



## Your COVID-19 Safety Plan

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

### Business details

Business name	Hardy's Bay RSL & Citizen's Club Limited
Business location (town, suburb or postcode)	Hardys Bay NSW 2257
Completed by	Jacqueline Hall on 24 October 2020
Email address	<a href="mailto:bands@hardysbayclub.com.au">bands@hardysbayclub.com.au</a>
Effective date	22 October 2020
Date completed	24 October 2020

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### Wellbeing of staff and customers

#### **Exclude staff and customers who are unwell from the premises.**

Any staff or patrons displaying symptoms or if they appear to be unwell, will be directed to leave the premises and seek medical advice and undergo COVID-19 testing.

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](https://foodauthority.nsw.gov.au/covid-training)

Staff have been provided with information from Health NSW and SafeWork NSW regarding COVID-19 testing, social distancing regulations and cleaning regulations.

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

Staff will be instructed to self isolate if sick and/or tested for COVID-19. Details of leave entitlement and other support options have been provided to staff.

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

Conditions of entry to the Club premises is posted on the Club website, Facebook page and at the entry to the club.

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

The current COVID-19 Safety Plan is applied to any private or corporate event. The Club is not currently holding corporate events.

**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.**

Not applicable. The Club will not be operating as a nightclub.

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).

The Club has COVID-19 Safe Hygiene Marshals on duty whenever the Club is open for business. They oversee social distancing, cleaning and ensuring the accuracy of record keeping for all patrons.

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](https://nsw.gov.au).

Not applicable. The Club does not have an indoor or outdoor gym.

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## **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.

The Club area has been measured for the maximum number of patrons allowed under the one person per four square metres inside and one person per two square metres outside. The Club will not exceed 300 patrons in total. The Club is currently operating under the one person per 4 square metres indoors and outdoors.

**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.**

The Club operates as one area with a maximum of 300 persons or less within the one person per four square metres inside and one person per two square metres outside.

**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.**

The Club has no designated dance floor and will ensure that any permitted dancing for a wedding reception is within the COVID-19 safety restrictions. Otherwise dancing does not take place on the premises.

**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.**

The maximum capacity of the largest table in the club is eight people which is well within COVID-19 guidelines.

**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.**

The Club has taken tentative bookings and expressions of interest for weddings and other functions and have informed these patrons that the event will need to comply with any restrictions in place at the time of the event.

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

The COVID-19 Safe Hygiene Marshals continually monitor the behaviour of patrons to ensure they remain seated unless moving between areas of the Club and do not mingle with other groups or tables. Any patron that does not comply is asked to leave the premises.

**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.**

All tables and seating are spaced at the 1.5 metres of physical distance as per COVID-19 regulations.

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

The entrance to the Club where patrons must register have the physical distancing markers on the floor. The entrance to the Club bar area have the physical distancing markers on the floor.

**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.**

Social distancing markers have been marked out in all staff working areas and staff recreation areas and offices. Staff take breaks at different times and locations to ensure compliance with social distancing regulations.

**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.**

Not applicable. The Club does not have gaming machines.

**Alcohol can only be consumed by seated customers.**

The conditions of entry to the Club ensure that customers must remain seated at all times unless moving between different areas of the Club such as the bar, restaurant or toilets.

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

Staff take breaks at different times and locations to ensure compliance with social distancing regulations.

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

The bar area is the only high volume area and has social distancing markers to control contact between customers and control contact with bar staff.

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

Goods orders are made and paid for online to reduce contact with any delivery personnel.

**Ensure no more than 30 customers per tour group for wineries, breweries and distilleries.**

Not applicable. The Club does not operate as a winery, brewery or distillery.

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

This will be managed by staff registering customer contact details.

**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.**

The courtesy bus is not currently operating.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Signage is posted in the Club regarding hand washing and hand sanitising. The Club has hand sanitiser available for staff and patron use.

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

Bathrooms and toilets are well stocked with soap and paper towels.

**Reduce the number of surfaces touched by customers wherever possible.**

Social distancing and hygiene posters have been posted in all areas of the Club to educate and encourage staff and customers to be COVID-19 safe.

**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 self serve buffet and the club will be providing cutlery and condiments in sachets at the time of ordering their meals.

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

All cutlery and table service items will be thoroughly cleaned by commercial dishwashing machines or will use disposable single use cutlery and table service items.

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

Menus will be single use and disposed of straight after use or will be laminated and sanitised after each 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.**

Cleaning of all high use areas will be conducted several times a day. Pens are wiped after each use and a contactless register is available to patrons.

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

Commercial cleaning products will be used to ensure the right strength and will be used in accordance with manufacturer's instructions.

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

Gloves and other protective equipment will be provided by the Club for staff.

## **Encourage contactless payment options.**

The Club has contactless paywave available.

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## **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.

All staff and customers will be required to provide phone and/or email contact details which will be scanned and held in a password protected file in Club computer records for the required time. A QR Code is available for patrons to register. The COVID-19 Safe Hygiene Marshals monitor the accuracy and legibility of all records. The Club will still be operating on one person per 4 square metres indoors and outdoors.

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

Staff have been made aware of why contact information is collected.

## **All venues must register their business through [nsw.gov.au](https://nsw.gov.au).**

The Club is registered with [nsw.gov.au](https://nsw.gov.au) as a COVID Safe business.

## **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.**

NSW Health and SafeWork NSW will be provided with contact information upon request.

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

Yes