

**> 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	Stockton Surf Life Saving Club
Business location (town, suburb or postcode)	Stockton
Completed by	Callan Nickerson
Email address	president@stocktonsurfclub.com
Effective date	7 December 2020
Date completed	9 December 2020

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

- Display signage with large font and/or images at entry points requesting those who are unwell not to enter the building or designated space and participate in activities.
- Communicate on club webpages and through social media channels that people who are unwell should not attend the clubhouse or participant in SLS activities.

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)

- Refer people to COVID-19: What It Is, How to Prevent Spread online awareness course (Est. Duration 5-7 minutes) created by SLSA eLearning provider eTrainu
- Refer people to the eLearning course for COVID-19 infection control training (Est. Duration 30 minutes) created in partnership by The NSW Department of Health and Aspen Medical.
- Refer people to the NSW Health public COVID-19 Clinics and free COVID-19 GP Respiratory Clinics in NSW.
- Communicate regularly with SLS members, staff and other people to remind everyone that if they have any COVID-19 symptoms they must get tested and self-isolate until they get their results, and not attend any SLS activities. The same applies if they have been in close contact with a confirmed COVID-19 case.
- Regularly update and refer members to your SLSC or SLSNSW COVID-19 updates webpage—have their messaging align.
- Include a small reference and hyperlink to this with any club newsletters to avoid oversaturation of COVID-19 messages and only draw more attention to the webpages when significant changes have been made, e.g., following NSW Government updates.

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

N/A - Stockton SLSC does not employ staff.

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

- Display how many people can safely be within the clubhouse at any one time.
- Display conditions of entry to the clubhouse as well as on club websites and other club communications where appropriate.
- Make it clear where club entry points are before members arrive, e.g., by displaying them on webpages and social media accounts.

Venues must assign one staff member 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. If a venue has more than one separate area, there must be a COVID-19 Safety Hygiene Marshal in each separate area.

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

- Stockton SLSC clubhouse patron capacity is well below 250 so a Covid Safe Hygiene Marshal is generally not required.
- If the venue is reaching its patron capacity a Covid Safe Hygiene Marshal will be in place according to hygiene marshal requirements

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.

- Patrons using the hall facilities must sign in using the QR code available. This is in addition to members using their fob system access.
- Stockton SLSC also has a Covid Safety Plan prepared for the gym. Other club facilities such as changerooms and patrol room are covered in other safety plans including Surf Sports, Junior Activities, Lifesaving and Education & Training

Physical distancing

Capacity must not exceed one customer per 2 square metres of publicly accessible space. The density limit does not apply if there are 25 customers or less at the

premises. Children count towards the capacity limit.

- Measure the square meterage of the clubhouse hall and calculate its safe capacity by allocating one person per 2 square metres

Capacity on dancefloors must not exceed one person per 4 square metres to a maximum of 50 people indoors, or 500 people outdoors. Capacity at nightclubs must not exceed one person per 4 square metres, with a maximum of 50 people on any dancefloor.

- Designate a space in the hall for a dance floor if a function is held that requires a dance floor. Noting the facility does not usually have a dance floor.
- Measure the square meterage of the designated space and calculate its safe capacity by allocating one person per 4 square metres.

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

- Any bookings for the clubhouse hall space must work with Stockton SLSC to prepare a safety plan specific to that event.

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

- Ensure patrons are seated at all times in indoor spaces
- Ensure adequate spacing between tables and chairs to comply with physical distancing requirements and to avoid mingling between customer groups.

Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as bars, toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable.

- Display signage that indicates entry and exit points of the gym and club facilities
- Display signage encouraging physical distancing of 1.5 metres at all times

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

- Use signage, tape on the floor or other visual communication tools to designate where to queue areas for participants, as well as how they move through the spaces to avoid co-mingling, e.g., create pathways lines on the floor

- Have markings or signage in place to designate directions of pedestrian traffic on the ground and at eye-level where required.

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.

