria and Federal government's will be removed from the I Want Fitness community and will not be able to continue to participate.**

# SUPPORTING DOCUMENTS

- **IWF CORONAVIRUS (COVID-19) HEALTH SELF-QUESTIONNAIRE**
- **TRAINER/SUBCONTRACTOR DECLARATION (Trainers reference only)**
- **IWF CLEANING PROCESS (Trainer reference only)**
- **COVID SAFE WORKOUT LAYOUTS (Trainer reference only)**

# IWF CORONAVIRUS (COVID-19) HEALTH SELF-QUESTIONNAIRE

Members/staff/trainers/subcontractors are to use this self-questionnaire before leaving home to attend any I Want Fitness face to face sessions. Members will be asked if they have completed the health self-questionnaire on arrival of their face to face session.

**1/ Are you or members of your household currently required to be in quarantine because you have been diagnosed with coronavirus (COVID-19)?**

**2/ Have you been directed to a period of 14 day quarantine by the Department of Health and Human Services?**

**3/ Are you experiencing any of the following symptoms?**

- Fever (over 37.5C)
- Chills
- Cough
- Sore Throat
- Shortness of breath
- Runny nose
- Loss of sense of smell

If you answered YES to any of the above questions, you are NOT to attend an IWF session until you have been tested for COVID-19 and received a NEGATIVE result. You can seek advice from the 24 hour coronavirus hotline 1800 675 398.

If you answered NO to ALL of the above questions you can attend an I Want Fitness face to face session.

# TRAINER/SUBCONTRACTOR DECLARATION

As an I Want Fitness trainer/subcontractor, I have read and understood all that is outlined in this document and understand that I play in integral part in keeping the IWF Community safe. I agree to follow the guidelines provided in this document, by the DHHS and the Victorian Government.

Prior to any face to face sessions with I Want Fitness, I understand that I am required to complete the IWF Coronavirus (COVID-19) Health Self-Questionnaire (in supporting documents) to ensure I am safe to run the session. I will advise IWF if I answered YES to any questions on the questionnaire. Following this I will get COVID tested and will isolate until I receive a Negative result and have been cleared from isolation/quarantine.

I understand that I will need to:

- Ensure I am following Covid safe guidelines as per Vic Government regulations at all times.
- Complete Infection Control training and am required to download the COVIDsafe app.
- ask attendees if they have answered NO to all questions on the IWF Coronavirus health self-questionnaire prior to attending the session
- Ensure all attendees sanitise and keep 1.5metres apart before, during and after the face to face sessions
- Display signage that enforces the covid safe practices and guidelines to all in attendance
- Ensure equipment has been cleaned before, during (if sharing) and after the sessions.
- Recorded all in attendance and ensured the venue is left cleaned as required in accordance to the cleaning process mentioned in the supporting documents.

I understand that this IWF COVID Safe Plan may be reviewed and modified to comply with any changes to the current DHHS and Victorian government guidelines for the safety and wellbeing of the IWF community.

TRAINER/SUBCONTRACTOR NAME AND SIGNATURE:

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DATE: \_\_\_\_/\_\_\_\_/2021

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# CLEANING PROCESS - FOR IWF TRAINERS

## **Sanitiser and disinfectant:**

- Gloves, sanitiser and cleaning wipes will be provided by IWF for use by trainers/subcontractors/members before/during/after IWF face to face sessions.
- Some hire venues will provide cleaning equipment for hirers to clean the venue like mops, floor cleaning detergent, sanitiser and wipes. Please check with IWF if ok to use.

