

ASCTA Swim Australia

Best Practices for Restarting Swim Schools and Learn to Swim



Developing Lifelong Swimmers to Thrive and Succeed

Disclaimer

- We are gathering information from many sources;
- You must use your own knowledge and best judgment and if in doubt consult the appropriate State authorities;
- It is up to each swim school to determine if you will use these guidelines;
- Using these best practices in no way guarantees that communicable diseases, including but not limited to COVID-19 will not be present in a facility; that people actively infected with communicable diseases might be present in the facility nor does implementation of these best practices guarantee that a person or persons will not contract COVID-19 or other communicable diseases from persons or contact within a facility;
- It is important to remember that all plans must comply with local, state and federal public health guidelines which at this time, vary across the various jurisdictions across the country;
- There are a number of links at the end of this document that will assist Swim Schools in keeping up to date with the latest information pertaining to COVID-19.

This position is current as at 5pm (AEST) on 15th May 2020

These best practices must be considered against our remit as a national industry association for swim schools and a professional association for swim coaches and teachers.

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PLANNING AND PREPARING FOR THE RESUMPTION OF LEARN TO SWIM AND SWIM SCHOOL OPERATIONS

The following document has been developed to assist with reopening swim schools in Australia. This information is designed to assist swim school owners, managers and coordinators and seeks to provide further information for operating as safely as possible.

ASCTA/Swim Australia have participated in calls, meetings, research and discussions with industry bodies and representatives to share recommended best practice to reopen safely.

We have been lobbying and communicating with Federal and State Ministers in a variety of portfolios including, Health, Education, Sport, Small Business and Treasury. We have also communicated and lobbied local representatives to make sure we are able to open at an appropriate time. We worked vigorously to ensure we did not get lumped into stages that would not allow pools and swim schools to reopen.

Based on available information, we believe it is time to share the steps we recommend to safely open. This best practice document and resources are shared as a guideline only. We recognize that individual situations will be different and swim schools do not have to open if they are not ready or do not feel comfortable to open or it is not financially viable.

Our aim is to provide guidance for swim schools and we expect this will be a living document that will benefit everyone as we all learn what is working and what is not.

PLANNING AND PREPARING FOR THE RESUMPTION OF LEARN TO SWIM AND SWIM SCHOOL OPERATIONS cont.

This document has been produced on the basis that rules and regulations will be provided by Federal, State, and local authorities and will need to be assessed and interpreted depending on your physical site and its design, your location and how lessons are conducted.

ASCTA/Swim Australia recommends the “get in, swim/have lesson, get out” philosophy to reduce time and exposure.

Since COVID-19 impacted swim schools we have used the tagline **#WeALLSwimTogether** and pleasingly we have seen our industry from bottom up unite, share, connect and support each other.

Thank you to everyone who helped create this document including:
ASCTA board: (Tony Shaw, Lynn Elliott, Brian Stehr, Bill Kirby, Chris Myers, David Lush, Emma Lawrence, Haydn Belshaw, Joanne Love)

Swim Australia Advisory Committee: (Darren Lange DLSA, Narelle Simpson NS Swim School, Debby Tattoli 5 Star Swim School, Nancy Shaw of Holsworthy Aquatic and Simon Watkins of Swim Am Byth.)

We acknowledge the following organisations who we have referred to for content and resources:

- City Venue Management
- Kirby Swim
- Royal Life Saving Society
- Swimming Australia
- United States Swim School Association
- Many others who have contributed.

COVID-19 AND POOLS – IS IT SAFE TO RESUME ACTIVITY?

According to the scientific literature, there is no increased risk of contracting COVID-19 from swimming in chlorinated pools, and pool operators adhering to previously set guidelines will control risk from waterborne COVID-19¹.

Further, the US based Centre for Disease Control and Prevention (CDC) suggests that there is no evidence that COVID-19 can be spread to people through water in pools² but individuals need to continue to protect themselves and others both in and out of the water through following appropriate social distancing measures and good hand hygiene practices.

We recognize that for all swim schools there will be stages of opening. Conditions that exist on day one may be different three months later. We also recognize each State and Territory will be in different stages of opening and may have different restrictions based on their situation. When using this document, remember that not all these will apply to your swim school. We advise you to make use of the parts that are effective and sustainable for your business.

One of the first things to do is appoint someone to be your COVID-19 officer. This person is to make sure someone is following government and health department updates so that you are up to date on the most recent information.

PRE-OPENING

1. Each Swim School should have a COVID-19 liaison responsible for staying up to date on community and state recommendations and any associated changes. This responsibility is important. Consider who might be best placed to undertake the specific tasks of updating policy and procedures, staff training, customer updates etc.
2. Update or create a new operations manual that reflects the changes made for COVID-19. Ensure it is all in writing and set your policies and expectations including any adjustments to your staffing. Include the following aspects:
3. Documents and updates from [Safe Work Australia](#) and Federal/State Health departments;
4. What to do if a confirmed COVID-19 infection has been detected or traced to your facility/staff/customer;
5. Cleaning procedures;
6. Policy on make up's if your facility needs to close for a 'deep clean' resulting from a COVID-19 infection;
7. Updated HR policies related to sick leave resulting from COVID-19 related illness/infection
8. Communicate with staff and customers related to reopening and the 'new normal';
9. Refer to the [Safe Work Australia resource kit](#) for posters, templates etc.
10. Consider if you want to change your policies and waivers to include infectious diseases. Consult with your solicitor if you decide to add to your policies.
11. Consider adding a COVID-19 surcharge to your fees to remain viable during the re-start period (stages 1, 2 and 3).
12. Make sure you have a plan to assess and report the risks on an ongoing basis

PRE-OPENING (cont.)

13. Staff training:

- a. All staff should complete the [COVID-19 on-line training](#)
- b. Staff should be updated with changes to operation policy and procedures such as class sizes, teaching methods, PPE, cleaning protocols, health questionnaires, reporting, entry exits, social distancing, etc.
- c. Staff should be given educational materials pertaining to COVID-19 for themselves, customers, and the swim school.
- d. Ensure everyone is on the same page and consistent. Explain the how and why. Now is a good time to set up a group to work through how this will be implemented

14. Calculate the size in each area (eg: if reception is 5m x 4m = 20sqm under the 4sqm rule five people can be in the reception area, including staff). If the pool area is 25m x 10m = 250sqm then $250/4 = 62$ people can be in the pool area subject to social distancing and group limits.

15. Have your families been surveyed before opening to gauge customer sentiment before reopening – such questions could be:

- a. Will customers recommence swimming lessons straight away? If not, why?
- b. What do customers see as the most important social distancing/non-transmission initiatives?
- c. Do customers know/care about the COVID19 virus not being able to survive in chlorinated water?
- d. Whether returning to lessons or not, what is our customer's primary concern?

