

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

## Your COVID-19 Safety Plan

**Pubs and clubs (including small bars, cellar doors, breweries, distilleries, casinos and karaoke bars)**

### Business details

Business name	West Tamworth Sports and Bowling Club
Business location (town, suburb or postcode)	Tamworth NSW 2340
Completed by	Sherilee Stewart
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Effective date	22 October 2020
Date completed	25 October 2020

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### Wellbeing of staff and customers

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

All Staff are to call in sick if they are experiencing Cold and Flu like symptoms.

All patrons will be actively discouraged from attending whilst displaying cold and flu like symptoms or while feeling unwell.

Provide staff with information and training on COVID-19, including when to get tested,

physical distancing and cleaning. Train staff in the process of how to collect and store contact details of patrons.

'COVID-19 awareness for food service' is a free, voluntary online course which covers all measures required to become a COVID Safe retail and food service business in NSW. It is available through the NSW Food Authority website [foodauthority.nsw.gov.au/covid-training](https://www.foodauthority.nsw.gov.au/covid-training)

Training Records available on site

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

All staff members will be entitled to use sick leave if available while they are sick or while self isolating.

**Display conditions of entry (website, social media, venue entry).**

Entrance to the club will be used for entry to the club. All patrons will be required to sign in and out at the entrance to the club. A sign in portal is available at the entry and all details will need to be completed for entry to the club. Any persons displaying cold or flu like symptoms is not to enter the club. Conditions of entry also added to website

**Ensure COVID-19 Safety Plans are in place, where relevant, for corporate events (if hiring out space).**

Where any functions are held on site, sign in requirements, social distancing requirements as per this plan will also be in place.

**Premises cannot operate as a nightclub (open late into the evening primarily for the purpose of providing a venue for patrons to dance), but may open to provide other services as long as the appropriate COVID-19 Safety Plan is in place where relevant.**

N/A

Venues must assign one staff member as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping. If a venue has more than one separate area, there must be a COVID-19 Safety Hygiene Marshal in each separate area.

If the venue has a capacity of 250 patrons or more, the identified Safe Hygiene Marshal/s must always be present while the venue is operational; for venues with a capacity of less than 250 patrons, the identified Safe Hygiene Marshal/s must be present during peak operational hours (during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods).

Covid marshall shall be available to monitor the club on busier days. When the club is quieter bar staff shall act as Covid Marshall.

Marshall shall wear Hi Vis vest.

Premises with an indoor gym, such as some clubs, must complete the COVID-19 Safety Plan for gyms and also register this through nsw.gov.au.

N/A

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## **Physical distancing**

Capacity at the venue must not exceed 300 patrons, or the number allowable by one customer per 4 square metres indoors and one customer per 2 square metres outdoors, whichever is the lesser. Children count towards the capacity limit.

Capacity must not exceed 150 patrons for wedding services, and 100 patrons for funerals, memorial services, or wakes. Please see separate checklists for these events.

Verandah - 36 Patrons (Outside area 2m<sup>2</sup> Rule)

The below patron numbers are internal areas and base don 4m<sup>2</sup>.

Bar Area - 23 Patrons

Pokies - 6 Patrons

Auditorium 40 Patrons

**If the premises has more than one separate area, each separate area can have up to 300 persons, or the number of persons that is equivalent to one customer per 4**

square metres indoors and one customer per 2 square metres outdoors, whichever is the lesser, provided that each separate area is:

- separated from other areas on the premises
- designated a separate area by the occupier of the premises
- has staff that are providing food and drink only in that area
- does not allow people in different areas to mingle
- monitored by a designated COVID-19 Safe Hygiene Marshal at required times.

N/A

**Dancefloors are generally not permitted. However, there may be events where a dancefloor is permitted (e.g. a wedding reception) with a COVID-19 Safety Plan in place. Venues taking bookings for these events should ensure there is a COVID-19 Safety Plan in place.**

No dancing is currently being allowed on site.

**Bookings must not exceed 30 customers (except for weddings, funerals or corporate events). There should be no more than 30 customers at a table. Children count towards the capacity limit.**

Noted Bookings will be kept to less than 30 persons for meals with exception of Wakes / functions (separate requirements will be met)

**Venues taking bookings for weddings, funerals and corporate events should ensure there is a COVID-19 Safety Plan in place for this event. Bookings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.**

A covid safety plan will be in place where wake or functions held on site.

**Reduce contact or mingling between customer groups and tables wherever possible.**

Seating has been placed indoors to meet 4m<sup>2</sup> requirement and has signage not to be moved. This is monitored by the Covid Marshall. Patrons are encouraged not to move tables.

