**Victoria’s roadmap: Physical recreation**

On 6 September, the Victorian Government announced Victoria’s roadmap for reopening which outlines considered and gradual steps to ensure that businesses can open safely and effectively.

As many Victorian businesses reopen, the priority will be the health and safety of workers, volunteers and participants.

The industry roadmap includes four steps to easing restrictions and reopening businesses. These steps will be subject to trigger points, determined by our health team to consider any potential changes to the restrictions and will be based on case numbers, testing numbers and other factors.

- The trigger points mean that metropolitan Melbourne and Regional Victoria will take steps (and move to associated restriction levels) at different times.
- Each industry will also have a different restriction level depending on which step metropolitan Melbourne or Regional Victoria is in.

The below Physical Recreation Roadmap is intended to assist physical recreation businesses to prepare to safely operate in accordance with the easing of restrictions, while also ensuring the public feels confident that their health and safety is being protected. This includes workplaces such as: gyms, health clubs, wellness clubs, studios, swimming pools and saunas, indoor courts, rinks, bowling alleys or other sporting facilities. It does not include outdoor recreation activities, such as rock climbing, fishing, orienteering etc. Refer to the Outdoor Attractions and Experiences Guideline.

The current restriction levels for metropolitan Melbourne and regional Victoria are highlighted in the below roadmap.

<table>
<thead>
<tr>
<th>Step</th>
<th>Metropolitan Melbourne</th>
<th>Regional Victoria</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Step</td>
<td><strong>Metropolitan Melbourne:</strong> First Step commenced at 11.59pm on 13 September.</td>
<td>Closed</td>
</tr>
<tr>
<td>Second Step</td>
<td><strong>Metropolitan Melbourne:</strong> Move to the Second Step from the later of:</td>
<td>Indoor Closed Exception for outdoor swimming pools</td>
</tr>
<tr>
<td></td>
<td>• Reaching an average daily case rate of 30-50 cases over the previous 14 days, and</td>
<td></td>
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<td></td>
<td>• 28 September</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Regional Victoria:</strong> moved to Second Step from 11.59pm on 13 September 2020</td>
<td>Indoor Closed Exception for outdoor swimming pools</td>
</tr>
<tr>
<td>Third Step</td>
<td><strong>Metropolitan Melbourne:</strong> Move to the Third Step from the later of:</td>
<td>Heavily restricted</td>
</tr>
<tr>
<td></td>
<td>• Reaching &lt;5 new cases (state-wide average over last 14 days) and &lt;5 cases with unknown source (state-wide total last 14 days), and</td>
<td>Indoor physical recreation streaming/recording of classes only.</td>
</tr>
<tr>
<td></td>
<td>• 26 October 2020</td>
<td>Outdoor activity with participant cap. Density quotient applies.</td>
</tr>
<tr>
<td></td>
<td><strong>Regional Victoria:</strong> Move to Third Step from 11.59pm on 16 September 2020 assuming the following requirements are met:</td>
<td>Outdoor activity with participant cap of 10 people (not including instructor/trainer). Density quotient applies.</td>
</tr>
<tr>
<td></td>
<td>• &lt;5 new cases per day (regional average over last 14 days); and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 0 cases with unknown source (regional total last 14 days).</td>
<td></td>
</tr>
<tr>
<td>Last Step</td>
<td><strong>Regional Victoria and metropolitan Melbourne:</strong> Move to the last step from the later of:</td>
<td>Restricted</td>
</tr>
<tr>
<td></td>
<td>• Reaching no new cases for 14 days (state-wide); and</td>
<td>Increased indoor and outdoor open. Increased participant cap and density quotient.</td>
</tr>
<tr>
<td></td>
<td>• 23 November 2020</td>
<td></td>
</tr>
<tr>
<td>COVID Normal</td>
<td><strong>Regional Victoria and metropolitan Melbourne:</strong> Move to COVID Normal if we reach no new cases for 28 days (state-wide), no active cases (state-wide) and no outbreaks of concern in others states or territories.</td>
<td>Open with a COVIDSafe Plan. Record keeping requirements. Density quotient applies.</td>
</tr>
</tbody>
</table>

Status as at 11.59pm on 16 September

Current restrictions on Physical Recreation businesses

All businesses need to know their obligations and ensure they have an understanding of the current restrictions in place throughout Victoria.

Under directions issued under the Public Health and Wellbeing Act, all businesses must abide by the following restrictions in both metropolitan Melbourne and regional Victoria respectively.

These restrictions apply to all physical recreation workplaces, such as: gyms; health clubs; wellness clubs; studios; swimming pools and saunas; indoor courts; rinks; bowling alleys; and other sporting facilities.
- For the purposes of the restrictions, indoor premises are areas that are substantially enclosed by a roof and walls (for example, rooms, indoor courts, pavilions, warehouses and studios). All other premises are considered outdoors (for example, ovals, outdoor courts etc.).
- These guidelines do not apply to outdoor recreation activities and attractions, such as rock climbing, fishing etc (Refer to Outdoor Attractions and Experiences Guidelines).

These restrictions may be updated at any time based on the latest public health advice.

Closed (Metro Melbourne): If your physical recreation business is in metropolitan Melbourne you must close until we move to the Third Step of the reopening roadmap, under directions issued under the Public Health and Wellbeing Act. The information contained within these guidelines does not apply to you at this time.

The remainder of these guidelines outline the requirements for reopening under a Heavily Restricted level and apply to all physical recreation businesses in Regional Victoria.