16. Before recommencing lessons, encourage all swimmers and their caregivers to download the Australian Government's COVID tracing app to assist in tracing cases and notifying impacted individuals.

ENTERING THE BUILDING—
PARKING LOT, FRONT
DOOR & ENTRY AREA



For Customers and Visitors

1. Signage in the parking lot to inform parents what to do. Is it one way in and another way out
2. Be clear and consistent about your policy and processes to all swimmers and their parents/caregivers - post appropriate [signage](#) around the facility
3. Minimize touch to enter the building – how can you limit touchpoints and how are you cleaning them and how often:
4. Install an automatic door;
5. Temperature checks are not required. If you are going to have someone open the door and administer temperature checks. Ensure you know and comply with the regulations of your State:
 - a) It will be important to provide appropriate PPE for these people and proper training to work in this position – facility cleaners and customer greeters. Note, there is currently no requirement in Australia for masks or gloves if you are healthy.
6. Consider if front desk/customer service members need a safety screen now. Consider minimizing the number of those working in this position as you may have fewer customers in building. Can you redirect calls to phones that are not customer facing?
7. An alternative is to place an additional table or chairs in front of your front desk so that customers are at least 1.5m away from customer service team members.
8. Post signage if you are going to ask those who have shown symptoms do not enter your building. This signage to include the screening questions you are using and have a space for maximum occupancy. Leave the actual number blank so you can change it over time.

For Customers and Visitors (cont.)

9. Current COVID-19 related government restrictions as they apply to everyone are:
 - a) Any swimmer/caregiver that has travelled overseas must self-isolate for 14 days and not attend swimming;
 - b) Any swimmer/caregiver that has been in contact with a confirmed case of COVID-19 must self-isolate for 14 days;
 - c) Any swimmer/caregiver with symptoms or signs of COVID-19 (see below) MUST NOT attend a Swim School until full recovery has taken place;
10. Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly. People with coronavirus may experience symptoms such as:
 - Fever
 - Coughing
 - Sore throat
 - Shortness of breath
 - Loss of taste or smell
 - Temperature above 37.5 c
 - Fatigue
 - Unusual muscle aches and pains
 - Diarrhea

For Customers and Visitors (cont.)

11. Consider messages like “We are following State health department guidelines in regard to number of people allowed for gatherings and 4sqm spacing.”
12. Consider cones/barriers/chairs with ropes to create inbound one way traffic and outbound one way traffic.
13. Consider only allowing one parent per child into the building.
14. Ask families to wait in their cars until just before time to enter for their lessons.
15. Text caregivers to be ready to pick up swimmers from the front entry area?
16. Require swimmers to arrive in their swimsuits.
17. Make sure any surface markings have non-slip coating.
18. Have arrows to guide people on maintaining safe distances and how to get into the pool if you have changed traffic patterns. If using stickers/decals on the floor, make sure they have a non-slip coating.
19. Consider requiring hand sanitizing for all parents and children entering the building. This may require a touchless hand sanitiser dispenser at entry/exit locations or a customer service member pumping sanitiser for customers.
20. Include signage about proper hand washing technique near all lavatories and hand washing stations.

For Swim Teachers

1. Ask staff to arrive for their shift in uniform.
2. Ask staff to bring minimal personal items.
3. If possible, only a towel and water bottle. Consider having a lock box for car keys/valuables with limited access (i.e. supervisor/manager)
4. Suggest that staff leave additional personal items in vehicles or at home.
5. Customer service staff could meet other staff at the front door and open the door to decrease touch points.
6. Customer service staff could ask the following questions of each staff member (This could be done on mobile phone as a form or questionnaire and then submit to the company).
7. Current COVID-19 related government restrictions as they apply to everyone are anyone who has:
 - a) travelled overseas in the past 14 days?
 - b) been in contact with a confirmed case of COVID-19 in the past 14 days?
 - c) any symptoms or signs of COVID-19 (see below)? Staff MUST NOT attend a Swim School until full recovery has taken place
8. Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly. People with coronavirus may experience symptoms such as:
 - Fever - Temperature above 37.5 c
 - Coughing
 - Sore throat
 - Shortness of breath
 - Loss of taste or smell
 - Fatigue
 - Unusual muscle aches and pains
 - Diarrhea

For Swim Teachers (cont.)

9. If the answer to any of these questions is yes, it is highly recommended the staff member go for a test and provide a copy of the result before allowing them to return to work.
10. Notify your supervisor that you will not be able to work. This will lead to a better sense of safety for those at the swim school. It will cut down on those who could carry the virus. It is not absolute. It is a further layer of protection.
11. Install a hand sanitizing station at the front door for all staff entering the facility to use.
12. Consider how staff clock in/out for shifts (try to be hands free). If not possible then sanitizing wipes should be provided to wipe down the time clock device or laptop. Wipe down the device, clock in and then wipe down the device again.
13. Everyone entering the pool area should use hand sanitiser or wash their hands before teaching classes.
14. If employees are using lockers they should be wiped down before and after use. It is recommended minimal personal objects be brought to the pool.
15. Think through how work roster and class rolls will be posted. Can they be sent by text or emailed in advance?

Customer Service Officer

1. A customer service officer could greet customers at the front door and open the door for their family, to decrease touch points.
2. The customer service officer could then confirm questions posted at front door by asking them directly (if not answered online prior to each lesson) and confirming they are safe to enter and swim.
3. A hand sanitiser station at the front door for everyone who enters to use or customer service officer to dispense.
4. Confirm correct/updated contact information for all customers entering the building so you can contact everyone in the event you need to notify them of a confirmed case. Keep accurate records of who is in the building at what day/times.
5. Have signage at entry points as listed previously. Include a policy on payment:
 - We will not be taking any cash at the Centre until further notice. Credit card/direct debit only.

PHYSICAL CONSIDERATIONS FOR RECEPTION AREA



Lobby Area

1. Markers denoting 1.5m social distancing should be placed on the floor in front of the front desk. A sign should be located at the end of the line communicating that if all the floor markers are occupied please wait outside until there is a marker spot available.
2. The marker directly on the floor in front of the front desk should be placed 2m back.
3. Consider installing a protective shield between customers and staff. You can also utilize a table, chairs or similar in front of the front desk to create a physical barrier. The goal is to create 2m of separation. Alternatively, an acrylic or plexiglass barrier will provide protection for team members in this area. Note, the current Australian Government advice is that it is not necessary to install a screen between workers and the public (customers) as the interaction time between them is shorter. However, many businesses have chosen to protect workers by installing these screens including retail stores, pharmacies, and doctor's surgeries.
4. Complete a risk assessment to assist decision making about what type of screen is best for your workplace. The screen must allow the worker to safely work and protect their face from exposure to droplet spray. Installing a perspex screen may result in other WHS risks that you will need to consider.
5. If chairs are in this area, consider reducing the number. Consider marking where chairs go by using tape on the floor to denote 1.5m. If chairs do not move, consider signage and tape on chairs to mark social distancing. If there are benches, then perhaps one family per bench or a staggering so that no one is too close together.

