

COVID – 19 SAFETY PLAN

Effective 17/6/2020

Updated 24/10/2020

Updated 7/12/2020

Updated 5/1/2021

Business name: Coffs Harbour Surf
Lifesaving Club

Plan completed by: Craig Peart

Approved By: Craig Peart



1. All staff are required to inform management when experiencing any symptoms of being unwell. We have Signage displayed on posters around the club and on social media



Picture 1: Signage displayed in Club informing guests of hygiene practices and social distancing rules

2. Staff have been provided with inhouse training and have completed an online safety COVID-19 training course through Barrington's security company.
3. Staff have their leave entitlements provided to them on their payslip each pay cycle. Payroll is always available to assist in providing details on entitlements during business hours.
4. See picture 1.
Conditions of entry also posted on Facebook, see below.

HEALTH & SAFETY regulations in our venue.

We adhere STRICTLY to the rules from Clubs NSW and the NSW Health Department 🌿

1. Guests cannot enter the Club if showing any signs of illness.
2. All guests (and members) must sign in on arrival. We have a digital online Covid register Q.R code with Service NSW as well as a digital sign in system as part of the registered clubs act, which takes peoples licence details with a mandatory phone numbers to cover the Covid tracing regulations. (Not currently used as not a requirement from Service NSW, and amendment to the registered clubs Act of 1976)
3. ALL guests must WAIT to be seated at the top of the stairs to ensure we only have the amount of people allowed in the one person per two square metre rules (it's a great idea to book as we are normally at capacity).
4. Hand sanitiser is available throughout the venue for your use.
5. Avoid mingling with other groups and avoid hugging or kissing others unnecessarily.
6. Please be kind to our staff who are only following these rules for the health and safety of all.

Thank you for your understanding 🙏

5. All requirements implemented during day time trade will carry on in to evening trade for the purposes of approved Functions and Weddings.
6. Separate dining rooms have been measured in line with the 2 square metre rules. Seating is set to comply with the capacity of each dining room.
7. Seating in the two indoor dining rooms is set up to 134 patrons under the 2 square metre rules. The dancefloor area has capacity of 18 patrons. Outside seating has a further capacity to hold another 70 patrons under the 2sm rule effective 7/12/2020.
8. Bookings are required for large groups. Tables are set according to the booking, with a maximum of 30 people, effective 7/12/2020 COVID marshal/restaurant supervisor to monitor.
9. COVID marshal or supervisor to monitor number of patrons per table as per NSW health and safety Guidelines. Please note this number is being revised on a continuous basis. Patrons are to remain seated whilst visiting the club.
10. Tables are set and reset daily to support the 1.5 metres rule.
11. Stickers or markers placed on the floor to promote social distancing. Reception area, bar and restaurant service areas all have stickers on the floor.
12. Staff are reminded to adhere to social distancing rules where possible. 1.5m rule is adhered to whilst conducting staff meetings. Meal breaks are taken at different times.
13. N/A
14. COVID marshal, bar staff and floor supervisors to monitor. Stand up bar tables have been removed from bar area.
15. Roster times are set in accordance to daily requirements. Start times are staggered in both the restaurant and bar. Staff breaks are taken at different times.
16. Plexiglass has been installed at reception, and the ordering / payment section of the restaurant. A physical barrier has been placed in front of the bar to maintain the 1.5 metre distance rule.
17. Local companies differ in contactless delivery. All contractors are required to sign in on the Service NSW QR code register at reception.

18. N/A
19. N/A
20. N/A
21. During weddings and functions where there is music provided by a band or singer, a physical barrier is set up distancing the band and/or singer from the patrons. The distance maintained is to be 3 meters.
22. Fixed hand sanitizers are set up in three locations around the club, including reception, bar and on entry to the club. Hand washing signage accompanies the sanitizers. Hand wash is available in the bathrooms, behind the bar and in the kitchen.
23. Checked hourly during service, and restocked daily by the cleaners.
24. All door handles, lift buttons and hand railings are cleaned hourly by the designated shift cleaner.
25. All buffet food service has been taken off the menus.
26. All cutlery and tableware are washed in a commercial dishwasher. Cutlery is then placed in single use cutlery bags for service.
27. Menus are laminated and wiped down after each use using disinfectant.
28. Restaurant staff wipe down and sanitize tables and chairs between customers. Hourly cleaning is carried out using disinfectant on frequently touched areas by a designated cleaning person.
29. Disinfectant and Sanitizer bottles have dilution rates on the bottles as well as safety data warnings. Safety data sheets are on display in the cleaning cupboard.
30. Disposable gloves are available in the cleaning cupboard, behind the bar and in the kitchen.
31. EFTPOS available at reception, the bar and restaurant.
32. All guests (and members) must sign in on arrival. We have a digital online Covid register Q.R code with Service NSW as well as a digital sign in system as part of the registered clubs act, which takes peoples licence details with a mandatory phone numbers to cover the Covid tracing regulations (Amended 5/1/2021 as only the Service NSW QR code is required to visit the club. All members and guests to sign in on this only. No requirement to sign into a registered club under the registered clubs act of 1976.)
33. All staff aware of the COVIDSafe app and encouraged to download.
34. If we are contacted in relation to a positive case in our workplace, we will cooperate with NSW Health and be in contact with SafeWork NSW on 13 10 50

Please see photos supporting safe practices within the Coffs harbour Surf Club