<table>
<thead>
<tr>
<th>Metropolitan Melbourne</th>
<th>Regional Victoria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INDOOR CLOSED</strong></td>
<td><strong>HEAVILY RESTRICTED</strong></td>
</tr>
<tr>
<td>Indoor restrictions</td>
<td></td>
</tr>
<tr>
<td>• Physical recreation: Closed, except for emergency maintenance and repairs.</td>
<td>• Physical recreation: Closed for classes. Recording/streaming classes permitted.</td>
</tr>
<tr>
<td>• Swimming Pools: Closed, except for emergency maintenance and repairs. Exemptions for private pools and professional sport and high performance athletes.</td>
<td>• Swimming Pools: Closed, except for emergency maintenance and repairs. Exemptions for private pools and professional sport and high performance athletes.</td>
</tr>
<tr>
<td>Outdoor restrictions</td>
<td></td>
</tr>
<tr>
<td>• Physical recreation: Closed.</td>
<td>• Must have a COVIDSafe Plan.</td>
</tr>
<tr>
<td>• Swimming Pools: Closed, except for emergency maintenance and repairs. Exemptions for private pools and professional sport and high performance athletes.</td>
<td>• Physical recreation: Open, with higher capacity caps. Trampolining centres, BMX tracks and skateparks open. Play centres remain closed.</td>
</tr>
<tr>
<td>Participant limits (Indoors only)</td>
<td>• Swimming pools: Open for exercise only. Changerooms closed but toilets open. No congregation around the pool.</td>
</tr>
<tr>
<td>• Physical recreation: Closed.</td>
<td>• Minimum number of people required to conduct the recording/streaming/broadcast of fitness or dance classes. Maximum participant limit is the lesser of:</td>
</tr>
<tr>
<td>• Swimming Pools: Closed, except for emergency maintenance and repairs. Exemptions for private pools and professional sport and high performance athletes.</td>
<td>a) five people who are required to stream/record classes</td>
</tr>
<tr>
<td>Participant limits (Outdoors only)</td>
<td>b) the number permitted by the density quotient of one participant per four square metres, rounded down to the nearest number</td>
</tr>
<tr>
<td>• Swimming pools and physical recreation: Closed.</td>
<td>Exceptions to the swimming pool cap include for exclusive use:</td>
</tr>
<tr>
<td></td>
<td>a) By a single school at any one time for education purposes; or</td>
</tr>
<tr>
<td></td>
<td>b) For community sport in accordance with relevant provisions in the Restricted Activities Directions.</td>
</tr>
<tr>
<td></td>
<td>• Camps: Limited Outdoor recreation camps open without mixing of school groups in line with accommodation allowances and school reopening.</td>
</tr>
</tbody>
</table>

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### Current restrictions on Physical Recreation businesses (cont.)

<table>
<thead>
<tr>
<th>Metropolitan Melbourne</th>
<th>Regional Victoria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INDOOR CLOSED</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Access requirements</strong></td>
<td></td>
</tr>
<tr>
<td>• Swimming pools and physical recreation: Closed.</td>
<td><strong>Physical recreation:</strong> Walk-ins permitted</td>
</tr>
<tr>
<td></td>
<td><strong>Outdoor swimming pools:</strong> Walk-ins permitted.</td>
</tr>
<tr>
<td><strong>Equipment sharing requirements</strong></td>
<td></td>
</tr>
<tr>
<td>• Swimming pools and physical recreation: Closed.</td>
<td><strong>No communal or shared equipment within classes. Must be cleaned and disinfected between users.</strong></td>
</tr>
<tr>
<td><strong>Face covering requirements</strong></td>
<td></td>
</tr>
<tr>
<td>• Closed. Where exemption applies, all workers, volunteers and participants must wear a face covering at all times, except when in a pool, engaging in strenuous physical activity, drinking or eating.</td>
<td>• All workers, volunteers and participants must wear a face covering at all times, except when in a pool, engaging in physical activity, drinking or eating.</td>
</tr>
<tr>
<td></td>
<td><strong>Indoor streaming/recording of classes:</strong> Only one person at a time may be exempted from wearing a face covering as per the strenuous physical exercise exemption.</td>
</tr>
<tr>
<td><strong>Cleaning requirements</strong></td>
<td></td>
</tr>
<tr>
<td>• Closed. Where exemption applies, shared spaces must be cleaned regularly, including twice a day for frequently touched surfaces (for example, pool gates).</td>
<td><strong>Shared spaces and spaces open to members of the public at any Work Premises must be cleaned regularly, including twice a day for frequently touched surfaces (for example, pool gates).</strong></td>
</tr>
<tr>
<td><strong>Record keeping requirements</strong></td>
<td></td>
</tr>
<tr>
<td>• Closed. Where exemption applies, keep records of worker, volunteer and participant details for contact tracing, where person attends work premises for longer than 15 minutes.</td>
<td><strong>Keep records of worker, volunteer and participant details for contact tracing, where person attends work premises for longer than 15 minutes.</strong></td>
</tr>
<tr>
<td><strong>Signage requirements</strong></td>
<td></td>
</tr>
<tr>
<td>• Closed. Where exemption applies, display signage at each public entry to each space, indicating maximum capacity and COVIDSafe hygiene and physical distancing requirements.</td>
<td><strong>Display signage at each public entry to each indoor and outdoor space, indicating maximum capacity and COVIDSafe hygiene and physical distancing requirements.</strong></td>
</tr>
<tr>
<td><strong>Reducing work across multiple sites</strong></td>
<td></td>
</tr>
<tr>
<td>• Swimming pools and physical recreation: Closed.</td>
<td><strong>Staff should not work across multiple work workplaces. A system to manage this must be implemented (for example, a roster).</strong></td>
</tr>
</tbody>
</table>

Last updated: 15 September 2020
Six COVIDSafe Principles

All work premises must have a COVIDSafe Plan (see Creating a COVIDSafe Plan). A COVIDSafe Plan applies the six COVIDSafe Principles and sets out actions to help prevent the introduction of coronavirus (COVID-19) in the workplace. Display COVIDSafe signage in appropriate, high visibility locations.

