

Union, University & Schools Club COVID-19 Safety Plan

Venues must have a COVID-19 Safety Plan for each food and drink area.

There should be no contact between customers or staff from different food and drink areas.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice [nsw.gov.au](https://www.nsw.gov.au)

Plan completed by: Judy McIlveen Approved by: Des Overend Last updated: 28 September 2020

WELLBEING OF STAFF AND CUSTOMERS	
Requirements	Action by Club
Exclude staff and customers who are unwell from the premises.	Staff and Members have been informed not to come to work if they feel unwell. Signage around the Club for both staff and members reminding them to stay at home if not well and to seek medical attention if they have any symptoms.
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	Staff have been informed of symptoms of Covid-19. Signage relating to symptoms, physical distancing and cleaning have been posted and a list of cleaning procedures issued.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Staff are informed of their leave entitlements if they are sick or required to self-isolate.
Display conditions of entry (website, social media, venue entry).	Conditions of entry are displayed at entrances.
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.	We do not have a dance floor and are only open for food & beverage service
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 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).	<p>Covid Marshals are identifiable by their yellow badges:</p> <ul style="list-style-type: none"> • Judy McIlveen • Alex Bourdon • Leane Snowdon • Nazrul Khondakar • Reception team • Health Club Attendants on duty <p>There is a marshal present at all times.</p>
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	Gym COVID-19 Safety plan for Gym is registered.
PHYSICAL DISTANCING	
Requirements	Action by Club
Capacity must not exceed 300 patrons, or the number allowable by one customer per 4 square metres of space, whichever is the lesser. Children count towards the capacity limit.	All areas have been mapped out and numbers based on one customer per 4 square metres. Capacities listed at the end of this form.
<p>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:</p> <ul style="list-style-type: none"> • Separated from the 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. 	All areas have been mapped out and numbers based on one customer per 4 square metres. Staff are rostered to specific areas and remain in those areas. Members are advised to remain at their assigned tables and not to mingle with others. Signage stating this is on the tables. Marshalls are present at required times.

Dancefloors are generally not permitted, However, there may be events where a dancefloor is permitted with a COVID-19 Safety Plan in place.	No dance floor
Bookings must not exceed 10 customers (except for weddings, funerals and corporate events at function centres). There should be no more than 10 customers at a table. Children count towards the capacity limit.	No bookings accepted for over 10 people.
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.	We are not taking bookings for weddings, funerals or school events during this times.
Reduce contact or mingling between customer groups and tables wherever possible.	Signage around the Cub reminding members not to mingle. Marshals present in all member areas to ensure this is followed.
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 or tables.
Alcohol can only be consumed by seated customers.	Members are instructed not to approach the bar for service. Staff serve them at the tables

Requirements	Action by Club
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	Tables and chairs have been removed from dining areas to ensure the 1.5 metres of physical distancing.
Reduce crowding and promote physical distancing with markers on the floor where people are asked to queue, such as at the bar.	Members are instructed not to approach the bar for service. Staff serve them at the tables.
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 rostered to specific areas and reminded to maintain 1.5 metre distancing where possible.
Where reasonably practical, stagger start times and breaks for staff members.	Staff staggered start times and breaks where we are able.
Consider physical barriers such as plexiglass around counters with high volume interactions with customers	Sign-in tables placed away from reception desk to maintain physical distancing.
Review regular deliveries and request contactless delivery / invoicing where practical.	All deliveries are left in the car park. No delivery drivers enter the Club.
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.	Not applicable
High energy dance, as well as singing (including karaoke) and wind instruments, can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 3 metres distance from the audience. Group singing should be avoided.	The Club has no current intention to hold a gathering for this purpose. If there is a request for this all precautions will be undertaken including the 3 metre distancing.

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.
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HYGIENE & CLEANING

Requirements	Action by Club
Adopt good hand hygiene practices	Hand washing procedures posters displayed throughout the Club
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	Bathrooms are checked and restocked throughout the day.
Reduce the number of surfaces touched by customers wherever possible.	QR menus & registers on offer
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.	No self-help available, all service. Condiments served All salt and pepper shakers cleaned after use.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available	All cutlery and crockery cleaned in a commercial grade dishwasher.
Menus should be laminated (clean between use), displayed or be single use. Place takeaway menus outside the venue where possible.	Laminated menus and QR code menus available. Cleaned after use.
Encourage contactless payment options.	All charges go to members' accounts and itemised bill sent out monthly electronically

HYGIENE & CLEANING *continued*

Requirements	Action by Club
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.	Door handles, lift buttons and handrails cleaned regularly throughout the day. Cleaning staff in daily every morning for thorough clean.
Maintain disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions	Commercial grade disinfectant solutions used throughout Club.
Staff to wash hands thoroughly with soap and water before and after cleaning	Cleaners and housekeeping provided with gloves and instructed to use them. Hand washing instructions displayed throughout Club for all staff.

RECORD KEEPING

Requirements	Action by Club
<p>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.</p> <p>Where possible, personal details should be collected in a way that protects if 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,</p> <p>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 digitise these within 24 hours and provide immediately on request.</p>	<p>QR reader is available as well as a sign in register. Members and staff are encouraged to use the QR code.</p> <p>Pens are only used once and then sanitised</p> <p>Sign in registers are checked and then scanned to a safe drive</p>

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	Signage relating to this app displayed in staff change rooms and on condition of entry signs at entrances.
All venues must register their COVID-19 Safety Plan 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	SafeWork NSW will be contacted if there is a positive case in our workplace. We will fully cooperate with NSW Health

COVID CAPACITY OF PUBLIC ROOMS OF CLUB with spacing of patrons as required	
Ground Floor Bar	18
Dangar Room	44
Billiard Room	4
Main Dining Room	68
Library	19
Card Room	20
Red Room	7
Knox Sitting Room	28
Knox Dining Room	26