## **Cleaning and disinfecting surfaces:**

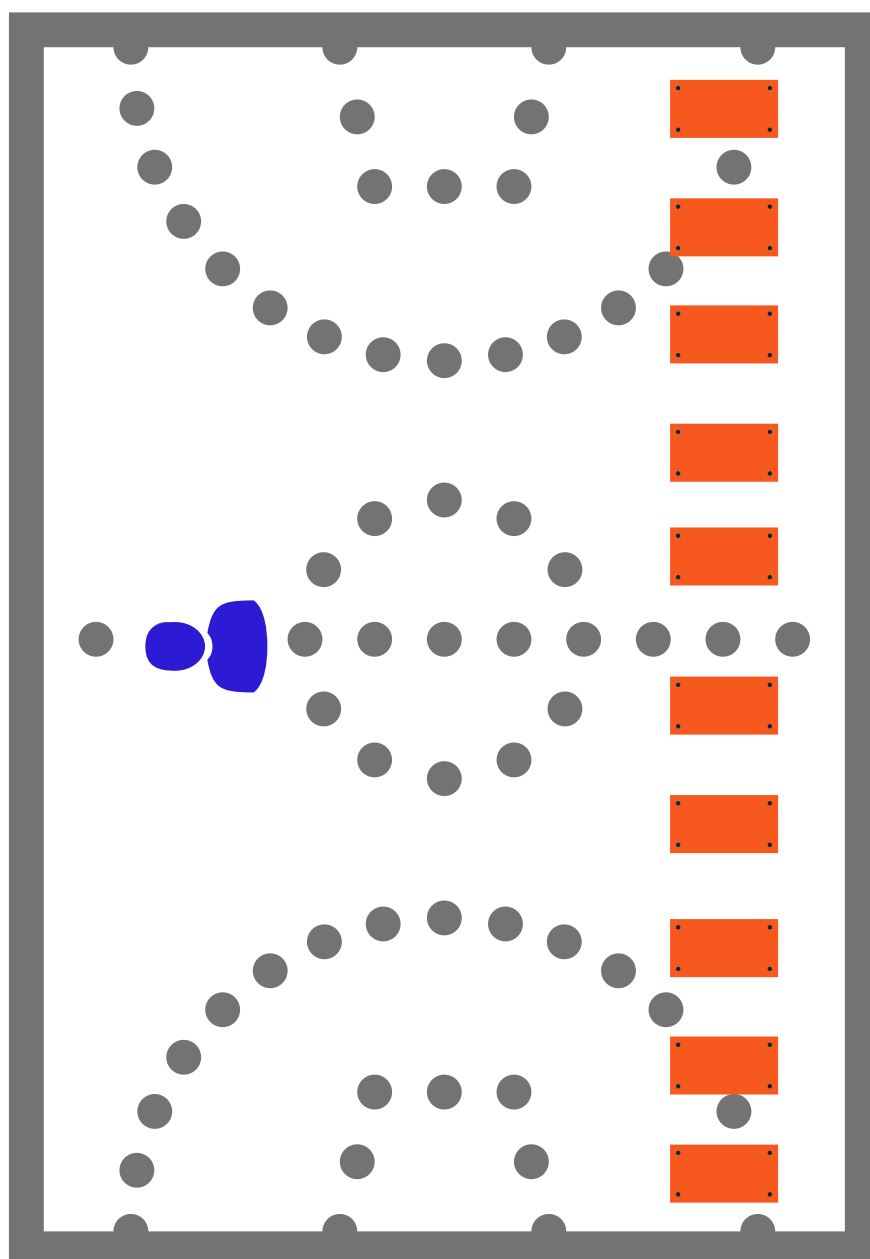
- Clean and disinfect touched surfaces including door handles, taps, light switches, tabletops, benches, chair and floors at the end of each session using the spray/wipes provided. Wipes are to be disposed of immediately.
- Wear disposable gloves when cleaning and discard after use, followed by sanitising of hands immediately.

## **Cleaning and disinfecting equipment:**

- Wearing disposable gloves, clean and disinfect used equipment between each user using the disinfecting wipes provided. Ensure every part of the equipment is cleaned and cleaned equipment is set aside from unclean equipment. Wipes are to be disposed of immediately.
- Dispose of gloves immediately after use followed by sanitising of hands.