1. Ensure physical distancing
All people in the workplace must be 1.5m apart and there should be no overcrowded areas. This means:
• Staff should work from home if possible
• Ensure staff and customers are 1.5m apart at all times. Where this is not possible, the duration of the close contact should be minimised
• Ensure the workplace abides by the four square metre rule density quotient
• Limit the total number of staff and customers in an enclosed area
• No carpooling between staff unless there is no alternative mode of transport to work

2. Wear a face covering
Staff and customers must wear a face covering in the workplace, except when in a pool, exercising or where health or other exemptions apply. This means:
• Provide face coverings to staff throughout the shift
• Ensure all staff wear face coverings while working, in accordance with defined exemptions
• Do not take face coverings off when talking on the phone or with others
• Use full PPE for high-risk settings

3. Practise good hygiene
Operators must regularly clean high-touch surfaces and encourage good hygiene practices by staff and customers. This means:
• Schedule regular cleaning and disinfecting of high-touch surfaces (including all surfaces and equipment) and make gloves available for this purpose
• Encourage regular handwashing by staff and customers and make soap and hand sanitiser available for all staff and customers throughout the workplace

4. Keep records and act quickly if staff become unwell
Have a strict policy that any staff who feel unwell must stay at home. This means:
• Support staff to stay home and get tested even if they only have mild symptoms.
• Have a plan to immediately close down for cleaning and contact tracing if there is a coronavirus (COVID-19) case
• Keep records of staff and customer details for contact tracing

5. Avoid interactions in enclosed spaces
All activities must be in outside areas, which don’t have a roof or ceiling. This includes:
• Staff meetings
• Lunchbreaks
• Customer registration

6. Create workforce bubbles
Limit the number of people staff have prolonged close contact with. This means:
• Keep pools of staff rostered on the same shifts
• Avoid overlap in shift changes
• Reduce staff working across multiple sites
Creating a COVIDSafe workplace: Outdoor physical recreation

All outdoor physical recreation businesses must ensure they apply the six COVIDSafe Principles to help prevent the introduction of coronavirus (COVID-19) in the workplace.

Workplaces included: Outdoor swimming pools, courts, ovals, parks or other sporting facilities that are outside.

Workers do not need to be included in the capacity limit. It is a limit on number of volunteers and participants only.

HEAVILY RESTRICTED (Regional Victoria): Examples of applying the six COVIDSafe Principles are shown below:

- Must comply with density requirements and participant limits
  - Swimming pool: 50 participants per pool, complying with density quotient of one person per four square metres
  - Physical recreation: 10 participants per group, complying with density quotient of one person per four square metres

- Record keeping for participants to complete
  - Require participants to complete records at Workplace entrance. Where Employer is utilising a public place (e.g. a park), ensure records are taken prior class or exercise start.

- Hand sanitiser made available

- Changerooms closed. Toilets open

- No congregation around pool

- Face coverings unless exercising
  - Participants must wear a face covering unless undertaking strenuous physical exercise or drinking.

- Signage displaying maximum capacity and COVID safe hygiene requirements

- Minimum distance of 1.5m between participants

- Cleaning and disinfecting schedule
  - Implement and display a deep cleaning schedule so it is easily accessible to workers.

For the latest information on restrictions in Victoria, visit: https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19
1. Ensure physical distancing

Physical distancing remains one of the most effective ways of slowing the spread of COVID-19 and is a vital part of creating a safe working environment.

Employers must implement physical distancing measures to create a COVIDSafe workplace. This means keeping a minimum distance of 1.5m between workers, volunteers and participants.

Heavily restricted (Regional Victoria):

- For outdoor physical recreation: Maximum of 10 participants per group. No cap if participants are all from the same household. Trainer is not included. Space available must be suitable to ensure members of the public are reasonably capable of maintaining a distance of 1.5 metres from each other;
- For indoor physical recreation: Closed, however recording/streaming/broadcasting of fitness or dance classes can occur with the minimum number of people required to conduct the recording/streaming, up to a maximum of five people, subject to the density quotient of one participant per four square metres, rounded down to the nearest number.
- For outdoor swimming pools: up to 50 people per pool or one person per four square metres of pool surface area, whichever is smallest.

Where density quotients apply, the area available for participants must be used when calculating the capacity limit for each separate area. You must not include any space that is not accessible to participants, such as kitchens, behind bars, or storage areas. Staff do not need to be included in the capacity limit. It is a limit on number of participants only.

Ensuring physical distancing between workers

Staff breaks
Spread out workers break times to reduce the number of people using communal facilities at the same time.

Minimise contact
Remove excess chairs and tables from communal break areas to encourage staff to stay a minimum 1.5 metres from one another.

Back of house
Reconfigure office spaces or workstations so that workers do not face each other where possible and can remain 1.5 metres apart.

Staff change rooms
Increase the number of areas for changing and consider staggering change times where practical.

Discourage carpooling
Staff should avoid carpooling to work. Employers should discourage carpooling and where possible, assist staff to find alternate transport options.

