

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

## Your COVID-19 Safety Plan

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

### Business details

Business name	BJS
Business location (town, suburb or postcode)	Cecil Park
Completed by	Wen Bin He
Email address	<a href="mailto:j.b06@hotmail.com">j.b06@hotmail.com</a>
Effective date	29 January 2021
Date completed	8 February 2021

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### Wellbeing of staff and customers

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

Temperature testing before permitted entry. Any person indicating a body temperature of 37.50 or above and/or presenting flu symptoms will be denied access and advised to seek medical attention. Staff to provide a Doctor clearance when return to work. 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.

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'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://foodauthority.nsw.gov.au/covid-training)

All staff have completed COVID 19 online training .

All staff complete daily COVID 19 Cleaning duties.

Staff to read and understand, and sign the Clubs Coronavirus PANDEMIC POLICY.

Staff have been advised to get tested if they have visited any mentioned " HOT SPOT "area locations. staff are to regularly check with updated COVID 19 regulation and practice what has been set out by NSW HEALTH

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

Staff to check with BJS payroll regards to leave entitlements.

Refer to clubs Coronavirus Pandemic Policy and must be cleared by GP to return to work ( Doctor Certificate and a Negative result sent to Management.

If unwell advised to go and get tested and self - isolate during process. until clear by GP.

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

Entry requirements are posted in the club foyer , staff are to familiarise with these requirements and practice the rules set out

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. If the premises has more than one separate area each with 250 people in the area, consider assigning a Safe Hygiene Marshal to each separate 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.

Area patrons has access to within Club works off 1 area.NO OTHER "separate area " are available. More clarification further explained in safety plan.

Club will have COVID safety Marshalls are allocated on every shift (AM & pm ) and constantly clean and disinfect all high touch areas and tables and chairs. Staff to wear gloves, Hi Vis vest and "COVID Marshall" whilst conducting cleaning duties , overseeing social distancing, and club regulations .

All staff and Management also monitor restrictions are being adhered to.

**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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

club Premises has one main entry and all patrons are required to hand sanitize and sign in under current COVID restriction requirements. no other entry can be granted from any other way to the club. club consists of 1 main reception area and no other entry points ( excludes fire exit doors )

Entry to function areas are also required to gain entry through the main entry located at the front of the club and have access to designated function areas through the main area of the club.

Dine in customers only have one access, being through the front entrance of the club and cannot gain entry other way .

the club does not have a Gym or nightclub , and dine in area are come off the main area of the club with No entry of its own

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## Physical distancing

Capacity must not exceed one customer per 4 square metres of publicly accessible space in Greater Sydney and one customer per 2 square metres in other regions. There can be up to 25 customers at the premises before the square metre rule applies.

Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Total m2 of club including areas not in use : 1739m2

Total area m2 for usage for the community : 958 m2

Total Patronage allowed in the club :223 patrons

Bistro 92., Lounge & Tab 56, Inside Gaming 21, outside Gaming:54(Including terrace)

Display plans and a summary break down can be located at reception (near swipe machine )

when signing in patrons, visitors, members etc are promoted to entry dependents upon entering the services NSW platform and circle scan systems. confirmation of sign in must be presented to staff on duty as proof of sign in.

Club COVID Marshall and staff to monitor all aspects of restrictions and regulations in place . no separate area will reopen until further restrictions are in place /have lifted. No standing indoors , No CO - mingling , NO moving or furniture , maintain 1.5 m social distancing where practical. Standing is permitted outside ONLY on deck or at Poker Machines. Face masks within gaming area cannot be removed by patrons. asked more than once and will be asked to leave the premises ( unless restrictions change , there by maintaining seating indoors and outdoors)

**Face masks must be worn by public facing staff, and by customers in gaming areas in Greater Sydney, unless exempt.**

Face Mask must be worn by patrons within the gaming area indoors.

Patrons cannot take their face mask off, but may poll down to have a sip of beverage . but cannot be completely removed or have exposed nose or month, Face masks must be securely against the face. Covid Marshall to monitor compliance thought out trade, where practical.

Face masks be worn by all public facing staff on duty whom are in direct contact with the community throughout their rostered shift. back of house areas staff may remove mask to have a fresh air break

Staff and patrons must produce a Dr certificate if they are exempt from wearing a face mask or they will be denied access, or instructed to wear one until a clearance is produced , refusal to wear a mask may result in being send home or ask to leave face mask can be provided to staff and patrons, however recommended to also bring their own

**In indoor areas, alcohol should only be consumed by seated patrons. There should be no dancefloors, including in nightclubs.**

All patrons indoors must be seated at all times, whether consuming alcohol or not. except when attending facilities such as bathroom, bar, ATM, or bistro . No moving of furniture , no co - mingling where practical or long periods of standing are prohibited. no dance floor are accessible to the community .all live entertainment has been cancelled club does not operate as a nightclub.

