

COVID 19 Staff Induction

CHECKLIST

Based on the Gymnastics NSW Return to Gymnastics Plan

Item	Complete	Incomplete	Date of Review
INTRODUCTION			
Explain what COVID 19 is			
Explain how it is spread			
Explain that Gymnastics NSW is committed to COVID safe practices – Return to Gymnastics Plan including information and resources.			
Explain your Clubs commitment to COVID safe practices			
Explain the principles that underpin COVID safe behaviour (These will be further explained later): <ul style="list-style-type: none">- Physical distancing- Good hand hygiene- Stay home if unwell- Contact tracing			
Identify the office WHS representative/COVID 19 Safety Coordinator			
Explain process for consultation – and onus on all staff to identify and offer solutions to mitigate risks			
Outline the organisation risk management process and employees role in it.			
PHYSICAL DISTANCING			
Good practice physical distancing principles are to: <ol style="list-style-type: none">1. maintain 1.5 metre separation between people who are not from the same household; and2. maintain a minimum of 4sqm per person.3. Allow a maximum of 10 people (excluding employees) per venue.4. Discourage onlookers/audience unless required (ie parent or carer).			

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<p>How to measure your space</p> <p>The maximum occupancy can be calculated by following these steps:</p> <ol style="list-style-type: none"> 1. Measure the area accessible to the public or members. 2. To find the square meterage for a rectangular area, multiply the length times the width. If there are adjoining areas or alcoves, measure them and calculate the square meterage. 3. Add the results of each measurement together to find the total area in square metres. 4. Staff only areas, toilets and areas occupied by fixed furniture such as counters and bars must not be included in this calculation. 5. Divide the total square metre area by 4 to give the maximum permissible number of patrons. Any establishment with a total area greater than 80sqm will be limited to 20 patrons. 			
Registration			
Avoid personal contact by arranging pre-registration for classes.			
Promoting the increased use of online registration rather than face to face administration.			
Physical layout			
Identify restricted areas and the number of staff permitted in all areas of the office / gym/waiting area.			
Explain process to ask people to leave areas where they are not intended to be.			
Note that there are signs around the gym floor on walls and the floor to promote physical distancing measures and 1.5m distance.			
Discuss any changes to the layout of equipment to facilitate physical distancing – including equipment prohibited for use, and established walkways.			
Explain how to place markings on the floor at each piece of equipment to indicate where participants should sit/stand while waiting for their turn.			
Explain the process for entry and exit in an emergency without risks.			
Encourage staff to open windows and doors to promote adequate ventilation if held indoors			

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Classes			
Explain any changes to class coordination to ensure sufficient changeover times and to limit exposure between athletes in a group and between groups.			
Explain that members must leave the premises once they have completed their class and any special arrangement for parent drop off and pick up.			
Tailor programs to ensure the minimal need for spotting athletes.			
Additional employee considerations			
Postpone or cancel non-essential visits, meetings or gatherings and meetings. Have meetings via teleconference where possible.			
Reduce the number of employees using common areas. This may require staggered break times.			
Deliveries			
Explain who and the process involved for the collection of deliveries. <ul style="list-style-type: none"> - Instructions to be given to delivery drivers - Wash hands after handling deliveries - Direct delivery drivers to remain in vehicle where possible - Ask delivery drivers to wash hands before handling products - Avoid using delivery drivers pen where possible. 			
STAY HOME IF UNWELL			
Explain that employees must not attend work if they have symptoms of COVID-19 (cough, fever, sore throat, shortness of breath and fatigue), or suspect they may have been infected with COVID-19 (this includes close contact with another person diagnosed with COVID-19);			
Explain that employees must not attend work if they have returned from overseas within 14 days.			
Explain the staff leave policy for COVID 19 related absences – WfH, sick leave, accrued entitlements.			
Explain how and to whom they communicate a COVID-19 sickness absence.			
If an employees is noted to be unwell at work with symptoms of COVID-19, they will be asked to leave work immediately and advised to seek medical advice.			
If diagnosed with COVID-19 employees will be quarantined by health authorities until they are cleared from the virus. This will be managed by health authorities. Once an employee has recovered from the virus and is cleared by health authorities they can return to work as usual. A doctors certificate will be required.			
Although the majority of suspected cases of COVID-19 are likely to be negative, if you have been tested for COVID-19 you must self-isolate until you receive results from health authorities which may take up to 5 days.			

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Rosters will be managed to ensure sufficient staff to cover for staff absences at short notice and for the length of any isolation requirements.			
If a member of the team tests positive for COVID-19 we will be contacted by public health authorities who will advise us of the steps required to manage the workplace.			
If a person is a vulnerable employee you are encouraged to advise management so that steps could be taken to minimize the risk of infection in the workplace. This may include modifying duties where reasonably practicable to reduce exposure. Each case will be considered on a case by case basis following the completion of a risk assessment of the employees environment, maintaining privacy and avoiding discriminatory actions.			
All employees will be treated with compassion and understanding.			
Management will (or won't) request a medical certificate if a team member advises that they are a vulnerable employee. The certificate should indicate work capacity (i.e. fit for modified duties or absence recommended) and the period of time of the certification. If additional assistance is required to manage a vulnerable worker at work, an Occupational Physician could be consulted.			
<p>Explain that a vulnerable employee is:</p> <ol style="list-style-type: none"> 1. Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions. 2. People 65 years and older with one or more chronic medical conditions. 3. People 70 years and older 4. People with compromised immune systems. 			
For Members			
<p>Members should be advised that they should not attend GNSW activities:</p> <ol style="list-style-type: none"> 1. If they are unwell 2. Have symptoms of COVID 19 3. Suspect they have been exposed to COVID 19 4. Have returned from overseas within 14 days. 5. Been advised by government to isolate. 			

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HIGIENE AND BIOSECURITY			
Advise staff to wash their hands – before, during and after training. Note that correct hand washing technique is shown on posters on wall.			
Advise staff to wipe over any surfaces they touch with disinfectant – for example, telephone, keyboard, desk, light switches, door handles.			
Explain how to clean equipment			
Explain any cleaning required between participation			
Explain that athletes should clean hands before and after training			
Explain any steps taken to improve ventilation.			
Avoid shared paper copies. Explain steps to move to a paperless office.			
Staff must use their own cup, plates and cutlery. They are responsible for keeping them clean.			
No food preparation is permitted on site.			
Explain how many people are allowed in the lunchroom at any one time. Explain if there will be some rostering of staff breaks.			
CONTACT TRACING			
Keep a diary note of all people you have had contact with each day at work.			
You are recommended to download the COVID APP, but it is not compulsory.			

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