# COVID SAFE WORKOUT LAYOUT 1:

Mats must be positioned 1.5 metres apart in all directions.  
Cones can be used to help members position their mats.



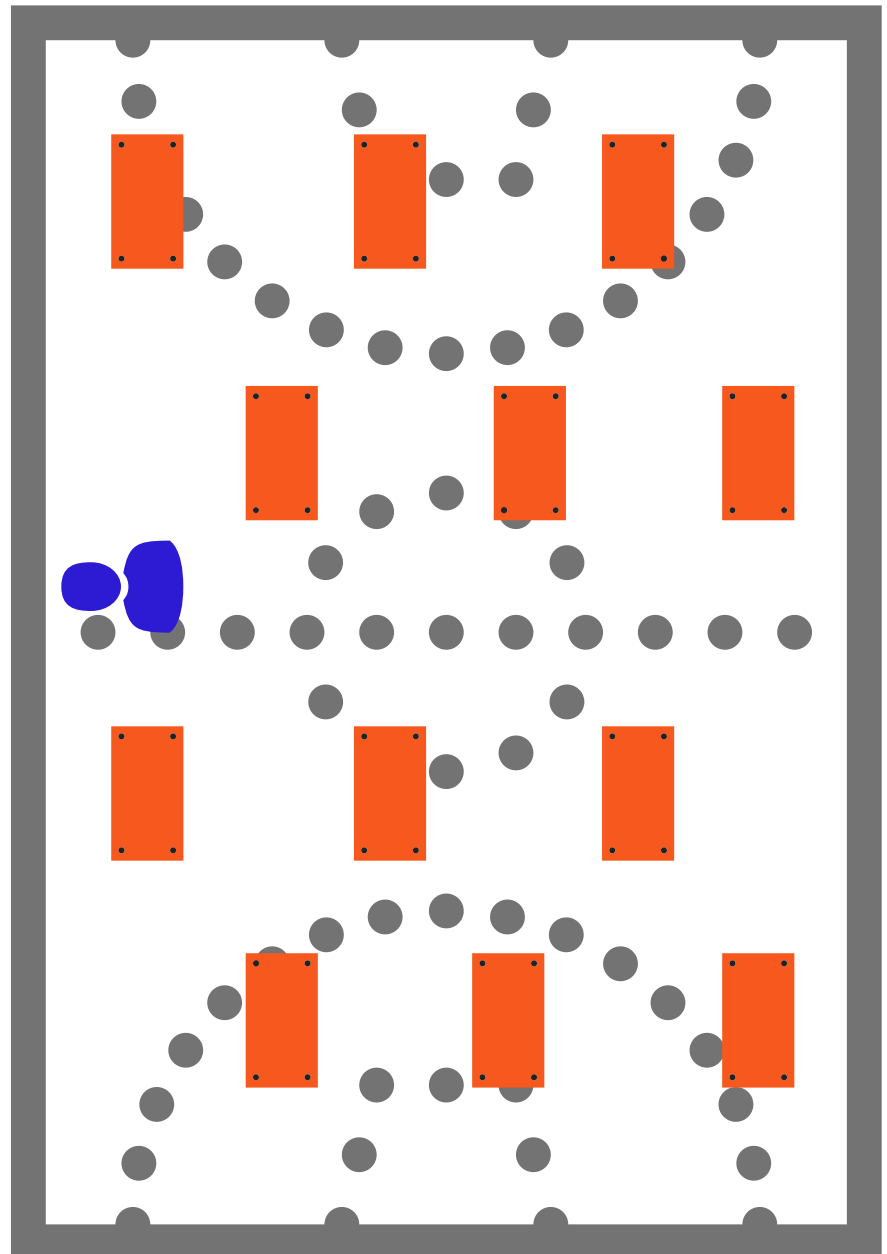
= CLIENT MATS



= IWF TRAINER

## COVID SAFE WORKOUT LAYOUT 2:

Mats must be positioned 1.5 metres apart in all directions.  
Cones can be used to help members position their mats.



