

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**



## Your COVID-19 Safety Plan

### Gyms and indoor recreation

#### Business details

<b>Business name</b>	City of Parramatta - Ollie Webb Reserve Water Playground
<b>Business location (town, suburb or postcode)</b>	Ollie Webb Reserve, Glebe Street, Parramatta
<b>Select your business type</b>	
Swimming pools, saunas and spas	
<b>Completed by</b>	Erin Hrouda
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<b>Effective date</b>	11 September 2021
<b>Date completed</b>	22 September 2021

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#### Wellbeing of staff and customers

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

Agree

Yes

### **Tell us how you will do this**

Signposted Conditions of Entry to include instructions for staff and visitors to stay away from water playground if unwell or if they have been identified as a close contact or a person with Covid-19.

### **Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.**

**Agree**

Yes

### **Tell us how you will do this**

- Regular COVID-Safe news and updates sent to all staff from the City of Parramatta People & Culture team.
- Staff can use the online resource to check symptoms:  
<https://www.health.gov.au/resources/apps-and-tools/healthdirect-coronavirus-covid-19-symptom-checker>.
- Staff are encouraged to participate in Learning & Development training modules aimed at assisting staff to be COVID-Safe.
- Staff are notified and aware of the situations where face masks are either strongly recommended or mandatory to be worn in and around the workplace dependant on current Mandatory Face Coverings Public Health Orders.
- Staff are aware that the correct fitting of facemasks, covering mouth and nose must be observed and must communicate this to visitors/patrons if required.
- Face Mask signage displayed in prominent locations in the workplace such as in the foyer areas and messaging reminding workers and members of the public.
- Staff have been trained in the additional COVID-Safe cleaning requirements and are aware of the increased COVID-Safe cleaning requirements and cleaning checklists within the venue.
- Staff have been trained in the process of collecting and storing contact details of all visitors electronically.

### **Display conditions of entry including requirements to stay away if unwell and record keeping.**

**Agree**

Yes

### **Tell us how you will do this**

- Display patron safety Information posters, which include the conditions of entry at water playground entrances and on website. Included in this are the requirements to stay away if unwell and the mandatory check-in process (QR Code check in).

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

Agree

Yes

### **Tell us how you will do this**

Not applicable to water playgrounds (no sub-premises).

**Encourage staff to access COVID-19 vaccination.**

Agree

Yes

### **Tell us how you will do this**

- City of Parramatta have setup a Special Leave incentive for staff who are getting a vaccination during work hours.
  - People and Culture team send out on a regular basis COVID update to all staff via email and vaccination is a part of this with links to more information about vaccines as well as strongly encouraging staff to speak with their healthcare professional if they have any concerns about the vaccine.
  - A staff survey has been conducted to ascertain the vaccination status of staff. Where applicable staff will not be allowed to work if not in adherence with public health orders.
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## Physical distancing

**Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.**

**Note: Gym and group dance classes must not exceed 20 persons.**

Agree

Yes

**Tell us how you will do this**

- Placing signs around the water playground reminding adults to stay 1.5 metres distance apart.
- Staff to monitor congestion in specific areas. City of Parramatta Community Safety Officers/Rangers to undertake random visits and encourage compliance with Public Health Orders or report to local Police in the case of overcrowding.
- City of Parramatta to measure area of water splash pad and divide by 4 to calculate maximum number of adults allowed in water playground at any given time (children excluded from calculation). This number is to be signposted as a guideline for adults attending the water playgrounds. Note: 25 person limit not to be used for water playgrounds due to the fact that they are outdoor facilities.
- This number will also be used to assist City of Parramatta Community Safety Officers/Rangers during random visits to water playgrounds.
- Where Community Safety Officers/Rangers observe significant failure to comply with Public Health Orders, local Police will be contacted (local Police to be provided with Council contact to deactivate water playgrounds if/when deemed necessary).

**Ensure 1.5m physical distancing where possible, including:**

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

Agree

Yes

**Tell us how you will do this**

Placing signs around the water playgrounds reminding adults to stay 1.5m apart (signs will encourage the wearing of face masks in accordance with Public Health Orders).

