



# Club Wyong RSL COVIDSafe Plan

JUNE 2020

Updated 24/7/2020

Updated 03/11/2020

Updated 07/12/2020

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## Revision History

This plan will be amended from time-to-time as new standards, insights and best practice measures develop. The table below clarifies the details of the versions:

Version	Date	Changes
1	29/05/20	Initial Construction
2	29/05/20	- Capacity limits - Opening hours
3	29/05/20	- Booking details

## Purpose of this COVIDSafe Plan

This COVIDSafe plan details standards and best practice for the club industry with specific tailoring to reopening of Club Wyong RSL located at 15 Margaret Street, Wyong.

It incorporates and draws information from a range of materials:

- The Safe Work Australia (SWA) guidance for the hospitality industry
- The National COVID-19 Coordination Commission
- Industry reopening standards discussed between ClubsNSW and the NSW Government
- Existing legislative obligations, particularly the *Work Health and Safety Act 2011* (NSW) and *Food Act 2003* (NSW)

The policies and procedures outlined in this COVIDSafe Plan will help to make the premises a safe environment in which to work and visit.

All staff, as part of the induction process, will be required to be familiar with this Plan.

## Management of Venue

The management of the venue and on-premises license will be carried out by Club Wyong RSL management and will comply with all directives detailed in this COVIDSafe Plan.

This Plan can be viewed and downloaded from **the club website**, obtained from the club or sent by email or post.

Title	Name	Telephone	Mobile	Email
CEO	Angela Sanders	02 4359 7444	0411 124 283	<a href="mailto:angela@clubwyong.com.au">angela@clubwyong.com.au</a>

## Capacity

In accordance with NSW government guidelines issued 8/12/2020 venues are permitted a maximum of 50 people per seated dining area in compliance with the one person per 2m<sup>2</sup> rule.

Dining Area	Size	Capacity
Club Wyong RSL Foyer	24m <sup>2</sup>	12
Club Wyong RSL Seated Area	360m <sup>2</sup>	180
Club Wyong RSL Poker Machine	170m <sup>2</sup>	85
Club Wyong RSL Outside Poker Machine	30m <sup>2</sup>	15
Club Wyong RSL Corporate Room	88m <sup>2</sup>	44
Club Wyong RSL Auditorium	340m <sup>2</sup>	170

Each of these areas will have access to restrooms that does not require walking through another dining area. Patrons will not be permitted to access dining areas other than the one they have been assigned to.

The club plans to have a maximum of 25 staff working at any one time.

A total capacity of 336 Patrons.

### **Opening Hours**

Tuesday	10.00am	–	8.00pm
Wednesday	10.00am	–	10.00pm
Thursday	10.00am	–	10.00pm
Friday	10.00am	–	12.00pm
Saturday	10.00am	–	11.00pm
Sunday	10.00am	–	6.30pm

### **Seated Dining**

Tuesday- Sunday: *Lunch* 11:30 – 2:30pm and *Dinner* 5pm – 8pm. Closed Sunday dinner.

### **Bookings**

Will be taken via the Club Wyong RSL office

Dining groups permitted will be a maximum of 30 people

Bookings will be booked up to a maximum capacity of 180 (Spinners Restaurant and Café)

The remaining capacity will be available for walk in patronage, these customers will be directed to areas with vacancy at the time.

If there is no vacancy entry will be refused.