Implement virtual meetings
Staff pre-shift meetings and trainings should be held virtually or in areas that allow for appropriate physical distancing between workers. Food and beverages should not be shared.
1. Ensure physical distancing - continued

Physical distancing remains one of the most effective ways of slowing the spread of COVID-19 and is a vital part of creating a safe working environment.

Ensuring physical distancing between volunteers and participants

**Equipment spacing**
Equipment should be spaced so that workers, volunteers and participants using neighbouring equipment remain 1.5 metres apart (for example, pool chairs, yoga mats).

**Maintain physical distancing**
Provide physical barriers or floor markings to ensure physical distancing is maintained in classes and within the workplace (for example, at drink stations within swimming pool centres); consider installation of sneeze guards and separate entry and exit points if practical to minimise participant movement.

**Control the number of participants**
Display a sign at each public entry that includes information on the maximum number of people that can be in the space at a single time.
Control access to participant congregation areas (e.g. waiting areas) to assist your workers in encouraging participant compliance (including nominating a key workers member).

**Clear signage**
Consider including clear signage on floors in high-use areas to educate staff and customers on distancing requirements (for example, in entrances, poolside).

**Reservation-only arrangements**
Reservation-only arrangements should be considered for swimming pools. Consider staggering arrivals to minimise opportunities for people to mix whilst waiting for classes (for example, in pool waiting areas).

**Encourage cashless transactions**
Limit the use of cash transactions by encouraging customers to use tap and go, online ticketing or other contactless payment options.

**Reduce risks**
Use any other reasonable physical distancing measures to implement relevant recommendations by the Victorian Government to manage public health risks at your workplace.
2. Wear a face covering

You and your workers must wear a face covering at work, and to and from work, unless you have a lawful reason for not doing so.

A face covering needs to cover both your nose and mouth.

Employers must ensure employees wear a face covering while at work, unless an exemption applies.

Employers should encourage their workers to bring their own face covering where possible, however there is an obligation for employers to provide a face covering if a worker does not have one. Where the work or task requires the use of specific types of face coverings in the workplace, these must be provided by the employer. Where a worker seeks to provide and use their own face covering at work, an employer must ensure that it is meeting its obligations under the current Public Health Directions and the OHS legislative framework.

Employers have a responsibility to identify whether there is a risk to the health of employees from exposure to coronavirus (COVID-19) at their workplace.

Employers and workers have legal duties under the Occupational Health and Safety Act 2004. See WorkSafe Victoria for information about minimising health risks in your workplace.

Wearing a face covering in physical recreation workplaces

**Responsibility for wearing a face covering**

Responsibility for wearing a face covering rests with the individual. Employers must take reasonable steps to ensure their workers wear a face covering at all times when working at the employer’s premises, unless a lawful exception applies.

**Can participants take their face covering off to exercise?**

Customers must wear a face covering at all times while on the premises, except when in the pool, exercising or drinking (or if a lawful exception applies). This means the face covering must be worn by the participant when they are not exercising. For swimming pools, participants need to wear a face covering when out of the pool (e.g. returning to the changeroom). For indoor streaming/recording of classes, only one person at a time may be exempted from wearing a face covering. If the participant takes a break from exercise (for example, to go to the bathroom), then the face covering should be worn.

**Refusing entry for participants not wearing a face covering**

For the safety of workers and other participants, a business owner or worker can refuse entry to participants not wearing a face covering.

**How should individuals change their face covering?**

Single use face coverings should be disposed of and replaced after they have been removed. It is recommended that participants and workers carry a spare face covering in a plastic zip pocket to change their face covering after exercising. A workplace could also consider displaying signage that highlights the importance of washing hands before and after changing a face covering.

**Type of face coverings required**

Staff and participants can wear any type of face covering, such as cloth masks or single use surgical mask. A face mask is recommended over a face shield and other forms of face coverings for better protection. Face shields should only be used in limited situations where a face mask is not practical or safe for a person.
3. Practise good hygiene

Additional hygiene measures are a priority. Accommodation providers should review these guidelines to maintain good hygiene in their premises, and document hygiene practises in their COVIDSafe Plan.

Health and hygiene go hand in hand. To ensure the safety and wellbeing of your staff, business owners are encouraged to refer to WorkSafe Victoria, ‘How employers can use occupational health and safety (OHS) practice to plan for a pandemic’.

The Public Health and Wellbeing Regulations 2009 set out the requirements for businesses registered under the Act. Proprietors and staff should be familiar with the Australian Standards as they relate to their premises and businesses.

Workplace cleaning and disinfecting

Undertake initial pre-opening deep cleaning and implement an environmental cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathrooms.

Further advice about cleaning can be found at DHHS cleaning and disinfecting information

Cleaning and disinfecting schedule

Ensure surfaces are cleaned regularly, and high-touch surfaces cleaned at least twice on each given day. Equipment should be cleaned between classes. See further information about cleaning via the above link.

Accessible cleaning products and disinfectants

Make cleaning products available near commonly used surfaces where possible (for example, placing hand sanitiser near the register, on tables and chairs, and in bathrooms).

Reduction of high touch-points

Reduce touch points where possible, such as using contact-less payments and workplace access-cards, and using contact-less drink fountains and entry-points.

Education of customers and staff

Display posters on good hygiene and handwashing practices in prominent places and establish hygiene stations (with hand sanitiser) at entrances and throughout the Workplace to encourage hand hygiene of staff and customers.

Workplaces should regularly check that they are complying with current directions and advice provided by health authorities.
4. Keep records and act quickly if staff or customers become unwell

All businesses must keep records of every person who attends the workplace and should have a response plan, as part of their COVIDSafe plan, ready for the possibility of a person with coronavirus (COVID-19) at their premises.

