

diggers

@the entrance

COVID-19 MANAGEMENT PLAN

Prepared by Stephen Byfield CEO

Effective 12/2/21

Introduction

The primary objective of diggers COVID-19 Management Plan (the plan) is to detail the procedures for the safety of all people, guests, and staff, in or near the premises of our club. All staff and business users shall recognise that a spread of an infection can occur at any time, despite the best intentions and actions taken in prevention. The Plan has been developed using the Safework Australia National COVID-19 safety guidelines and process identified within AS3745-2010 Planning for Emergencies in Facilities, and incorporates the NSW Government restrictions effective 21/12/20.

This plan aims to provide a framework for workers and visitors to our club to appropriately behave in accordance with all current COVID-19 trading restrictions and compliances. All members of the COVID-19 Management Committee and Covid-19 Control Organisation (CCO) have received a copy of this document or a version that is appropriate. Sufficient information from the COVID-19 Management Procedures has been distributed to club occupants. It is the responsibility of the COVID-19 Management Committee to ensure that the plan and its contents remains relevant and up to date.

Staff – Patrons & Guests including Contractors

All tenants, contractors and other PCBU onsite must always follow the instructions of the Club COVID-19 Management Committee or any business appointed COVID-19 Marshal.

THE DISEASE

Infectious agent

COVID-19 (Novel coronavirus 2019) (2019-NCOV).

Coronaviruses are a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people.

Adaption has led to severe acute respiratory outbreaks related to MERS-COV and SARS-COV, but there are also human coronaviruses that cause more mild illness in humans, such as the common cold.

Transmission

At present, where human-to-human transmission occurs, it is most likely be through direct contact with case-patients, by respiratory droplets and by fomites (contaminated objects and surfaces), as is seen with SARS- COV and MERS- COV infections.

COVID-19 Management Committee

The COVID-19 Management Committee is responsible for the development, implementation and maintenance of the COVID-19 Management Procedures and related training. The committee will be appointed by Club management and will consist of at least two or more people deemed competent in the understanding of COVID-19 restrictions and compliances. It is essential that all levels of management and workers at the club accept and participate in the implementation and maintenance procedures designed to minimise the spread of COVID-19. Remember that spread prevention techniques are of no value if they are not understood and practiced.

COVID-19 Management Committee Composition

- CEO
- Assistant CEO
- COO
- Executive PA – WHS

Duties

The COVID-19 Management Committee shall meet at least fortnightly, to: -

- Determine the validity period of the COVID-19 Management plan (not to exceed 6 Months)
- Establish the COVID-19 Control Organisation to support the committee and operate according to the plan with succession plans in place for roles and responsibilities and maintain accuracy of COVID-19 Control Organisation contact details
- Determine the number of COVID-19 management personnel consistent with the nature and risk of the buildings, structures, and workplaces
- Ensure that personnel are appointed to all positions on the COVID-19 Control Organisation but particularly the COVID-19 Marshals
- Arrange for the training of personnel and ensure staff awareness of the plan
- Ensure a permanent record exists for each exercise
- Ensure minutes of COVID-19 Management Committee meetings are recorded

COVID-19 Control Organisation (CCO)

The primary role of the CCO is to prioritise the prevention of the spread of COVID -19 and to ensure the staff and visitors to the Club adhere to COVID-19 restrictions and compliances. Remember, that life safety which includes preventing the spread of COVID-19 takes precedence over asset protection. It is the responsibility of all employees and COVID -19 wardens to instruct and advise staff of the procedures to be taken to prevent exposure to and reduce the spread of COVID -19.

	Business Hours	After Hours
COVID -19 Marshal	Duty Manager or appointed staff	CEO
Alternate	Next Most Senior Manager on duty	As appointed by CEO
Deputy COVID-19 Marshal		
Primary	Most Senior Manager on duty after the rostered duty manager	As appointed by CEO
Alternates	As appointed by senior manager on duty	As appointed by CEO
Support	All other staff rostered on duty	

Roles and Duties of COVID-19 Control Organisation Members Chief

COVID-19 Marshal - POSITION SUMMARY

When rostered on duty, the COVID-19 Marshall is responsible for and is accountable for diggers compliance with all COVID-19 related restrictions and related duties, including:

Ensuring the Club's compliance with all COVID-19 restrictions, rules and regulations that relate to the operation of a licensed club during the COVID-19 trade period,

Coordinating front-line and back-of-house food, beverage, gaming, and reception staff (when rostered) to adhere to all guidelines enacted to minimise the spread of COVID-19.

