



Hamilton Yoga
COVID-19 Safety Plan

June 2020

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About Hamilton Yoga

Hamilton Yoga is an Iyengar Yoga School in Newcastle NSW run by Business partners Amanda Hood and David Morley. We employ two part-time yoga teachers. We are a relatively small business specialising in Iyengar Yoga only. There is a main hall and a reception room that doubles as a practice room. There is a change room, internal toilet, and two external toilets with small change spaces. The school was run solely by David Morley for 18 years as Novocastrian School of Yoga. Amanda joined in 2018 and the business re-branded as Hamilton Yoga.

Amanda Hood and David Morley are members of Iyengar Yoga Australia, the peak body which governs the teaching of Iyengar yoga in Australia, including teacher certification. Amanda Hood is a certified Iyengar Teacher Trainer.

Plans for re-opening <insert name of school/studio>

Hamilton Yoga will re-open on 13th June in line with the NSW Government lifting of restrictions on indoor physical exercise facilities, including yoga schools, from Saturday 13 June 2020. This plan outlines the school's procedures and protocols for complying with the Government's COVID-19 Safety requirements for yoga classes.

Upon re-opening, Hamilton Yoga plans to run 20 classes per week inside the school.

Hamilton Yoga will adhere to the NSW Government's COVID-19 safety regulations around the re-opening of indoor physical exercise facilities which include:

1. All indoor physical exercise facilities to have a COVID-19 Safety Plan in place prior to opening.
2. Indoor classes are to be capped at 10 students. This means if you have only one room, you can have only 10 students per class. If you have two or more rooms you can run separate classes up to a maximum of 10 students per class, and up to 100 students per venue (this would require 10 separate rooms).
3. In all classes, students and teachers must adhere the Government's physical distancing requirements of 1 person for every four-square metres. This means people are to be kept 1.5 metres apart at all times, including when entering or leaving the premises.
4. A register of all class attendees, including teachers, must be kept for each class which includes full names and contact details (eg. mobile phone number). This register is to be kept confidential and only provided to the relevant authorities for the purpose of contact tracing required.
5. New hygiene and safety measures are required including hand sanitising and hand washing upon entry to the school/yoga class. Schools are also required to have additional cleaning measures in place to ensure the regular washing and sanitising of hard surfaces, including door knobs, light switches, walls, etc.
6. Strict protocols must be in place to ensure that anyone with cold or flu-like symptoms is not permitted into a class. This applies to teachers, students, and visitors to the school.

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7. These regulations must be clearly communicated to employees/contractors, students and visitors through signage at the school and in all communication with the public including websites and social media.

In accordance with Safe Work Australia requirements, all employees and contractors working at HamiltonYoga have been consulted on the COVID-19 Safety Plan.

Compliance with COVID-19 Safe Requirements for Yoga Schools

In accordance with the NSW Government's COVID-19 Safe requirements for indoor physical exercise facilities, <insert school name> will ensure that all students and teachers, and any visitors to the school, fully understand their responsibilities with regards to:

- Physical distancing
- Class sizes
- Registrations and payments
- Hand hygiene and cleaning procedures
- Respiratory etiquette
- Staying home when sick/experiencing flu-like symptoms
- Communication
- Contact tracing
- Re-closing if necessary

In addition, HamiltonYoga will strongly encourage students to bring their own mats and equipment (eg. blocks and belts). Where this is not possible there will be health and hygiene measures to keep teachers, students and visitors as safe as possible.

1. Physical Distancing

Within the studio space where classes are held, mats will be spaced a minimum of 1.5 metres apart to ensure students remain within the four-square metres per person. This should be very achievable as students rarely leave their mats during a class and teachers remain in the class with students at times and will be able to ensure adherence to this regulation.

2. Class sizes

The NSW Government has stipulated that class sizes for yoga schools must be capped at 10 students per class once they start re-opening from Saturday, 13 June 2020. HamiltonYoga will ensure all classes are capped at 10 students, or fewer if required to meet physical distancing regulations.

3. Registrations and payments

The NSW Government requires all attendees of indoor physical exercise facilities to keep a confidential record of all daily employee, client and visitor names and

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contact details. HamiltonYoga will maintain a book entry/electronic record of all teachers, students and visitors and their contact details (email and phone) that attend the studio each day. Registration details will only be made available to the relevant authorities for the purposes of contact tracing if required.

Online pre-booking classes ensures that almost all transactions are contactless.

4. Hand hygiene

HamiltonYoga uses products that have proven anti-bacterial and disinfectant qualities. Hand sanitiser will be placed at the entrance to the school/class and there will be signage advising students that they must wash or sanitise their hands prior to setting up on their mats.

