

COVID-19 Safety Plan

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

Effective 7 December 2020



How to complete the COVID-19 Safety Plan

Record the action/s you will put in place under all the Safety Plan sections:

- wellbeing of staff and customers
- physical distancing
- hygiene and cleaning
- record keeping.

Each requirement must be addressed in each section. If a requirement does not apply to your premises, briefly describe why.

Once you complete the COVID-19 Safety Plan, a confirmation email will be sent to you with a copy of your plan attached as a PDF.

To complete the COVID-19 Safety Plan offline, print a blank copy of the form using the print button.

Remember to keep a copy of your COVID-19 Safety Plan on your premises at all times.

Business details

Business name

AUSTRAL BOWLING CLUB

Business location (town, suburb or postcode)

165 EDMONDSON AVE AUSTRAL

If your business has multiple premises, complete a Safety Plan for each location. Provide contact details for the person responsible for the COVID-19 Safety Plan at each location.

Completed by

KAREN BUTLER

Full name

Email address

INFO@AUSTRALBOWLINGCLUB.COM.AU

We will send a copy of the plan to your email.

Requirements for business

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

STAFF ARE SUPPORTED WITH TIME OFF IF SHOWING SIGNS OF ILLNESS. CUSTOMERS ARE EXCLUDED FROM VENUE AS PER THE CONDITIONS OF ENTRY!

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning. Train staff in the process of how to collect and store contact details of patrons.

'COVID-19 awareness for food service' is a free, voluntary online course which covers all measures required to become a COVID Safe retail and food service business in NSW. It is available through the NSW Food Authority website [foodauthority.nsw.gov.au/covid-training](https://www.foodauthority.nsw.gov.au/covid-training)

TRAINING COMPLETED ACCORDINGLY

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

LEAVE ENTITLEMENTS APPEAR WEEKLY ON PAYSLIPS

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

YES

Venues must assign one staff member as a COVID-19 Safe Hygiene Marshal 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. If a venue has more than one separate area, there must be a COVID-19 Safety Hygiene Marshal in each separate area.

The identified Safe Hygiene Marshal/s must always be present when there are more than 250 patrons at the venue. If there are less than 250 patrons at the venue, it is recommended that the identified Safe Hygiene Marshal/s should be present during peak operational hours (during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods).

COVID MARSHALL ROSTERED 12PM TO 3PM ALSO 5PM TO 8.30PM TO COVER PEAK PERIODS

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

N/A

Physical distancing



Capacity must not exceed one customer per 2 square metres of publicly accessible space. The density limit does not apply if there are 25 customers or less at the premises. Children count towards the capacity limit.

CLUB ALLOWANCE IS 300 PATRON DUE TO BEING 600SQM IN SIZE

Capacity on dancefloors must not exceed one person per 4 square metres to a maximum of 50 people indoors, or 500 people outdoors. Capacity at nightclubs must not exceed one person per 4 square metres, with a maximum of 50 people on any dancefloor.

NO DANCE FLOOR

Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for this event.

NO SOCIAL FUNCTIONS ONLY WAKES

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

ALL PATRONS ARE REQUIRED TO BE SEATED AT ALL TIMES TO REDUCE MINGLING

Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as bars, toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable.

WHERE PRACTICABLE TABLES ARE SEPARATED TO ALLOW FOR 1.5 PHYSICAL DISTANCING

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

N/A

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 staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask, if practical.

SMALL CLUB SO LIMITED STAFF ON AT ANY GIVEN TIME

Ensure gaming machines and gaming tables are spaced out to support 1.5 metres physical distance between players, where practical.

EVERY SECOND GAMING MACHINE WAS REMOVED TO ALLOW FOR PHYSICAL DISTANCING.

In indoor areas, alcohol can only be consumed by seated customers. Alcohol should not be taken onto dancefloors.

ENCOURAGE ALL PATRONS TO BE SEATED

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

ONE STAFF MEMBER ON A BREAK AT ANY GIVEN TIME

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

GLASS ACROSS TAB, KENO AND GAMING WINDOW

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

COMPANIES ARE ADHERING TO CONTACTLESS DELIVERIES

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

LIMITED SEATED NUMBERS IN SMOKING AREA TO ENCOURAGE PATRONS TO MOVE BACK TO OTHER AREAS OF THE CLUB

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers as much as possible and encourage passengers to wear masks whilst in the vehicle.

COURTESY BUS HAS BEEN SUSPENDED FOR NOW

Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should

performers singing and/or with the exception of performers conducting in church should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

ALL STAFF FOLLOW GOOD HYGIENE PRACTICES

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

STOCKED DAILY

Reduce the number of surfaces touched by customers wherever possible.

REMOVED ALL PROMOTIONAL MATERIAL FROM TABLES

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.

NO BUFFETS PERMITTED, CUTLERY, S&P KEPT UNDER THE COUNTER AND HANDED OUT UPON REQUEST

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

COMMERCIAL GRADE DISHWASHER

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

SINGLE USE MENUS

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.

SURFACES ARE CLEANED ON A REGULAR BASIS

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

USED IN ACCORDANCE TO INSTRUCTIONS

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

STAFF AWARENESS OF HYGIENE STANDARDS IS GOOD

Encourage contactless payment options.

EFTPOS IS THE MAIN METHOD OF PAYMENT

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

AIR CONDITIONING MAINTAINED ON A MONTHLY SERVICE

Record keeping

Keep a record of the name, contact number and entry time for all staff, dine-in customers and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

CIRCLE SCAN, MEMBERS KIOSK AND QR CODE IS AVAILABLE

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

YES

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

YES

All venues must register their business through nsw.gov.au.

DONE

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.

YES

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

Now that you have finished, send the plan as a PDF to the email address you provided.

Email as PDF

