

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

Your COVID-19 Safety Plan

Restaurants and cafes (including food courts and other food and drink premises)

Business details

Business name	Grafton Supa Oldies Soccer Canteen
Business location (town, suburb or postcode)	South Grafton
Plan completed by	Peter Johnstone
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Date	8 October 2020

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

All those arriving at Rushforth Park for Grafton Supa Oldies activities are required to complete the COVID register and explicitly sign to confirm they are not feeling unwell. The canteen is only available to those attending Grafton SOS activities.

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 if your venue is dine-in.

'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)

All Grafton SOS committee members have completed the COVID-19 awareness for food service course. NSW Health signage is displayed in and around the canteen. Although the canteen is not dine-in, it is only open to those attending Grafton SOS sporting activities who have been required to sign in under the requirements of a separate plan.

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

Grafton SOS canteen is staffed by volunteers so this is not applicable.

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

The COVID safety plan will be available at the canteen and posted on the Grafton SOS website and facebook page. There will also be NSW COVID safety signs displayed at the canteen.

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 Safe 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 Safety Marshal/s must be present during peak operational hours (during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods).

Food courts are exempted from the requirement for a COVID-19 Safe Hygiene Marshal, but should still have strategies in place to ensure the venue COVID-19 Safety Plan is implemented.

A member of the committee will be assigned as COVID-19 Safety Marshall throughout Grafton SOS activities and they will wear the Grafton SOS COVID-19 Safety Marshall high visibility vest.

Physical distancing

Capacity must not exceed 300 patrons, or the number allowable by one customer per 4 square metres of space, whichever is the lesser.

In food courts, the maximum capacity is one customer per 4 square metres of space.

The interior of the canteen will be limited to 6 people, staff only.

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 person per 4 square metres of space (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.**

Not applicable

Dancefloors are generally not permitted. However, there may be events where a dancefloor is permitted with a COVID-19 Safety Plan in place.

Not applicable

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

Grafton SOS canteen will not provide tables. Those purchasing take away food or drink will be encouraged to move away promptly.

Venues taking bookings for weddings, funerals and school 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.

Those purchasing food and drink will be encouraged to move away from the canteen area promptly. There are no tables, but some customers may sit on the steps outside the canteen. They will be reminded of COVID safety distancing through signage and by the COVID-19 Safety Marshall.

Move or remove tables and seating to support 1.5 metres of physical distance wherever 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.

Not applicable.

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

1.5m queueing markers will be displayed on the ground.

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.

A maximum of 6 staff will be in the Grafton SOS canteen, each with a specific role and encouraged to maintain 1.5m distance. This will be monitored by the COVID-19 Safety Marshall.

Alcohol can only be consumed by seated customers.

Customers will be encouraged to leave the vicinity of the canteen as soon as they have received their order.

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

Not applicable.

Consider physical barriers such as plexiglass around counters with high volume

interactions with customers.

The width of the counter at the Grafton SOS canteen ensures there is a reasonable physical barrier, but staff and customers will be encouraged to maintain 1.5m distancing during service. Other physical barriers are being considered.

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

Deliveries are not made during operating hours.

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

All those attending Grafton SOS activities are reminded to maintain social distancing by the Safety Marshall, the signage in the area of the canteen and through social media. Players are asked to leave as soon as possible after their game.

Hygiene and cleaning

Adopt good hand hygiene practices.

Appropriate COVID-19 signage is displayed around the canteen area. Hand sanitiser is provided and players and staff are advised to sanitise their hands regularly. This will be monitored by the COVID Safety Marshall.

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

The bathroom will be checked at the start of Grafton SOS activities and the stock checked during games.

Reduce the number of surfaces touched by customers wherever possible.

Customers will only be able to touch the counter but will be discouraged from doing so. The counter will be regularly disinfected.

No self-serve buffet style food service areas, communal bar snacks, communal condiments, or hookahs. If condiments are on individual tables, such as salt and pepper shakers, these should be cleaned between each customer.

Not applicable.

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

Not applicable, only take away food and drink are served.

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

Prices are displayed, but there are no menus or price lists that would be handled by customers.

Clean frequently used indoor hard surface 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.

Grafton SOS canteen only operates for one evening a week. Staff will regularly clean the counter during operation. Hand sanitiser will be provided on the canteen counter.

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

Disinfectant and hand sanitisers are provided and will be used in accordance with the manufacturer's instructions.

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

All staff will be expected to use appropriate PPE during cleaning operations and to follow NSW Health guidelines when washing hands.

Encourage contactless payment options.

The canteen is presently arranging contactless payment options and when in operation Grafton SOS will encourage customers to use contactless payments.

Record keeping

Keep name and a contact number for all staff, 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. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. QR Code sign-in is encouraged.

It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records. Paper sign-in is permitted, but premises must convert these into digital form within 24 hours, and provide immediately if requested.

Grafton SOS canteen does not provide a dine in service.

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

Signage is displayed in and around the canteen that encourages the use of the COVIDSafe app.

Except for food courts, all venues must register their business through nsw.gov.au. Food courts should consider registering their business through nsw.gov.au.

When this plan is approved by council, Grafton SOS will register the plan through nsw.gov.au

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 do so if required.

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

Yes