Students will also be reminded by the teacher to either sanitise their hands, or to go to the studio's bathrooms to wash their hands with the provided soap. Paper towels and waste bins will be in the bathroom, so students are not sharing any hand towels.

During class, if a student coughs or sneezes they will be asked by the teacher to again wash and/or sanitize their hands.

Refer section 9 for further details on hygiene within the studio.

5. Use of equipment

HamiltonYoga will do all it can to minimise students' use of studio equipment.

In all communication, students will be asked to bring their own mats, belts and blankets blocks along with two pillowcases for covering cushions.

A sewing bee produced fabric slips for bolsters.

Where studio blankets are used, we have a 3-day quarantining system.

If a student needs to borrow equipment they will be required to clean and sanitise that equipment after use using the products provided by the school.

Each class attendee is provided with a spray bottle of food-grade sanitiser (SANISAFE) and a washable cloth. There is a laundry basket provided for slips and cloths to be laundered at the end of each day.

Teachers will monitor students' use of equipment to ensure they do not share props among themselves, and that if they do use studio equipment that they thoroughly clean that equipment after use.

6. Cleaning

On re-opening, Hamilton Yoga will adopt the following new cleaning regime.

- Students and teachers will be required to either wash or sanitise hands thoroughly prior to joining any class, and certainly before handling any equipment. There will be sanitiser and signs showing how to properly sanitise

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hands at the entrance of the studio and prop room. The kitchen area is closed to students.

- In bathroom areas there will be soap, paper towels and signage to communicate how to wash hands thoroughly and in accordance with the recommended health advice.
- Following each class, teachers will spray a stay-on sanitiser on the studio walls. The floor will be wet-mopped weekly. The bathroom will be fully cleaned between each class, including all taps, light switches, power points and door handles. Other light fittings and any hard surfaces will also be wiped clean with sanitiser.
- Once a week, the studio walls, floors, hard surfaces, and fittings will be thoroughly cleaned with soapy water.
- Only paper hand towels will be provided in the bathroom for wiping hands, which will be disposed of immediately in bins provided. Bins will be emptied daily
- There will be no access to glasses or cups for drinking water as students will be advised to bring their own drinking flask, for their own use only.

7. Respiratory Etiquette

At the start of each class, teachers will remind students of the importance of keeping good respiratory hygiene throughout the class including having tissues on hand to use should they need to sneeze or cough. If a student sneezes or coughs during class, they will be asked to dispose immediately of their tissue and to wash and/or sanitise their hands.

8. Staying away when sick/experiencing symptoms

Hamilton Yoga will maintain a strict policy of no entry for any teacher, student or visitor displaying cold or flu-like symptoms. This will be clearly communicated on the Hamilton Yoga website and Facebook page, and through signage at the studio. When a teacher or student does communicate that they have experiencing symptoms they will be advised that they must stay away until they are clear of symptoms. They will be strongly encouraged to get tested for COVID-19 and will be directed to the official Government websites for information on what to do.

9. Communication with students/clients

Now the NSW Government has permitted yoga studios to re-open from 13 June, Hamilton Yoga will advise all current students and database recipients of requirements for re-opening via direct email and separate newsletter. This will include any advice about bringing their own equipment, the hygiene requirements including hand washing and proper respiratory etiquette, and what measures will be implemented within the studio to meet the physical distancing requirements. Most importantly, students will be advised to stay home if they have any of the noted symptoms of COVID-19 including a fever, cough or cold, sore throat,

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and/or fatigue, and they will be encouraged to be tested. Students will be advised that they will not be permitted into a class if displaying flu-like symptoms.

Signage will be placed at the entrance to the school with regards to hand washing, respiratory etiquette, physical distancing and rules around no entry for people with symptoms. Additional signage will be placed in the bathroom, kitchen and prop room and at other locations around the studio.

Teachers will be responsible for reinforcing and monitoring the new hygiene and physical distancing protocols with students. Teachers will also be required to maintain a 1.5 metre distance from students and there will be no hands-on adjustments of students.

10. Contact Tracing

Prior to re-opening Hamilton Yoga will ensure through its registration and payment system for classes that it has the current email and mobile contacts of all attending students, and that these are entered into its database to enable quick dissemination of information if required.

References to the COVID-19 mobile app will be provided on the website and in communication and students encouraged to have this downloaded onto their phones.

11. Procedures for closing the studio if necessary

Hamilton Yoga will follow all requirements of the Federal and NSW Government health authorities in responding to a confirmed case of COVID-19 among a teacher, student or visitor to the studio, including immediate closure if necessary.

In the event that the school must close, Hamilton Yoga will issue immediate advice to all students and teachers that the studio will be closed, and this will also appear on the website and Facebook pages.

Hamilton Yoga will arrange for a deep cleaning of the studio and consult the relevant authorities regarding the appropriate time and protocols for re-opening.

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