Coordinating members, guests, contractors, to adhere to all guidelines enacted to minimise the spread of COVID-19.

Dealing with member and customer enquiries, requests and complaints regarding COVID-19 restrictions,

On-the-spot training of staff, contractors, members, and guests of physical distancing rules,

Ensuring that all floor markings and signage relating to physical distancing is in place and is being obeyed,

Ensuring that all surfaces that require regular cleaning are being accommodated.

Ensuring that staff, members, or guests are not milling in breach of physical distancing,

Ensure that guests and staff are not sharing equipment or other items

Ensure that no avoidable physical interaction is taking place

Ensure no personal items are being used in a manner that may spread any respiratory infection

Monitor the club for any signs of patron aggression and escalate as per club procedures

Ensure that all hand washing advisory is in place and is legible

Ensure that sufficient cleaning and sanitising products are accessible

Other duties as directed by senior management

The COVID-19 Marshall is expected to lead by example and remain on the operational floor unencumbered at all times.

Key Attributes and Competencies

Communicate both formally and informally with the Duty Manager and fellow staff members on a regular basis.

Support the Duty Manager and fellow staff members, and work as an active team member.

Avoid negativity

The COVID-19 Marshall will display and encourage others to achieve the following 'Work Health and Safety' and 'Best Practice' principles:

Adhere to and adopt basic required safety procedures and systems for the protection of fellow staff and patrons in accordance with legislation, policies and procedures.

Wear uniform / clothing supplied by the Club as well as required safety clothing and equipment appropriate to the task being undertaken and as required by the senior management.

Actively promote the responsible service of alcohol and gambling in accordance with legislation, Club policies and best practice initiatives.

All staff operating in this role have signed off on a statement of duties document.

IF AN ISOLATION IS REQUIRED

If any staff, member, or guest have serious symptoms such as difficulty breathing, render appropriate first aid and call 000, ask for an ambulance and notify first responders of the recent movements or close contact history (if known).

The COVID-19 Marshal will: -

- Assume control of the isolation procedure
- Conduct a risk assessment regarding possible exposure to self and others
- Don any protective personal equipment as deemed necessary
- If it is safe to do so, obtain the subject's details (membership number, name, address and contact details) and enquire if they have downloaded the Australian Government COVID-19 tracing app.
- Ask the subject to advise you which areas of the business they visited to the best of their recollection
- Explain to the subject that they will be required to self-isolate and request them to leave the business under escort, ensure that the anticipated exit route is clear of other persons and has minimum touchpoints.
- If need be, arrange transport for the subject to either home or a medical practitioner. Advise any transport provider of the need to follow strict anti-infection guidelines.
- If the subject is displaying signs of respiratory distress, evacuate the immediate area and implement appropriate first aid procedures including the use of privacy sheets etc.
- If the subject leaves the area immediately, initiate evacuation of and any areas suspected of being infected and prohibit re-entry until cleaning and disinfecting has occurred.
- Co-ordinate and monitor evacuation of patrons from the area to other locations (maintain physical distancing)
- Maintain communications with other staff
- Make final checks to ensure that the infected area is empty
- Brief cleaning personnel upon their arrival and then clean and disinfect as per COVID -19 protocols
- Ensure that the progress of any isolation, evacuation and cleaning actions taken, are recorded in an incident log
- Notify senior management including an appointed communications manager
- Notify any regulatory or health authority as required

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace. Note: Disinfectants require sufficient contact time to be effective

Diggers Business Requirements

Under conditions associated with widespread person-to-person spread, multiple areas of the Australia and other countries may see impacts at the same time. In the absence of a vaccine, an outbreak may also be an extended event. As a result, workplaces may experience:

Absenteeism

Workers could be absent because they are sick; are caregivers for sick family members; are caregivers for children (if schools or day care centers are closed); have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure.

