

# > HELPING BUSINESS GET BACK TO WORK



16 July 2020

## COVID-19 Safety Plan

Effective 17 July 2020

### Pubs and clubs (including small bars, cellar doors, breweries, distilleries casinos, karaoke bars and strip clubs)

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

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 for your industry go to [nsw.gov.au](http://nsw.gov.au)

BUSINESS DETAILS
Business name:
Plan completed by:
Approved by:

## > REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and customers</b>	
Exclude staff and customers who are unwell from the premises.	
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.	
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	
Display conditions of entry (website, social media, venue entry).	

## Wellbeing of staff and customers

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.

All pubs must identify a COVID-19 Safe Hygiene Marshall who will be in distinctive clothing and responsible for ensuring all aspects of the COVID-19 Safety Plan is 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 Marshall/s must always be present while the venue is operational; for venues with a capacity of less than 250 patrons, the identified Safety Marshall/s must be present during peak operational hours (at a minimum during lunch 12pm to 3pm and dinner 5pm to 9pm).

## REQUIREMENTS

## ACTIONS

### Physical distancing

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

Dancefloors are not permitted.

Ensure no more than 20 customers at a table. For pubs, bookings or tables must not exceed 10 customers.

Reduce contact between customer groups wherever possible.

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.

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

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.

Ensure 1.5 metres between gaming machines and gaming tables, where practical. This can be achieved by moving machines or turning off every second machine.

Alcohol can only be consumed by seated customers.

## Physical distancing

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

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

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

Ensure no more than 20 customers per tour group for wineries, breweries and distilleries.

Introduce strategies to manage gatherings that may occur outside the premises and in any designated smoking areas.

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers as much as possible.

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.

## REQUIREMENTS

## ACTIONS

### Hygiene and cleaning

Adopt good hand hygiene practices.

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

Reduce the number of surfaces touched by customers wherever possible.

No self-serve buffet style food service areas, communal bar snacks, or communal condiments.

## Hygiene and cleaning

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

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

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. If using a paper sign in system, ensure the pen is wiped down with a disinfectant solution or wipe between use.

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

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

Encourage contactless payment options.

## REQUIREMENTS

## ACTIONS

### Record keeping

Keep name and mobile number or email address for all staff, customers and contractors for a period of at least 28 days. Each person that attends a pub MUST provide their name and contact details. For any other premises, one contact can be collected to support contact tracing of the group attending. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.

It is the role of the COVID-19 Safe Hygiene Marshall 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. QR Code sign-in is encouraged.

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

All pubs must register their COVID-19 Safety Plan through [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.