

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



Your COVID-19 Safety Plan

Hospitality

Business details

Business name	Coffs Harbour Surf life saving club
Business location (town, suburb or postcode)	Coffs Harbour
Select your business type	
Restaurant and cafes	
Completed by	Craig Peart
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Effective date	18 October 2021
Date completed	17 October 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Agree

Yes

Tell us how you will do this

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 asking people not to come to our club if they are unwell.

HEALTH & SAFETY regulations in our venue.

We adhere STRICTLY to the rules from Clubs NSW, Service 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 sanitizer 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.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, 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.

Agree

Yes

Tell us how you will do this

Staff have been provided with in-house training and have completed an online safety COVID-19 training course through Barrington's security company.

Door staff are trained on greeting customers and seeing that they have signed in using a Q.R code and are double vaccinated The customers that don't have access to a mobile phone a manually signed in on the Service NSW website by the door staff.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

We have Signage displayed on posters around the club and on social media asking people not to come to our club if they are unwell.

See Question 1 - Answer.

Also have posters on display at entry to club, showing conditions of entry being Q.R code sign in and Double vaccination requirements. These must be shown to door staff on arrival.

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)

Staff have been trained with inhouse training and have completed an online safety Covid training course through Barrington's security company.

Office staff and managers of the restaurant have training on current sign in regulations from Service NSW and how to sign in patrons without mobile phones through the Service NSW website

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: This requirement applies at hospitality venues, gaming lounges, nightclubs, strip clubs, and premises at which a significant event is being held, other than a small funeral or memorial service or small wedding service.

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

The club have posters on display at entry to club, showing conditions of entry being Q.R code sign in and Double vaccination requirements. These must be shown to door staff on arrival.

We also have these requirements of display on our websites and all restaurant bookings are told over the phone about the these requirements as well.

People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household at higher risk premises including hospitality venues.

Note: This does not apply to a person aged under 16 who is on the premises to carry out work.

Note: Higher risk premises and hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.

Agree

Yes

Tell us how you will do this

All people who enter the club are screened at the door, and must pass the Public health order regulations being they are signed in using a Q.R code and have double vaccination status to enter the club. Exemptions to this rule have to show proof of exemption. All people must wear a mask until they are seated or have an exemption to wear a mask. online marketing has been done outlining double vaccination requirements to enter the club from Monday 11th October.

Staff have supplied proof of their vaccination and is kept on file. No staff will be able to work from the 1st November without being double vaccinated.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises. Note: This does not include a vessel used for commercial tours for scuba diving, snorkelling or marine animal watching if there are less than 50 persons on the vessel.

Bookings at hospitality venues must not exceed a group of more than 20 persons (except for weddings, funerals, and memorial services; and gatherings after these events). Note: Hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.

Agree

Yes

Tell us how you will do this

No bookings for any functions exceed the floor capacity of patrons being 90 people in the indoor restaurant. 35 people in the conference room. 70 patrons can be seated outside on the balcony but have seating for only 50 patrons.

Seating has been reduced to only allow limited numbers inside the club, close to our capacity so that we know when limits are near capacity

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Tables are set and reset daily to support the 1.5 metres rule.

Stickers or markers placed on the floor to promote social distancing. Reception area, bar and restaurant service areas all have stickers on the floor.

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

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Tables are set and reset daily to support the 1.5 metres rule.

Stickers or markers placed on the floor to promote social distancing. Reception area, bar and restaurant service areas all have stickers on the floor.

Restaurant bookings are staggered as well to avoid big groups of people at reception signing in and ordering at the same time

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

Agree

Yes

Tell us how you will do this

Reception staff monitor the entrance of the club and move people along if necessary.

Smoking areas are monitored by restaurant staff for functions and general trade

Singing by audiences is not allowed in indoor areas.

Patrons at nightclubs and strip clubs are not permitted to dance in indoor areas and can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

No singing is allowed in indoor areas by patrons.

Staff to monitor the customers and entertainers comply with the current regulations.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

The club is situated within 50m of the beach with dining on the 2nd floor. It uses outside dining options and the restaurant has stacker doors and sliding glass doors that are 2.5 meters high that allows the room to be highly ventilated

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

We have seating outside on the deck for 70 patrons under the 2sm rule. Seating is only set for 50 at the present time.

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

Agree

Yes

Tell us how you will do this

The club is situated at the beach with dining on the 2nd floor. It uses outside dining options and the restaurant has stacker doors and sliding glass doors that allows the rooms inside to be highly ventilated.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

Sliding doors and stacker doors are opened to allow natural air flow. Ceiling fans are used in conjunction with this.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

We don't have air conditioning systems in the restaurant . The air con unit in the conference room is serviced and maintained every 6 months on a contract service agreement with a local company Faircloth and Reynolds.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

The club is situated within 50m from the ocean. The sea breezes allow maximum ventilation through the 2nd floor dining areas. The stacker doors and sliding doors are 2.5 metres high.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, and by public facing staff in outdoor areas of hospitality venues, unless exempt.

Note: Hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.

Agree

Yes

Tell us how you will do this

Face masks are mandatory for all staff and guests of the club, unless they have a Doctors certificate or statutory declaration stating they can't wear one. This must be sighted for people who want to enter the premises without a mask. People without a certificate will not be allowed to enter.

Face masks must be worn unless someone is eating or drinking.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Fixed hand sanitizers are set up in three locations around the club, including reception, bar and on entry to the club on the 2nd level coming out of the lift. Hand washing signage accompanies the sanitizers. Hand wash is available in the bathrooms, behind the bar and in the kitchen. Signage is also used in the bathrooms showing correct hand washing techniques.

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

Agree

Yes

Tell us how you will do this

Bathrooms are restocked and cleaned daily by contract cleaners. They are serviced by the Covid on duty cleaners twice daily as well.

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, and clean

tables, chairs and any table settings between each customer.

Agree

Yes

Tell us how you will do this

Covid staff cleaners do twice daily cleans of commonly touched surfaces (Handrails, light switches and buttons in the lift)

All chairs are wiped down between customers as well as salt and pepper and laminated menus.

Commercial cleaners come and clean daily

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

NSW Government QR code system in place.

Direct contact information is used to and put into the Service NSW website for people that don't have a mobile phone. (Name and phone number)

Reception staff check for the green tick when patrons sign in. Double vaccination status also required for people to enter the club. This must be shown as well in either digital verification or a approved printed format.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

Reception staff monitor all persons entering the building during service times, checking for the authorized green tick from patrons.

QR codes are available in multiple places at the entrance and foyer area of the club. Stickers on the floor maintain the social distance space between patrons

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 it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Direct contact information is used to and put into the Service NSW website for people that don't have a mobile phone. (Name and phone number) during service hours.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

The gym has a separate Covid safety plan. They have a Service NSW Q.R code at the entrance to the gym as well as a sign in sheet for people that don't have an electronic means of signing in.

The gym has an electronic phob system that records all entry to the gym by individuals. There is also CCT cameras that are motion detected in that area.

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

Yes