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

**Agree**

Yes

**Tell us how you will do this**

- Signpost to encourage a 30 minute time limit for water playground use during busy times (specifically splash pad area).
- Reference will be made on signage to comply with Public Health Orders (conditional to water playground remaining open).
- Where Community Safety Officers/Rangers observe significant failure to comply with Public Health Orders, local Police will be contacted (local Police to be provided with Council contact to deactivate water playgrounds if/when deemed necessary).

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

**Agree**

Yes

**Tell us how you will do this**

- Placing signs around adjacent areas reminding adults to stay 1.5m apart.
- Signs will encourage the wearing of face masks in accordance with Public Health Orders immediately outside the water playgrounds.

**Singing by audiences is not allowed in indoor areas.**

**Dancing is not allowed in indoor areas except for group dance classes, where no more than 20 people are permitted to dance.**

**Patrons can only consume alcohol when seated in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

Not applicable.

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## **Ventilation**

**Review the 'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://nsw.gov.au) and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

**Agree**

Yes

**Tell us how you will do this**

- Not applicable to outdoor water playgrounds.
- Applicable to public toilets serving water playgrounds.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

- Water playgrounds are in an outdoor setting within public parks and adjacent to children's playgrounds. They are therefore wholly outdoor environments.
- Water playgrounds are co-located with nearby public toilet facilities which although are indoors, are naturally well ventilated with open ventilation (designed to remove

odours).

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

**Agree**

Yes

**Tell us how you will do this**

- The nearby public toilets are already naturally well ventilated to remove odours. However, where the public toilets have a secondary door to the outside, these will be propped open to increase ventilation to wash basin area.

**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).**

**Agree**

Yes

**Tell us how you will do this**

- Not applicable (public toilets are naturally rather than mechanically ventilated).  
- Not applicable to water playground area (outdoor only).  
- Signs will encourage the wearing of face masks in accordance with Public Health Orders while using amenities.

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

**Agree**

Yes

**Tell us how you will do this**

Not applicable (public toilets are naturally rather than mechanically ventilated).

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

## Agree

Yes

### Tell us how you will do this

Not considered necessary for outdoor water playgrounds or naturally ventilated public toilets (where the public toilets have a secondary door to the outside, these will be propped open to increase ventilation to wash basin area).

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## Hygiene and cleaning

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

**Note: People engaging in strenuous physical exercise are exempt, unless they are participating in an indoor gym class or dance class.**

## Agree

Yes

### Tell us how you will do this

Signs will encourage the wearing of face masks in accordance with Public Health Orders while outdoors and while using public toilets.

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

## Agree

Yes

### Tell us how you will do this

Supply soap in toilets rather than sanitiser as it would be highly susceptible to tampering or vandalism in public setting.



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

**Agree**

Yes

**Tell us how you will do this**

Soap and paper towels (or hand dryers) to be provided within toilets and checked/restocked a minimum of once a day.

**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**

**Agree**

Yes

**Tell us how you will do this**

Not applicable to water playground (outdoor only). However, we will have an increased cleaning regimen to clean touch points within playground once a day (Safework Australia guidelines).

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## **Record keeping**

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors.**

**Note: Community centres and halls are not required to collect electronic entry records but are strongly encouraged to do so.**

Agree

Yes

**Tell us how you will do this**

- Display NSW Government QR code on all signage such as entrances to site and around water playground perimeter.
- City of Parramatta Community Safety Officers/Rangers to encourage visitors to use Service NSW App QR code check in where appropriate.

**Processes must 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.**

Agree

Yes

**Tell us how you will do this**

- Display NSW Government QR code on all signage such as entrances to site and around water playground perimeter.
- City of Parramatta Community Safety Officers/Rangers to encourage visitors to use Service NSW App QR code check in where appropriate.

**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.**

Agree

Yes

**Tell us how you will do this**

- Unable to monitor continuously without full time officer onsite. However, City of Parramatta Community Safety Officers/Rangers to encourage visitors to use NSW

Government QR code check in.

- Information signs to be translated into most appropriate second language for the local area of each water playground.

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes