



Ballarat Aquatic and Lifestyle Centre
COVID-19 safety plan
September 2021

COVID-19 Information



What is a Coronavirus and COVID-19?

Coronaviruses are a large family of viruses known to cause respiratory infections. These can range from the common cold to more serious diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).

How is COVID-19 Spread?

COVID-19 is most likely to spread from person-to-person through:

- Direct close contact with a person while they are infectious including in the 48 hours before their symptoms appeared.
- Close contact with droplets from an infected person's cough or sneeze.
- Touching objects or surfaces (like as doorknobs or tables) that have droplets from an infected person, then touching your mouth or face.

COVID-19 safety plan



Ballarat Aquatic and Lifestyle Centre's safety plan is part of a staged process to returning the Centre to normal service.

Ballarat Aquatic and Lifestyle Centre is committed to ensuring our facilities and operations are

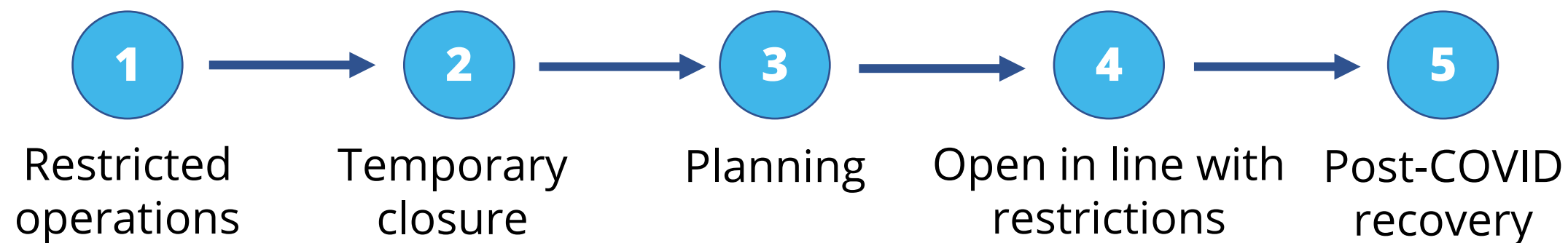
- COVIDSafe for all staff, volunteers, contractors, visitors and patrons
- Compliant with government COVID-19 restrictions and guidelines

About BALC



For more than 20 years the Ballarat Aquatic and Lifestyle Centre has been the community hub of health and wellbeing in Ballarat by inspiring, educating, supporting and motivating our community to enjoy a healthy, active, happy and connected lifestyle. BALC is the cornerstone for delivering the best outcomes for our community – especially during these times.

The COVID safety plan forms part of the five step plan steering BALC back to normal services.



BALC is committed in ensuring its facility, services and operations are:

- COVIDSafe for all staff, contractors, visitors and patrons
- Compliant with government COVID-19 restrictions

BALC's commitment



Ballarat Aquatic and Lifestyle Centre is committed to the following steps to ensure a COVIDSafe facility

Temperature Scanning

- Temperature scanning will take place upon entry to BALC. Staff, visitors and patrons will be scanned upon entry.
- Anyone who displays a temperature of 37.5 and above will be politely asked to leave.

N/A since Dec 2020

Increased hygiene and cleaning

- Automatic and pump action hand sanitisers at Centre entrance/exit and in high touch and high traffic areas.
- Cleaning and sanitisation of high touch areas increased.

Physical distancing

- Spaces measured to calculate the number of persons per 4m².
- Distancing indicators in high traffic areas.
- Chairs and other equipment removed to ensure distancing.

Signage and communication

- Signage across all areas of the facility, and on BALC website and social media, to show how to be COVIDSafe.

Staff training

- All staff undertaken Covid Safety training provided by DHHS.
- Risk assessments completed across Centre.
- Staff trained in cleaning and hygiene practices for each area.

Process for a confirmed case

- BALC has an seven step process, ensuring isolation, reporting, tracing, cleaning.
- All visitors to have their details recorded electronically for contact tracing.

