

**> 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	diggers @ the entrance
Business location (town, suburb or postcode)	THE ENTRANCE
Completed by	STEPHEN BYFIELD - CEO
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Effective date	26 February 2021
Date completed	1 March 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

No staff or patrons unwell may enter premises

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)

All staff have been trained in all necessary information relating to covid-19

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

A staff leave entitlement program is in place

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

All entry conditions are posted on all forums & entries

If there are more than 250 people on the premises, a staff member must be assigned 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.

In Greater Sydney, if the premises has more than one separate area, a staff member must be assigned as a COVID-19 Safe Hygiene Marshal in each separate area on the premises if there are more than 250 persons in the area. Outside of Greater Sydney, consider assigning a COVID-19 Safe Hygiene Marshal to each separate area if there are more than 250 persons in the area.

The identified Safe Hygiene Marshal must always be present when there are more than 250 patrons at the venue. If there are less than 250 patrons at the venue, consider ensuring identified Safe Hygiene Marshal/s are present during peak operational hours (during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods) where practical.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2021.

A covid-19 safety marshall is rostered at all times

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.

All personal details are captured by the NSW Health app for any person entering the premises

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

A covid-19 plan is held in 2 areas of the club and applicable to all areas of our operation

Physical distancing

Capacity must not exceed one customer per 2 square metres of publicly accessible space. There can be up to 25 customers at the premises before the square metre rule applies. Children count towards the capacity limit.

Venue capacity based on 1 per 2sqm rule is in place

In indoor areas, alcohol should only be consumed by seated patrons. There should be no dancefloors, including in nightclubs.

Only seated patrons may consume alcohol

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

All efforts are made to reduce mingling

Ensure 1.5m physical distancing where possible, including:

- at points of mixing or queuing such as bars, toilets and entrance and exit points
- between people using gaming machines and gaming tables
- between seated groups
- between staff.

All areas are marked to ensure 1.5m distancing

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

All areas are marked to ensure 1.5m distancing

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.

All staff are separated where possible and staff room times staggered

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

Staff times are staggered

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

Counters are wide enough not warrant flexiglass

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

All methods of delivery are closely monitored

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

Limited numbers and spots marked in smoking areas

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.

No Courtesy bus is operating

No more than 30 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate

in singing or chanting.

No entertainment taking place

Hygiene and cleaning

Adopt good hand hygiene practices.

All hygiene practices are adopted and a full time cleaner is operating whenever the club is operating

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

Fulltime cleaner checks hourly

Reduce the number of surfaces touched by customers wherever possible.

Tap & go payments and throw away menus in operation

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 operating

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

All done by all staff and cleaner

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

Throw away menus in operation

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.

All done by all staff and cleaner

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

All done by all staff and cleaner

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

All done by all staff and cleaner

Encourage contactless payment options.

Tap & Go Payments available

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).

Where ever possible

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 using the NSW Government QR code system. Processes must be in place to ensure that customers provide the required contact information, such as by checking customer phones for the green tick to confirm they have checked in. 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.

All details are retained

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

As per registered clubs act & Privacy act

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

Most staff have the app downloaded

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

diggers is registered thru NSW.Gov

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.

Cooperation when & if necessary will occur

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

Yes