This section describes basic steps that diggers take to reduce the risk of worker exposure to COVID-19.

- a) Exclude / deny entry to any patron who has symptoms of being unwell
- b) Provide staff with information / training on COVID-19
- c) Display conditions of entry at reception
- d) Capacity not to exceed in all areas total venue capacity is permissible limits
- e) No more than 30 patrons for a group booking
- f) Ensure all furniture arrangements meet social distancing guidelines of 1.5m
- g) Ensure all patrons remain seated when consuming F&B
- h) Minimise mingling on movement of patrons
- i) Reduce crowding, promote physical distancing by floor markings
- j) Ensure ongoing cleaning and adequate levels of available hand sanitizer
- k) Staff are to wear gloves when cleaning
- l) Encourage contactless payment options

GENERAL – ALL AREAS

Physical Distancing

COVID-19 is most likely to spread through close contact with a person who has a confirmed infection. Physical distancing means keeping people apart.

Currently, this means keeping a distance of at least **1.5** metres between people.

The likelihood of interactions causing the spread of COVID-19 is low if physical distancing advice and good hygiene are followed as the virus is unlikely to be spread if face-to-face interactions are limited to less than 15 minutes and close proximity interactions are limited to 2 hours.

Practical physical distancing to be implemented in our workplace are:

- Queuing strategies – e.g. marking out spacing on the floor with tape

- Keeping a physical barrier between members/guests and service staff at sales points
- Limiting the number of members and guests who can enter any given area
- Implement and enforce contactless deliveries
- Enforcing a 2 square metre of space between people rule
- Have a responsible person (COVID-19 Marshal) on the work floor for ensuring everyone is keeping the required distance from each other
- Have seating, rest stations, and tables configured to ensure physical distancing
- Tape off access to seating where physical distancing cannot be ensured
- If lifts or escalators/travellators are in place, restrict their use to appropriate numbers
- Engage a full time cleaner during operational hours

To achieve the 2 square metre 'rule' you would:

- Calculate the area of the room (e.g. length of room in metres x width of room in metres = area of room in square metres), and
- Divide the area of the room by 2
- Set capacity limits for individual areas and entire venue

Handwashing and Hygiene

COVID-19 is most likely spread from person to person through:

- Direct contact with a person while they are infectious
- Contact with droplets when a person with a confirmed infection coughs or sneezes, and
- Touching objects or surfaces that are contaminated by droplets coughed or sneezed from a person with a confirmed diagnosis.

Good hygiene is necessary to stop the spread. This means that all diggers staff will:

- Perform frequent hand washing with soap or hand sanitiser, including before and after you eat between tasks and after going to the bathroom
- Perform hand washing after contact with a customer, as well as after transactions involving cash or handling a payment instrument (debit/credit card)
- Perform hand washing after a worker has handled membership/loyalty/rewards card
- Limit contact with others, including through shaking hands
- Make a conscious effort to stop touching their eyes, nose, and face
- Follow respiratory etiquette by covering their mouths while coughing or sneezing with a clean tissue or their elbow, and
- Place used tissues straight into the bin.

Alcohol based hand sanitisers with greater than 60% ethanol or 70% isopropanol is the recommended form of hand hygiene and will be utilised wherever possible. If hand sanitiser is unavailable, workers are to take the opportunity to wash their hands with soap, in this instance please inform your supervisor if security or safety of your work area will be impacted.

The World Health Organisation (WHO) advises that hand washing should take 20-30 seconds. Workers are to ensure the entirety of their hands (palms, fingers and back of their hands) are covered with soap prior to washing them with warm water.

Practical means that our workplace will ensure the highest levels of hygiene is through:

- Placing hand sanitiser stations at entry and exit points and around the workplace
- Regular cleaning of frequently touched surfaces
- Broadcast regular public announcements (in all languages relevant to the clientele) reminding staff, members, and visitors of spread prevention techniques
- Implementing cashless transactions
- Increasing the amount of closed bins
- Disabling any water stations
- Following established protocols regarding the disposal of waste classified as a biohazard.