Lobby Area (cont.)

6. If allowing caregivers to enter the pool area to watch lessons, allow caregivers to view their child's lesson comfortably with safety precautions in place.
7. If appropriate, allow for remote viewing of lessons.
8. All shared items should be removed from the front desk. This include pens, flyers, business cards etc. Every team member should have their own supply of these items. If pens are required, wipe them before and after use. Anything touched by our hands should be sanitized.
9. Hand sanitiser should be provided regularly through a facility.
10. Water fountains should be placed out of order. Guidance from your local health department may be needed if they require them to operate. The water itself is not the issue, rather touching the button or bar to make water come out. Putting your face near a surface that could contain the virus could be overcome with disposable cups and wipes to use to operate drinking fountains. Be sure to provide a rubbish or recycling bin if using this option.
11. Consider eliminating lost and found. Especially for clothing items. Do not shake any towels or clothing items as this could put virus in the air.
12. Be aware that customers may be very sensitive to hygiene for some time and anything that looks messy could translate to unclean in their minds.
13. Specific guidance on gloves as it pertains to COVID-19 can be found [here](#)

Lobby Area – Customer Flow

1. If your procedure is for a caregiver accompany a swimmer into the pool, only have one caregiver accompany each student to their swim lessons and request students to arrive dressed for lessons.
2. Ask caregivers to arrive within five minutes of the scheduled class time. If they arrive early ask them to wait in a designated (inside or outside) area depending on the layout of the facility. Signage to denote 4sqm isolation should be in the waiting area. Provide chairs if social distancing can be achieved in the waiting area.
3. Once swimmers enter the facility they could sit in the lobby and wait at a seat with their caregiver until called by name to enter the pool area.
4. Customer Service staff could call swimmers to their class, hold doors open for swimmers and direct them to their classes. Consider ways to create one-way traffic on pool deck to avoid swimmers crossing each other's path. Alternatively, schedule breaks between classes or stagger start times.
5. At the end of class, caregivers could return to the door that the child entered the pool area to retrieve their child. Consider marking the floor to indicate where they should stand to ensure they are 1.5m apart.
6. No interaction between teacher and parents should occur. Swim Schools will need to determine how to manage communication with parents during this time. Consider text, email, and social media options.
7. Change rooms can only be used as restrictions ease and various stages permit this.
8. When change rooms are approved to be used consider a system to assign a change room then have it cleaned before it can be used again.

Chairs and Tables

1. All seating in the lobby will be adjusted to comply with social distancing guidelines. They should be monitored. Family groups can sit together but enforce social distancing for all others.
2. Chairs and tables should be sanitized on a regular basis. Customers should see these measures and be educated on them. After each family or customer leaves, the tables and chairs that were occupied should be sanitised. Provide sanitising wipes and paper towels for those who want to wipe down their own chairs. Provide rubbish bins for used wipes and towels and remove waste frequently.

Play Areas

1. Remove all small toys and close the play area.
2. Maintain a cleaning schedule of this area until approved to open within the social distancing guidelines

Retail Display Snack Bars and Drinks

1. Retail displays should be moved to avoid multiple touch points by customers and staff.
2. Consider creating an online store or only allow customer service staff to touch these items.
3. If you sell food, you could limit food to only prepackaged foods or redirect to vending machines.
4. Decide how you will handle it if someone wants to try on a swim costume or clothing merchandise. Do you have a policy on returns?
5. Touch areas of vending machines should be part of your cleaning process or consider removing your vending machine completely.
6. The current Australian Government advice is that it is not necessary to install a screen between workers and the public (customers) as the interaction time between them is shorter. However, many businesses have chosen to protect workers by installing these screens including retail stores, pharmacies, and doctor's surgeries.

Swim Teachers

Customer Service Team and Managers

1. Swim teachers should maintain 1.5m/4sqm social distancing and a hand washing/sanitizing regimen in this area. They should spend little time here and avoid idle conversation.

1. Review physical considerations above. The goal is to protect everyone in your facilities. Remind and enforce social distancing. You can do this by:
 - a) using physical barriers.
 - b) consider only allowing credit/debit card transactions if your software will do this. Consider not allowing cash transactions for the time being.
 - c) minimise paper forms. Try to convert to electronic and have them fill out on their own devices. Remember if you still must use clipboards or pens those should be sanitised before and after each use. The same applies to electronic devices like iPads – sanitise after every use or provide an individual cover for each user.
 - d) assign each person their own station. Clean the station before and after each shift. Wash hands at intervals throughout the shift.

PHYSICAL CONSIDERATIONS FOR THE POOL



The Teaching Environment

1. The primary risks within the class environment are:
 - a) Transmission of virus swimmer to swimmer;
 - b) Transmission of virus swimmer to teacher;
 - c) Transmission of virus teacher to swimmer;
 - d) Transmission of virus from swimming aids to swimmer/teacher.
2. Factors that exacerbate this risk are:
 - a) Teachers manually assisting swimmers to achieve drill/skill progression exposing themselves face to face with the swimmer;
 - b) Teachers continuing to work while displaying symptoms that could in fact be the COVID-19 virus;
 - c) Children attending lessons while displaying symptoms that could in fact be the COVID-19 virus;
 - d) A-symptomatic children and/or teachers spreading the COVID-19 virus through close contact;
 - e) Children coughing, sneezing, heavily breathing on or around others in the class possibly transmitting the COVID-19 virus.

