

**> BE COVID SAFE.
STAY IN BUSINESS.**

Your COVID-19 Safety Plan

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

Business details

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| Business name | LANE COVE GOLF CLUB |
| Business location (town, suburb or postcode) | NORTHWOOD NSW |
| Completed by | ANGELA GALIPIENZO |
| Email address | <u>INFO@LANECOVEGOLFCLUB.COM.AU</u> |
| Effective date | 22 October 2020 |
| Date completed | 6 November 2020 |

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

ALL STAFF ARE ADVISED NOT TO ATTEND WORK IF THEY ARE UNWELL. COVID SAFE REQUIREMENTS ON ENTRY ARE VISIBLE TO ALL PATRONS.

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.

'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

ALL STAFF HAVE BEEN ADVISED TO GET TESTED IF UNWELL AND HAVE BEEN EDUCATED ON THE PHYSICAL DISTANCING REQUIREMENTS AND CLEANING REGIME. ALL STAFF UNDERSTAND THE COLLECTION AND STORAGE OF PATRON DETAILS AND THE CLUB USES A DIGITAL QR CODE

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

ALL CLUB EMPLOYEES ARE CASUALS AND RECEIVE ENTITLEMENTS ACCORDING TO THE AWARD FOR THEIR EMPLOYMENT CATEGORY

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

ALL VENUE ENTRY POINTS HAVE SIGNAGE; WEBSITE AND EMAIL COMMUNICATIONS TO MEMBERS REINFORCES THE REQUIREMENTS.

Ensure COVID-19 Safety Plans are in place, where relevant, for corporate events (if hiring out space).

NOTED AND ALL FUNCTION ENQUIRIES ARE ADVISED OF OUR COVID-SAFE REQUIREMENTS BEFORE BOOKING

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.

N/A

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.

If the venue has a capacity of 250 patrons or more, the identified Safe Hygiene Marshal/s

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

USUALLY WE ONLY HAVE ONE STAFF MEMBER ON AT A TIME AND THIS STAFF MEMBER IS RESPONSIBLE FOR REINFORCING COVID REGULATIONS. THEY WEAR A SAFETY HYGIENE MARSHAL BADGE WHEN ON DUTY.

AT OTHER TIMES WE DELEGATE A MEMBER TO ENFORCE THE REQUIREMENTS. THIS PERSON WEARS A COVID SAFETY MARSHAL VEST.

Premises with an indoor gym, such as some clubs, must complete the COVID-19 Safety Plan for gyms and also register this through nsw.gov.au.

N/A

Physical distancing

Capacity at the venue must not exceed 300 patrons, or the number allowable by one customer per 4 square metres indoors and one customer per 2 square metres outdoors, whichever is the lesser. Children count towards the capacity limit.

Capacity must not exceed 150 patrons for wedding services, and 100 patrons for funerals, memorial services, or wakes. Please see separate checklists for these events.

CAPACITY IS AS FOLLOWS:-

INDOOR AREAS: UPPER AUDITORIUM (36), LOWER AUDITORIUM (19), CONFERENCE ROOM (11)

OUTDOOR AREA: DECK (38)

If the premises has more than one separate area, each separate area can have up to 300 persons, or the number of persons that is equivalent to one customer per 4 square metres indoors and one customer per 2 square metres outdoors, whichever is

the lesser, provided that each separate area is:

- separated from other areas on the premises
- designated a separate area by the occupier of the premises
- has staff that are providing food and drink only in that area
- does not allow people in different areas to mingle
- monitored by a designated COVID-19 Safe Hygiene Marshal at required times.

THERE IS NO MINGLING BETWEEN AREAS

Dancefloors are generally not permitted. However, there may be events where a dancefloor is permitted (e.g. a wedding reception) with a COVID-19 Safety Plan in place. Venues taking bookings for these events should ensure there is a COVID-19 Safety Plan in place.

NO DANCING IS PERMITTED

Bookings must not exceed 30 customers (except for weddings, funerals or corporate events). There should be no more than 30 customers at a table. Children count towards the capacity limit.

TABLES DO NOT EXCEED 30

Venues taking bookings for weddings, funerals and corporate events should ensure there is a COVID-19 Safety Plan in place for this event. Bookings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

A PLAN WILL BE DONE ON A CASE BY CASE BASIS

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

TABLES ARE SPREAD OUT AND POSITIONED FOR SOCIAL DISTANCING

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.

THIS REQUIREMENT IS ADHERED TO

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

MARKERS ARE IN POSITION AT THE BAR

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.

WE HAVE MASKS AVAILABLE FOR STAFF, MOST SHIFTS HAVE ONLY ONE STAFF MEMBER

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

N/A

Alcohol can only be consumed by seated customers.

THIS IS ENFORCED

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

CROSS OVER TIMES SEE TWO BAR STAFF MEMBERS IN THE CLUB FOR A SHORT PERIOD OF TIME AND SOCIAL DISTANCING IS ENFORCED

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

THE FLOOR MARKERS ARE WORKING WELL FOR US

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

NOTED

Ensure no more than 30 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.

N/A

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.

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

ALL PATRONS AND STAFF ARE INSTRUCTED TO WASH HANDS AND SANITISE. WASHROOMS HAVE SOAP AND PAPER TOWELS. HAND SANITISER IS POSITIONED IN MULTIPLE LOCATIONS.

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

ALL BATHROOMS ARE STOCKED AND CHECKED REGULARLY.

Reduce the number of surfaces touched by customers wherever possible.

ALL LAMINATED MENUS HAVE BEEN REMOVED AND THE COMMON WATER AREA CLOSED DOWN

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.

THERE IS NO COMMUNAL FOOD OR CONDIMENTS

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

BEING FOLLOWED

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

DRINK MENUS ARE LAMINATED AND CLEANED BETWEEN 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.

TABLES AND CHAIRS ARE CLEANED AS PATRONS MOVE ON. PENS ARE CLEANED BETWEEN USE.

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

THIS IS IN ACCORDANCE WITH MANUFACTURERS INSTRUCTIONS

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

STAFF ARE ENCOURAGED TO WEAR GLOVES AS WELL

Encourage contactless payment options.

THIS IS NOW RUNNING IN THE CLUB

Record keeping

Keep name and a contact number for all staff, dine-in customers and contractors for a period of at least 28 days. Each person that attends a venue MUST provide their name and contact details. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. QR Code is strongly encouraged.

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

Venues using capacity calculations of one per 2 square metres outdoors MUST use electronic methods such as QR Code for collecting contact details and ensure these are captured for EACH person.

THE CLUB COLLECTS CONTACT DETAILS BY WAY OF QR CODE. IF A PATRON CANNOT SCAN THE QR CODE THEIR CONTACT INFORMATION IS ENTERED INTO A WEB-BASED FORM BY THE BAR PERSON ON DUTY. PAPER SIGN IN IS ONLY USED IN THE EVENT THE INTERNET IS DOWN. THESE SHEETS ARE DIGITISED AND KEPT FOR 28 DAYS.

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

ALL STAFF ARE AWARE OF THE APP AND RECOMMENDED TO USE IT

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

THIS HAS BEEN 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.

ALL STAFF AND BOARD MEMBERS ARE ADVISED OF THIS REQUIREMENT

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

Yes