Advisory (Signage, Posters and Public Announcements)

Our workplace will post signs and posters (see Annexure A) around the workplace to remind workers and others of the risks of COVID-19 and the measures that the business is taking to stop its spread. This includes posters on what is COVID-19 and how we can stop it spreading, how to wash your hands and the physical distancing requirements. To supplement this form of advisory our workplace will make regular public announcements reinforcing our commitment to preventing the spread of COVID-19.

Self-Isolation

All our staff must self-isolate if they have COVID-19 or have been in close contact with a confirmed case of COVID-19. Any staff that are displaying symptoms consistent with COVID-19 or other respiratory discomfort should remain at home and seek medical advice. Under no circumstances are staff with symptoms to attend the workplace. Self-isolation means the worker must stay at home for 14 days. If a worker suspects they have COVID-19, they must isolate themselves (self-quarantine) and advise their manager immediately. They should inform their manager and call a doctor or hospital and tell them their recent travel or close contact history. If a member or guest have serious symptoms such as difficulty breathing call 000, ask for an ambulance and notify the officers of the recent travel or close contact history

RECEPTION

Physical Distancing & Hygiene

All general physical distancing and hygiene expectations as above are to be followed. In addition, reception staff are to: -

- Ensure physical distancing is being followed
- Monitor the appearance of those entering the workplace for any signs consistent with a respiratory condition and advise the COVID-19 Marshal if they have any concerns
- Ensure that members and guests are aware of the physical distancing and hygiene expectations in place at our workplace
- Keep an electronic record of the number of persons entering and exiting the workplace PLUS contact information name, address & phone number.
- Ensure members and visitors utilise the hand sanitiser station on entry and on exiting the workplace
- Ensure that all legal requirements for entering the club are being followed
- Regularly clean and sanitise the reception area and counter
- Regularly clean and sanitise the reception workstation and equipment
- Regularly clean and sanitise member and guest sign in stations
- Direct any deliveries to the main loading dock

OUTSIDE IN KITCHEN | CAFÉ

Physical Distancing & Hygiene

All general physical distancing and hygiene expectations as above are to be followed. In addition, reception staff are to: -

- Ensure physical distancing is being followed
- Monitor the appearance of those entering the workplace for any signs consistent with a respiratory condition and advise the COVID-19 Marshal if they have any concerns
- Ensure that members and guests are aware of the physical distancing and hygiene expectations in place at our workplace
- Ensure members and visitors utilise the hand sanitiser station on entry and on exiting the workplace
- Remove all paper menus and condiments etc.
- Regularly clean & sanitise area plus kids zone
- Regularly clean and sanitise all work areas
- Introduce patron self-swipe mechanism to registers
- Bookings of 30 in a party permissible

KITCHEN

Physical Distancing & Hygiene

Currently, COVID-19 is not considered a foodborne disease. Our kitchen staff are to continue to comply with the highest standard of food safety procedures that were in place prior to COVID-19 and this is not to be relaxed under any circumstances. All kitchen staff are to –

- Follow strict adherence to all Australian Food Safety Standards and HACCP procedures
- Ensure only workers who have undergone a recognised Food Safety Supervisors course are used in food preparation.
- Minimise the number of workers in the kitchen at any one time to ensure physical distancing is being maintained

FOOD SERVICE AND DINING AREA

Physical Distancing & Hygiene

All general physical distancing and hygiene expectations as above are to be followed. In addition, food service staff are to: -

- Follow strict adherence to all Australian Food Safety Standards and HACCP procedures
- Utilise any PPE as required
- All non-disposable cutlery, crockery, or utensils must be washed as per Australian Food Safety Standards after every use table service only
- Create separate service areas for ordering and delivery of meals
- Remove condiments (salt, pepper, sauce) from tables
- Ensure that all diggers dining areas are configured to comply with current COVID-19 restrictions regarding the consumption of eat in meals
- Ensure members and visitors utilise the hand sanitiser station situated in the dining area
- Regularly clean and sanitise tables and chairs
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise point of sales devices
- Prohibit open food displays
- Remove menus from tables and use disposable menus