## Risk Assessment

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?
COVID-19 from customers who are infected	Staff or other customers catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	Cleaning and disinfecting frequently touched surfaces. Physical distancing, seating has been removed and set seats for customers to encourage. A floor plan is also available to show capacity of each area. No more than 50 customers are allowed each dining area of the venue. The capacity of each dining area will be clearly communicated and monitored. Contactless payments are encouraged. Alcohol based hand sanitiser is provided at all touchpoints and on entry to the venue (out of reach of children). Posters on hand washing are prominent in all bathrooms.
COVID-19 from staff who are infected	Other staff or customers catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	Cleaning and disinfecting frequently touched surfaces. Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well. If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention. Staff presenting with flu-like symptoms will be required to self isolate. Alcohol based hand sanitiser is also available in all staff areas and service points. Staff meetings are held over video link and information sent by email where possible. Break times are staggered to minimise the number of staff using break room at one time.
Customer aggression	Physical or psychological injury to staff.	Moderate, customers concerned may become frustrated by new requirements	Moderate, There is extensive communication on all new requirements.	There is always a manager rostered on to assist with customer complaints. Processes are in place to ban abusive and violent customers from the venue or call police.
Persistent use of hand sanitiser	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Moderate, affected individuals may have a significant reaction	Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations
Persistent use of latex gloves	New or aggravated latex sensitivity	Low, most gloves will not be latex-based	Moderate, affected individuals may have a significant reaction	Staff are provided with non-latex gloves or remove gloves when not necessary.

## **Keeping Staff Safe:**

### **Exclusion**

Most importantly, if any staff are experiencing flu-like symptoms (such as sore throat, cold, cough, aches, or shortness of breath) they will not be permitted to work, self-isolate for 14 days pending the results of a test for COVID-19.

Club Wyong RSL also promotes the use of the NSW Health COVID Safe QR code and the benefits of the app to support contact tracing if required.

### **Staff Training**

All staff have completed the Australian Government Department of Health Infection Control COVID-19 Certificate.

Further training will be provided to all staff to comply with the below areas of control:

### **Physical distancing**

Physical distancing is important because COVID-19 is most likely to spread through close contact with a person who has a confirmed infection. Physical distancing means keeping people apart.

The likelihood of interactions causing the spread of COVID-19 is low if physical distancing advice and good hygiene are followed as the virus is unlikely to be spread if face- to- face interactions are limited to less than 30 minutes and close proximity interactions are limited to 2 hours.

Club Wyong RSL staff physical distancing:

- Customer capacity limits
- Use of PPE gloves and masks
- Table service only for food and beverage
- Encourage contactless payments

### **Work stations**

Where reasonably practical, staff will maintain physical distancing at all times (including at meal breaks) and workers will be assigned specific work stations.

Front of house workers can collect food without entering the food preparation area.

### **Start times**

Where reasonably practical, start times and breaks for staff members will be staggered to minimise the risk of close contact.

### **Physical barriers.**

Bollards will be used to separate customers and staff where appropriate

### **Handwashing and hygiene**

COVID-19 is most likely spread from person to person through:

- Direct contact with a person while they are infectious
- Contact with droplets when a person with a confirmed infection coughs or sneezes

- Touching objects or surfaces that are contaminated by droplets coughed or sneezed from a person with a confirmed diagnosis

Good hygiene is necessary to stop the spread. This means:

- frequent hand washing with soap or hand sanitising, including before and after you eat and after going to the bathroom
- limiting contact with others, including through shaking hands
- stop touching your eyes, nose and face
- covering your mouths while coughing or sneezing with a clean tissue or your elbow
- putting used tissues straight into the bin.

If hand sanitiser is unavailable, workers will be regularly given the opportunity to wash their hands with soap for 20-30 seconds.

This will occur after a worker has had contact with a customer, as well as after cash transactions. It

is particularly important workers sanitise or wash their hands before or after touching their face.

### **Signage and Posters**

Signs and posters are placed around the workplace to remind workers and others of the risks of COVID-19 and the measures that are necessary to stop its spread. This includes posters on what is COVID-19 and how we can stop it spreading, how to wash your hands and the physical distancing requirements.

### **Keeping Customers Safe:**

#### **Exclusion**

Signage at entry will instruct members of requirements and notify them that anyone presenting with flu-like symptoms will not be permitted entry.

#### **Entry to Premises**

Conditions of entry will be clearly displayed on public platforms, including on the website, social media platforms and at the venue entrance

Entry will be via a single point assisting with total venue capacity control. Reception staff will be able to fully brief customers on new requirements for service and point them to their table.

Initially entry will be restricted to members to ensure all guests details are recorded in the event of the information being required for investigation of a positive case. These records are used only for the purposes of tracing COVID- 19 infections and are stored confidentially and securely.

