

> HELPING BUSINESS GET BACK TO WORK

31/7/2020

COVID-19 Safety Plan

Effective 24 July 2020

Pubs and clubs (including small bars, cellar doors, breweries, distilleries, casinos, karaoke bars, function centres and strip clubs)

Venues must have a COVID-19 Safety Plan for each food and drink area. There should be no contact between customers or staff from different food and drink areas.

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS

Business name: Asquith Bowling and Recreation Club

Plan completed by: Samantha Ali

Approved by: Board of Directors

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and customers	
Exclude staff and customers who are unwell from the premises.	Patrons and Staff will be asked to leave if they are feeling unwell and those displaying symptoms.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning. Train staff in the process of how to collect and store contact details of patrons.	Staff have completed a Covid-19 course. We also provide a staff member that is rostered on to clean at all times, implement social distancing within Members & guests and adhere to the restrictions.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Pay slips are emailed to all staff on a weekly basis showing all entitlements.

Wellbeing of staff and customers

Display conditions of entry (website, social media, venue entry).

Conditions of entry are displayed on our entry and exits doors. Our website provides our conditions of entry, and patrons are provided a copy of this on all tables within the Club.

Premises cannot operate as a nightclub (open late into the evening primarily for the purpose of providing a venue for patrons to dance), but may open to provide other services as long as the appropriate COVID-19 Safety Plan is in place where relevant.

All dancing including lessons have been placed on hold.

Venues must assign one staff member as a COVID-19 Safe Hygiene Marshall who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping.

Our Club provides staff members to oversee all social distancing, cleaning and making sure patrons are signing in when entering the Club. We are providing a marshall during the busy times. And someone on the door during our opening hours.

If the venue has a capacity of 250 patrons or more, the identified Safe Hygiene Marshall/s must always be present while the venue is operational; for venues with a capacity of less than 250 patrons, the identified Safety Marshall/s must be present during peak operational hours (during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods).

REQUIREMENTS

ACTIONS

Physical distancing

Capacity must not exceed 300 patrons, or the number allowable by one customer per 4 square metres of space, whichever is the lesser.

We do not exceed the 300 patrons ruling.

Dancefloors are not permitted, except for at a wedding reception where the wedding couple only may dance.

Large functions have been placed on hold.

Bookings must not exceed 10 customers (except for weddings, funerals and corporate events). There should be no more than 10 customers at a table.

Bookings are no more than 10 people.

Reduce contact or mingling between customer groups and tables wherever possible.

All tables have been placed 1.5 meters apart. Conditions of entry states no tables are to be moved unless by our own staff.

Move or remove tables and seating to support 1.5 metres of physical distance where possible. Household or other close contacts are not required to physically distance. Groups of friends may not necessarily all be household-like contacts and so may require additional space at a table so that they can physically distance.

We have reduced our tables to provide enough seating in each area, adhering to the 4 square meter ruling.

Reduce crowding and promote physical distancing with markers on the floor where people are asked to queue, such as at the bar.

Bar areas and our Bistro area have markers on the floor.

Where possible, ensure staff maintain 1.5 metres physical distancing (including at meal breaks and in office or meeting rooms) and assign workers to specific workstations. If a premises has multiple food and drink areas, staff should work in an assigned area and not work across different areas.

Having one large bar area, we are able to provide a large space for our staff to physical distance from each other.

Physical distancing

Ensure 1.5 metres between gaming machines and gaming tables, where practical. This can be achieved by moving machines or turning off or blocking access to every second machine or every second table.

Every second poker machine is only available to be played. The unavailable machines have had their note stacker removed and an out of order sign is on those machines.

Alcohol can only be consumed by seated customers.

All patrons must be seated at all times.

Where reasonably practical, stagger start times and breaks for staff members.

Extra hours have been increased to stagger start times.

Consider physical barriers such as plexiglass around counters with high volume interactions with customers.

Our Eftpos machine is placed on the counter for customers to self use.

Review regular deliveries and request contactless delivery / invoicing where practical.

We have contacted companies and asked if they can provide contactless delivery when possible.

Ensure no more than 10 customers per tour group for wineries, breweries and distilleries.

N/A

Introduce strategies to manage gatherings that may occur outside the premises and in any designated smoking areas.

We have a COVID safety plan for our Bowling days.

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers as much as possible.

Our courtesy bus is not operating at this moment.

High energy dance, as well as singing (including karaoke) and wind instruments, can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 3 metres distance from the audience. Group singing should be avoided.

We have placed a hold on all dancing and celebrations.

REQUIREMENTS

ACTIONS

Hygiene and cleaning

Adopt good hand hygiene practices.

Multiple sanitiser stations have been set up. Signage explaining "how to" has been placed in all toilets and at all sanitiser stations.

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

We are checking our toilets on a regular basis throughout the day. We have provide paper towels and hand dryers in all toilets.

Reduce the number of surfaces touched by customers wherever possible.

We have left our front doors open to reduce personal contact. We are offering Eftpos transactions at every cashier.

Hygiene and cleaning

No self-serve buffet style food service areas, communal bar snacks, or communal condiments. If condiments are on individual tables, such as salt and pepper shakers, these should be cleaned between each customer.

We are not providing any of those options.

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.

All cutlery and tableware is washed with a commercial grade dishwasher. Cutlery is handed out to customers. No self service for cutlery available.

Menus should be laminated (clean between use), displayed or be single use. Place takeaway menus outside the venue where possible.

Yes our menus are laminated and cleaned after each use. We also provide takeaway menus, which the customers may take with them after use.

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. Clean tables, chairs and any table settings between each customer. If using a paper sign in system, ensure the pen is wiped down with a disinfectant solution or wipe between use.

We do not have a children's play area. Other areas are being maintained frequently.

Maintain disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions.

All new cleaning solutions were purchased prior to opening. These products are used in accordance with the manufacturers instructions.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Staff are provided with disposable gloves at all times.

Encourage contactless payment options.

Eftpos machine are available at our cashier stations.

REQUIREMENTS

ACTIONS

Record keeping

Keep name and a contact number for all staff, customers and contractors for a period of at least 28 days. Each person that attends a venue MUST provide their name and contact details. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.

We keeping all records and those records provide the appropriate information when needed. It is a digital record.

It is the role of the COVID-19 Safe Hygiene Marshall to ensure the accuracy and legibility of records.

Paper sign-in is permitted, but premises must digitise these within 24 hours and provide immediately on request. QR Code sign-in is encouraged.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

We have asked staff to download the COVIDSafe app.

All venues must register their COVID-19 Safety Plan through nsw.gov.au.

Completed.

Record keeping

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.