GAMING

Physical Distancing & Hygiene

All general physical distancing and hygiene expectations as above are to be followed. In addition, gaming staff are to: -

- Ensure members and visitors utilise the hand sanitiser station on entry and on exiting the gaming area
- Utilise any PPE as required
- Regularly clean and sanitise seating
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise point of devices at cashier stations
- Ensure that physical distancing numbers are being maintained
- Clean and sanitise controls of gaming devices between users
- Every 2nd gaming device is removed to ensure that physical distancing can be maintained.
- Regularly clean and sanitise gaming machines

BARS & LOUNGE

Physical Distancing & Hygiene

All general physical distancing and hygiene expectations as above are to be followed. In addition, bar staff are to: -

- Follow strict adherence to all Australian Food Safety Standards and HACCP procedures
- Ensure members and visitors utilise the hand sanitiser station situated in the bar/lounge
- Utilise any PPE as required (especially if collecting glasses)
- Regularly clean and sanitise tables, benches, and chairs
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise point of sales devices
- Ensure that bar runners are regularly changed and commercially laundered
- Regularly clean and sanitise the back of bar areas and equipment
- Regularly clean and sanitise beer taps and ice scoops
- Regularly clean and sanitise remote controls and other frequently handled equipment
- Ensure that play areas & arcade games are regularly cleaned and sanitised
- Ensure that that play areas & arcade games are configured to comply with current physical distancing requirements
- Minimise cash transactions
- Introduce patron self-swipe to registers

TAB AREA

Physical Distancing & Hygiene

All general physical distancing and hygiene expectations as above are to be followed. In addition, staff are to: -

- Ensure members and visitors utilise the hand sanitiser station situated in the TAB Area
- Utilise any PPE as required (especially if collecting glasses)
- Regularly clean and sanitize tables, benches, and chairs
- Regularly clean and sanitize any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitize online betting machines
- Regularly clean and sanitize remote controls and other frequently handled equipment
- Ensure that equipment used to facilitate the placement of bets are configured to comply with current physical distancing requirements

ADMINISTRATIVE AREAS

Physical Distancing & Hygiene

All general physical distancing and hygiene expectations as above are to be followed. In addition, office staff are to: -

- Prohibit “Hot Desking” during any given shift
- Reduce the number of required touch points in the area
- Ensure they utilise the hand sanitizer station situated in the area
- Do not share office equipment or stationery
- Keep personal items such as mobile phones in their pockets or bags
- Regularly clean and sanitize tables, workstations, and chairs
- Regularly clean and sanitize keyboards, monitors and computer accessories (mouse and mousepad, external hard drives, USBs etc.)
- Regularly clean and sanitize any handrails, doorknobs, or other frequently touched surfaces
- Clean and sanitize photocopiers and printers after each use
- Disable any water stations

FUNCTION AREAS – CASH BINGO

Physical Distancing & Hygiene

- Prohibit the facilitating of events unless all current physical distancing rules can be implemented and enforced and are compliant with the current health order
- Ensure members and visitors utilise the hand sanitizer station situated in the Pavillion
- Utilise any PPE as required (especially if collecting glasses)
- Regularly clean and sanitize tables, benches, and chairs
- Regularly clean and sanitize any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitize Bingo Pets and other frequently handled equipment
- Wearing of masks is optional

CELLAR & LOADING DOCK

Physical Distancing & Hygiene

All general physical distancing and hygiene expectations as above are to be followed. In addition, cellar and loading dock staff are to: -

- Ensure staff and visitors utilise the hand sanitizer station situated in the area
- Utilise any PPE as required (especially if receiving deliveries)
- Request delivery vendors to facilitate paperless deliveries
- Regularly clean and sanitize tables, benches, and chairs
- Regularly clean and sanitize any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitize equipment and stationery
- Regularly clean and sanitize touchpoints and other frequently handled equipment

