

**> 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)	2 Sportmans Way South West Rocks NSW 2431
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	11 October 2021
Date completed	7 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**

- \* 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.
- \* 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.
- \* We may check temperatures of patrons upon entry if required.

**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 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.
- \* Staff have been provided with links on where they can obtain a COVID-19 Vaccination
- \* Staff will need to be Covid tested and provide a negative result before they can return to work after being unwell.
- \* 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, COVID-19 vaccination 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, on our social media

platforms and webpage.

**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, 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: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.**

**Agree**

Yes

**Tell us how you will do this**

- \* Signage is visibly displayed at the entrance and reception area to the venue.
- \* Patrons over the age of 16 must be fully vaccinated to gain entry and must show proof of their vaccination status.
- \* Staff to be eligible to work must have received at least one dose of a COVID-19 vaccination, and must be double dosed prior to the 1st of November 2021, or hold a certified Medical Exemption.
- \* Staff have been trained on how to site patrons vaccination statuses
- \* Contractors will not be allowed on site unless they have proof of being double vaccinated
- \* Patrons who are medically exempt from being vaccinated must provide a certified exemption document.

**People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.**

**Note: This does not apply to a person aged under 16 who is on the premises to carry out work.**

## Agree

Yes

### Tell us how you will do this

\* Minors under the age of 16 will only be allowed in the venue if they are in the company and under the direct supervision of a parent or guardian that is fully vaccinated.

\* All patrons must show proof of double vaccination upon entry to the club.

\* Minors under the age of 16 that are employed to work on the premise do not need to be vaccinated.

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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.**

**Bookings must not exceed 20 customers (except for weddings and funerals, and gatherings after these events).**

**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.**

## 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.

\* Group bookings will be limited to a maximum of 20 people (excluding weddings, and funerals)

\* Patrons will be advised not to move furniture

**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**

\* Where practical separate entry and exit doors have been mapped out with either floor markings or visible signage.

\* Staff will be allocated to separate work stations where practical and start times and meal breaks will be staggered.

\* 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**

\* Markers have been placed on the floor to assist with physical distancing and provide clear guidance to where people should be queuing.

\* Gaming machines have 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 2 square metre ruling.

### **Singing and dancing by audiences is not allowed in indoor areas.**

### **Patrons can only consume alcohol when seated in indoor areas.**

## **Agree**

Yes

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

- \* Patrons can only consume Food and beverage whilst seated inside the venue, and masks must be worn outside on this consumption
  - \* Singing and dancing is not permitted inside the venue
  - \* Live ticketed shows 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.
  - \* Supervisor will monitor the above and will ask patrons to leave if they do not comply with the orders.
  - \* Signage will be visible throughout the venue advising patrons singing and dancing is not permitted
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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**

\* Air conditioning vents are cleaned regularly by qualified contractors

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

\* Outdoor areas of the club will be encouraged to be utilised by patrons where possible

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

**Agree**

Yes

**Tell us how you will do this**

\*Where possible doors will be left ajar to provide fresh air ventilation within the venue

**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**

\*Air conditioning parameters are set accordingly

**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**

\* Air conditioning filters are cleaned and replaced in accordance to manufactures recommendations by qualified contractors.

**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**

\* We consult with our Air Conditioning contractor regularly

## **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**

\* All staff and patrons must wear a face mask inside the venue unless they have a certified medical exemption document

\* Face masks will be available for purchase upon entry to the venue for those who do not have a mask.

\* All staff have been provided with a reusable face mask from the business.

\* Signage is displayed throughout the venue

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

**Agree**

Yes

**Tell us how you will do this**

\* Signage has been placed in all bathroom facilities to promote hand washing and hand sanitising.



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

**Agree**

Yes

**Tell us how you will do this**

\* Bathrooms are cleaned daily and replenishable items are restocked accordingly throughout trade.

**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**

\* 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.

\* Tables and chairs will be cleaned between customers with a detergent.

\* Disinfectant solutions will be maintained at an appropriate strength and used in accordance with manufactures instructions

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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 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**

\* 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.

\* Patrons will need to queue on the floor markings provided to ensure 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**

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.

**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 are capture upon entry to the club

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

Yes