

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

## Your COVID-19 Safety Plan

### Hospitality

#### Business details

Business name	Hardy's Bay RSL & Citizen's Club Limited T/As Hardys Bay Community Club
Business location (town, suburb or postcode)	Hardys Bay NSW 2257
Select your business type	
Pubs and clubs	
Completed by	Jacqueline Hall on 17 October 2021
Email address	<a href="mailto:bands@hardysbayclub.com.au">bands@hardysbayclub.com.au</a>
Effective date	18 October 2021
Date completed	16 October 2021

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### Wellbeing of staff and customers

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

Agree

Yes

### **Tell us how you will do this**

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 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 information from Health NSW and SafeWork NSW regarding COVID-19 testing, wearing masks, social distancing regulations and cleaning regulations. 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. All staff will be trained in the collection and storage of patron contact details and vaccination status.

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

**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**

All staff and COVID Safety Marshals will be trained to check vaccination status at QR Code entry to the Club. All staff, patrons and service providers aged 16 years and over will need to provide their Medicare COVID-19 digital vaccination certificate (or a printed version) to gain entry to the Club. Children under the age of 16 years will need their supervising adult(s) to provide evidence of full vaccination. Any person with a medical exemption from vaccination will need to provide a doctor's certificate confirming exemption. Any person refusing to comply with the public health orders will not be allowed entry to the Club.

**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**

Children under the age of 16 years will need their supervising adult(s) to provide evidence of full vaccination. Any person with a medical exemption from vaccination will need to provide a doctor's certificate confirming exemption. Any person refusing to comply with the public health orders will not be allowed entry to the Club.

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## 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**

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. Table bookings will be limited to 20 people except for wedding and funerals.

**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**

All tables and seating are spaced at the 1.5 metres of physical distance as per COVID-19 regulations. Markers of 1.5 metres have been placed leading up to the entrance, bar, toilets and restaurant.

**Avoid congestion of people in specific areas where possible.**

**Agree**

Yes

**Tell us how you will do this**

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

**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**

This will be managed by staff registering customer contact details and COVID Safety Marshals.

**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**

The COVID Safety Marshals and staff will enforce the no singing by audiences indoors. Any patrons that do comply with the public health orders will be told to leave the premises.

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## **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 has windows and doors open to increase natural ventilation throughout the premises. The Club also operates an air conditioning system to assist with air flow circulation.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

The Club has a large outdoor area which is fully utilised when weather permits for drinking, dining and entertainment. The use of this outdoor area is encouraged by staff, volunteers and management to maintain social distancing and improved airflow in the Club.

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

**Agree**

Yes

**Tell us how you will do this**

The Club has windows and doors open to increase natural ventilation throughout the premises.

**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**

The Club operates a number of air conditioning units to assist with air flow circulation. These units are operated as per the recommendations of the manufacturers and health and safety regulations.

**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**

The air conditioning units are serviced regularly as per the manufacturers warranties and recommendations.

**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**

This does not apply to the Club.

## **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**

The COVID Safety Marshals and staff will enforce the public health order for staff and patrons to wear a mask indoors at all times unless eating or drinking. Staff will be instructed to wear a mask in both indoor and outdoor areas of the Club. Masks will be given to any patrons that do not have one at the time they sign in with the Service NSW QR code. Any patron that refuses to wear a mask will be told to leave the premises. Any individual that has an exemption from wearing a mask will need to provide proof in the form of a medical certificate.

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

**venue.**

**Agree**

Yes

**Tell us how you will do this**

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

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

**Agree**

Yes

**Tell us how you will do this**

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

**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**

Cleaning of all high use areas will be conducted several times a day when the Club is open. Any pens used are wiped after each use and a contactless register and contactless payment is available to patrons.

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**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**

All staff and customers will be required to provide name and phone contact details through the Service NSW QR Code at the Club. The COVID-19 Safe Hygiene Marshals will assist patrons to register using the QR Code. If there is an internet or mobile phone outage, the Club will use a paper register which will be scanned electronically within 24 hours and held in a password protected file in Club computer records for the required time.

**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**

The COVID Safety Marshals check each patron at the entry point to the Club to ensure that they have the green tick that confirms they have checked into the Club. Vaccination status will also be checked at QR Code entry.

**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**

All staff and customers will be required to provide name and phone contact details through the QR Code at the Club. The COVID-19 Safe Hygiene Marshals will assist patrons to register using the QR Code. If there is an internet or mobile phone outage, the Club will use a paper register which will be scanned electronically within 24 hours and held in a password protected file in Club computer records for the required time.

**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 Club has a restaurant, Hardys Hideaway, that operates as a separate business and is a sub-premises that cannot be accessed externally and patrons must enter through the main Club entrance to use the restaurant. Therefore, all patron details are captured electronically by the Club. The restaurant also has a Service NSW QR Code available for patrons to check in and out.

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

Yes