

# COVID-19 Safety Plan

## Pubs, clubs, small bars, cellar doors, breweries, distilleries and casinos

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions or advice changes.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](http://nsw.gov.au)

BUSINESS DETAILS	
Business name:	Merewether Surf Life Saving Club LTD
Plan completed by:	Club Secretary Jamie Paras
Approved by:	MSLSC Club Executive

## > REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and customers</b>	
Exclude staff and customers who are unwell from the premises.	All persons displaying signs of cold and flu will be asked to leave the premises.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	All relevant information relating to NSW Health requirements and testing centres - displayed.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	All aware - volunteers.
Display conditions of entry (website, social media, venue entry).	Social media and website notifications - front of premises on conditions of entry.

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
Capacity must not exceed 50 customers or one customer per 4 square metres in an existing seated food or drink area, whichever is the lesser.	50 patrons in main function room. 15 on balcony.
Weddings are permitted to book for a maximum of 20 guests (excluding the couple, the persons involved in conducting the service and the photographer and the videographer). Funerals and memorial services are permitted to book for a maximum of 50 mourners (excluding the persons involved in conducting the service).	Limited functions only.
If the premises hosts events such as weddings and/or has an area for dancing, ensure there is adequate room to promote physical distancing. Develop strategies to avoid crowding on the dancefloor.	
No more than 10 customers at a table (except for gatherings after a wedding, funeral or memorial service).	Only 10 chairs to be placed at each table.
Reduce contact between customer groups.	4 x 4 metre spacing enforced
Move or remove tables and seating to support 1.5 metres of physical distance.	10 tables up only in function room.
Reduce crowding and promote physical distancing with markers on the floor.	Markers on floor.
Ensure 1.5 metres between gaming machines that are turned on. Customers using gaming machines or tables are included in the maximum capacity limit of each existing seated food or drink area, and customers from different existing seated food or drink areas should not co-mingle.	N/A
Large venues with multiple seated food or drink areas should take steps to prevent co-mingling of customers from separate dining areas, where practical.	N/A
Alcohol can only be consumed by seated customers.	All customers/patrons to be seated.
Where reasonably practical, stagger start times and breaks for staff members.	2 hours on
Consider physical barriers such as plexiglass around counters with high volume interactions with customers.	Distancing between bar and customers.

Physical distancing	
Review regular deliveries and request contactless delivery / invoicing where practical.	N/A
No more than 10 customers per tour group for wineries, breweries and distilleries.	N/A
Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers.	N/A
Avoid group singing and wind instruments (such as flute, oboe or clarinet). Solo singers should maintain at least 3 metres physical distance from other people.	No live entertainment.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand sanitizer and hand gel in bathrooms.
Ensure bathrooms are well stocked with hand soap and paper towels.	Checked at regular intervals.
Reduce the number of surfaces touched by customers.	Limited furniture and fittings.
No self-serve buffet style food service areas, communal bar snacks, or communal condiments allowed.	All food served to tables.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	Full commercial dishwasher and glass washer set to hotter setting.
Menus must be laminated (clean between use), displayed or be single use. Place takeaway menus outside the venue.	Chalkboard menu only
Clean frequently used areas (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	All tables and chairs cleaned after each patron.

<b>Hygiene and cleaning</b>	
Maintain disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions.	Fincol
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	PPE equipment available at all times.
Encourage contactless payment options.	Eftpos and GPAY only

<b>REQUIREMENTS</b>	<b>ACTIONS</b>
<b>Record keeping</b>	
Keep name and mobile number or email address for all staff, customers and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	Members and patrons available.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	COVID 19 App promoted.