

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



Your COVID-19 Safety Plan

Significant events

Business details

Business name	Long Reef Golf Club
Business location (town, suburb or postcode)	Collaroy
Select your business type	
Community sports	
Completed by	Ben Russell
Email address	ben@lrgc.com.au
Effective date	2 August 2021
Date completed	13 August 2021

Wellbeing of staff and customers

Exclude staff, performers and attendees who are unwell from the event.

Agree

Yes

Tell us how you will do this

Notice at entry of registration informing participants of this. Members also notified via email.

Provide staff with information and training on COVID-19, including on when to get tested, physical distancing, wearing masks, and cleaning.

Agree

Yes

Tell us how you will do this

Staff have all been trained on COVID 19 precautions.

QR Codes are at each entry and a requirement for staff to check the green tick

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

Agree

Yes

Tell us how you will do this

Displayed in clear places at entry

Other types of venues or facilities at the event must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the event 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 if the event has sub-premises that are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Each area of the Club has are QR Code, the three areas are Clubhouse, Golf Course, Maintenance Shed.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

All staff have been emailed information regarding vaccination.

Physical distancing

Capacity for a non-controlled outdoor event that is a *COVID-19 safe outdoor gathering* must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 5,000 persons. Capacity for a non-controlled outdoor event that is not a *COVID-19 safe outdoor gathering* must not exceed 200 persons.

Capacity for a controlled outdoor event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 10,000 persons.

Agree

Yes

Tell us how you will do this

No more than 12 customers in the Pro Shop at anytime based on 1 person per 4 square metres.

Tables and chairs removed to avoid congregating.

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

Signage erected and markings on ground.

Tables and chairs removed.

Staffing restricted to minimal numbers.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Spacings marked on ground and arrival only 15 minutes prior to limit congestion.

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

Agree

Yes

Tell us how you will do this

No smoking on pro shop verandah.

No congregating signs erected.

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

Sale of alcohol has ceased during this time.

Where practical:

- **encourage private transport options to minimise crowding on public transport**
- **coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.**

Agree

Yes

Tell us how you will do this

One person per golf cart unless from the same house hold.

Hygiene and cleaning

Face masks must be worn by staff and customers, unless exempt.

Agree

Yes

Tell us how you will do this

All staff must wear a face mask.

All customers must have face mask on whilst in Pro Shop.

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

Agree

Yes

Tell us how you will do this

Sanitisers available at Pro Shop counter and entry for customer use.

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

Agree

Yes

Tell us how you will do this

Bathrooms cleaned on daily basis and all hygiene products replenished.

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.

Agree

Yes

Tell us how you will do this

Pro Shop counter cleaned every two hours with disinfectant cleaning product.

Carts cleaned with disinfectant after each use.

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

Pro Shop is fitted with air conditioning and windows

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, attendees and contractors.

Agree

Yes

Tell us how you will do this

QR check in displayed at entry to Pro Shop and all participants MUST check in prior to registration.

Staff and delivery drivers also requested to check in.

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 event.

Agree

Yes

Tell us how you will do this

Staff confirm with customer that check in has been completed correctly when registering them for their round.

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, attendees 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

If Member doesn't have access to QR scanner, their playing partner must add them as a dependent. LRGC also record all Members via golf booking system as a back up.

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

Yes