





Hospitality | COVID-19 Safety Plan

Safety Plan for pubs and clubs, small bars, cellar doors, breweries, distilleries, casinos, karaoke bars, restaurants, cafes, food courts and other food and drink premises, function centres, strip clubs, commercial vessels and party buses.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

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- 1 **Keep your business COVID Safe** 
- 2 **Developing your COVID-19 Safety Plan** 
- 3 **How to complete the COVID-19 Safety Plan** 
- 4 **Keep your COVID-19 Safety Plan up to date** 

Effective 27 December 2021


Business details

Business name

Long Reef Golf Club

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

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Collaroy

Select your business type

Pubs and clubs

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Explain how you will do this

Staff have been sent out the COVID safe plan and informed that if they are ill, they must get tested and not enter the club for their shift. Any staff with symptoms must complete a RAT.


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 where applicable.

Explain how you will do this

All staff have been provided information on our COVID safety plan and shared on procedures that need to be undertaken for additional cleaning measures. Only fully vaccinated staff are eligible to work and proof of vaccination has been saved to their staff profile before their first shift commences. All patrons are required to show proof of vaccination on entry and sign in through our

Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable.

Explain how you will do this

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Signage is displayed at the entrance to the club as well as on our website.

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

Explain how you will do this

The Club has followed the Government approach and permits patrons who are vaccinated and un-vaccinated

Physical distancing



Capacity at a hospitality venue or a nightclub must not exceed one person per 2 square metres of space in indoor areas.

Note: Hospitality venues are defined in the Public Health (COVID-19 General) Order (No 2) 2021.

Explain how you will do this

Our floor plan has been changed to only have tables that accommodate our 2 square metre capacity indoors and 2 square metre capacity outdoors.
Our club is only taking bookings of 12 people per table due to reduced capacity.

Support 1.5m physical distancing where possible, including:

- at points of mixing or queuing
- between seated groups
- between staff.

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Explain how you will do this

Where possible, tables have been placed 1.5m apart and staff are informed not to move any tables and to stop any patrons from rearranging furniture.

Avoid congestion of people in specific areas where possible.

Explain how you will do this

"Stand Here" signs have been placed on the floor to avoid congestion

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

Explain how you will do this

We do not have any outdoor smoking areas in our club. Smoking areas are at the front right of the Club or across the road

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> (<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.

Explain how you will do this

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All staff have been informed to open up our large bi-fold doors at all times (unless weather impacted) to ensure good ventilation throughout the club. The folding wall in the middle of the Club is opened to increase flow through the room

Use outdoor settings wherever possible.

Explain how you will do this

All cafe bookings are placed as priority 1 in our outdoor dining terrace and indoors only if requested or capacity has been reached outside.

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

Explain how you will do this

Opening all doors and windows (unless impacted by weather) has been added to our standard opening procedure checklist.

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).

Explain how you will do this

A/C will be turned on to create further ventilation where possible. Fans are also used in all main function rooms.

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Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Explain how you will do this

Our A/C has a regular service schedule

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Explain how you will do this

Our venue is designed around an open air plan which is advantage during this pandemic.

Hygiene and cleaning



Face masks must be worn by staff and customers aged over 12 in indoor areas, and by public facing staff in outdoor areas of hospitality venues, unless exempt.

Explain how you will do this

All patrons will not gain entry and be stopped by reception if they do not have a mask.

Staff are provided with disposable masks for each shift.

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

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Explain how you will do this

Santisers have been placed around at all key areas.
Staff will follow our current hand hygiene practices as per their training.

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

Explain how you will do this

Bathroom checks will be conducted multiple times a day. Our contract cleaners also stock up all items each morning.

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.

Explain how you will do this

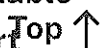
An additional staff has been placed on for a cleaning shift and their responsibility is to wipe and disinfect all areas of the club throughout the day especially after a customer leaves their table before the next customer arrives.

Record keeping



Hospitality venues and nightclubs, strip clubs and sex on premises venues must take reasonable steps to ensure that workers and customers check-in using the NSW Government QR code system when they enter the premises.

Other types of premises should consider having a NSW Government QR code available so that workers and customers can check in using the Service NSW app, to support



contact tracing if a person with COVID-19 visits the premises.

Note: Hospitality venues are defined in the Public Health (COVID-19 General) Order (No 2) 2021.

Explain how you will do this

All staff and patrons are required to check in with the QR code provided before entering the club. Reception has added this step with Club Sign in policies

Processes should 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.

Explain how you will do this

Reception has been instructed to now allow them to start our normal sign in process until they have shown proof of checking in with the QR code. Additional staff have been placed on reception to assist with the additional steps

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.

Explain us how you will do this

Reception will collect details of any staff, patron or contractor should this occur

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this

All staff have been notified to contact their direct manager if they test positive for COVID. The manager will then notify close contact staff and those who may have worked together,

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 if a worker has tested positive. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> [\[\]](https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus) (<https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>) for more information.

Explain how you will do this

General Manager will contact Safe Work NSW if a staff Member tests positive and has been present at the Club for their employment.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 27 December 2021