

**> BE COVID SAFE.  
HELP NSW 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	Doug Stewart
Email address	<a href="mailto:dougstewart426@gmail.com">dougstewart426@gmail.com</a>
Effective date	7 December 2020
Date completed	11 December 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,

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.

'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

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.

The identified Safe Hygiene Marshal/s must always be present when there are more than 250 patrons at the venue. If there are less than 250 patrons at the venue, it is recommended that the identified Safe Hygiene Marshal/s should 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.

**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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

N/A

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## Physical distancing

**Capacity must not exceed one customer per 2 square metres of publicly accessible space. The density limit does not apply if there are 25 customers or less at the premises. Children count towards the capacity limit.**

Our club will support 1.5m physical distancing by limiting the capacity of the venue in accordance with the density limit in the Public Health Order of one patron per two square metres.

It is not practicable to separate tables and chairs such that there will be 1.5m physical distance between seated groups, however physical distancing will be supported by complying with the density limit in the Public Health Order.

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

The below patron numbers are internal areas and based on 2m<sup>2</sup>.

Bar Area - 46 Patrons

Pokies - 12 Patrons

Auditorium 80 Patrons

**Capacity on dancefloors must not exceed one person per 4 square metres to a maximum of 50 people indoors, or 500 people outdoors. Capacity at nightclubs must not exceed one person per 4 square metres, with a maximum of 50 people on any dancefloor.**

If a function requires dancing at the club a dance area will be allocated and using the 4 square metre rule the capacity of the auditorium will be reduced accordingly

**Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for this event.**

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.

**Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as bars, toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable.**

Marks have been applied in areas where patron queue.

**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.**

Our club will support 1.5m physical distance between gaming machines players by limiting the capacity of the gaming area in accordance with the density limit in the Public Health Order of one patron per two square metres.

It is not practical to space out gaming machines to support 1.5 metres physical distance between players, however physical distancing will be supported by complying with the density limit in the Public Health Order.

**In indoor areas, alcohol can only be consumed by seated customers. Alcohol should not be taken onto dancefloors.**

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.

**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.

**Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.**

N/A

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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.

Cutler 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.

### **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).**

our Club is cooled by evaporative coolers that introduce fresh outside air

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## **Record keeping**

Keep a record of the name, contact number and entry time for all staff, dine-in customers and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records. Records must be provided as soon as possible, but

within 4 hours, upon request from an authorised officer.

*Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.*

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

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au)**

All records are kept on the club computer and password protected to be only accessed by management

**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 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