



# Post COVID Class Risk Assessment

## Physical Activity Leader Network Program

Health, safety and wellbeing of volunteer leaders and class participants are paramount to the PALN program. To ensure safety, classes will not be permitted to recommence until all safety requirements listed below are in place and this completed document is approved and signed by Health Promotion.

Venue	indoor / outdoor	Leader
Venue Management	a) Does your venue have a COVID safety plan? If YES, please adhere to their COVID requirements If NO please follow NSW COVID guidelines b) According to the venue COVID Safety Plan, who is responsible for the cleaning of the venue?	YES / NO  Venue / Leader
Physical distancing	Everyone must be instructed to always maintain 1.5 metres from each other a) Participants must always remain spread out as required b) Exercises and routines may need to be changed to ensure everyone is able to maintain 1.5 metres from each other c) Participants must ensure they do not move too close to other participants while exercising. Leaders will need to monitor this from front of the class	
Hand Hygiene	Does the venue provide hand sanitiser? <ul style="list-style-type: none"><li>• On entry to the venue</li><li>• Before and after signing in</li><li>• When exiting</li></ul> Health Promotion can provide hand sanitiser if your venue does not provide. Please discuss with your HPO if hand sanitiser is required and please order before you run out.	YES / NO
	Is there a bathroom/toilet on site for participants to use? If YES, wash facilities must supply soap and dryer or paper hand towels. Cloth hand towels must not be used.	YES / NO

	If you collect a gold coin donation, please collect the money in a plastic container that has a lid. At the end of the class put the lid on the container and take it home, wash the coins and the container in warm soapy water and dry with a clean cloth or leave in the sun to dry before using.	
Health Checks	<p>a) Until further notice the COVID-19 <b>Attendance Sheets</b> with health questions must be used. Do you have enough of these Attendance sheets? If not, please contact your HPO</p> <p>b) Ensure all participants are aware they must remain at home if they are unwell or have a fever, new cough, sore throat and / or shortness of breath. Please follow the NSW Self Isolation Guidelines: <a href="https://www.nsw.gov.au/covid-19/stay-safe/testing/self-isolation-rules">https://www.nsw.gov.au/covid-19/stay-safe/testing/self-isolation-rules</a></p> <p>c) If you are unwell and / or have any of the above symptoms, you must cancel the class, and stay home. If you have any respiratory symptoms, please isolate and follow the most current testing guidelines e.g., when to have a Rapid Antigen or PCR test.</p> <p>d) Do you have a process in place for informing participants if the class is cancelled? If not, please create a plan and inform all participants of the process</p> <p>e) Please ensure all participants provide their phone number and answer <u>all</u> questions on attendance sheets. Phone numbers are required so that in the unlikely event that someone in the class tests positive to COVID-19, all class participants can be easily and quickly notified</p>	<p>YES / NO</p> <p>YES / NO</p>
Use of equipment in Gentle Exercise and Aqua classes	<p>It is preferable that classes operate without equipment (balls, scarves, noodles etc.)</p> <p>If you choose to use equipment, participants must bring equipment from home and ensure nobody else touches their equipment.</p> <p>Only vinyl or plastic chairs can be used and must be wiped down with alcohol wipes before and after the chair has been moved/touched. Cloth chairs cannot be cleaned properly, so are not to be used. Once a chair has been allocated to a participant at the beginning of the class, no one else can sit on or touch the chair. The chair must be wiped down at the end of the class before and after it is returned to where it is stored. Contact your HPO to order more wipes before you run out.</p>	

I, \_\_\_\_\_ (leader) agree that I will follow all directions and enforce the requirements listed above. I understand that if I do not adhere to these requirements my class will be cancelled. Signed \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Class Approved	Date class to start	Signed by	Date signed	Comments
YES / NO		Signature		