Workplace attendance register

Under current public health advice, all Victorian workplaces are required to establish and maintain a ‘workplace attendance register’ of every person who attends the workplace for a period of more than 15 minutes. This includes all workers (including sub-contractors) and any customers or visitors permitted in the workplace (including workplace inspectors).

If a staff member or customer tests positive for coronavirus (COVID-19), a current and accurate workplace attendance register will allow the employer to immediately identify anyone who has been in close contact with that person within the 48 hours prior to the onset of their symptoms.

For more information regarding the definition of a close-contact, see: [DHHS coronavirus (COVID-19) Information](https://www.dhhs.vic.gov.au/coronavirus)

If a customer or employee who is a confirmed case of coronavirus (COVID-19) has attended your business while they are infectious, you must:

- **Shut down premises**
  Immediately shut down premises by default upon confirmation of positive case, until DHHS advises next steps.

- **Contact DHHS and WorkSafe**
  - Notify DHHS of the case as per the Employer obligations in the Workplace Directions, and provide workplace attendance register.
  - Consult with DHHS on whether the business is required to stay closed for a short period to facilitate cleaning and enable contact tracing.
  - Report the case to [WorkSafe](https://www.worksafe.vic.gov.au)

- **Determine hot spots**
  - Determine what areas of the business were visited, used, or impacted by the persons with coronavirus (COVID-19).

- **Clean the premises**
  - Close the affected area to prevent access prior to and during cleaning and disinfection
  - Consider engaging suitably qualified personnel to clean and disinfect the area
  - Open doors and windows to increase air circulation
  - The workplace should be thoroughly cleaned and disinfected before it can be re-opened and workers can return to work.

For more information, see [How to clean and disinfect after a COVID-19 case in non-healthcare settings](https://www.dhhs.vic.gov.au/coronavirus)
4. Keep records and act quickly if staff or customers become unwell - continued

All businesses must keep records of every person who attends the workplace and should have a response plan, as part of their COVIDSafe plan, ready for the possibility of a person with coronavirus (COVID-19) at their premises.

Next steps: Slowing the spread

**DHHS actions**

DHHS will liaise with operators where someone has been at the business while infectious with coronavirus (COVID-19). DHHS may request information from the operator to assist with contact tracing. DHHS may also request that the operator to assist with contact tracing. DHHS will contact anyone who is identified as a close contact of the case.

**Business actions**

Work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business.

Provide DHHS with a list of the customers, staff, and other visitors (for example, contractors, delivery workers) who may be close or casual contacts. Employers must keep a record of all workers and visitors who attend the workplace for longer than 15 minutes over the past 28 days.

Any staff member who tests positive for coronavirus (COVID-19) should remain in home quarantine until they have been notified by DHHS that they are no longer required to quarantine and have met its criteria for release. The staff member should follow DHHS guidance and their employer’s policy.

**Close contacts**

Staff who are determined as close contacts of a person with coronavirus (COVID-19) must quarantine and should not come to work for 14 days after their last close contact with the confirmed case. They should watch for symptoms and seek medical assessment and testing if they become symptomatic.

**A note on privacy**

Please respect the privacy of people with a confirmed case of coronavirus (COVID-19) and treat their condition with understanding and compassion.

If a staff member is quarantining, check in on their wellbeing regularly and monitor their mental health.

**What should I do if I am contacted by the media?**

You do not have to speak to the media, but if you do, ensure you have taken the time and considered the key messages you want to say. However, this should only be done in coordination with DHHS. Don’t respond immediately, take time to consider your key messages, focus on the wellbeing of the affected staff member or customers and measures undertaken to disinfect your property. Remember to respect people’s privacy and not give out names of people who have a confirmed case of coronavirus.

**Additional resources**

Staff who have been required to self quarantine after a COVID-19 test may be eligible to receive a one-off payment of $450 from the Victorian Government. Staff who are confirmed as COVID-19 positive may be eligible to receive a one-off $1500 payment from Commonwealth Government’s Pandemic Leave Disaster Payment for Victoria.

Further information on coronavirus-related pay and leave entitlements can be found through the Fair Work Ombudsman at:

- [Pay and Leave During Coronavirus](#)
- [Health and Safety in the Workplace During Coronavirus](#)
5. Avoid interactions in enclosed spaces

In Victoria, employers have OHS duties and obligations to do what is reasonably practical to provide a working environment that is safe and without risks to the health of staff or customers.

As part of creating a safe working environment that addresses risks associated with potential exposure to coronavirus (COVID-19), businesses should have a plan to minimise the amount of interactions conducted in enclosed spaces and maximise ventilation, air quality and use of outdoor spaces.

Indoor physical recreation workplaces must only open to permit streaming/recording of classes, and where it is not practical to close (for example, bathrooms at a pool).

Where the use of indoor spaces is required, for example entrances and bathrooms, businesses should have a plan to minimise the amount of interactions conducted and maximise ventilation, air quality and use of outdoor spaces.

Actions your business can take

Air quality and ventilation
Where participants are required to be indoors (for example, in bathrooms), open windows and outside doors where possible to maximise ventilation. Use air conditioning to enhance the flow of air, however ensure that you are not using the ‘recirculate’ mode.

Air quality when cleaning
Open outside doors and windows to increase air circulation before commencing cleaning and disinfection. Keep doors and windows open after cleaning and disinfection to allow the cleaning agents to disperse in the airflow.

Interactions between staff and customers
Limit interactions between staff and customers, such as using contactless payment methods and physical barriers.
6. Create workforce bubbles

Having ‘workforce bubbles’ can help reduce the risk of infection and support contact tracing initiatives.

