

**> BE COVID SAFE.
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 | Border Inn Hotel |
| Business location (town, suburb or postcode) | MOAMA |
| Completed by | Tamara Miller |
| Email address | admin@borderinn.com.au |
| Effective date | 20 November 2020 |
| Date completed | 24 November 2020 |

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Management will ensure to ascertain the health status of each staff member upon commencement of their shift. If unwell, the staff member will be sent home. All customers that answer yes to 'are you unwell' will be denied entry. Implemented June 1st 2020

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.

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

We hold regular zoom meetings, post correspondence to our private Facebook group, utilize training programs such as 'Typsy' and provide regular training to each staff member during their shift. We have also developed a training power point which all staff have access to.

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

We will ensure all staff are aware of leave entitlements if they are required to self-isolate or cannot attend their shift due to being unwell. Implemented June 1st 2020

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

Conditions of entry are clearly displayed at all entries to the Hotel. They are also available to view on our website. Implemented June 1st 2020

Ensure COVID-19 Safety Plans are in place, where relevant, for corporate events (if hiring out space).

n/a

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.

n/a

Venues must assign one staff member 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 a venue has more than one separate area, there must be a COVID-19 Safety Hygiene Marshal in each separate area.

The identified Safe Hygiene Marshal/s must always be present when there are more than

250 patrons at the venue. If there are less than 250 patrons at the venue, it is recommended that the identified Safe Hygiene Marshal/s should be present during peak operational hours (during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods).

We have a rostered COVID19 Marshal on every day from 12pm-required.

Premises with an indoor gym, such as some clubs, must complete the COVID-19 Safety Plan for gyms and also register this through nsw.gov.au.

n/a

Physical distancing

Capacity at the venue must not exceed 300 patrons, or the number allowable by one customer per 4 square metres indoors and one customer per 2 square metres outdoors, whichever is the lesser. Children count towards the capacity limit.

Capacity must not exceed 150 patrons for wedding services, and 100 patrons for funerals, memorial services, or wakes. Please see separate checklists for these events.

Measurements have been taken and we are aware of our capacity limit.

If the premises has more than one separate area, each separate area can have up to 300 persons, or the number of persons that is equivalent to one customer per 4 square metres indoors and one customer per 2 square metres outdoors, whichever is the lesser, provided that each separate area is:

- **separated from other areas on the premises**
- **designated a separate area by the occupier of the premises**
- **has staff that are providing food and drink only in that area**
- **does not allow people in different areas to mingle**
- **monitored by a designated COVID-19 Safe Hygiene Marshal at required times.**

n/a

Dancefloors are generally not permitted. However, there may be events where a dancefloor is permitted (e.g. a wedding reception) with a COVID-19 Safety Plan in place. Venues taking bookings for these events should ensure there is a COVID-19 Safety Plan in place.

n/a

Bookings must not exceed 30 customers (except for weddings, funerals or corporate events). There should be no more than 30 customers at a table. Children count towards the capacity limit.

We will not accommodate bookings exceeding 30

Venues taking bookings for weddings, funerals and corporate events should ensure there is a COVID-19 Safety Plan in place for this event. Bookings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

n/a

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

Tables are adequately spaced apart, markers on floor at all service areas. Implemented June 1st 2020

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 and so may require additional space at a table so that they can physically distance.

Tables are adequately spaced apart, markers on floor at all service areas. We have removed furniture to ensure the physical distancing requirements are met. Implemented June 1st 2020

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

Markers on floor at all service areas. Implemented June 1st 2020

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. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask, if practical.

Staff are assigned to specific areas and maintain 1.5m distance where possible. June 1st 2020

Ensure gaming machines and gaming tables are spaced out to support 1.5 metres physical distance between players, where practical. This can be achieved by moving machines or turning off or blocking access to every second machine or every second table.

We have relocated machines and switched off eight (8) to ensure we meet the 1.5m between gaming players.

Alcohol can only be consumed by seated customers.

Customers to remain seated at all times unless ordering from the bar.

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

Roster adjusted to ensure start times are staggered. June 1st 2020

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

Barriers between entrance and restaurant

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

All Company Representatives and Delivery drivers are registered on arrival

Ensure no more than 30 customers per tour group for wineries, breweries and distilleries.

n/a

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

Signage states 1.5 m social distancing at all times

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

Hygiene and cleaning

Adopt good hand hygiene practices.

Staff are following hygiene procedure and hotel policy.

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

Cleaning Checklist completed 1/2 hourly

Reduce the number of surfaces touched by customers wherever possible.

This was implemented 1st June

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 bar snacks and communal share plates have been taken off menus

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

Implemented June 1st 2020

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

Implemented June 1st 2020

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.

Implemented June 1st 2020

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

Implemented June 1st 2020

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

Implemented June 1st 2020

Encourage contactless payment options.

Implemented June 1st 2020

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).

Implemented June 1st 2020

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. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records. 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.

Implemented June 1st 2020

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

Implemented June 1st 2020

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

Implemented June 1st 2020

All venues must register their business through nsw.gov.au.

Completed

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.

Will cooperate with NSW Health if contacted in relation to a positive case of COVID-19

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

Yes