

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



Your COVID-19 Safety Plan

Hospitality

Business details

Business name	Grafton Supa Oldies Soccer Canteen
Business location (town, suburb or postcode)	South Grafton
Select your business type	
Food and drink premises	
Completed by	Peter Johnstone
Email address	<u>grafton.sos.inc@gmail.com</u>
Effective date	1 November 2021
Date completed	7 November 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Players and staff are reminded through NSW Health signage and by the web and facebook pages that they should not attend if unwell. Team Leaders are also responsible for ensuring that unwell players do not play.

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

NSW signage is displayed around the canteen. All committee members have completed NSW Health COVID courses.

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

NSW Health signs regarding staying away if unwell, COVID vaccination and record keeping are displayed around the canteen.

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, check vaccination status upon entry and only accept valid forms of evidence of vaccination, 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: This requirement applies at hospitality venues, gaming lounges, nightclubs, strip clubs, and premises at which a significant event is being held, other than a small funeral or memorial service or small wedding service.

Agree

Yes

Tell us how you will do this

Players will have their COVID vaccination status checked before they first play. Those who are not fully vaccinated or do not have an exemption will not be permitted to play or use the canteen.

People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household at higher risk premises including most hospitality venues.

Note: This does not apply to a person aged under 16 who is on the premises to carry out work.

Note: Higher risk premises and hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.

Agree

Yes

Tell us how you will do this

All our players are adults and are not allowed to play unless fully vaccinated. The only under 16s that will be present will be those accompanying their parents.

Physical distancing

Capacity must not exceed one person per 2 square metres of space of the premises.

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

The number of staff in the canteen will be monitored by the COVID safe marshall. Staff will be regularly reminded of the capacity limits but it is unlikely the capacity limits will be exceeded.

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

NSW Health signage is displayed around the canteen. Customers queuing will be reminded of the physical distancing rules. This will be monitored by the COVID safety marshall.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Customers in the queue will be reminded of the need for physical distancing.

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

Customers will be reminded to leave the area of the canteen after making their purchases.

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

The doors and service shutters of the canteen will be left open throughout the hours of operation of the canteen to allow free and extensive ventilation to occur.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Only canteen staff will be indoors.

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

Agree

Yes

Tell us how you will do this

The canteen doors and service shutters will be open throughout the hours of operation of the canteen.

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

Not applicable

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

Not applicable

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

Not applicable

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, and by public facing staff in outdoor areas of hospitality venues, unless exempt.

Note: Hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.

Agree

Yes

Tell us how you will do this

Canteen staff will be reminded to wear face masks by NSW Health signage and will be monitored by the COVID safe marshall.

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

Agree

Yes

Tell us how you will do this

Hand sanitiser is provided in the canteen and NSW health signage is displayed that promotes good hand hygiene practices.

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

Agree

Yes

Tell us how you will do this

Bathrooms are checked at the start and end of play.

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

The canteen counters will be regularly cleaned and this will be monitored by the COVID safe marshall.

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

NSW Government QR codes will be used to make an electronic record of the required details of customers.

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

QR codes are displayed around the canteen areas. Players are required to check in on arrival.

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

An alternative written record will be kept in the unusual situation when a player cannot use the NSW government QR code.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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

A separate COVID safe plan has been completed for Grafton SOS community sport.

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

Yes