BALC's services



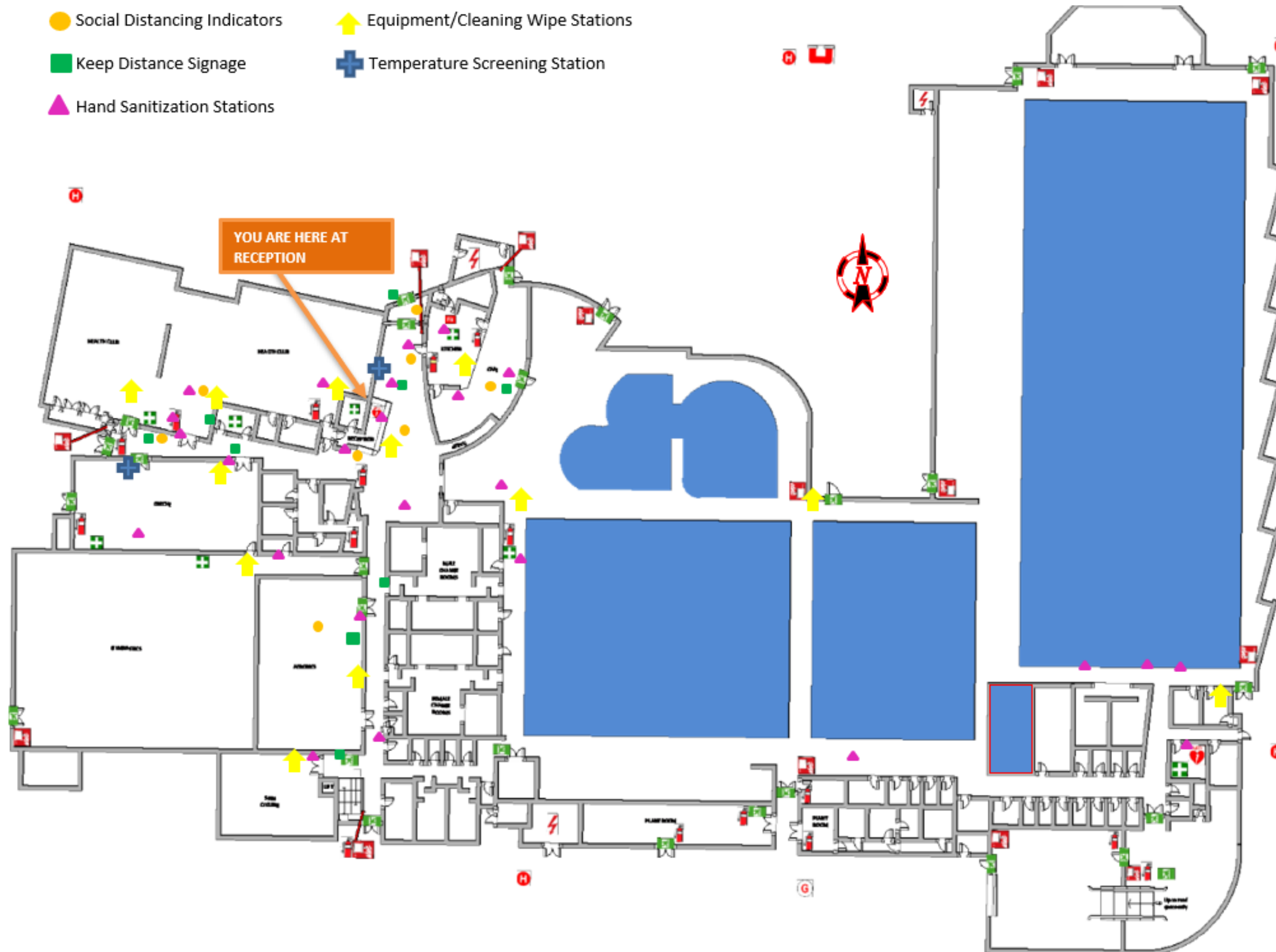
Ballarat Aquatic and Lifestyle Centre

Contact number	5334 2499
Email address	balc@ballarat.vic.gov.au

Facilities and services provided

50m pool	✓	3x Group Fitness studios	X	Children's Centre	X	Fitness camps	X
25m pool	✓	Outdoor Group Fitness	X	Health Club	✓	Cafe	X
Learn to swim pool	✓	Swimming lessons	X	Change rooms/pods	✓		
Multipurpose pool	✓	Gymnastics lessons	X	Group Fitness classes	X		
Steam room	X	Spa	X	Personal training	X		

