

**> 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	South Sydney Graphic Arts Club Mascot
Business location (town, suburb or postcode)	Mascot
Completed by	Ian McMillan, CEO & James Mackenzie, Operations Manager
Email address	ian@ssgac.com.au
Effective date	22 October 2020
Date completed	24 October 2020

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

All staff have been informed they must contact the club immediately if they feel unwell. Staff reporting as unwell are required to undergo Covid-19 testing. Staff will only be allowed to return to the club if they return a negative test result. If a staff member returns a positive test result, NSW Health will be immediately informed that a person with Covid-19 could have been on the club premises while infected. Staff are made aware of their leave entitlements if they are sick or required to self-isolate. All staff will undertake a temperature check and be questioned about possible

symptoms upon entry to the club.

All customers will undertake a temperature check and be questioned about possible symptoms upon entry to the club.

Customers identified as being at-risk (for e.g. if they look unwell or report being unwell) will be asked to leave and encouraged to get tested.

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)

Prior to reopening, all staff undertook comprehensive CovidSAFE training on 28/05/20 inclusive of the Clubs NSW and NSW Health standards/checklists along with the Covid-19 Safety Course provided by the Australian Government. This was recorded in the training register.

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

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

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

Conditions of entry including identification of symptoms, physical distancing and hygiene requirements will be displayed on the club's website, social media, monitors, tills and at the venue entry.

Customers who repeatedly fail to observe basic physical distancing or personal hygiene measures whilst in the club will be asked to leave.

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

The COVID-19 Safety Plan also applies to any events where the club boardroom, terrace or restaurant is hired out with relation to wellbeing of staff and customers, hygiene and cleaning, physical distancing and record-keeping. For example, function menus have

COVID been redesigned to only provide individual food service and all customers must be seated and suitably spaced. This would be monitored by the COVID-19 Safe Hygiene Marshal.

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.

The club is open Sun & Mon from 10am to 10pm, Tues & Wed from 10am to 11pm and Thurs to Sat from 10am to 12am for use of the bar, restaurant and gaming facilities. The COVID-19 Safety Plan applies to all opening times and the club will not offer live music or dance facilities.

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).

The club always has one staff member as a COVID-19 Safe Hygiene Marshal who is easily identifiable through distinctive clothing (shirt/badge) and who is 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.

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.

The club does not offer a gym.

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.

Based on current requirements as of 23 October 2020, with the number allowable being one customer per 4 square metres indoors and one customer per 2 square metres outdoors, the club has determined the floorspace of the venue on the floorplan and set capacity in accordance with the Public Health Order. This limits the maximum numbers of customers in each area as follows:

Restaurant 39
Garden Terrace 45
West Deck 30
Gaming Room 32
Outside Gaming 12
Lounge 43
TAB 18
Boardroom 21
Total 209

The number of customers in each area is controlled at the club entry and through ongoing monitoring by floor staff and management.

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.**

The club does not have designated separate areas.

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.

The club does not usually offer a dancefloor. In the case of a wedding reception, if a dancefloor was requested, the COVID-19 Safety Plan with relation to social distancing would still apply and be monitored by the COVID-19 Safe Hygiene Marshal. Patrons would be informed of this at the time of the request and booking.

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.

No bookings will be taken for more than 30 customers at a table inclusive of children (except for weddings, funerals or corporate events).

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.

In the case of bookings for weddings, funerals and corporate events, guest numbers will be limited to the maximum number permitted in the specific area of the club.

Function menus have been redesigned to only provide individual food service and all customers must be seated and suitably spaced.

All aspects of the COVID-19 Safety Plan with relation to wellbeing of staff and customers, hygiene and cleaning, physical distancing and record-keeping would still apply and be monitored by the COVID-19 Safe Hygiene Marshal. Patrons would be informed of this at the time of the request and booking.

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

Signs encouraging physical distancing are prominently displayed throughout the venue. Customers will remain seated in suitably spaced furniture in designated areas.

Customers from different areas will not be permitted to co-mingle.

Customers in transit areas or where there is likely to be a queue will be separated by

floor markers.

Patron flow into and out of the club will be monitored by entry personnel.

Customers will not be allowed to exit the club in large volumes.

Customers will be asked to disperse upon exiting the club and cannot gather outside the venue or in the carpark.

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.

Bar and dining tables have been separated so groups seated around one table are at least 1.5 metres from groups seated around another table. Additional space is available at a table with the removal of chairs if groups of friends are required to physically distance. Tables have been removed from the Restaurant to enable a chequerboard set-up. Furnishing has been suitably spaced in the Lounge and stand-up benches have been removed.

