

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



## Your COVID-19 Safety Plan

### Hospitality

#### Business details

Business name	South West Rocks Country Club Ltd
Business location (town, suburb or postcode)	South West Rocks
Select your business type	
Pubs and clubs	
Completed by	Danielle Rushworth
Email address	<a href="mailto:danielle@rockscountryclub.com.au">danielle@rockscountryclub.com.au</a>
Effective date	2 August 2021
Date completed	16 August 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**

1. Staff and customers who are unwell or showing signs of being unwell will be refused entry and will also be asked to leave the premise even if they only have mild symptoms.
2. Staff will not be able to work if unwell or showing signs of being unwell, and will be sent home immediately if they become unwell or show symptoms of being unwell during shift.
3. We may check temperatures of patrons upon entry if required.

### **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.**

#### **Agree**

Yes

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

1. Staff have been given access to covid-19 procedural information via our online Compliance training provider CIRT, staff have also been supplied with circular emails, and face to face training with regard to physical distancing, wearing masks, cleaning and capturing and storing patrons details via service NSW applications.
2. Staff will need to be Covid tested and provide a negative result before they can return to work after being unwell.
3. All staff will also be required to use the QR Code application of Service NSW when they present for work.

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

#### **Agree**

Yes

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

Conditions of Entry will be displayed at the entry point to the venue and throughout the club. They will also be displayed on our Social Media platforms and webpage.

### **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**

Patrons details will be captured at the main entry to the venue, as it is the only entry and exit point for the facility.

**Encourage staff to access COVID-19 vaccination.**

**Agree**

Yes

**Tell us how you will do this**

Staff have been emailed information and a link on where to book and obtain a Covid 19 Vaccination within our local area.

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## **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 venue will be operating on the one person per 4 square metres rule. Each separated room within the venue will have specific capacity numbers.

**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**

1. Where practical separate entry and exit doors have been mapped out with either floor markings or visible signage.
2. Staff will be allocated to separate work stations where practical and start times will be staggered
3. tables and chairs throughout the facility will be set to support physical distancing between other groups.

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

**Agree**

Yes

**Tell us how you will do this**

1. Markers have been placed on the floor to assist with physical distancing and provide clear guidance to where people should be queuing.
2. Appropriate physical distancing between gaming machines has been spaced out to support physical distancing between players.

**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**

Designated smoking areas will have capacity restrictions to support the one person per 4 square metre ruling.

**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**

1. Patrons are only allowed to consume Food and beverage whilst seated and must wear a mask within the venue outside of this consumption.
2. Live music and events have been postponed due to the current Pandemic crisis and will only resume when able to ensure no singing or dancing is encouraged within the venue.
3. Only members of the wedding parties will be able to dance if we host a Wedding at the venue.
4. Supervisor will monitor the above and will ask patrons to leave if they do not comply with the orders.

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## **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**

1. All staff and customers are to wear face masks whilst inside the venue unless consuming food or beverage.
2. Masks will be available for purchase upon entry to the venue for those who do not have a mask.
3. All staff have been provided with a reusable face mask from the business.

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

#### **Agree**

Yes

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

1. Signage has been placed in all bathroom facilities with instructions on how to wash hands.
2. Staff are to wash their hands regularly throughout shift as well as use hand sanitiser.
3. Hand sanitiser is available for use by all customers throughout the venue, especially at entry points, service areas, self serve terminals and bathroom amenities.

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

#### **Agree**

Yes

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

1. Bathroom amenities are monitored and checked throughout trade, and will provide soap, paper towel and hand sanitiser that will be replenished as required.

### **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**

1. Frequently touched areas and surfaces will be cleaned several times per day with detergent or disinfected solution or wipe. This includes gaming machines, self-serve terminals, EFTOP terminals, elevators buttons, handrails, countertops, doorknobs and sinks etc.
2. Tables and chairs will be cleaned between customers with a detergent.
3. Disinfectant solutions will be maintained at an appropriate strength and used in accordance with manufactures instructions.

**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**

1. Where possible doors and windows will remain open for natural air ventilation.
2. Air conditioning filters will be cleaned and maintained in accordance to manufacture recommendations by a contract tradesperson

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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

1. All patrons, staff and contractors will need to QR code into the venue using the service NSW app. Multiple QR code copies will be available at the entry point to the venue as well as at reception.

**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

1. Staff will be asking all patrons and contractors to QR code into the venue using the service NSW app and will ask to see proof of sign in by way of green tick on their device.  
2. Patrons will need to queue on the floor markings provide to ensue 1.5m social distancing rule

**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



1. Patrons that do not have a device to QR code into the venue via the Service NSW app, will need to provide their full name, contact number, and entry time and our staff will enter in the Service NSW electronic Spread Sheet.

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

Yes