COVIDSafe map of BALC



BALC area capacity



Social distance capacity per room / space / area - 4m2

Room / area	Total m2	Total people (per 4m2)	Government number limits	Open / closed
Creche	96	24	0	CLOSED
Studio 2	73	18	0	CLOSED
Shared office space	74	18	18	OPEN
Gymnastics	523	130	0	CLOSED
Studio 1	144	36	0	CLOSED
Studio 3	90	20	0	CLOSED
Gymnastics viewing area	72	18	0	CLOSED
Meeting room	29	7	0	CLOSED
First upstairs office	10	2	2	OPEN
Shared upstairs office space	29	7	7	OPEN
Staff room	21	5	0	CLOSED
Health Club large office	11	2	2	OPEN
Health Club small office	6	1	1	OPEN

BALC area capacity cont.



Social distance capacity per room / space / area - 4m2				
Room / area	Total m2	Total people (per 4m2)	Government number limits	Open / closed
School change room X 2	14	3	0	CLOSED
Swim school office	22	5	0	CLOSED
25m pool office / storage	11	2	0	CLOSED
25m grandstand	115	28	0	CLOSED
Swim school storeroom	27	6	0	CLOSED
Reception office	10	2	2	OPEN
Reception area inc. behind desk	74	18	18	OPEN
Airlock entry	27	6	6	OPEN
Health club	455	113	10	OPEN
Foyer / hot desk area	55	13	13	OPEN
Male group changerooms	75	18	0	OPEN
Office opposite shared space downstairs	6	1	1	OPEN

BALC area capacity cont.



Social distance capacity per room / space / area - 4m2				
Room / area	Total m2	Total people (per 4m2)	Government number limits	Open / closed
Female group changerooms	75	18	0	CLOSED
Learn to Swim Pool	208	100 across all pools	20 across all pools	OPEN
25m Pool	502	100 across all pools	20 across all pools	OPEN
Hydro Pool	290	100 across all pools	20 across all pools	OPEN
50m Pool	1026	100 across all pools	20 across all pools	OPEN
50m pool group changerooms	18	4	0	CLOSED
50m pool offices x2	12	3	3	OPEN
First Aid room	14	3	3	OPEN
Office next to First Aid room	15	3	3	OPEN
Steam room	16	4	0	CLOSED
Spa	22	5	0	CLOSED
Health Club consult room	5	1	0	CLOSED
Cafe	108	27	0	CLOSED

Process for a suspected or confirmed COVID-19 case



swa.gov.au/coronavirus

Suspected or confirmed case of COVID-19 at work

If the suspected or confirmed case of COVID-19 is at work



1. ISOLATE

Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. INFORM

Ring the national COVID-19 hotline (1800 020 080). Follow the advice of health officials.



3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



4. CLEAN

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



5. IDENTIFY

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



6. CLEAN

Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



7. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

BALC COVID safe areas – entry / reception / foyer



**Entry /
reception /
foyer
Cafe**



Total people allowed in the entry and reception areas per 4m²:

- Airlock entry per 4m²: 6-person capacity
- Reception area, including behind reception desk, per 4m²: 18-person capacity
- Foyer / hot desk waiting area per 4m²: 13-person capacity
- Café area per 4m²: 27-person capacity

- Updated conditions of entry that includes COVIDSafe requirements, rules and expectations
- Transparent (Sneeze) screens at reception desk
- Floor decals to assist queuing in line with 1.5m social distancing
- Hand sanitiser station at entry and exit of facility

BALC COVID safe areas – general areas



General areas



- Updated conditions of entry that includes COVIDSafe requirements, rules and expectations
- Floor decals to assist queuing in line with 1.5m social distancing
- Hand sanitiser stations accessible in 22 areas across the facility
- Twice daily cleaning in addition to contract cleaning