TOILETS

Physical Distancing & Hygiene

All general physical distancing and hygiene expectations as above are to be followed. In addition, staff are to: -

- Ensure staff and visitors utilise the hand sanitiser station situated in the area
- Perform inspections of the facilities every 30mins
- Regularly clean and sanitise taps and hygiene equipment
- Regularly clean and sanitise any ambulatory toilet handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise light switches
- Regularly clean and sanitise any manual toilet and urinal flush mechanisms

STAFF FACILITIES

Physical Distancing & Hygiene

All general physical distancing and hygiene expectations as above are to be followed. In addition, staff are to: -

- Ensure staff utilise the hand sanitiser station situated in the area
- Regularly clean and sanitise tables, benches, and chairs
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise equipment including kettles, urns, and white goods
- Regularly clean and sanitise remote controls and other frequently handled equipment
- Ensure toilets and change areas are maintained as above
- Remove shared consumables (biscuits etc.) from kitchenettes
- Ensure that seating is configured to allow physical distancing to be accommodated

CAR PARK

Physical Distancing & Hygiene

All general physical distancing and hygiene expectations as above are to be followed. In addition, staff are to: -

- Ensure staff and visitors utilise the hand sanitiser station situated in the area
- Utilise any PPE as required when performing cleaning or traffic control
- Monitor for patrons milling and move along in accordance with physical distancing regulations

POINT TO POINT TRANSPORT

Physical Distancing & Hygiene

Courtesy Bus transport is suspended until authorities ease restrictions

WASTE DISPOSAL

Physical Distancing & Hygiene

All waste that contains biohazard material shall be labelled, stored, and handled as per the business's safe handling of biohazard material policy and safe operating procedure.

SPECIAL NEEDS AND MOBILITY IMPAIRED PERSONS

Physical Distancing & Hygiene

Diggers will not leave any member of our community behind and our commitment to assisting people with special needs will still be in place as was the case before COVID-19. If staff are required to engage in physical contact to assist a person with special needs, notify your supervisor, the COVID-19 Marshal and ensure that you are wearing suitable PPE.

- A dedicated place for the parking of mobility scooters is to be nominated.
- Wheelchairs provided by our business are to be sanitised prior to and after each use
- Braille signage and vision impaired aids on handrails are to be sanitised at intervals of not less than thirty minutes
- Ambulatory handrails in toilets and change areas are to be regularly sanitised
- Regular public announcements are to be made reinforcing Covid-19 spread minimisation techniques to aid the vision impaired

Cleaning and Disinfecting

Cleaning and disinfecting are two different processes: Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It is important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. Our workplace is to use disinfectants containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging.

Where there is uncertainty, the manufacturers or importing suppliers of the substance should be contacted for advice. Our workplace will strive to follow the advice of health authorities and use a 1000 ppm bleach (sodium hypochlorite) solution to disinfect hard surfaces.

The degree of cleaning/disinfecting required after a confirmed or suspected case and that required for routine cleaning will differ. To ascertain the current suggested requirements regarding methods and cleaning materials for individual surfaces, please visit the Safework Australia website (swa.gov.au/coronavirus). Please note that if our workplace cleaning requirements that are advocated in this management plan are above and beyond what is suggested, staff are to follow our guidelines.

Precautions for Cleaning

Diggers staff engaged in cleaning will: -

- When cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before cleaning with liquids.
- Read the label for the detergent or disinfectant and follow the manufacturer's recommendations.
- Obtain a copy of the Safety Data Sheet (SDS) for the detergent or disinfectant and become familiar with the contents.
- Wear the appropriate personal protective equipment (PPE) that is identified on the label and the SDS
- A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace. Note: Disinfectants require sufficient contact time to be effective

Risk Assessments

Classifying Worker Exposure to COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 2 metres of people known to be, or suspected of being, infected with COVID-19, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected

Existing Emergency Response and WHS Procedures

- In the event of an emergency such as fire etc., digger's staff will respond effectively to minimise injury to personnel and damage to equipment, plant, and property as per the emergency response plan of the business. Whilst not the first prerogative, if recommended COVID-19 spread minimisation techniques can be discharged without risk to life and safety, they should be.
- No control measure put in place to ensure physical distancing is to impede or hamper the safe emergency egress from the business to a place of safe refuge.