The Teaching Environment – Suggested strategies

1. Remove all toys, kick boards and teaching equipment until safe to use again;
2. If equipment is used, clean all toys (dive rings etc.) after each use. Equipment is to be cleaned in a sanitising solution following government cleaning protocols;
3. No sharing of equipment between swimmers - discontinue the loan of goggles and encourage everyone to bring their own equipment;
4. Maintain proper pool chemistry. Consider automated and monitored chemical sanitising systems. Always follow State or Local Health department standards as a minimum. Promote the systems you use (UV, Ozone etc.) to demonstrate how you are doing everything to stay COVID safe;
5. Maintaining social distancing in the pool will be the most challenging aspect. To maintain 1.5m/4sqm distances, calculate the square meters for your pool. Include teachers, parents and students in your calculation for classes and students. Currently everything is subject to the 1.5/4sqm rule;
6. Consider reduced class sizes (while still remaining viable) or provide more pool space per class to enable greater social distancing during the class?
7. Place children from the same household in the same class;
8. Bring caregivers into the water to work with children at the direction of the swim teacher to assist low level water confidence swimmers 3+ years;;
9. Infant toddlers with parents could be taught as a group if you have enough water to maintain social distancing;
10. Create boxes of 4sqm in lanes for swimmers/caregivers to participate in lessons;
11. Reassign high risk teachers (i.e. pre-existing medical condition) to teach out of the water or perform other duties;
12. No high fives, handshakes, spitting or contact;
13. Consider staggering class start times to minimise the possibility of swimmers congregating in groups within acceptable social distancing measures;

The Teaching Environment – Suggested strategies

14. Assign a teacher to a section of the pool for the entire shift, thus minimising movement of groups around the facility;
15. Modify lesson plans to reduce/inhibit face to face teaching within 1.5m or consider if PPE could be required such as a face shield in these instances;
16. Not all classes/levels present the same risk. Swim schools should categorise their class levels into low, medium, and high exposure risk levels;
17. Spaced proximity classes include swimmers who can complete skills and drills without requiring assistance from the teacher in the water and the class area is sufficient that appropriate social distancing from other swimmers is maintained;
18. Moderate proximity classes include swimmers who can be unassisted from a water confidence point of view, but the teacher needs to manually manipulate the swimmer in the water to help them attain/improve their skill;
19. Close proximity classes are low level water confidence classes requiring the teacher to manually assist the swimmer move in and out of the prone position as well as manually assisting them through the water and/or infant and toddler classes that require a parent to be in the water with the swimmer. Consider when and how close proximity classes should be conducted (i.e. stage 3 not stage 1 or 2);
20. Infant teachers using demonstration dolls instead of an infant/toddler in the class;
21. Consider a Hygiene Officer for each shift. The Hygiene Officer's role is to facilitate disinfection of equipment at the end of each lesson and assist teachers in certain situations when dealing with a child with a runny nose etc;
22. Disinfection – WA Department of Local Government, Sport and Cultural Industries has mandated that, "While equipment should not be shared, it can be used if it is cleaned and disinfected following use and prior to being used again"
23. Bathroom facilities to be used on an urgent needs basis and cleaned thoroughly and regularly with limited usage dependent on size of facility.

Swim Teachers

1. Protection for swim teachers will require significant attention and thought. COVID-19 is a respiratory illness. It is spread between people who are in close contact and through respiratory droplets when an infected person coughs, sneezes or talks. It is possible to get COVID-19 by touching a surface with the virus and then touching your face. PPE is referred to in the GSPO Guidelines for COVID-19. There are several strategies for protecting swim teachers. You will have to choose what will work best for your team and based on guidelines, risk levels and safe work requirements.
2. Swim schools need to implement control measures to eliminate or minimise the spread of COVID-19 and ensure the health and safety of their workers and others. This is a requirement under Work Health and Safety laws. Refer to the requirements in your States or Territory.
3. Swim teachers should be assigned one zone in the pool to work/stay in for their entire shift.
4. Lesson plans should be adjusted to deter face to face contact and assist with distancing guidelines.
5. Breath control skills should be performed with students blowing to the side.
6. Lesson plans should be adjusted so that the swim teacher is not faced directly to the student but modified to the side.
7. Teacher to student ratios should be modified to reflect how many people can be allowed in the facility/ building at one time.
8. Consider creating swim teacher teams that work the same shifts so if there is a possible infection that team can self-quarantine without impacting other teams.

