

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

Your COVID-19 Safety Plan

Hospitality

Business details

Business name	Club Iluka
Business location (town, suburb or postcode)	75-79 Spenser Street ILUKA NSW 2466
Select your business type	
Pubs and clubs	
Completed by	Nicola Donsworth
Email address	manager@ilukabowls.com.au
Effective date	11 October 2021
Date completed	8 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

- Training on symptoms provided to staff - Government and additional staff training through external provider.
- Staff must be tested if showing symptoms
- Patrons asked to leave if showing symptoms and requested to have testing
- Patrons assess at the door

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

- Training provided to staff: Government training resources
- External provider training on Hospitality Hygiene - all staff completed online training via 30 minutes online module
- Venue teaches staff on in-house procedures
- Staff are trained on collection and storage of contact details by patrons by monitoring everyone entering the Club, ensuring they use to Service NSW Covid Check-In via QR, manually sign the register or present their QR Card to be scanned by a staff member.
- Signage regarding Masks
- Staff have been notified regarding wearing masks in the workplace

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

- Conditions of entry in noticeboard on entry and on website
- Posters around venue placed
- Updates on website completed
- Social media announcements made
- These are continually updated

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, 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: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.

Agree

Yes

Tell us how you will do this

- Staff trained on suitable forms of vaccination proof & exemptions
- Signage displayed on entry and at reception area
- Social media and website information posted
- Sign-in system to have a feature which logs member and visitor vaccination documentation has been sighted.
- Staff to be at reception at all times as reasonably possible

People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.

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

Agree

Yes

Tell us how you will do this

- Ensure all minors are in the company of a responsible adult and ensure vaccination requirements for supervising adults are met
-

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.

Bookings must not exceed 20 customers (except for weddings and funerals, and gatherings after these events).

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.

Agree

Yes

Tell us how you will do this

- Floor space measured and max number identified per area
- Diagram kept in COVID policy
- Poster placed on wall identifying max number of people permitted
- Staff trained to only permit maximum numbers
- Only maximum number of chairs are available in each area to prevent exceeding capacity
- Maximum number of participants on each bowling green is 20 per green
- Staff trained that group bookings must not exceed 20 customers
- Staff trained as to maximum customers for Wedding Receptions & Funerals (Wakes) being 100 (must be fully vaccinated) due to entry requirements
- List of room size and capacity identified and marked in policy

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

- Our club will support 1.5m physical distancing by limiting the capacity of the venue in accordance with the density limit in the Public Health Order of one patron per two and four square metres.
- If it is not 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.
- Floor markings placed on flooring at bars, entry points and areas of queuing
- Floor markings to keep people separate and guide walkways
- Floor marking on entry/exit
- Floor markings around venue in walkways and designated areas where required
- Signage around the Club regarding social distancing

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

- 1.5m space floor markers
- One way entry and exit
- Space out tables in the restaurant
- Limited seating available in the TAB area with signage
- Leave a rink space between utilised bowling rinks where possible

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

- Social distancing signage clearly displayed
- Ongoing monitoring by staff of outside the premises
- CCTV monitoring of around the Club that can be viewed from inside

Singing and dancing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

- We are not putting on any live indoor entertainment as this time
 - Staff are trained to notify patrons they need to sit down inside when consuming alcohol
 - Staff are trained that no dancing is allowed indoors
-

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

- Continue with regular air-conditioning maintenance
- Windows and doors to be opened for natural air ventilation throughout the Club as weather permits
- Encourage utilising the outdoor area for patrons
- Limit use of air-conditioning
- Staff trained to remind patrons on the correct way to wear a mask to reduce risk of transmission of Covid-19

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

- Encourage patrons to utilise the outdoor eating area and other facilities
- Train staff to inform patrons of this area

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

Agree

Yes

Tell us how you will do this

- Windows and doors to be opened for natural air ventilation throughout the Club as weather permits

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

- Air-conditioning system is compliant with natural air cycling by monitoring CO2 levels as per patronage

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

- Air-conditioning system regularly serviced

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

- Enquiries have been made with Grafton Air to ensure our current air-conditioning system is compliant with natural ventilation air flow

Hygiene and cleaning

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

Agree

Yes

Tell us how you will do this

- All staff are trained in wearing masks indoors; and
- Masks required outdoors when facing the public
- Signage around Club regarding wearing of face masks unless exempt
- If patrons/staff do not have the required exemption documentation they are not allowed on the premises

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

Agree

Yes

Tell us how you will do this

- Training provided to all staff on hand sanitising
- Training provided to all staff on hand washing
- Signage that patrons use hand sanitiser and wash hands
- Patrons requested to sanitise hands on entry
- Sanitiser placed throughout the venue

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

Agree

Yes

Tell us how you will do this

- Paper towels placed in bathrooms
- Soap dispensers checked and cleaned regularly
- Hand dryers cleaned and wiped down on a regular basis

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

- Cleaners clean the Club and all surfaces daily
 - Staff are trained to clean tables and touched items after patrons leave
 - Frequently touched surfaces are cleaned regularly
-

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 scanning is required for all patrons attending the Club
- Staff will use the NSW Government Service NSW webform to register attendance of those that don't have the QR Code capability or the Service NSW manual form on reception desk
- Electronic records kept of people attending

- Records kept for 28 days
- Records are kept private
- Manual method of recording customer details to be transferred to an electronic file for storage for 28 days
- Bowlers are to check-in at reception before using the bowling greens
- Croquet has a QR code at the shed - committee to ensure check-ins for players

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

- Staff are trained to check that patrons have signed in correctly with the QR codes, manually, via the online webform or with the QR code name cards issued by Service NSW
- A Staff member is to monitor the entry door at all times with two staff during busy periods

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

- Train staff that another person may assist in provided contact details on the behalf of those that may need assistance due to age, language, disabilities etc
- These records to be collected as per the above available methods and recorded and

stored for 28 days

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

- Should there be a particular function or event that requires a separate Covid-19 Safety Plan the General Manager will ensure this is completed prior to the event/function

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

Yes