- Physical distancing is to be enacted at emergency evacuation points
- All staff are to follow all WHS protocols and safe operating procedures already in place at the business, if COVID-19 compliances create a risk to your safety, (i. e. preventing team lifting) do not proceed, cease the task and inform your supervisor.

Incident Notification

If a staff member becomes infected the COVID-19 Management team will notify our relevant WHS regulator. However, notification to health authorities is also required but is performed by the relevant medical practitioner rather than the business. State and territory health authorities receive notification to monitor and control occurrences of COVID-19.

Work health and safety incident notification allows WHS regulators to investigate serious work health and safety incidents and potential contraventions of WHS laws. This notification also supports WHS regulators to provide targeted advice and information to a business on how best to manage risks and prevent future COVID-19 infections in workplaces

New South Wales

PCBUs must notify SafeWork NSW of a case of COVID-19 arising out of the conduct of the business or undertaking that requires the person to have immediate treatment as an in-patient in a hospital and any confirmed infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work that involves providing treatment or care to a person, or that involves contact with human blood or bodily substances. Notification is made by calling SafeWork NSW on 13 10 50.

DOCUMENT CONTROL

1. PURPOSE

Diggers have developed this document as part of their commitment to ensure the safety and wellbeing of all persons employed at or visiting our facilities. The purpose of the COVID-19 management plan is to formally document policies and procedures with relation to COVID-19 Management.

2. SCOPE

The aim of the policies and procedures as detailed in this document is to reduce the risk of spread which may cause infection and or injury to staff, members, or guests. This document details the roles and responsibilities of the key personnel who will be expected to perform COVID-19 Management

3. MANAGEMENT POLICY STATEMENT

diggers Management is committed to ensuring the safety and wellbeing of all persons employed or visiting our facilities through the provision of abiding by all current COVID-19 physical distancing rules and the regular cleaning and sanitising of touchpoints and equipment.

These procedures have been prepared to assist all occupants in preventing the spread of COVID-19. When following these procedures, our first priority is the safety of our occupants. Then if safe to do so, ensure protection of records, property, and other assets.

By approval of this document, The Club Management authorises the COVID-19 Control Organisation (CCO) to make decisions and provide instructions as required to control Infection spread. Furthermore, management acknowledge that the CCO structure shall overrule the business management structure.

The diggers Board have endorsed the COVID-19 document for implementation.

4. INDEMNITY

Members of the COVID-19 Management Committee and the COVID-19 Control Organisation (CCO) shall be indemnified by diggers against civil liability resulting from workplace

COVID-19 management, assessment, education, training, periodic exercises, or the isolation of sick persons, where the personnel act in good faith and in the course of their COVID-19 control duties.

5. EFFECTIVE CoVID-19 MANAGEMENT

Effective COVID-19 management necessitates regular and ongoing training and changes to NSW Health Regulations as directed.

6. RESPONSIBILITIES AND DUTIES

Emergencies are generally managed by two groups:

COVID-19 Management Committee, and

COVID-19 Control Organisation (CCO)