A ‘workforce bubble’ is a group of staff who limit their in-person interactions to other members of the group. This strategy focuses on reducing the number of individuals in contact, rather than the number of interactions. Should a staff member test positive or have symptoms of coronavirus (COVID-19), it will contain the spread to a minimum number of people within the bubble, rather than requiring the whole business to undergo quarantine.

To reduce possible exposure and contact, businesses should:

Limit
the number of people that staff have prolonged close contact with

Modify
processes to reduce interactions between staff members during breaks, shifts, or when transitioning into or out of work periods where possible

Consult
with staff whose work is not essential to the physical operation of the business to determine if working from home or remotely is reasonably practical

Review
shift arrangements to create smaller teams and avoid mixing staff across shifts

Actions your business can take

Set up ‘pools’ of rostered staff
Review shift arrangements to create smaller teams and have each team work independently (known as cohorting) and avoid mixing staff across shifts.

Stagger shifts
Stagger or increase the time between shifts to eliminate bottlenecks and avoid intermingling between different teams.

Limit staff movement between work zones
Limit staff or contractor movements to one work zone (e.g. areas within a venue, sites, or geographic areas) unless it is not reasonable and practical. This includes coaches and instructors who may typically work across several workplaces. Where a staff member is working for different employers across multiple premises, they must provide a written declaration to employers. Employers must ensure declarations are collected and recorded.

Keep contact records
Keep records that will help businesses enforce workforce bubbles, such as knowing which staff are in different pools, start and end times of shifts etc. Employers must keep a record of all staff and visitors who attend the workplace for longer than 15 minutes in the past 28 days.

Coordinate other services
Where possible, businesses should try to coordinate other services, such as food deliveries to align with staff ‘pools’.
Creating a COVIDSafe Plan

Every business is required to complete a COVIDSafe Plan in order to reopen their workplace.

All businesses must have a completed COVIDSafe Plan for each workplace to continue their operation in metropolitan Melbourne and regional Victoria.

As part of a spot check by Victoria Police or other authorities, businesses must be able to demonstrate that they have an adequate COVIDSafe Plan (see next page).

If a business has an existing COVIDSafe Plan, you must conduct regular reviews to ensure it meets up-to-date requirements (e.g. on face coverings).

Your COVIDSafe Plan must set out

- Your actions to help prevent the introduction of coronavirus (COVID-19) in your workplace
- The level of face-covering or personal protective equipment (PPE) required for your workforce
- How you will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) in your workplace
- How you will meet all of the requirements set out by the Victorian Government. Some higher-risk industries or workplaces have additional requirements of employers and staff.

Workplaces should regularly check that they are complying with current directions and advice provided by health authorities.

Occupational Health and Safety Act

A COVIDSafe Plan forms part of the development of a safe system of work.

Workplaces should also note that the workplace health and safety obligations remain under the Occupational Health and Safety Act 2004 (OHS Act) with respect to identifying hazards and eliminate or, where is not possible to eliminate, reduce risks as far as reasonably applicable.

Staff must also comply with their obligations under the OHS Act.

For further information on your obligations under the OHS Act, please visit the WorkSafe website.

For more information about creating a COVIDSafe workplace, please visit:

- WorkSafe: Coronavirus (COVID-19)
- WorkSafe: Preparing a pandemic guide
- DHHS: Business and industry - coronavirus (COVID-19)
- DHHS: Preventing infection in the workplace
- DHHS: Workplace obligations
- DHHS: Confirmed case in the workplace

For more information and FAQs, visit: COVIDSafe Plan FAQs
Compliance and enforcement

Venues should regularly check that they are complying with current directions and advice provided by health authorities.

Each business has an obligation to ensure that their workplace is deep cleaned prior to re-opening or re-commencing operations. Deep cleaning involves a thorough and extensive cleaning and disinfection regime with a focus on surfaces that may have been exposed to the virus.

Workplaces may consider nominating a staff member to be the COVID-19 Response Officer (or similar) to oversee the implementation of the workplace’s COVIDSafe plan, ensuring that correct processes are being followed, any relevant documentation is complete, staff are trained, and procedures are kept to up-to-date to comply with current health information.

Evidence of compliance with the directions of the Victorian Chief Health Officer may be requested from a relevant compliance/enforcement officer. Victoria Police and other authorities involved in the regulation of businesses may conduct spot checks to ensure compliance with the directions issued under the Public Health and Wellbeing Act. WorkSafe will continue compliance and enforcement action under the Occupational Health and Safety Act 2004 (OHS Act).

Where can I find further information on safely reopening my workplace?

Business Victoria is ready to support businesses and answer questions about preparing for a safe reopening. Business Victoria can be contacted on 13 22 15 or online by the Contact Us form.

For information on health and safety requirements under the OHS Act, businesses should refer to WorkSafe Victoria’s website or contact its advisory service on 1800 136 089.

How will you enforce compliance? Who will enforce it?

Victoria Police, and other authorities involved in the regulation of businesses may conduct spot checks to ensure compliance with the directions of the Victorian Chief Health Officer.

WorkSafe will continue compliance and enforcement action under the Occupational Health and Safety Act 2004 (OHS Act). For information on health and safety requirements under the OHS Act, businesses should refer to WorkSafe Victoria’s website or contact its advisory service on 1800 136 089.

Fines and penalties

Victoria Police can issue on the spot fines of up to $1,652 for individuals and up to $9,913 for businesses for:

• Refusing or failing to comply with the emergency directions;
• Refusing or failing to comply with a public health risk power direction; or
• Refusing or failing to comply with a direction by the Victorian Chief Health Officer.