**Move or remove tables and seating to support 1.5 metres of physical distance where possible. Household or other close contacts are not required to physically distance.**

**Groups of friends may not necessarily all be household-like contacts and so may require additional space at a table so that they can physically distance.**

Tables and Chairs are in set positions around the club. Patrons are actively discouraged from moving any furniture.

**Reduce crowding and promote physical distancing with markers on the floor where people are asked to queue, such as at the bar.**

Marks have been applied in areas where patron queue.

**Where possible, ensure staff maintain 1.5 metres physical distancing (including at meal breaks and in office or meeting rooms) and assign workers to specific workstations. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask, if practical.**

Staff have adequate space to maintain social distancing while on breaks. One work area for all staff at this premise.

Only 2 staff members on at any one time.

Separation is possible from patrons at Bar area.

**Ensure gaming machines and gaming tables are spaced out to support 1.5 metres physical distance between players, where practical. This can be achieved by moving machines or turning off or blocking access to every second machine or every second table.**

Signs available on poker machines. Only every 2nd machine to be operated at any time.

**Alcohol can only be consumed by seated customers.**

All customers to consume alcohol in the premises while seated. This is monitored by Covid Marshall

**Where reasonably practical, stagger start times and breaks for staff members.**

Low staff numbers at the site.

Breaks are not normally taken at the same time.

**Consider physical barriers such as plexiglass around counters with high volume interactions with customers.**

This is not deemed necessary at this time. Will be reviewed regularly.

**Review regular deliveries and request contactless delivery / invoicing where practical.**

Maintain social distancing for all deliveries and contactless delivery will be used where possible.

**Ensure no more than 30 customers per tour group for wineries, breweries and distilleries.**

N/A

**Introduce strategies to manage gatherings that may occur outside the premises and in any designated smoking areas.**

Smoking areas and bowling areas are also monitored for social distancing.

**Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers as much as possible and encourage passengers to wear masks whilst in the vehicle.**

4 Passengers 2 Middle and 2 in back seat.

Masks recommended to be worn by patrons in the bus.

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Good Handwashing practice signs are displayed around the premise.

Staff have been trained in good handwashing practices

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

Bathroom are serviced throughtout the day and paper towels and soap stocks are monitored.

**Reduce the number of surfaces touched by customers wherever possible.**

Any doors that are not required to be closed are left open. Most entry doors to the site are self opening.

**No self-serve buffet style food service areas, communal bar snacks, or communal condiments. If condiments are on individual tables, such as salt and pepper shakers, these should be cleaned between each customer.**

No buffet food service on site, salt and pepper if used is portion control serves.

**Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.**

Cutlery used for meals is washed after each access to the dining room and washed in commercial dishwasher.

Cutlery stored in closed storage unit in kitchen.

**Menus should be laminated (clean between use), displayed or be single use. Place takeaway menus outside the venue where possible.**

Menus used are single use or single area of display. In format that can be wiped down if 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. Clean tables, chairs and any table settings between each customer. If using a paper sign in system, ensure the pen is wiped down with a disinfectant solution or wipe between use.**

Tables are sanitised regularly throughout the day after each group of patrons where possible.

Pens are sanitised every 2 hours.

Hand sanitiser is provided at sign in area.

Signage is present.

**Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.**

70% Alcohol sanitiser is used for sanitation of surfaces.

**Staff are to wash hands thoroughly with soap and water before and after cleaning.**

Staff will wash hands before and after cleaning.

**Encourage contactless payment options.**

Contactless payment available through eftpos machine.

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## **Record keeping**

Keep name and a contact number for all staff, dine-in customers and contractors for a period of at least 28 days. Each person that attends a venue MUST provide their name and contact details. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. QR Code is strongly encouraged.

It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records.

Venues using capacity calculations of one per 2 square metres outdoors MUST use electronic methods such as QR Code for collecting contact details and ensure these are captured for EACH person.

Circle scan digital sign in now used for all entries to site.

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

Staff will be made aware of the COVID Safe App and its use in contact tracing.

**All venues must register their business through [nsw.gov.au](https://nsw.gov.au).**

Covid safety plan is registered through [NSW.gov.au](https://nsw.gov.au) Plan will be reviewed regularly and updated as required.

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at**



**your workplace, and notify SafeWork NSW on 13 10 50.**

Records will be available and WTSBC will co-operate with requests for information relating to Covid-19 from relevant authorities.

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

Yes