

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



Your COVID-19 Safety Plan

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

Business details

Business name	LANE COVE GOLF CLUB
Business location (town, suburb or postcode)	NORTHWOOD NSW 2066
Completed by	ANGELA GALIPIENZO
Email address	INFO@LANECOVEGOLFCLUB.COM.AU
Effective date	12 February 2021
Date completed	12 February 2021

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. THE CLUB'S CORONAVIRUS POLICY (ON DISPLAY IN AND AROUND THE VENUE) ALSO INSTRUCTS PATRONS NOT TO ATTEND THE VENUE IF THEY ARE UNWELL.

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)

ALL STAFF HAVE BEEN ADVISED TO GET TESTED IF UNWELL AND HAVE BEEN EDUCATED ON THE PHYSICAL DISTANCING REQUIREMENTS, WEARING OF MASKS AND CLEANING REGIME.

ALL STAFF UNDERSTAND THE COLLECTION AND STORAGE OF PATRON DETAILS AND THE CLUB USES THE SERVICE NSW DIGITAL QR CODE.

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

ALL CLUB EMPLOYEES ARE EMPLOYED ON A CASUAL BASIS 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.

If there are more than 250 people on the premises, a staff member must be assigned 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.

In Greater Sydney, if the premises has more than one separate area, a staff member must be assigned as a COVID-19 Safe Hygiene Marshal in each separate area on the premises if there are more than 250 persons in the area. Outside of Greater Sydney, consider assigning a COVID-19 Safe Hygiene Marshal to each separate area if there are more than 250 persons in the area.

The identified Safe Hygiene Marshal must always be present when there are more than 250 patrons at the venue. If there are less than 250 patrons at the venue, consider

ensuring identified Safe Hygiene Marshal/s are present during peak operational hours (during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods) where practical.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

THE CLUB TYPICALLY HAS ONLY ONE STAFF MEMBER ON AT A TIME AND THIS STAFF MEMBER IS RESPONSIBLE FOR REINFORCING COVID REGULATIONS. THEY WEAR A COVID 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.

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.

THE CLUB HAS A CAFE, ALL PATRONS OF THAT FACILITY SIGN IN ELECTRONICALLY UPON ENTERING THE MAIN CLUB

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

NOTED AND IS BEING FOLLOWED

Physical distancing

Capacity must not exceed one customer per 2 square metres of publicly accessible space. There can be up to 25 customers at the premises before the square metre rule applies. Children count towards the capacity limit.

NOTED AND BEING FOLLOWED. CLUB CAPACITY IS AS FOLLOWS:

INDOOR AREAS: UPPER AUDITORIUM (72), LOWER AUDITORIUM (38), CONFERENCE ROOM (22); OUTDOOR AREA: DECK (38)

TOTAL: 170 PERSONS

In indoor areas, alcohol should only be consumed by seated patrons. There should be no dancefloors, including in nightclubs.

NOTED AND BEING FOLLOWED

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

TABLES ARE SPREAD OUT AND POSITIONED FOR SOCIAL DISTANCING

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as bars, toilets and entrance and exit points**
- **between people using gaming machines and gaming tables**
- **between seated groups**
- **between staff.**

OUR CLUB WILL ENSURE 1.5M PHYSICAL DISTANCING BY LIMITING THE CAPACITY OF THE VENUE IN ACCORDANCE WITH THE DENSITY LIMIT IN THE PUBLIC HEALTH ORDER OF 1 PATRON PER 2 SQUARE METRES. IT MAY NOT ALWAYS BE PRACTICABLE TO SEPARATE TABLES AND CHAIRS SUCH THAT THERE WILL BE 1.5M PHYSICAL DISTANCE BETWEEN SEATED GROUPS, HOWEVER PHYSICAL DISTANCING WILL BE SUPPORTED BY COMPLYING WITH THE DENSITY LIMIT IN THE PUBLIC HEALTH ORDER

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

FLOOR 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.

NOTED AND BEING FOLLOWED. MOST SHIFTS HAVE ONLY ONE STAFF MEMBER

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

NOTED AND BEING FOLLOWED

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

CROSS OVER TIMES SEE TWO BAR STAFF MEMBERS IN THE CLUB FOR A SHORT PERIOD OF TIME AND PHYSICAL DISTANCING IS FOLLOWED, WHERE POSSIBLE.

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

NOTED AND BEING FOLLOWED

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

No more than 5 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate in singing or chanting.

NOTED AND BEING FOLLOWED

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. THE ATM MACHINE IS ALSO NO LONGER IN USE

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.

BEING FOLLOWED. STAFF HAVE THE OPTION TO WEAR DISPOSABLE GLOVES TOO

Encourage contactless payment options.

THIS IS NOW RUNNING IN THE CLUB

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).

ALL DOORS TO VENUE ARE OPEN DURING TRADING HOURS (WEATHER PERMITTING). CEILING, FLOOR AND WALL MOUNTED FANS ARE ALSO ON WHEN THE WEATHER IS WARM.

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 using the NSW Government QR code system. Processes must be in place to ensure that customers provide the required contact information, such as by checking customer phones for the green tick to confirm they have checked in. 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.

THE CLUB COLLECTS CONTACT DETAILS BY WAY OF A SERVICE NSW QR CODE. IF A PATRON CANNOT SCAN THE CODE THEIR CONTACT INFORMATION IS ENTERED INTO A WEB-BASED FORM USING THE SERVICE NSW ONLINE CONCIERGE FORM. IN THE EVENT OF AN INTERNET OUTAGE, PATRON DETAILS ARE RECORDED IN AN EXCEL SPREADSHEET ON A PORTABLE DEVICE LOCATED AT THE BAR.

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

ALL PATRON CHECK-IN INFORMATION IS STORED CONFIDENTIALLY AND SECURELY USING SOFTWARE PROVIDED BY SERVICE NSW

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

BEING FOLLOWED. STAFF WERE ADVISED AS RECENTLY AS THE STAFF MEETING OF 9/12/20

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

NOTED AND COMPLIED

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.

NOTED

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

Yes