- Ensure the number of staff is appropriate for the working space, e.g. aim to have no more than 3 staff/volunteer members behind the bar where possible to encourage safe physical distancing.
- Display signage to encourage physical distancing where possible
- Provide appropriate PPE such as face masks for use by staff/volunteers if required

Ensure gaming machines and gaming tables are spaced out to support 1.5 metres physical distance between players, where practical.

N/A - the venue does not have gaming machines

In indoor areas, alcohol can only be consumed by seated customers. Alcohol should not be taken onto dancefloors.

- Display signage in indoor areas that indicates people must be seated
- Display signage that indicates no alcohol on dance floor if one is created for a function

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

- Most functions require no more than 2 staff due to the patron capacity but breaks for staff/volunteers will be considered and staggered where required

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

- Barriers will be utilised around bar and service counter areas to ensure 1.5 metre physical distancing and reduce the risk of close interaction with customers

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

- In line with other processes for the organisation utilise contactless delivery for any products being delivered

Introduce strategies to manage gatherings that may occur outside the premises and

in any designated smoking areas.

- Include in communications to members the above message and advise to not mingle outside of the venue or in thoroughfares outside

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.

N/A - Stockton SLSC does not have a courtesy vehicle

Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.

- The venue does not have musical performances but where this might be the case as part of a function the above requirements will be adhered to.

Hygiene and cleaning

Adopt good hand hygiene practices.

- Clean your hands as per recommendations from NSW Health – shown in their posters (6 steps, 20 seconds).
- Wash hands before and after touching things
- Avoid sharing frequently touched items
- Encourage participants not to spit or cough, especially around others, as this can spread the virus and may be perceived as intentional which has consequential government penalties
- Encourage participants to wipe sweat with a towel from them and gym equipment
- Ensure a condition of entry that a beach size towel is used on all equipment rather than hand size towel. Towel must be used on equipment and equipment wiped down with supplied sanitizer.

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

- Frequently restock bathrooms with hand soap and paper towels.

Reduce the number of surfaces touched by customers wherever possible.

- Display signage to indicate to customers not to occupy particular areas in order to reduce the number of surfaces touched. e.g. no sitting signs and no service areas of the bar

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.

- Only serve over the counter food in a designated area
- Utilise safe food handling practices as set out by NSW Government

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

- Follow manufacturers instructions on cleaning products if cutlery and tableware are washed by hand
- Utilise dishwasher where possible for cutlery and tableware

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

- N/A - Stockton SLSC does not utilise a menu. Foods are usually basic and limited such as sausage sandwiches and other BBQ foods.

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.

- Clean first with detergent and water, and then use a disinfectant.
- Clean frequently touched areas and surfaces several times per day, e.g., door handles.
- Reduce sharing of equipment where practical and ensure these are cleaned appropriately with supplied cleaning products between use.

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

- Follow manufacturer's instructions for disinfectant solutions

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

- Wear gloves and other PPE whilst carrying out cleaning duties.
- Clean your hands as per recommendations from NSW Health – shown in their posters (6 steps, 20 seconds).

Encourage contactless payment options.

- Use the SLS Payment Gateway for online transactions
- Encourage the use of the online membership joining webpage and the SLS Members Area to renew membership

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).

- Ensure balcony doors and windows are open as much as possible when hall area is being used

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. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records. 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.

- Utilise QR code sign in system and maintain paper based system for patrons who do not have access to mobile/electronic sign in capability.

- Ensure paper based system is utilised and complies with NSW Government requirements

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

- Sign in details are stored securely and only accessed by volunteers/staff working the bar and authorised club contacts.

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

- This will be promoted through the existing communication channels to members, volunteers/staff

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

- Stockton SLSC has been registered as a Covid Safe business with NSW Government

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.

- The Club's President will notify SafeWork NSW on 13 10 50 and be the first point of contact should this occur

- The Club's President will also contact the SLSNSW Media Team on 0405 203 764. You will be provided with our COVID-19 Media Response Plan for Surf Life Saving.

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

Yes