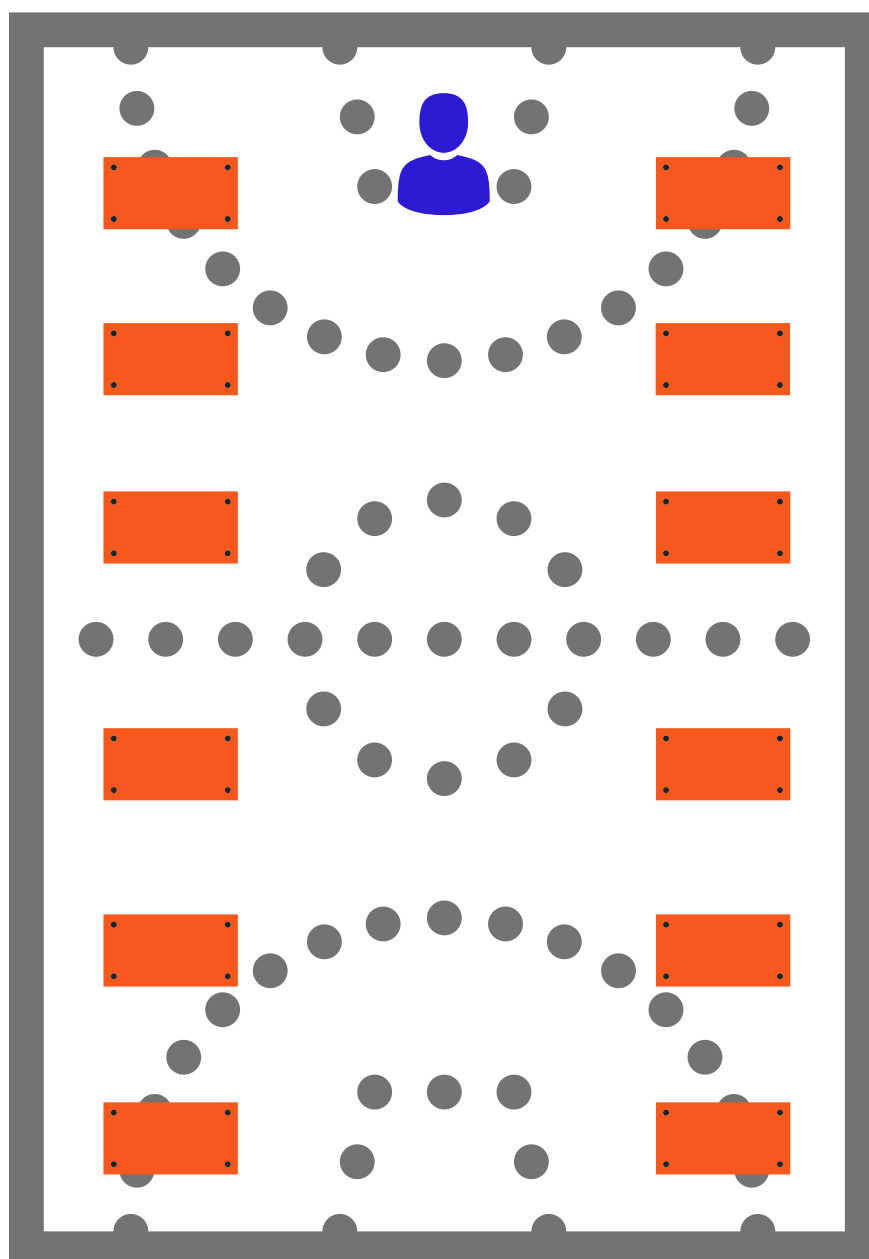
= CLIENT MATS



= IWF TRAINER

## COVID SAFE WORKOUT LAYOUT 3:

Mats must be positioned 1.5 metres apart in all directions.  
Cones can be used to help members position their mats.