Seating has been removed from every second gaming machine.

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

Any transit areas or areas where there is likely to be a queue in the club are marked with floor stickers to ensure physical distancing including the entry, sign-in, bar, and entrance to the restaurant.

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 will not have breaks or eat meals with other staff or members.

Staff are also prohibited from any physical contact with another staff member such as kissing or hugging hello.

Office and reception have been redesigned to enable appropriate social distancing.

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.

Seating will be removed from every second gaming machine and signage on each will

denote required physical spacing.

Only a limited number of TAB monitors and self-service machines will be available.

Alcohol can only be consumed by seated customers.

All customers must be seated within the club except when in transit.

All food and beverage may only be consumed when seated in a designated area.

Patron flow when ordering at the bar will be managed through floor markers which denote required physical separation.

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

Staff will not have breaks or eat meals with other staff or members.

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

Protective screens have been installed around the bar, TAB and reception. Markers denote appropriate spacing around areas with high volume interactions.

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

Use of local suppliers limits the number of delivery personnel.

Suppliers follow equivalent hygiene and safety codes.

All delivery personnel and contractors entering club premises have their contact details recorded and kept for 28 days.

Hand sanitiser is made available to all delivery personnel and receiving staff for use before and after delivery.

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

The club does not cater for tour groups.

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

Patron flow into and out of the club will be monitored by entry personnel.

Customers will not be allowed to exit the club in large volumes.

Customers will be asked to disperse upon exiting the club and cannot gather outside the venue or in the carpark.

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.

The club's Uber service follows official guidelines with no more than two passengers allowed who must sit in the back of the vehicle.

Hygiene and cleaning

Adopt good hand hygiene practices.

All staff are instructed to correctly clean their hands every 30 minutes, and immediately before commencing work.

All staff are provided with hand sanitiser in multiple areas of the club.

All staff are instructed to regularly sanitise their hands after clearing of tables, picking up glasses and handling payments.

Hand sanitiser is available throughout the club for customers and is placed on every table.

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

Bathrooms are regularly checked for adequate supplies of hand soap, sanitiser and disposable paper towels.

Hygiene posters are prominently displayed in the bathrooms.

Reduce the number of surfaces touched by customers wherever possible.

Menus are displayed on the club's website and online pre-ordering is available.

Customers have been advised by email to bring their own pens to the club to fill in Keno/TAB cards.

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.

The club does not offer any communal style food service.

Condiments have been removed from all dining tables.

Function menus will be redesigned to offer individual food service only.

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

All cutlery is thoroughly cleaned with detergent and only washed and handled by staff wearing gloves.

Cutlery is not set on tables but individually wrapped and delivered to individual customers as necessary.

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

Menus will be printed on paper and will be disposed of after use.

Menus are displayed on the club's website and online pre-ordering is available.

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.

Bathrooms are cleaned hourly using a detergent and water solution or disinfectant including door handles, door locks, toilet seat and buttons, taps, washbasins and counters.

All furniture is wiped down with disinfectant as soon as it is vacated by a customer.

Staff cleaning stations are adjacent to each area to enable prompt and regular cleaning.

All tables have hand sanitiser available for customer use.

Frequently touched surfaces including door handles, hand railings, counters, taps, pens, straw dispensers, as well as surfaces and buttons on EGMs, EBTs, Keno terminals and ATMs are also cleaned hourly using a detergent and water solution or disinfectant.

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

Relevant staff are qualified in the safe handling of chemicals.

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

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

A full supply of disposable gloves is made available to all staff.

Encourage contactless payment options.

'Tap & Go' payments are encouraged for all customers to minimise cash-handling.

Record keeping

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.

By ensuring that a list of customer details is recorded, contact tracing can quickly and accurately occur if there is a case of COVID-19 in the club.

All members and guests are required to sign-in and out electronically when entering and leaving the club.

The Circle Solutions system has been upgraded requiring members to swipe their membership card and enter their contact number. Guest will also need to enter a contact number before a ticket is issued.

The club will retain guest details and contact numbers for a period of 28 days.

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

All staff are encouraged to utilise the COVIDSafe app despite resistance to contract tracing by younger team members.

All venues must register their business through nsw.gov.au.

The club has registered through nsw.gov.au.

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.

The club has consulted with its Local Area Command and requested that preliminary checks of the venue be carried out to check for compliance. Two inspections have been carried out with full approval.

The club will fully cooperate with NSW Health if contacted in relation to a positive case of COVID-19 and will notify SafeWork NSW.

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

Yes