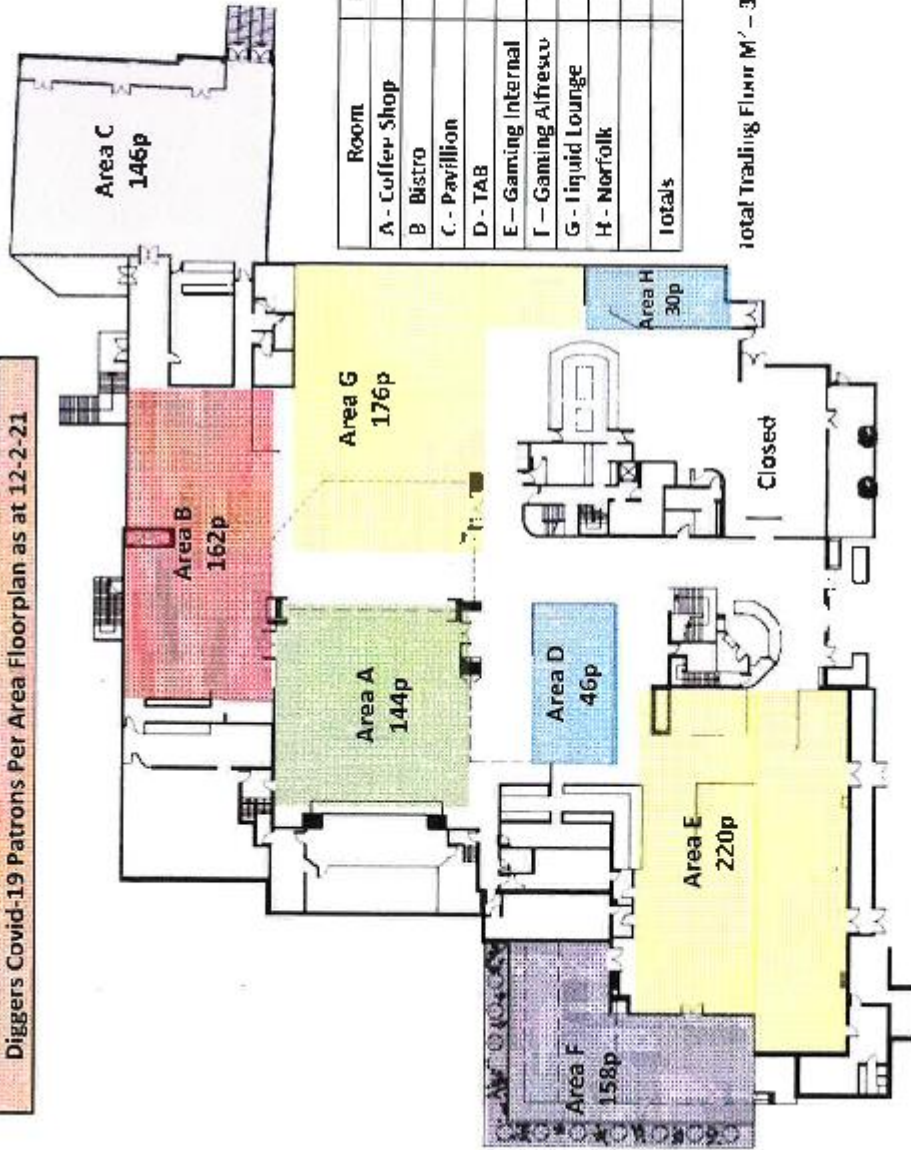
ONLY IF REQUIRED

COVID-19 OUTBREAK AT DIGGERS @ THE ENTRANCE

CHECKLIST

- ✓ Contact CEO or Assistant CEO immediately
- ✓ Contact NSW Health Authority to notify them of the potential case
- ✓ Collet all relevant information
- ✓ Information required
 - Customer contact information (28 days)
 - Staff rosters & contact information (28 days)
 - Suppliers / delivery drivers / trades (28 days)
 - COVID-19 Management Plan
 - Proof of Staff COVID-19 training
 - Contract all staff working last (28 days)
- ✓ Venue to close immediately follow advice from NSW Health
- ✓ Contact any patron bookings to cancel same
- ✓ Contact any suppliers to cancel orders / deliveries
- ✓ Premises to be deep cleaned / sanitised both front / back house / kitchen including all surfaces
- ✓ Continue to liaise with NSW Health
- ✓ Only reopen when NSW Health advise it's safe to do so

Diggers Covid-19 Patrons Per Area Floorplan as at 12-2-21



Room	Patrons per 2m ²	M ²
A - Coffer Shop	144	288m ²
B Bistro	162	324m ²
C - Pavillion	146	294m ²
D - TAB	45	90m ²
E - Gaming Internal	220	442m ²
F - Gaming Alfresco	158	316m ²
G - Liquid Lounge	176	352m ²
H - Norfolk	30	60m ²
Totals	1082	2,173m ²

total Trading Floor M² - 3,528