

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



## Your COVID-19 Safety Plan

### Hospitality

#### Business details

Business name	Gerringong Bowling & Recreation Club
Business location (town, suburb or postcode)	Werri Beach Gerringong NSW
Select your business type	
Pubs and clubs	
Completed by	Luke Richards
Email address	<a href="mailto:luke@gerringongbowlo.com.au">luke@gerringongbowlo.com.au</a>
Effective date	11 October 2021
Date completed	8 October 2021

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### Wellbeing of staff and customers

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

Agree

Yes

### **Tell us how you will do this**

Relevant Signage at entrance for patrons to be aware.  
Temperature gun to take temperatures if needed.  
Additional face masks for patrons to use  
Hand sanitizer throughout the club

**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**

Multiple QR codes at the entries to the club  
Back up services NSW QR code on sign in terminals if required.  
Provide updates on COVID through Deputy  
Covid 19 Induction October 2021  
Covid 19 Risk assessment Register  
Access to information regarding vaccination and help with arranging vaccination

**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**

Multiple QR codes at the entries to the club  
Back up services NSW QR code on sign in terminals if required.  
Provide updates on COVID through Deputy  
Sandwich Board in car park explaining conditions of entry  
Every employee has there vaccination passport in there file. Members have a vaccination sticker for there membership cards

**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, 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: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.**

**Agree**

Yes

**Tell us how you will do this**

Posters are frequent throughout the club and prevalent at the front of the venue  
Club has hired security to check in customers  
staff have been inducted and given all relevant covid 19 information.  
Covid Risk assessment register has also been updated.

**People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.**

**Note: This does not apply to a person aged under 16 who is on the premises to carry out work.**

**Agree**

Yes

**Tell us how you will do this**

Is in the Staffs induction on Covid and in there training. this is also in all of our Covid 19 signs

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## **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.**

**Bookings must not exceed 20 customers (except for weddings and funerals, and gatherings after these events).**

**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.**

**Agree**

Yes

**Tell us how you will do this**

Club has been measured for social distancing and 1 person per 4 square meters are enforced by staff

**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**

Only one staff member allowed in staff room

Breaks have been staggered

Floor markings for patrons to stand on for social distancing

**Avoid congestion of people in specific areas where possible.**

**Agree**

Yes

**Tell us how you will do this**

Floor markings for patrons to stand on for social distancing

Furniture set out for social distancing

**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**

Smoking areas are away from the club and in open outdoor environment

**Singing and dancing by audiences is not allowed in indoor areas.**

**Patrons can only consume alcohol when seated in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

All patrons must be seating whilst consuming alcohol.

No entertainment scheduled

no signing or dancing allowed.

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## **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**

Promote Outdoor Spaces

Encourage patrons to use Outdoor Services instead of inside  
thorough clean regular of air con filters and systems

**Use outdoor settings wherever possible.**

**Agree**

Yes

### **Tell us how you will do this**

Promote Outdoor Spaces

Encourage patrons to use Outdoor Services instead of inside

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

**Agree**

Yes

### **Tell us how you will do this**

Improvement of cleaning maintenance systems on air con

open windows and inside entry doors where possible to increase air flow

**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**

We currently use in air purifier in our gaming room and do not recycle or air con atmosphere back into the same area

**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**

Monthly Air con Maintenance scheduled and signed off implemented in COVID 19 risk assessment register

**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**

In place current contractors are notified of the hygiene required in a pandemic and are always reviewing and improving our systems and service

## **Hygiene and cleaning**

**Face masks must be worn by staff and customers in indoor areas, and by public facing staff in outdoor areas, unless exempt.**

**Agree**

Yes

### **Tell us how you will do this**

All Staff must wear a mask on shift and customers must wear a mask whilst not consuming food or drink.

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

**Agree**

Yes

### **Tell us how you will do this**

Hand sanitizer 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 are stocked daily.

**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**

Hard surfaces are frequently cleaned and tables turned over after used by customers

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## **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**

Multiple QR codes at the entries to the club  
Back up services NSW QR code on sign in terminals if required.

**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**

Multiple QR codes at the entries to the club  
Back up services NSW QR code on sign in terminals if required.

**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**

A manual sign in sheet available for patrons and then uploaded to a spreadsheet that's available when requested.

**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**

All Complete soul fit GYM has an up to date COVID 19 Safety plan

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

Yes