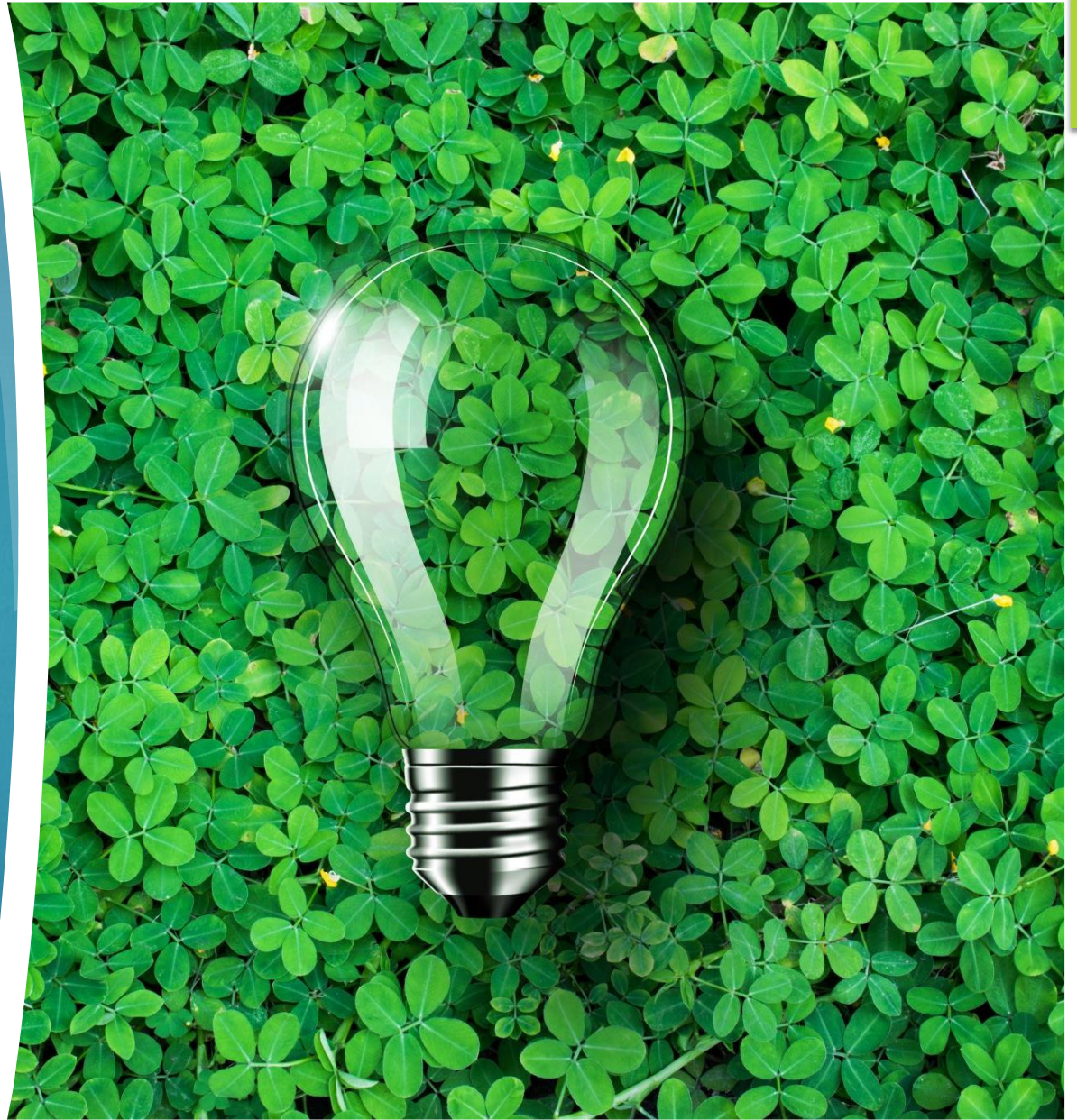
Swim Teachers - PPE

1. Consider whether PPE should be worn by staff based on the following:
 - there is no requirement by the Health Department for this industry to wear masks/face shields;
 - a face shield may provide the best form of protection for a teacher who needs to work face to face with a swimmer in close proximity. A face shield will greatly reduce/stop any droplets transferring from swimmer to teacher because it covers the eyes nose and mouth. However, face shields may result in customers losing confidence or scaring children. It is recommended you consider not using them and think about other teaching methods instead;
 - face shields should cover the mouth, nose, and eyes. These are 3 areas of concern for infection. It remains to be seen how effective these will be;
 - face shields may be difficult to communicate through or conduct demonstrations (in particular underwater) while being worn;
 - this [link](#) provides instruction on how you can make your own face mask for less than \$10.00;
 - training will need to be conducted with staff if used on how to safely put them on and take them off;
 - consideration on cleaning and storage of the face shields;
 - work with your swim teachers to make sure they are on board with your choice. Any face shield will have to be comfortable physically and emotionally;
 - consider the impact face shields might have on customer confidence in relation to your program.

Customers

1. If parents are on the pool deck make sure social distancing is maintained – mark where they can go, remove seating, limit times they can be on poolside etc.
2. If parents come on poolside, consider whether they should wear masks.
3. Swimwear dryers, hair blow dryers and hand dryers should not be available/used currently.
4. Switch to paper towels and ensure you have enough rubbish bins which are emptied often. Consider touchless dispensers if possible.
5. See earlier notes on changing rooms. Consider using every other one or assigning dressing rooms and cleaning dressing rooms after every use. Consider having disinfectant available in each changing room with signage to encourage cleaning after each use.
6. Clean every surface several times an hour. Document cleaning.
7. Signage should be created to explain and support all social distancing efforts in the facility. The goal is to explain the why behind what you are doing.
8. Sanitiser and wipes should be available in this area.
9. For baby changing, with space permitting, consider baby mats which can be rotated through a cleaning procedure after each use, or encourage parents to bring their own changing mats.
10. Encourage customers to wear appropriate clothing to and from the pool to avoid having to change (i.e. dressing gown, deck parker, beanie, ugg boots etc.), especially as we head into winter.

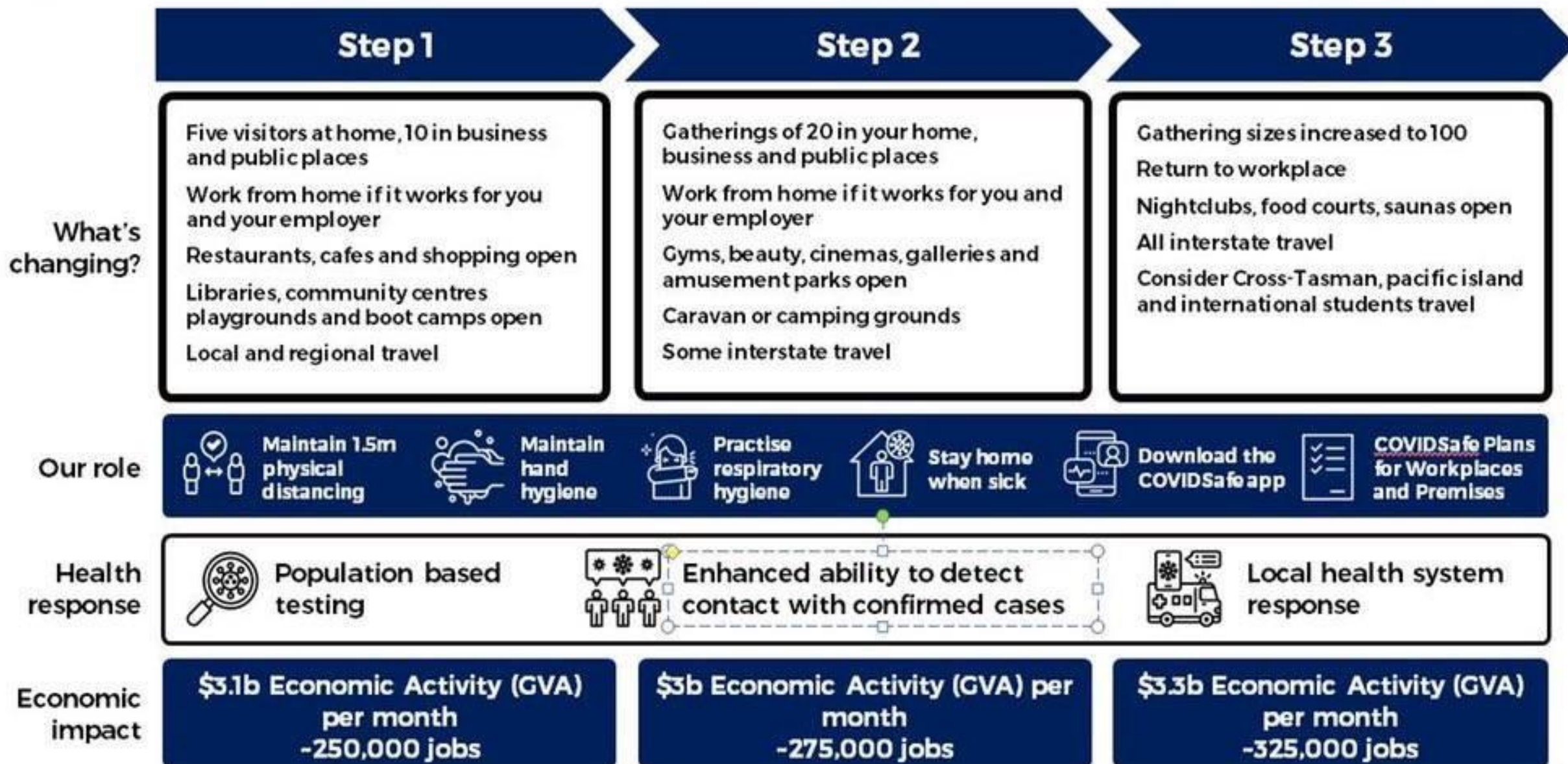
ADDITIONAL RESOURCES



Roadmap to a COVIDSafe Australia

COVIDSAFE

States and territories will move at different times based on local conditions





3 STEP FRAMEWORK FOR A COVIDSAFE AUSTRALIA

MAINTAIN 1.5M DISTANCING AND GOOD HYGIENE • STAY HOME IF UNWELL • FREQUENTLY CLEAN AND DISINFECT COMMUNAL AREAS • COVIDSAFE PLAN FOR WORKPLACES AND PREMISES

