

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



Your COVID-19 Safety Plan

Hospitality

Business details

Business name	Union, University & Schools Club
Business location (town, suburb or postcode)	SYDNEY
Select your business type	
Pubs and clubs	
Completed by	Judy McIlveen
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Effective date	18 October 2021
Date completed	17 October 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

All staff, members and visitors are advised to get tested immediately if they have any symptoms and to isolate until they have received their results. Signage at the entrance to the club and through out the club as well as on the website.

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

Signage throughout the club informing all on COVID regulations, when to get tested, physical distancing, wearing masks and cleaning.

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

Conditions of entry are displayed at entrances.

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.

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19

vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

Signage regarding vaccination requirement on display at entrance to Club. Staff instructed to request proof from everyone entering.

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 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

Members must be over the age of 18. Non members must be accompanied by a member to enter the premises.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas 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.

Bookings at hospitality venues must not exceed a group of more than 20 persons (except for weddings, funerals, and memorial services; and gatherings after these

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

Agree

Yes

Tell us how you will do this

Only serving breakfast and lunch at this time. Members must book, seating limits apply.

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

1.5m distancing where possible. Tables spaced out to ensure this is possible.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Signage on display regarding distancing. QR codes spaced out in foyer.

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

Not applicable.

Singing by audiences is not allowed in indoor areas.

Patrons at nightclubs and strip clubs are not permitted to dance in indoor areas and can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

No singing. Members are advised to go directly to their table for service.

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

Mechanical ventilation maintained by professionals. Natural ventilation attained where possible.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Not applicable.

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

Agree

Yes

Tell us how you will do this

Natural ventilation attained where possible.

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

Mechanical ventilation maintained by professionals. Natural ventilation attained where possible.

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

Maintenance carried out monthly.

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

We have instructed our air conditioning expert to optimise the indoor ventilation where possible.

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

All staff and members have been instructed to wear masks unless they are eating or drinking.

Signage throughout the Club.

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

Agree

Yes

Tell us how you will do this

Signage and hand sanitiser available throughout the Club.

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

Agree

Yes

Tell us how you will do this

Bathrooms cleaned daily and re stocked.

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

Staff supplied with cleaning products and instructed to clean frequently used indoor hard surfaces. Table settings are cleaned between each seating.

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

Staff to ensure that all who enter check in with the NSW Government QR code.

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 code available at entrance. Staff to check the phones for the green tick.

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

Staff will sign in anyone who is unable to do so themselves.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. 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

Not applicable.

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

Yes