= CLIENT MATS



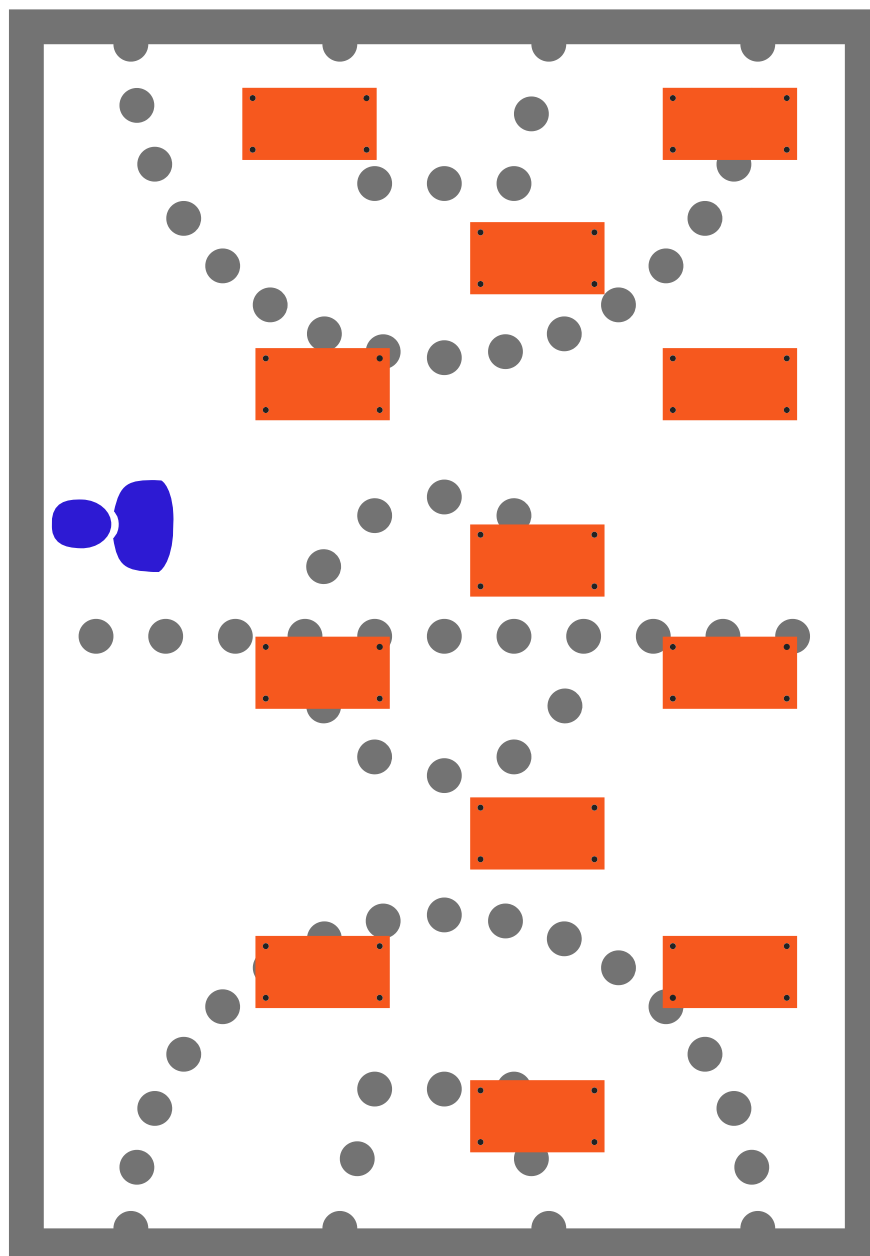
= IWF TRAINER



## COVID SAFE WORKOUT LAYOUT 4:

Mats must be positioned 1.5 metres apart in all directions.

Cones can be used to help members position their mats.



 = CLIENT MATS  
 = IWF TRAINER