	GATHERINGS & WORK	EDUCATION & CHILDCARE	RETAIL & SALES	CAFES & RESTAURANTS	ENTERTAINMENT & AMUSEMENT VENUES	SPORT & RECREATION	ACCOMMODATION	WEDDINGS, FUNERALS & RELIGIOUS SERVICES	HAIR & BEAUTY SERVICES	DOMESTIC TRAVEL
	ALL STEPS ARE SUBJECT TO EXPERT HEALTH ADVICE • States and territories can implement changes based on their COVID-19 conditions.									
STEP 1	STEP 1: The important first small steps - connect with friends and family - allowing groups of people to be together in homes and in the community. Businesses reopen, and more people return to work.									
	Non-work gatherings of up to 10 Up to 5 visitors at home in addition to normal residents Work from home if it works for you and your employer Workplaces develop a COVIDSafe plan Avoid public transport in peak hour	Child care centres, primary and secondary schools open as per state and territory plans Universities/technical colleges to increase face-to-face where possible and prioritise hands-on, skills based learning	Retail stores open Retail stores and shopping centre managers must develop COVIDSafe plans Auctions/open homes can have gatherings of up to 10, recording contact details	May open and seat up to 10 patrons at one time Need to maintain an average density of 4m² per person Food courts are to remain closed to seated patrons	To remain closed Indoor movie theatres, concert venues, stadiums, galleries, museums, zoos, pubs, registered and licensed clubs, nightclubs, gaming venues, strip clubs and brothels Exception: Restaurants or cafes in these venues may seat up to 10 patrons at one time	No indoor physical activity including gyms Community centres, outdoor gyms, playgrounds and skate parks allow up to 10 people Outdoor sport (up to 10 people) consistent with the AIS Framework for Rebooting Sport Pools open with restrictions	Continue current arrangements for caravan parks and camping grounds (closed to tourists in some states and territories) Hostels and hotels are open for accommodation	Weddings may have up to 10 guests in addition to the couple and the celebrant Funerals may have up to 20 mourners indoors and 30 outdoors Religious gatherings may have up to 10 attendees Every gathering must record contact details	Hairdressers and barber shops open and record contact details Beauty therapy and massage therapy venues, saunas and tattoo parlours remain closed	Allow local and regional travel for recreation Refer to state and territory governments for border restrictions
STEP 2	STEP 2: Building on slightly larger gatherings and more businesses reopening. Higher risk activities may have tighter restrictions.									
	Non-work gatherings of up to 20 States and territories may allow larger numbers in some circumstances Work from home if it works for you and your employer Workplaces develop a COVIDSafe plan Avoid public transport in peak hour	Child care centres, primary and secondary schools open as per state and territory plans Universities/technical colleges to increase face-to-face where possible and prioritise hands-on, skills based learning	Retail stores open Retail stores and shopping centre managers must develop COVIDSafe plans Auctions/open homes can have gatherings of up to 20, recording contact details	Cafes and restaurants can seat up to 20 patrons at one time Need to maintain an average density of 4m² per person Food courts are to remain closed to seated patrons	Indoor movie theatres, concert venues, stadiums, galleries, museums, zoos may have up to 20 patrons To remain closed: pubs, registered and licensed clubs, RSL clubs, casinos, nightclubs, strip clubs and brothels Exception: Restaurants or cafes in these venues may seat up to 20 patrons at one time	Up to 20 people allowed to participate in outdoor sports consistent with the AIS Framework for Rebooting Sport Up to 20 people allowed to participate in all outdoor sports Pools open with restrictions	Caravan parks and camping grounds fully open All accommodation areas open and allow gatherings of up to 20 people	Weddings may have up to 20 guests in addition to the couple and the celebrant Funerals may have up to 50 mourners Religious gatherings may have up to 20 attendees Every gathering must record contact details	Hairdressers and barber shops open and record contact details Beauty therapy and massage therapy venues and tattoo parlours can open with up to 20 clients in the premises and record contact details Saunas and bathhouses remain closed	Allow local and regional travel for recreation Consider allowing interstate recreational travel depending on the situation in each state and territory
STEP 3	STEP 3: A commitment to reopening of business and the community with minimal restrictions, but underpinned by COVIDSafe ways of living.									
	Non-work gatherings of up to 100 people Larger gatherings to be considered Return to workplace Workplaces develop a COVIDSafe plan Avoid public transport in peak hour	Child care centres, primary and secondary schools open as per state and territory plans Universities/technical colleges to increase face-to-face where possible and prioritise hands-on, skills based learning Consider reopening residential colleges and international student travel	Retail stores open Retail stores and shopping centre managers must develop COVIDSafe plans Auctions/open homes can have gatherings of up to 100, recording contact details	Cafes, restaurants and food courts can seat up to 100 people Need to maintain an average density of 4m² per person	Venues open in Step 2 may have up to 100 patrons Consideration will be given to opening bar areas and gaming rooms Exception: Restaurants or cafes in these venues may seat up to 100 patrons at one time To remain closed: strip clubs and brothel	All venues allowed to operate with gatherings of up to 100 people Community sport expansion to be considered consistent with the AIS Framework for Rebooting Sport	All accommodation areas open and allow gatherings of up to 100 people	Allow gatherings of up to 100 people Every gathering must record contact details	All establishments allowed to open with up to 100 people Record contact details	Allow interstate travel

NSW Government COVID-19 Response

From Friday 15 May, the following activities will be allowed in NSW:

- Outdoor gatherings of up to **10 people**
- Cafes and restaurants can seat **10 patrons** at any one time
- Households can have up to **5 visitors** at any one time
- Weddings can have up to **10 guests**
- Indoor funerals can have **up to 20 mourners**, outdoor funerals **up to 30**
- Religious gatherings and places of worship can have up to **10 worshippers**
- Outdoor equipment can be used with caution
- Outdoor pools can open with restrictions



Roadmap to the new normal

Staged approach to COVID-19

This roadmap to the new normal is based on principles for personal responsibility, physical distancing, and hygiene, which are derived from the best available evidence and advice, applied in the context of the NT.



