

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

Your COVID-19 Safety Plan

Hospitality

Business details

Business name	diggers @ the entrance
Business location (town, suburb or postcode)	the entrance
Select your business type	
Pubs and clubs	
Completed by	STEPHEN BYFIELD - CEO
Email address	byfields@diggersattheentrance.com.au
Effective date	11 October 2021
Date completed	8 October 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Agree

Yes

Tell us how you will do this

No staff or Patrons who exhibit signs of been unwell will be permitted access to the venue

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.

Agree

Yes

Tell us how you will do this

Staff have been provided with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning at a staff meeting held 7/10/21

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

All entry conditions are displayed at the entry to the venue in hard copy format and on social media channels and website as well as plasmas located thru the premises.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.

Agree

Yes

Tell us how you will do this

All who enter the venue are fully vaccinated or have a medical exemption (including staff, customers and contractors). Posters outlining vaccination requirements are clearly visible, staff are trained on ways to check proof of COVID-19 vaccination status, customers are reminded of vaccination requirements in marketing materials

People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.

Note: This does not apply to a person aged under 16 who is on the premises to carry out work.

Agree

Yes

Tell us how you will do this

This will be monitored by reception staff thru the normal check in process.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Bookings must not exceed 20 customers (except for weddings and funerals, and gatherings after these events).

Note: This does not include a vessel used for commercial tours for scuba diving, snorkelling or marine animal watching if there are less than 50 persons on the vessel.

Agree

Yes

Tell us how you will do this

Capacity does not exceed one person per 4 square metres of space in both indoor & outdoor areas of the premises.

Bookings do not exceed 20 customers (except for weddings and funerals, and gatherings after these events).

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

Floor markings are shown to prevent mixing or queuing and only the correct seating plan for area capacity is in use between seated groups

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Floor markings are shown to prevent mixing or queuing separate entry exit areas are used for patrons entering & leaving the venue

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

Agree

Yes

Tell us how you will do this

Floor markings are shown and capacity signs in place in these areas

Singing and dancing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

Nosinging & dancing will be occurring at 70%. Patrons can only consume alcohol when seated in indoor areas and are checked by the covid-19 Marshall

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> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

All airconditioning filters have been repalced , additional external air now runs thru the units

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Limited due to the design of the venue , only in use on the bowling greens.

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

Agree

Yes

Tell us how you will do this

All airconditioning filters have been replaced , additional external air now runs thru the units

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).

Agree

Yes

Tell us how you will do this

All airconditioning filters have been replaced , additional external air now runs thru the units

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

Agree

Yes

Tell us how you will do this

All airconditioning filters have been replaced , additional external air now runs thru the units

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

Agree

Yes

Tell us how you will do this

Airconditioning company undertook a full maintenance of all units prior to the venue

reopening including All airconditioning filters have been repalced , additional external air now runs thru the units

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, and by public facing staff in outdoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Face masks are been worn by staff and customers in indoor areas, and by public facing staff in outdoor areas, the Covid-19 Marshall polices same.

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

Agree

Yes

Tell us how you will do this

Signage is located thru the venue in toilets and other contact points outlining good hand hygiene practices. Many hand sanitiser stations are located at key points around the venue

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

Agree

Yes

Tell us how you will do this

Hourly checks whilst opening by the Covid-19 cleaner are scheduled and signed off on.

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.

Agree

Yes

Tell us how you will do this

Pre opening checks & Hourly checks whilst open by the Covid-19 cleaner are scheduled and signed off on. A cleaner is rostered the entire time the venue is trading.

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, customers and contractors.

Agree

Yes

Tell us how you will do this

An electronic record of the name, contact number and entry time for all staff, customers and contractors is performed for all entering the venue. The NSW Government QR code system is a part of this process.

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 premises.

Agree

Yes

Tell us how you will do this

Processes are in place to ensure that reception staff confirm patrons have provided the required contact information, including checking phones for the green tick to confirm patrons have checked in (keeping 1.5m physical distance between staff and patrons). QR codes are clearly visible and accessible on entrance to the premises.

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.

Agree

Yes

Tell us how you will do this

If a person is unable to provide contact details, for example due to age or language barriers, access to the venue will be denied as is the case for all patrons who are unable to show the correct information.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Venue is standalone , GYM & Entertainment spaces are outsourced and have their own Covid-19 Plan and checkin requirements.

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

Yes