BALC COVID safe areas – Health Club



Health Club



- Health Club limit per 4m²: 10-person capacity
- Updated conditions of entry that includes COVIDSafe requirements, rules and expectations
- Transparent (sneeze) screens at Health Club desk
- Floor decals to promote 1.5m social distancing
- Hand sanitiser station at entry of Health Club and participants to sanitize their hands as they enter
- Wipes provided for participants to wipe down equipment before and after use

BALC COVID safe areas – Group Fitness studios



Studio 1



Studio 1 - CLOSED

- o Total people per 4m²: 0

Studio 2 - CLOSED

- o Total people per 4m²: 0

Studio 3 - CLOSED

- o Total people per 4m²: 0

Studio 2



Studio 3



- Updated conditions of entry to each studio that includes COVIDSafe requirements, rules and expectations
- Participants to book in via online booking system
- Hand sanitiser station in each studio
- Wipes provided to wipe down studio equipment before and after use

BALC COVID safe areas – 50m and 25m pools



50m Pool



50m Pool

oTotal people per 4m²: 20 capacity across all pool areas

25m Pool

oTotal people per 4m²: 20 capacity across all pool areas

- Updated conditions of entry that includes COVID Safe requirements, rules and expectations
- Hand sanitiser stations provided in various spots across pool deck

25m Pool



BALC COVID safe areas – Multipurpose and LTS pools



Multipurpose Pool



Multipurpose Pool

- o Total people per 4m²: 20 capacity across all pool areas

Learn to Swim Pool

- o Total people per 4m²: 20 capacity across all pool areas

LTS Pool



- Updated conditions of entry that includes COVIDSafe requirements, rules and expectations
- Hand sanitiser stations provided in various spots across pool deck

BALC COVID safe areas – Spa and Steam Room



Spa



Spa - CLOSED

- oTotal people per 4m²: 0 capacity across all pool areas however 0 person capacity in Spa

Steam
Room



Steam Room - CLOSED

- oTotal people per 4m²: 0 capacity across all pool areas however 0 person capacity in Steam Room

BALC COVID safe areas – Changerooms



Changerooms



CHANGEROOMS ARE CLOSED

- Limit of numbers of people in changerooms and toilets in line with physical distance rules
- Bench and seating decals located throughout in line with 1.5m physical distance recommendations
- Installation of hand sanitizer stations, increased disinfection of toilets

BALC COVID safe areas – Children's Centre



Children's Centre



CHILDREN'S CENTRE IS CLOSED

- Updated conditions of entry that includes COVIDSafe requirements, rules and expectations
- Floor decals to assist queuing in line with 1.5m physical distancing
- Hand sanitiser station at entry and inside of Children's Centre
- Regular cleaning of high touch areas
- One parent or guardian to complete drop off or pickup
- The educator will ask if the parents, the child or anyone in the family have been unwell
- Educators will assist children to wash their hands with soap and water
- Parent and children details recorded for contact tracing purposes
- All children must be booked in prior by contacting the centre

CovidSafe sign off



Implementation Action	Details	Date	Manager signature
COVID-19 reopening checklist	Completed COVID-19 reopening checklist		
COVIDSafe plan	Facility has completed this COVIDSafe plan		
Risk assessments	Manager has read and understood specific COVID-19 risk assessments for each department and applied control measures prior to opening		
Sector prestart Covid-19 checklist	COVID-19 reopening checklist completed and recommended safety measures implemented		
Health and safety checklist	Reopening health and safety checklist		
Facility cleaning	Deep clean of facility completed prior to opening		
COVIDSafe training	All staff have completed COVIDSafe training requirements		
COVIDSafe declaration	All staff have completed and digitally signed the COVIDSafe declaration		

CovidSafe resources, references and links



[BALC Covid Reopening Shared files](#)

[COVID-19 Policy and Procedure Hub - \(COB\)](#)

<https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

<https://www.dhhs.vic.gov.au/sport-and-exercise-regional-victoria-second-step-covid-19>

<https://www.safeworkaustralia.gov.au/>

<https://www.vic.gov.au/coronavirus-covid-19-restrictions-roadmaps>

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>