

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



Your COVID-19 Safety Plan

Hospitality

Business details

Business name	Woodburn Evans Head RSL Club Ltd
Business location (town, suburb or postcode)	Evans Head
Select your business type	
Pubs and clubs	
Completed by	Greg Targett
Email address	ceo@clubevans.com.au
Effective date	2 August 2021
Date completed	8 August 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

Provide staff with information and training on COVID-19, including 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. Post NSW Health signage at front door detailing what to do if unwell and not to enter premises if unwell.

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Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

Post NSW Health signage at front door detailing conditions of entry, what to do if unwell and not to enter premises if unwell. At front desk have all who enter sign in on the electronic sign-in system. This system then notifies NSW Health of the person's details automatically.

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

There is only one entry point to the Club premises. Anyone entering must sign in on the electronic sign-in system. This system then notifies NSW Government QR code system of the person's details automatically.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Include a notice in staff newsletter encouraging staff to access a COVID-19 vaccination. Follow up with oral communication at staff meetings.

Physical distancing

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

This does not include a vessel used for commercial tours for scuba diving, snorkelling or whale, dolphin or marine animal watching if there are 50 or fewer persons on the vessel.

Agree

Yes

Tell us how you will do this

The automatic sign-in system at the front desk automatically counts the number of persons entering Club premises. Front reception staff will monitor this to ensure the premises stays within the limit of 300 persons (the maximum number allowed on these premises under the 4 square metre rule).

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

Signage is posted on the front door and throughout the Club premises reminding patrons to adhere to the 1.5m physical distancing rule where possible.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Staff will monitor people in congested areas, such as at the bar, to ensure patrons are adhering to the 1.5 metre rule. Signs on the bar remind patrons to socially distance at least 1.5 metres.

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

Signage is posted on the front door and throughout the Club premises reminding patrons to adhere to the 1.5m physical distancing rule where possible. Staff will monitor these areas to enforce compliance.

Singing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Dancing is not allowed in indoor hospitality venues or nightclubs (except for

weddings, where no more than 20 people from the wedding party are permitted to dance).

Agree

Yes

Tell us how you will do this

Patrons are reminded by PA announcements that they are not allowed to sing or dance, that they must remain seated when consuming alcohol. Wedding bookings are notified that dancing is limited to 20 persons.

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

Signage is posted on the front door and throughout the Club premises reminding patrons that a condition of entry is that they must wear a face mask (unless they have a medical exemption).

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

Agree

Yes

Tell us how you will do this

Staff have completed the COVID-19 Safety training online that covers good hand hygiene practices. Hand sanitiser is available throughout the Club premises for patrons to utilise.

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

Agree

Yes

Tell us how you will do this

Staff check the bathrooms regularly to ensure they are well stocked with hand 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

Children's play area is closed. Staff clean frequently touched areas/surfaces, tables, chairs etc. on a regular basis throughout opening hours. Cleaners clean the entire premises in the early hours of the morning when the premises are closed.

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

Staff will monitor ventilation of premises, and open doors and windows when necessary.

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

There is only one entry point to the Club premises. Anyone entering must sign in on the Club's electronic sign-in system. This system then notifies NSW Government QR code system of the person's details automatically.

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 monitor all persons entering the premises via the front door (only entry point) and require them to sign-in in on the Club's electronic sign-in system. Staff watch the sign-in system to ensure the person's information is entered and accepted. The Club's electronic sign-in system then notifies NSW Government QR code system of the person's details automatically.

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

The Club utilises the NSW Health spreadsheet for patrons to use if they cannot sign in electronically. Club staff then enter this information into the Club's NSW Health QR code account.

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

Yes