

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



## Your COVID-19 Safety Plan

### Hospitality

#### Business details

Business name	South Tamworth Bowling Club
Business location (town, suburb or postcode)	Tamworth
Select your business type	
Pubs and clubs	
Completed by	Sarah Young
Email address	<a href="mailto:club@southbowlotamworth.com.au">club@southbowlotamworth.com.au</a>
Effective date	1 November 2021
Date completed	1 November 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**

Display conditions of entry at single entry to club.

Communicate to members and players via social media and other electronic means to stay away if they are unwell.

**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**

Regular updates via staff emails and 'COVID folder'

ClubNet terminal stores patrons details

Club reinforcement of procedures, physical distancing, mask wearing and regular sanitisation on touch areas.

**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**

Large A framed boards with conditions of entry on display at the single entry to the club.

Facilities for QR Code scanning on entry including I pads for staff registering persons without a Service NSW App

Staff rostered for duties at single entry to ensure all persons are checked in

**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.**

Agree

Yes

**Tell us how you will do this**

Communicate that persons cannot enter the premises from 11 October 2021 unless vaccinated or medically exempt. Staff the single entry to the premises to ensure Conditions of entry are being enforced. Posters outlining vaccination requirements are prominently displayed. Utilise social media and team communications to reinforce vaccination requirements to enter.

**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**

Communicate that persons cannot enter the premises from 11 October 2021 unless vaccinated or medically exempt. Staff the single entry to the premises to ensure Conditions of entry are being enforced. Posters outlining vaccination requirements are prominently displayed. Utilise social media and team communications to reinforce vaccination requirements to enter.

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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. 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**

Observe and ensure numbers do not reach capacity

Inform staff of the numbers (140 club)

Promote all Covid related signs by inhouse screens social distancing etc

**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**

Distancing of tables and chairs

Rostering of staff

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

**Agree**

Yes

**Tell us how you will do this**

Staff will monitor and provide directions if gatherings are occurring.

**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**

Staff will monitor and provide directions if gatherings are occurring in designated smoking areas.

**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**

Communicate to members the rules and direct persons who are not complying.  
No functions are planned.  
Staff will ensure patrons are seated whilst drinking inside the premises.

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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**

Air curtains on door way  
Opening external doors for natural ventilation.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

N/A

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

**Agree**

Yes

**Tell us how you will do this**

Air curtains on door way  
Opening external doors for natural ventilation.

**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**

Air conditioning functions controlled by club indoors. Regular maintenance of air conditioning system including filter cleaning.

**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**

Air conditioning regular maintenance and cleaning of filters.

**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**

Consultation with contracted air conditioning specialists when required.

## **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 have face masks to wear at all times.

Masks will be worn at all time by hospitality staff.

Staff will monitor and give directions to persons not complying with mask wearing requirements.

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

**Agree**

Yes

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

Sanitisation stations placed around the club premises and bar. Sanitiser stations outside each toilet facility.

Sanitiser bottles available outdoors on the umpires trolley and Bowls office area.

Communicate to members their location and encourage their use.

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

**Agree**

Yes

**Tell us how you will do this**

Staff will regularly check rest room to ensure adequacy of hand washing stores.

**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 regularly cleaning touch areas after use.

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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**

QR code scanning and checking for every person on entry. iPads are available at entry, bar and bowls office to check in any person without a Service NSW app, including persons with the new check in cards.



**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**

Staff are present in the single entry point checking persons have the green ticked check in on the app, and can register persons without the Service NSW App on iPads.

**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**

Utilising the Service NSW Business app for check-ins.

Check in QR code poster are on display at the entrance, bar, bowls office, kitchen entry.

Staff monitoring access to ensure all persons are checked in.

Request patrons display current check in details.

**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**

There is one single dedicated entry to the premises where contact details are captured electronically.

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

Yes