

**> 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	Hibbard Sports Club LTD
Business location (town, suburb or postcode)	Port Macquarie
Completed by	Rob Pracy
Email address	rob@hibbardsportsclub.com.au
Effective date	12 February 2021
Date completed	20 February 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Staff are aware that they must not come to work if they're feeling unwell. Customers who are obviously unwell are refused entry, if unsure we do a temperature check.

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)

Staff are aware of all the procedures.

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

Staff are aware of their entitlements

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

Several signs are located at the entry and throughout the Club advising Staff and Patrons of Covid safety

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 (No 7) 2020.

A Covid marshal is always available during peak times or when there is a Function.

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.

We are one Club with two areas, both entries to these areas have access to electronic sign in

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

Our Covid-19 plan is kept current and is available to all staff and is available to all Patrons via our website

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.

We comply with the 2 square metre rule and we ensure the capacity is not exceeded

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

We do not have a dance floor and the Covid Marshalls ensure that all patrons follow the Covid-19 plan in place.

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

Tables are spaced to ensure seating is spaced

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.**

There are markers on the floor where patrons should stand to be served. We have every second poker machine switched off

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

This is in place

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.

Our staff are aware of the spacing required and will endeavour at all times to comply with this.

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

The roster is set to ensure start and finish times are staggered and meal breaks are separated

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

Plexiglass installed at TAB and KENO areas

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

Majority of suppliers email the delivery dockets and invoices through prior to delivery so there is minimal contact when deliveries are made at the loading dock

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

There is minimal searing in the smoking area and outside eating 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.

We minimise the amount of people on the bus at a time unless they are from the same household

No more than 5 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.

At present we do not have any performers booked and we are aware of these restrictions for outside

Hygiene and cleaning

Adopt good hand hygiene practices.

Staff are aware. Signs are posted throughout the club and hand sanitizer is freely available

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

Yes, we have soap, paper towel and hand sanitizer in all bathrooms

Reduce the number of surfaces touched by customers wherever possible.

We do not have any paper products available on the tables (no Keno or TAB tickets or coasters or straws) these are all handed to the patron by the bar staff

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.

Nothing is on tables except laminated menus only, when people are about to order their meals

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

Kitchen is aware of this. They have completed their own safety plan

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

Laminated menus, Takeaway menus have to be given out by staff

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.

This is done several times a day and entered into the cleaning log

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

Yes, that has been done as we have automated system

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

Staff area aware and regularly wash their hands

Encourage contactless payment options.

We have EFTPOS available to patrons

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).

We do open the windows where 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.

We have electronic card entry system and the Service NSW QR Code for all patrons to register before entering the Club

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

This is done through the electronic entry system

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

Our staff assist all patrons with the installation and use of the App where possible

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

We have done so from the beginning of Covid-19

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.

We will comply with any official request

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

Yes