Roadmap to easing Queensland's restrictions

A step-down approach to COVID-19

Unite against **COVID-19** 

CONTINUING CONDITIONS			
• Social distancing, 1.5 metres and hygiene • Stay at home if you're sick • Tracking, tracing, rapid response • COVID SAFE Plans			
EASING TO DATE	STAGE 1: 15 MAY 2020 (4 weeks)	STAGE 2: 12 JUNE 2020 (4 weeks)	STAGE 3: 10 JULY 2020
SCHOOLS PLAN	11 May: Kindy, Prep Years 1, 11, 12	25 May: Years 2-10	School holidays (27 Jun-12 Jul)
Family, friends and community - Gatherings in homes (household) - 2 visitors from the same or different households, or up to 5 visitors from the same household - Household or one friend and within 50 kms of home for recreational purposes: - go for a drive - have a picnic - visit a national park - go fishing, boating or jet-skiing Retail shopping - Allowing retail shopping for non-essential items within 50 kms of home Schools - Gradual return to class 11 May: Kindy, Prep and Years 1, 11 and 12 25 May: Years 2-10.	Family, friends and community - Gatherings in homes (max 5 visitors, allowed from separate households) - Gatherings of up to 10 people: - outdoor, non-contact activity - personal training - pools (indoor and outdoor) - public spaces and lagoons* (e.g. South Bank Parklands, Cairns, Airlie Beach etc) - parks, playground equipment, skate parks and outdoor gyms - libraries - weddings - hiking and other recreational activities in national and state parks - places of worship and religious ceremonies - Funerals (max 20 indoors or 30 outdoors) - Recreational travel (max 150 kms within your region for day trips) Businesses and economy - Retail shopping 10 people permitted at any one time for: - dining in restaurants, cafes, pubs, registered and licensed clubs, RSL clubs and hotels - no bars or gaming - open homes and auctions - beauty therapy and nail salons (with register of clients and COVID SAFE Plan) Outback - Dining in restaurants, cafes, pubs, registered and licensed clubs, RSL clubs and hotels (max 20) for locals only (must show proof of residence) - no bars or gaming - Recreational travel (500 kms within the outback if you live in the outback).	Family, friends and community - Gatherings of up to 20 people: - homes - public spaces and lagoons (e.g. South Bank Parklands, Cairns, Airlie Beach etc) - non-contact indoor and outdoor community sport - personal training - gyms*, health clubs* and yoga studios* - pools (indoor and outdoor) and community sports clubs - museums, art galleries and historic sites - weddings - parks, playground equipment, skate parks and outdoor gyms - libraries - hiking, camping and other recreational activities in national and state parks - places of worship and religious ceremonies - Funerals (max 50) - Recreational travel, camping and accommodation, including caravan parks (max 250 kms within your region) Businesses and economy - Retail shopping 20 people permitted at any one time for: - dining in restaurants*, cafes*, pubs*, registered and licensed clubs*, RSL clubs*, hotels* and casinos* - no bars or gaming - indoor cinemas - open homes and auctions - outdoor amusement parks*, tourism experiences*, zoos* and arcades* - concert venues*, theatres*, arenas*, auditoriums* and stadiums* - beauty therapy, nail salons and spas (with register of clients and COVID SAFE Plan) - School holidays - drive holiday in your region - Queenslanders backing Queensland - Tourism accommodation Outback - Dining in restaurants*, cafes*, pubs*, registered and licensed clubs*, RSL clubs* and hotels* (max 50) for locals only (must show proof of residence) - no bars or gaming - Recreational travel (within the outback if you live in the outback).	Subject to further planning and review, interstate and interstate travel will be permitted and a maximum of 100 people will be permitted for: - gatherings in public spaces and homes - dining in restaurants, cafes, pubs, registered and licensed clubs, RSL clubs, food courts and hotels - indoor cinemas - places of worship and religious ceremonies - museums, art galleries and historic sites - pools and community sports clubs - community sport - gyms, health clubs and yoga studios - outdoor amusement parks, zoos and arcades - concert venues, theatres, arenas, auditoriums and stadiums - weddings - funerals - saunas and bathhouses - open homes and auctions - casinos, gaming and gambling venues - pubs, registered and licensed clubs, RSL clubs and hotels - nightclubs - beauty therapy, tanning, waxing, nail salons and spas, tattoo parlours and non-therapeutic massage parlours - libraries - hiking, camping and other recreational activities in national and state parks. The public health rules to maintain - Physical distancing 4 square metres per person when indoors - Hand hygiene - Respiratory hygiene - Frequent environmental cleaning and disinfection * More with COVID SAFE Plan approved by health authorities

COVID SAFE checks

- Minimum four weeks between stages
- Surveillance and epidemiological indicators suggest a move would NOT present an undue risk
- Testing is widespread and adequately identifies community transmission
- Point source outbreaks are effectively contained by public health actions.

 **COVID SAFE check point**
- assess impact - review border
- review biosecurity and designated areas

 **COVID SAFE check point**
- assess impact - review border
- review biosecurity and designated areas

 **COVID SAFE check point**
- assess impact - review border
- review biosecurity and designated areas



SOUTH AUSTRALIAN ROADMAP FOR EASING COVID-19 RESTRICTIONS

CURRENT IN SA



1 per 4sqm



10 max

- Work from home where possible
- Take away from restaurants, cafes, pubs, wineries and breweries
- Retail not restricted
- Outdoor exercise
- Social gatherings
- Schools open
- Aged care visits limited
- Outdoor playgrounds

STEP 1: FROM 11 MAY



1 per 4sqm



10 max

- Regional travel
- Uni and TAFE face-to-face tutorials
- Outdoor dining for restaurants and cafes
- Community, youth and RSL halls
- Auctions and inspections
- Local government libraries
- Sport training (outdoor only)
- Funerals (20 indoor / 30 outdoor max)
- Worship, weddings and ceremonies
- Pools (limits apply)
- Campgrounds and Caravan parks

STEP 2: FROM 8 JUNE*



1 per 4sqm



20 max

- Cinemas and theatres
- Seated dining
- Galleries and museums
- Beauty, nails, tattoo, massage (non-therapeutic)
- Driving instruction lessons
- Gyms and indoor fitness
- Funerals (50 max)
- Sport transition to competition without spectators, including indoor

FUTURE STEPS FOR CONSIDERATION

- Larger gatherings
- Licenced pubs and bars (non-food)
- Nightclubs
- Shisha/hookah bars
- International students returning
- Casino and gaming venues
- Stadiums and larger entertainment venues
- Food courts
- Spas and saunas
- State border restrictions
- Travel into protected communities

*subject to public health assessment at the time



If you have cold or flu symptoms, seek testing and stay home until you are well



Wash your hands often, wipe frequently touched surfaces, and cover coughs and sneezes



Keep 1.5 metres distance from others



Vulnerable people like the elderly and people with chronic health conditions should talk to their doctor about what is appropriate for them

11 May 2020

- Funerals – increase from 10 to 20 attendees.
- Aged care visits - one visit per week and no more than two visitors, managed by the facility.
- National parks and reserves - open to residents for exercise within 30km of their home.
- TasTAFE campuses and training facilities open for invited small groups of students only attending practical learning and assessment sessions.