Fines can be extended through the Magistrates’ Court to a maximum of $20,000 for individuals and $100,000 for businesses.

WorkSafe may take a range of compliance and enforcement action against an employer which fails to comply with its duties under the OHS Act.
At what step can indoor gyms reopen?
Indoor gyms are closed for participants across Victoria. Outdoor personal training is permitted in Regional Victoria under the Third Step. Under both the regional Victoria and the metropolitan Melbourne ‘How We Work’ roadmaps, indoor gyms are likely to reopen in the Last Step.

Workers in regional Victoria may attend an indoor workplace to stream/film content, as long as density, signage, record-keeping and cleaning requirements are met as per Workplace Directions. Only the minimum number of workers needed to film or stream may attend and must not exceed five people at any one time.

Can trainers travel to their gyms and studios to utilise an outdoor space to train their participants?
Under **Heavily Restricted**, personal trainers are allowed to train up to 10 people at a time outdoors. Gyms and studios with outdoor areas in these regions can only be used if it complies with local government regulations.

What is the difference between an outdoors and indoors workplace?
Under current directions, ‘indoor space’ is defined as an area, room or premises that is or are substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of them are open or closed.

‘Outdoors’ is defined as the following:
• a space with no roof; or
• an open-air space designated for the consumption of food and/or beverage, which may have a temporary or fixed cover (e.g. awning or roof) so long as such cover has at least two open sides for airflow
• Roof is defined as any structure or device (whether fixed or movable) that prevents or significantly impedes upward airflow, including a ceiling.
• Wall is defined as any structure or device (whether fixed or movable) that prevents or significantly impedes lateral airflow, including a closed window or door.

What are the exercise restrictions on pool usage?
Pools are open for exercise only in regional Victoria and subject to density requirements. This means that participants must be undertaking physical activity, and must not congregate or conduct leisure activities within the pool complex. Activities such as sunbathing or child play are not permitted.

Can I open my pool change rooms?
Change room facilities must not be used and you are encouraged to change at home. Toilets can be opened. Where access to toilets is through change rooms, businesses must put reasonable measures in place to ensure change rooms are only used for toilet access. In this instance, businesses must ensure physical distancing, signage and cleaning requirements are adhered to (e.g. place signs on the floor to ensure people remain 1.5m apart).

When do participants need to wear a mask at the pool?
Masks must be worn when outside of the pool (for example, when going to a change room, or entering or exiting the premises). Masks should not be worn when it is likely that they will get wet or damaged (for example while the participant is in the process of exiting the pool).

Can we continue to use shared equipment or will participants need to supply their own?
No, communal equipment must not be provided, unless required for safety reasons (for example, safety equipment for swimming pools). Participants should supply their own equipment.

Who is defined as a participant?
A participant is anyone who is located in a physical recreation Workplace, whether or not they are engaging in a physical recreation activity at the time. For example – a participant includes somebody entering a pool complex.
More FAQs that apply to all businesses are available at the Business Victoria website.

Am I able to impose a time limit on participant usage?
It is recommended to set workplace usage times so there is minimal overlap between different groups (for example, a booking or reservation system). If businesses choose to impose a time limit on bookings, this should be kept to no more than two hours.

Do all transactions need to be cashless?
It is strongly recommended that all businesses use contactless payments.

Can I go into an indoor workplace to film online content (i.e. a gym class, a performance, etc)?
**Restricted** Yes, you may go into your indoor workplace to stream/film content, subject to density, signage, record-keeping, and cleaning requirements as per Workplace Directions. However, the total number of workers should not exceed **five people at any one time**.
The only other reasons that you may visit your indoor workplace are to:
- ensure the facility is closed safely
- support workers who are working from home (i.e. organising I.T. equipment to be delivered to their home)
- carry out emergency maintenance
- respond to an emergency or as otherwise required by law

What are the exemptions for swimming pool participant caps?
Swimming pools are limited to 50 people, or one person per four square metres, whichever is lesser. This cap does not apply for:
- a) exclusive use by a single school at any one time for education purposes; or
- b) exclusive use for community sport in accordance with restriction provisions in the Restricted Activities Directions

What qualifies as an education purpose under the schools exemption for swimming pools?
To qualify for the schools exemption, swimming pools must be able to demonstrate that the swimming activity was conducted as part of the school program (for example, included in the curriculum or school education plan). The facility must be for the exclusive use of the primary or secondary school.

Are walk-ins allowed or am I only able to take bookings?
Walk-ins are allowed. However, workplaces should consider how these are managed so that physical distancing can be maintained, particularly at entrances. Bookings provide a greater opportunity to manage demand and stagger arrival times to ensure physical distancing is maintained. Workplaces must also ensure walk-ins do not take them over the participant limit and that contact details are collected.

How can I best maintain physical distancing with contractors such as delivery drivers?
Delivery drivers and other contractors visiting the premises should minimise interaction with workers. Use electronic paperwork where possible and, instead of a signature, send a confirmation email or take a photo of the goods onsite as proof of delivery.

May I convert my smoking areas to an outdoor exercise area?
You can convert an outdoor smoking area into an outdoor exercise area. However, smoking would no longer be allowed in that space. If you chose to do so, you must also take into account the requirements of the Tobacco Act, which are set out on the BetterHealth website.
Reopening my business

Please note that the checklists below outline the restrictions and requirements that apply from 11:59pm on 16th September 2020.

