

**> BE COVID SAFE.  
HELP NSW 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
Completed by	Peter Johnstone
Email address	<a href="mailto:grafton.sos.inc@gmail.com">grafton.sos.inc@gmail.com</a>
Effective date	26 February 2021
Date completed	18 March 2021

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### Wellbeing of staff and customers

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

Staff and players who are unwell are reminded on the website, facebook page and through signage that they should not attend.

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 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 awareness for food service course and are aware of how to collect and store details of patrons.

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

NA

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

Conditions of entry are displayed on the website, facebook page and around the canteen.

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.

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.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2021.

Grafton SOS canteen does not usually have more than 50 patrons in close proximity to the canteen. Other people on the grounds are normally playing soccer games outdoors some way from the canteen.

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

NA

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## **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.

Most patrons of the Grafton SOS canteen collect their purchases from the canteen hatch and do not enter the building. They are encouraged to leave the area of the canteen after making their purchases. There is a small indoor area but no more than 15 people are present at any one time.

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

Patrons are encouraged to stay with their team groups when socialising after games.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as bars, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

NSW Health signage encourages social distancing and is displayed around the canteen

area. Staff are regularly reminded of the need and requirement for social distancing.

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

There is normally little requirement for queuing for service and plenty of space outside for people to stand or sit.

**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.**

Staff are encouraged to maintain social distancing and it is not normally necessary for staff to be in close proximity.

**There should be no dancefloors.**

NA

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

Staff arrive separately and naturally at different times during the evening.

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

NA

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

Goods are collected from wholesalers rather than delivered.

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

The Grafton SOS canteen is situated on a large concrete area above a large grassed area. Patrons naturally disperse into small groups when they have made purchases. Committee members are reminded of their responsibility to move gatherings on if required, but this hasn't been required to date.

**No more than 30 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.

NA

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

NSW Health handwashing signage is displayed above sinks in the canteen and staff are reminded to comply with these.

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

Bathrooms are checked at least once during the 3 hour period of operation of Grafton SOS

### **Reduce the number of surfaces touched by customers wherever possible.**

Customers are only able to touch the serving counter.

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

*Note: under the Smoke-Free Environment Act 2000, smoking, including use of hookahs, is not permitted in certain public places including 'enclosed public places' and 'commercial outdoor dining areas' (within the meaning of the Smoke-Free Environment Act 2000).*

NA

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

No cutlery or tableware is provided.

### **Menus should be laminated (clean between use), displayed or be single use. Place**

**takeaway menus outside the venue where possible.**

NA

**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.**

Frequently used indoor surfaces such as the serving counter are cleaned before and after Grafton SOS activities and several times during the evening using disinfectant and following manufacturers instructions.

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

All cleaning materials are used strictly in accordance with manufacturers instructions.

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

NSW Health signage is displayed above sinks and staff are reminded to follow these instructions.

**Encourage contactless payment options.**

Contactless payment systems are available in the Grafton SOS canteen.

**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).**

Windows and doors are always open when the canteen is in operation.

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## **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.*

Although the Grafton SOS canteen is not dine in, all players and staff of Grafton SOS are reminded to sign in using the NSW Government QR code system.

**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](https://nsw.gov.au)**

Grafton SOS require all players and staff to sign in using the NSW Government QR code system and do not record COVID safety information other than paper records for those without a smart phone.

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

Staff are aware of the COVIDSafe app and are encouraged to use it.

**Except for food courts, all venues must register their business through [nsw.gov.au](https://nsw.gov.au). Food courts should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

Grafton SOS is registered with [nsw.gov.au](https://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.**

Grafton SOS canteen will cooperate fully with NSW Health if required.

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

Yes