The reception desk is a high touch area and will be cleaned by staff between each customer interaction.

In the event of possible queuing to sign in floor markings will denote physical distancing requirements

#### **Crowd Control**

Live venue capacity in each area will be monitored by staff.

The Duty Manager will be designated as the COVIDSafe marshal and will monitor adherence of distancing regulations for all customers

### **Physical distancing**

Furniture layout has been modified to encourage distancing within groups who are dining together. There is also adequate distance between different dining groups in the dining area.

Dining areas are clearly separated by bollards and customers will not be permitted to enter dining areas other than the one they been assigned.

### **Gaming**

The gaming area will has safety distancing signage to assist the patrons if they feel they would like further distancing between machines. The total capacity of the gaming is 85 indoors and 15 outdoors.

### **Food & Beverage Service**

All food and beverage service will be collected through a buzzer system. Guests are permitted to approach the bar and there are social distancing markings on the floor.

Contactless payments are encouraged via portable terminals.

Customers will receive individually packaged cutlery for their meal. This non-disposable cutlery is washed using a commercial grade dishwasher.

Straws will not be on the bar and need to be requested.

Menus will be available via single-use disposable print-outs

### **Children's play areas**

The internal children's play area will remain closed.

### **Signage and Posters**

Signs and posters are placed at the entry, in the bathrooms and throughout the premises to remind guests of the risks of COVID-19 and the measures that are necessary to stop its spread. This includes posters on what is COVID-19 and how we can stop it spreading, how to wash your hands and the physical distancing requirements.

### **Cleaning & Hygiene**

Hand sanitising stations are available for customers at the entrance to the venue, in the gaming room and in the bathrooms. All surfaces will be thoroughly cleaned before each service.

Frequently Touched Surfaces will be cleaned disinfected by staff between each customer interaction, including:

- Tables and Chairs in dining areas
- Reception desk and sign in terminals
- EFTPOS terminals & ATMs
- Gaming machines & EBTs

Disinfectant solutions will be maintained at an appropriate strength and used in accordance with the manufacturers' instructions

## Strategy for Dealing with Potential Cases

In the event of a COVID-19 case Club Wyong RSL will be following the guidelines set out by Safe Work Australia:

[swa.gov.au/coronavirus](http://swa.gov.au/coronavirus)

updated: 29 April 2020

# COVID-19 at the workplace

You are not expected, and should not try, to diagnose people. However, you have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable.

If you reasonably suspect someone could have the virus, or has been exposed, this creates a health risk at your workplace, and you will need to follow the steps below.

### The person you are concerned about is at the workplace



#### 1. ISOLATE

Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



#### 2. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



#### 3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



#### 4. CLEAN

Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



#### 5. IDENTIFY & INFORM

Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



#### 6. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

### The person you are concerned about was recently at the workplace



#### 1. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



#### 2. IDENTIFY & INFORM

Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



#### 3. CLEAN

Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



#### 4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

### If anything is unclear, see detailed guidance on the Safe Work Australia Website

#### Remember:

- > There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.
- > Consult with workers and allow them to raise concerns.
- > Do you need to notify your [WHS regulator](#)? See our [Incident Notification fact sheet](#).
- > Comply with privacy obligations. See [guidance from the OAIC](#).
- > Follow the advice of health officials at all times.

#### State and territory health department helplines:

**New South Wales**  
1300 066 055

**Queensland**  
13 432 584

**Victoria**  
1800 675 398

**South Australia**  
1300 232 272

**Western Australia**  
(08) 6373 2222

**Tasmania**  
1800 671 738

**Australian Capital Territory**  
(02) 5124 9213

**Northern Territory**  
(08) 8922 8044



## **Review**

This plan and its guidelines will be reviewed regularly and also following each government announcement.

Following any review, modifications will be listed in the revision history.

Any modifications to the plan will be communicated to staff.

Copies of the plan available on the website and at the venue will also be updated in the event of any modification.

**Compiled by Angela Sanders**

**Chief Executive Officer**

**Club Wyong RSL**