Checklist for business owners/managers

- **Prepare your COVIDSafe plan**
  Every business is required to have a COVIDSafe Plan that is regularly updated in order to reopen their workplace.

- **Ensure workplace is set up to adhere to participant limits**
  - see table in the section [Current restrictions on Physical Recreation businesses](#) for customer limits
  - a density quotient of one participant per four square metres of the are accessible to participants
  - all seating is spaced so that participants are 1.5 metres apart if/when seated

- **Prepare a cleaning schedule**
  - Businesses should conduct a deep clean of the premise.
  - Establish new processes and schedules for cleaning and sanitising to maintain good hygiene, including frequent cleaning of high touch points (see our [Cleaning and Sanitising Fact Sheet](#)).

- **Signage requirements**
  - Display signage for workers and participants in appropriate, high visibility locations, to include:
    - At workplace entrance to advise of the maximum number of participants allowed
    - Information about the symptoms of coronavirus (COVID-19) and the need to stay home when unwell
    - Hygiene and physical distancing practices.
  - Display a poster at the workplace confirming workers have reviewed the guidelines and evidence that at least one worker has completed the recommended training.
  - Promote physical distancing, including between workers and participants, with floor or wall markings or signs. Use physical barriers where possible (e.g., installation of sneeze guards).

- **Establish your record keeping**
  - Record the contact details of any participant who attends your workplace for longer than 15 minutes (this includes contractors and delivery workers), to include: first name and a contact phone number to support contact tracing. Retain for at least 28 days following the visit.
  - Maintain Staff Coronavirus (COVID-19) Health Questionnaires to be completed at the start of each shift.
  - Set up a roster to ensure workers do not work across multiple sites, or for multiple employers unless an exemption applies.

- **Consult with workers**
  Employers must, so far as is reasonably practical, consult with workers and HSRs (if any), on matters related to health or safety that directly affect, or are likely to directly affect them.
Reopening my business

Checklist for business owners/managers cont.

- **Staff and management policies, practices and training**
  - Ensure you as the operator or manager understand your obligations under the Occupational Health and Safety Act and have reviewed the coronavirus (COVID-19) guidance from WorkSafe Victoria available at [here](#).
  - Encourage staff to complete [free infection control training](#) and download the COVIDSafe App. It is the Government’s expectation that:
    - at least one staff member at every workplace will have completed the training
    - staff should make themselves familiar with these guidelines
  - Consider appointing a staff member to be your coronavirus (COVID-19) Response Officer to ensure policies and practices are being followed, staff are trained, and records are kept.

Additional resources

For additional information about creating a COVIDSafe workplace, please refer to the following guidance:

- WorkSafe: [Industry obligations](#)
- WorkSafe: [Managing COVID-19 risks – face coverings in workplaces](#)
- DHHS: [Preventing infection in the workplace](#)
- DHHS: [Preparing for a case of coronavirus (COVID-19) in your workplace](#)
- DHHS: [Planning and responding to cases of coronavirus (COVID-19)](#)
- DHHS: [Cleaning and disinfecting to reduce COVID-19 transmission](#)
- WorkSafe: [Other relevant industry specific guidance](#)
Returning to work

If you are working in the physical recreation industry, consider using the checklist below:

Checklist for staff

- **Complete free infection control training**
  
  All current staff should complete [Free infection control training](#). Any new staff being engaged also need to complete this training.

- **Do not carpool with other colleagues**

- **Wear a face covering at work, and to and from work unless you have a lawful reason not to do so**

- **Practise good hygiene**
  
  - Be rigorous in maintaining the new cleaning and sanitising schedule (for example, touch points such as tables and counters need to be cleaned and sanitised before and after use by customers).

- **Wash your hands thoroughly with soap and water for at least 20 seconds at the very minimum:**
  
  - On arrival at work
  - At the start and end of each meal break
  - Before and after touching a customer or their belongings
  - After handling money
  - Before leaving work
  - After blowing your nose, coughing, sneezing, or using the toilet.

- **Stay home if unwell**
  
  - If you have symptoms, get tested for coronavirus (COVID-19). Quarantine at home until you get the result and it is negative for COVID-19.
  - Do not come to work if you have a fever (a temperature of 37.5°C or greater), or if you have any symptoms.
Staff health questionnaire

STAFF CORONAVIRUS (COVID-19) HEALTH QUESTIONNAIRE

We encourage each staff member to complete this questionnaire before starting any shift and give your completed questionnaire to the shift manager to keep as a record.

Staff name: ________________________________________________________________

Date: ___________________________         Time of shift ___________________________

Are you currently required to quarantine because you have been diagnosed with coronavirus (COVID-19)?

□ YES □ NO

Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)?

□ YES □ NO

If you answered YES to either of the above questions you should not attend work until advised by the Department of Health and Human Services that you are released from quarantine or until your 14-day quarantine period is complete.

If you answered NO to the above questions, proceed to the symptom checklist below.

Are you experiencing these symptoms?

Fever (If you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5oC)

☐ Chills    ☐ YES ☐ NO       ☐ Cough    ☐ YES ☐ NO

☐ Sore throat    ☐ YES ☐ NO       ☐ Shortness of breath    ☐ YES ☐ NO

☐ Runny nose    ☐ YES ☐ NO       ☐ Loss of sense of smell    ☐ YES ☐ NO

If you answered YES to any of the above questions you should not enter your workplace (or should leave your workplace). Tell your employer, go home, and get tested for coronavirus (COVID-19).

If you answered NO to all the above questions, you can enter your workplace. If you develop symptoms, stay at home and seek further advice from the 24-hour coronavirus hotline 1800 675 398 or your general practitioner.