

**> BE COVID SAFE.
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 Botany Bay Yacht Club
Business location (town, suburb or Sans Souci postcode)
Completed by Phil Widders
Email address phillipwidders@optusnet.com.au
Effective date 15 October 2020 **Date completed** 21 October 2020 **Updated:** 5 January 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Club is open to members and their guests only. Members are advised of the COVID Safety requirements via the BBYC website, monthly eLog, and via signage at the club.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing 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/covidtraining

The Bar is staffed by volunteer Members. All members have been advised of the COVID requirements for both sailing and for entry to the club, via the BBYC website and monthly eLog. Any food service is provided already plated up, no self-service/buffet service is provided at the club at this time.

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

The Bar is staffed by volunteers.

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

The conditions of entry are available via the BBYC website, via the monthly eLog, and at the Bar.

Ensure COVID-19 Safety Plans are in place, where relevant, for corporate events (if hiring out space).

Not applicable at this time.

Premises cannot operate as a nightclub (open late into the evening primarily for the purpose of providing a venue for patrons to dance), but may open to provide other services as long as the appropriate COVID-19 Safety Plan is in place where relevant.

Not applicable.

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.

If the venue has a capacity of 250 patrons or more, the identified Safe Hygiene Marshal/s must always be present while the venue is operational; for venues with a capacity of less than 250 patrons, the identified Safe Hygiene Marshal/s must be present during peak operational hours (during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods).

A BBYC Board director will act as COVID-19 Safe Hygiene Marshal, with a dedicated fluoro vest, whenever the Bar is open. The Bar is generally only open for 1-2 hours after sailing events, and attendance on such occasions is well less than 40 people. Capacity is limited to 50 people, based on the 4sq m rule.

Premises with an indoor gym, such as some clubs, must complete the COVID-19 Safety Plan for gyms and also register this through nsw.gov.au.

Not applicable.

Physical distancing

Capacity at the venue must not exceed 300 patrons, or the number allowable by one customer per 4 square metres indoors and one customer per 2 square metres outdoors, whichever is the lesser. Children count towards the capacity limit.

Capacity must not exceed 150 patrons for wedding services, and 100 patrons for funerals, memorial services, or wakes. Please see separate checklists for these events.

The capacity of the clubhouse is 50 patrons (members and their guests), based on the 4sq m rule.

If the premises has more than one separate area, each separate area can have up to 300 persons, or the number of persons that is equivalent to one customer per 4 square metres indoors and one customer per 2 square metres outdoors, whichever is the lesser, provided that each separate area is:

- separated from other areas on the premises designated a separate
- area by the occupier of the premises has staff that are providing
- food and drink only in that area does not allow people in different
- areas to mingle • monitored by a designated COVID-19 Safe Hygiene Marshal at required times.

The clubhouse will operate as a single area.

Dancefloors are generally not permitted. However, there may be events where a dancefloor is permitted (e.g. a wedding reception) with a COVID-19 Safety Plan in place. Venues taking bookings for these events should ensure there is a COVID-19 Safety Plan in place.

Not applicable.

Bookings must not exceed 10 customers (except for weddings, funerals or corporate events). There should be no more than 10 customers at a table. Children count towards the capacity limit.

Tables will accommodate a maximum of 10 people.

Venues taking bookings for weddings, funerals and corporate events should ensure there is a COVID-19 Safety Plan in place for this event. Bookings can be taken for future dates for a higher number of

guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

Not applicable.

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

The COVID Safe Hygiene Marshal will reduce contact and mingling as necessary.

Move or remove tables and seating to support 1.5 metres of physical distance where possible. Household or other close contacts are not required to physically distance. Groups of friends may not necessarily all be household-like contacts and so may require additional space at a table so that they can physically distance.

Table arrangements address this requirement.

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

Bar traffic is never heavy, and Bar staff and the COVID Safe Hygiene Marshal will promote physical 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.

In line with updated requirements re facemasks, Bar and Kitchen staff and the Marshal (all volunteers) have been advised to wear a face mask, and to monitor physical distancing.

Ensure gaming machines and gaming tables are spaced out to support 1.5 metres physical distance between players, where practical. This can be achieved by moving machines or turning off or blocking access to every second machine or every second table.

Not applicable – no gaming machines at the club.

Alcohol can only be consumed by seated customers.

Members have been advised of this requirement via the BBYC website and the monthly eLog, and this requirement will be enforced by the Marshal.

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

Not relevant, as the Bar is generally only open for only 1-2 hours after sailing events.

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

High volume interactions are not anticipated - they have not occurred in the past except on organised formal occasions, which will not be held at BBYC until restrictions are eased.

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

Volunteer members make all the deliveries to the Bar.

Ensure no more than 10 customers per tour group for wineries, breweries and distilleries.

Not applicable.

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

BBYC Board directors will monitor and address such situations if and when they occur.

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. Not applicable.

Hygiene and cleaning

Adopt good hand hygiene practices.

Bar staff have been advised of this requirement via the BBYC website and monthly eLog.

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

Normal clubhouse operating procedure.

Reduce the number of surfaces touched by customers wherever possible.

The Bar counter and tables are the only surfaces that are relevant.

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.

Any food service will be provided already plated up, no self-service/buffet service is provided at the club at this time.

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

This is usual practice, and will continue.

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

Not applicable – menus are not used.

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.

Since the Bar is generally only open for 1-2 hours after sailing events, the Bar area and tables/chairs will be cleaned with a detergent solution at closing time. Bar staff and the Marshal will ensure that this is completed.

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

Detergent solutions will be used for cleaning.

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

Volunteer members have been advised of this requirement via the BBYC website and monthly eLog.

Encourage contactless payment options.

Not available at this time, but is being pursued.

Record keeping

Keep name and a contact number for all staff, dine-in customers and contractors for a period of at least 28 days. Each person that attends a venue MUST provide their name and contact details. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. QR Code is strongly encouraged.

It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records.

Venues using capacity calculations of one per 2 square metres outdoors MUST use electronic methods such as QR Code for collecting contact details and ensure these are captured for EACH person.

BBYC is registered as a COVID Safe Business with Service NSW, and has adopted and is using the Service NSW QR Code. Most visitors are signing in via this process, for those who are unable (no phone etc) a Google sheet has been set up to record those members details. Phone discussions with Service NSW (4/1/2021) indicated there is no such thing as an 'Online Concierge Form', but that the Service NSW QR Code now allows Guest check-in – this will be used now, but failing that, the Google sheet will be continued.

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

Members are advised of the COVIDSafe app via the BBYC website and monthly eLog.

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

Done.

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.

Noted.

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

COVID-19 Safety Plan – Pubs and clubs (including small bars, cellar doors, breweries, distilleries, casinos and karaoke bars) COVID-19 Safety Plan – Pubs and clubs (including small bars, cellar door , breweries, distilleries, casinos and karaoke bars)