Stage One - subject to Public Health advice

18 May 2020

- Gatherings increase to 10 people (except visitors to households for any purpose, which is capped at 5 people) for indoor and outdoor, including real estate, small religious gatherings and weddings. Funerals can extend to 30 people outdoors.
- Restaurants and cafes in all settings (including restaurants in pubs, clubs, hotels and RSLs) to open and seat patrons of up to 10 people at a time. Seated table service only with social distancing.
- Border controls remain in place, except Tasmanian residents can quarantine in their principal residence if it is suitable.
- Community and local government facilities and libraries allowed to open for up to 10 people.
- Park exercise equipment and playgrounds, pools and boot camps open for up to 10 people.
- Vulnerable people* are encouraged to stay home and protect their health.

25 May 2020

- Kindergarten to Year 6 students return to learning at school.
- Year 11 and 12 students at extension schools and colleges return to learning at school.
- Aged care visits - move to national restrictions of two visitors, once a day.

Stage Two - subject to Public Health advice

15 June 2020

- Gatherings increase to 20 people at a time for indoor and outdoor, including restaurants/cafes, cinemas, museums, galleries, historic sites, religious gatherings and weddings.
- Visitors to households to be reviewed.
- Funerals up to 50 people.
- Accommodation, unlimited.
- Camping, overnight boating and shacks open.
- Open homes and auctions can resume with 20 people.
- Border controls remain in place.
- Gyms and boot camps for up to 20 people.
- Beauty services (including tattoo, nails, waxing, facials and tanning) for up to 20 people.
- Park exercise equipment and playgrounds open for up to 20 people.
- Outdoor community sport* to resume, with up to 20 athletes/personnel.
- Indoor sport and recreation*, including pools with up to 20 people, no spectators.
- Vulnerable people* are encouraged to stay home and protect their health.

Stage Three - subject to Public Health advice

13 July 2020

- Gatherings: 50 – 100 (indoor/outdoor) with the maximum allowable number to be determined by Public Health.
- Aged care homes allowed 5 visitors and multiple visits
- Border controls remain in place.
- Consider opening bars, night clubs and casinos/gaming.
- Markets to open, subject to Public Health advice.
- Food courts and food vans at markets may open.
- Spas and bathhouses to reopen.
- Day trips and camping for school groups allowed.
- Outdoor community sport* to resume, with numbers to be guided by Public Health.
- Indoor sport and recreation*, including pools with numbers to be guided by Public Health.
- Vulnerable people* are encouraged to stay home and protect their health.

*Vulnerable people includes Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions. People 65 years and older with chronic medical conditions. People 70 years and older. People with compromised immune systems, and people with a disability.

*As guided by AIS proposed framework for rebooting community sport.



Our way forward

Western Australia's roadmap for the easing of COVID-19-related restrictions



1

Phase 1 - now in effect

- Non-work gatherings limit raised from 2 to 10 people
- Some additional non-contact public activities permitted
- Schools re-opened for Term 2
- Home opens permitted in accordance with the limit on gatherings

2

Phase 2 - in effect Monday 18 May

- **Indoor and outdoor non-work gatherings limit raised to 20 people**
- **Western Australians are encouraged to return to work**, unless unwell or vulnerable
- **Regional boundaries adjusted** - travel will be permitted:
 - 1 - Between Perth, Peel, Wheatbelt, South West & Great Southern
 - 2 - Between Mid-West, Gascoyne & Pilbara*
 - 3 - Within the Goldfields-Esperance region*
 - 4 - Between Local Government Areas in the Kimberley*

* Restrictions on travel to remote communities and biosecurity areas remain in place
- **Dine-in meal service can resume at restaurants and cafés**, with a 20 patron limit
- **Bars and pubs can reopen**, but must operate like a restaurant (20 patron limit, patrons must be seated and alcohol can only be served with food)
- **Places of worship, libraries, community centres & community facilities may reopen**, with a 20 patron limit
- **Weddings and funerals** limit raised to 20 attendees indoors or 30 attendees outdoors
- **Indoor and outdoor fitness and dance classes allowed**, with a 20 participant limit and minimal shared equipment
- **Non-contact community sport and training allowed**, with a 20 person limit
- **Limited reopening of public pools**



3

Phase 3 - expected around four weeks after Phase 2

Phase 3 will be subject to health advice, but will focus on continuing to build stronger links within the community and include further resumption of commercial and recreational activities. It may include:

- Further increase to non-work gathering sizes
- Deepening playgrounds, skate parks and outdoor gym equipment

Additional resources for reference and consideration:

Safe Work Australia:

- [COVID-19 Information for workplaces](#)
- [Resource Kit](#):

Health Department:

- [Environmental cleaning and disinfection principles for COVID-19](#)
- [COVID-19 infection control training](#)
- [COVIDSafe app](#)
- [Australian Health Protection Principal Committee AHPPC](#)
- [The AHPPC recommended special provisions for vulnerable people in the workplace](#)
- [What to do if a staff member or customer becomes sick](#)

State Governments:

- [NSW State Government COVID-19 website](#)
- [QLD State Government COVID-19 website](#)
- [VIC State Government COVID-19 website](#)
- [WA State Government COVID-19 website](#)
- [SA State Government COVID-19 website](#)
- [NT State Government COVID-19 website](#)
- [ACT State Government COVID-19 website](#)

Royal Life Saving Society

- [Guidelines for Safe Pool Operations – COVID-19](#)
- [Case for Re-Opening Aquatic Centres and Swim Schools](#)
- [Advice for Aquatic Industry and Swim Schools – 15 May](#)

Australian Institute of Sport / Swimming Australia

- [AIS Framework for Rebooting Sport Summary](#)
- [Swimming Australia ational Guidelines for Restarting Club Environments](#)