

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

## Your COVID-19 Safety Plan

### Hospitality

#### Business details

Business name	Warriewood Surf Lifesaving Club Inc
Business location (town, suburb or postcode)	Warriewood
Select your business type	
Small bars	
Completed by	Sascha Rundle
Email address	<a href="mailto:sascharundle@gmail.com">sascharundle@gmail.com</a>
Effective date	11 October 2021
Date completed	9 October 2021

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#### Wellbeing of staff and customers

**Exclude staff and customers who are unwell from the premises.**

Agree

Yes

### **Tell us how you will do this**

Warriewood SLSC will communicate to all members, staff and customers to report potential symptoms, and not visit the Warriewood SLSC or attend any club activities if they are unwell.

Signs will be displayed telling people not to enter the bar area or club if they feel sick

Participants in club activities at the bar will be told to leave immediately and get a COVID test at the nearest testing site (Mona Vale Hospital) if they are unwell

**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**

"Warriewood SLSC will communicate to all members, staff and customers the relevant information on COVID-19 advice and Public Health Orders including when to get tested, physical distancing, wearing masks and cleaning.

Bar staff and Warriewood SLSC officials at functions in the bar area will be trained in ensuring patrons have shown the green tick on their phone for the QR code sign-in OR have provided written details including time of entry and contact details."

**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**

Ensure the bar entry points have signs showing requirements to stay away if unwell and the Services NSW QR code

**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**

Only Warriewood SLSC members who have previously provided proof of their vaccination status will be permitted to attend club functions in the clubhouse bar, as long as that is the requirement under Public Health Orders.

All marketing materials for club events will remind customers of any vaccination requirements under relevant Public Health Orders.

Relevant posters about proof of vaccination will be displayed in the bar when required under Public Health Orders.

**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**

Only Warriewood SLSC members who have previously provided proof of their vaccination status will be permitted to attend functions in the clubhouse bar, as long as that is the requirement under Public Health Orders. People under 16 yrs of age must be accompanied by a Warriewood SLSC member

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## 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

Warriewood SLSC will abide by the relevant Public Health Orders for all bookings made for the club bar and will follow the maximum capacity limits for the bar and other indoor areas of the clubhouse. All indoor areas will display relevant signs

### 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

Numbers of bar users will be capped to ensure 1.5m physical distancing. Floor markings will show how to queue safely distant from other customers. Tables / chairs will be spread out to ensure physical distancing

**Avoid congestion of people in specific areas where possible.**

Agree

Yes

**Tell us how you will do this**

Club officials or COVID Officers at club events will encourage people to move on away from congested areas. Floor markings will be placed in relevant areas of possible congestion.

**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 will be placed outside on the deck

**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**

Warriewood SLSC will communicate to all members the relevant rules about singing, dancing and drinking alcohol in indoor areas. Club officials or COVID Officers at club events will monitor patrons sitting when consuming alcohol.

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## **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**

Warriewood SLSC has reviewed the COVID-19 guidance on ventilation available from the NSW Govt before completing the COVID Safety plan

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Bar users will be encouraged to use outdoor settings like the deck wherever possible. This recommendation will be emailed to all club members who could use the bar.

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

**Agree**

Yes

**Tell us how you will do this**

Doors and windows will be opened where possible to increase natural ventilation to indoor areas of the Warriewood SLSC, including the bar

**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**

Where possible in indoor areas, Warriewood SLSC will increase mechanical ventilation of air conditioning sittings

**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**

Where possible, Warriewood SLSC will ensure mechanical ventilation systems are regularly maintained including regular filter cleaning or changes

**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**

Warriewood SLSC will consider any guidance from Surf Lifesaving NSW and other authorities and will consider consulting relevant experts to optimise indoor ventilation

## **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**

All Warriewood SLSC members, staff, patrons and customers will follow relevant Public Health Orders and wear face masks in the bar and when serving food on the deck as required.

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

**Agree**

Yes

### **Tell us how you will do this**

Warriewood SLSC will advise members not to shake hands or exchange physical

greetings.

Hand sanitiser will be available for use at key points in and around the Warriewood SLSC clubhouse including the bar.

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

**Agree**

Yes

**Tell us how you will do this**

Warriewood SLSC will ensure club bathrooms are well stocked with hand soap and paper towels or hand dryers. Posters with hand washing information will be displayed.

**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**

Cleaners will clean indoor hard surface areas at least daily with detergent / disinfectant. Bar staff will be advised to regularly wipe down the serving counter. Warriewood SLSC officials or COVID Marshalls will clean tables, chairs and any table settings as required.

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**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**

All bar users will be told to log in via the NSW Govt QR code system before using the bar. Relevant QR code signs will be on display

**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**

Warriewood SLSC officials or COVID Marshalls will check upon entry that patrons have the green tick and have checked in. QR codes will be displayed at all entry points to the bar / members area

**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**

A folder recording the time of entry and contact details for bar patrons will be at the point of entry. The club will keep those records for at least 28 days and provide them as

requested by authorised officers.

**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**

Warriewood SLSC will complete a general COVID-19 Safety Plan covering club activities (including patrols and training) and another one for the gym and hall use involving yoga classes. Gym members who then use the bar on the same day will be asked to provide additional contact details / time of entry for the bar area.

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

Yes