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

COVID-19 Marshal to monitor and act on the non compliant gathering and movements of patrons around the club in accordance with the public health order where possible . if patrons are asked more than once to abide by the conditions placed by the club or public health order, they will be asked to leave

**Ensure 1.5m physical distancing where possible, including:**

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

our club will support 1.5 m physical distancing by limited the capacity of the venue in accordance with the density limit in the public health order of one patron per four square meters indoors and one patron per four square metres outdoors our club will support 1.5 m physical distance between gaming machines players by limiting the capacity of the gaming area in accordance with the density limit in the public health order of one patron per four square metres indoors one patrons per four square meters outdoors.

it is not practicable to separate all tables and chairs such that there will be s 1.5 m physical distance between seated groups, however physical distancing will be supported by complying with the density limit in the public health order and reinforcement of the club COVID marshal , staff , supervisors and management where practical. COVID marshal and staff /supervisors to monitor and act on groups of people converging to already seated areas or points of mixing or queuing when there are other tables/chairs available that can maintain where practical 1.5 m physical distance. Bistro staff to also monitor the seating of different groups/patrons that can assist with 1.5 m distancing where practicable

not possible for staff to remain 1.5m apart from each other at all times, but will be mindful of 1.5 m physical distancing

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

1.5 m distancing stickers and markers are placed

**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.**

On duty staff to try maintain 1.5 m physical distancing between each other and customers where possible

All staff are required to wear a mask while on duty, especially when interacting with the community and patrons, or working within service areas of the club

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

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

Roster to indicate different start times for employees so as to stagger arrival/departure times where possible

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

Floor indicator are present to maintain 1.5 m social distancing between staff and patrons  
Extended periods of times are discouraged from service areas to minimize gatherings and co-mingling.

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

Invoices are directly emailed to BJS Accounts

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

N/A. Club has a separate safety plan

**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.**

N/A. Club currently does not have any courtesy vehicles

**No more than 5 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. In outdoor areas, audience members older than 12 years should wear masks if singing or chanting.**

Under current restrictions on indoor live performance all performances have been cancelled as not practical to have 5 m distance between singer and patrons . not possible to have patrons not sing along to music or be able to dance ,or wear a face mask to be present.

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## **Hygiene and cleaning**

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

Staff to regularly wash hand and sanitize throughout shift  
wear glove , safe mouth guards and hats etc

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

Club will monitor , staff to advise when item are low

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

Staff to constantly clean and disinfect high touch areas, tables, chairs counters, benches etc during trade.

staff are try to move customers on form one point to another as efficient as possible to minimise the surface area touched

### **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.**

All self serve item have been removed. item are to be distributed by staff. all salt and pepper and condiments have been replaced by individual packets. All tables and chairs are wiped down with Vira San Disinfectant after each customers used

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

All Plates , Cutlery , etc are washed in commercial grade detergent and dish washing machines

.All cutlery are polished in hot water with vinegar solution

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

All Menus are printed for single use only .

Staff members are to make sure thrown out the menu after customers placing their order

**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.**

All frequently used area to be cleaned done and sanitised frequently at least once every 30 minutes , the end of night all area will be sanitised down with appropriate sanitizer

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

Virasan used to clean disinfect all surfaces and high touch / frequently used area. Virasan is ready to use hospital grade disinfectant contains 70 % alcohol.

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

Staff to use gloves at all times, frequently wash and sanitiser hands . changes gloves frequently

**Encourage contactless payment options.**

Encourage the use of EFTPOS facility where possible

staff are to clean their hands with soap and water and / or use hand sanitizer each customers

**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).**

Management have control of that

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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.*

Club will do record keeping

All Patrons ( including Members ,visitors , staff , contractors etc.) Must sign in using the unique QR code assigned to Kemps sporting & bowling club services NSW. QR code have been placed in conspicuous places for easy access to signing in and supporting 1.5 m social distancing where practical.

**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)**

N/A Club will do record keeping

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

Staff are encouraged to download and use the COVID safe app  
signs are up around the club on what to do /who to call if confirmed case/ or suspected case of COVID 19

**All venues must register their business through [nsw.gov.au](https://nsw.gov.au).**

BJs Brasserie has been registered

**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.**

Upon confirmations of a COVID 19 case contact with NSW Health will be immediate, advise taken on board, and staff person advised to seek medical assistance and to self isolate, contact will be made with other staff regarding testing advised and contract cleaners to commercially clean the Club

All steps advised from NSW Health will be actioned upon receiving them

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

Yes