



# COVID-19 Management Plan

November 2021

*A* CLUB  
ASHFIELD

# **COVID-19 MANAGAEMENT PLAN**

**8th November 2021**

## **COVID-19 Management Plan – Club Ashfield. Version 1.28**

### **Introduction**

The primary objective of this CoVID-19 Management Plan (the plan) is to detail the procedures for the safety of all people, guests, and staff, in or near the premises. All staff and business users shall recognise that a spread of an infection can occur at any time, despite the best intentions and actions taken in prevention. The Plan has been developed using the Safework Australia National CoVID-19 safety guidelines and process identified within AS3745-2010 Planning for Emergencies in Facilities.

This plan aims to provide a framework for workers and visitors to Club Ashfield to appropriately behave in accordance with all current COVID-19 trading restrictions and compliances. Sufficient information from the CoVID-19 Management Procedures shall be distributed to Club Ashfields occupants. It is the responsibility of the CoVID-19 Management Committee to ensure that the plan and its contents remains relevant and up to date.

### **Tenants & Other PCBU**

All tenants, contractors and other PCBU onsite must always follow the instructions of the venue CoVID-19 Management Committee or any business appointed CoVID-19 Marshall.

### **The Disease**

#### **Infectious agent CoVID-19 (Novel coronavirus 2019) (2019-nCoV).**

Coronaviruses are a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people. Adaption has led to severe acute respiratory outbreaks related to MERS-CoV and SARS-CoV, but there are also human coronaviruses that cause more mild illness in humans, such as the common cold.

### **Reservoir**

Current information is that CoVID-19 originated from a zoonotic source, most likely bats.

### **Mode of transmission**

At present, where human-to-human transmission occurs, it is most likely be through direct contact with case-patients, by respiratory droplets and by fomites (contaminated objects and surfaces), as is seen with SARS-CoV and MERS-CoV infections.

### **CoVID-19 Management Committee**

The CoVID-19 Management Committee is responsible for the development, implementation and maintenance of the COVID-19 Management Procedures and related training. The committee will be appointed by management and will consist of at least two or more people deemed competent in the understanding of CoVID-19 restrictions and compliances. It is essential that all levels of management and workers at the venue accept and participate in the implementation and maintenance procedures designed to minimise the spread of CoVID-19. Remember that spread prevention techniques are of no value if they are not understood and practiced.

#### **CoVID-19 Management Committee Composition**

- President
- Chief Executive Officer
- Chief Operator Officer

## Duties

The CoVID-19 Management Committee shall meet regularly and as necessary so as to: -

- Identify any events that could reasonably impact on current CoVID-19 compliances
- Establish, update, and implement physical distancing and hygiene procedures
- Ensure appropriate resources are available for the effective management of CoVID-19 spread minimisation and associated procedures
- Determine the validity period of the CoVID-19 Management plan (not to exceed 6 Months)
- Establish the CoVID-19 Control Organisation to support the committee and operate according to the plan with succession plans in place for roles and responsibilities and maintain accuracy of CoVID-19 Control Organisation contact details
- Determine the number of CoVID-19 management personnel consistent with the nature and risk of the buildings, structures, and workplaces
- Ensure that personnel are appointed to all positions on the CoVID-19 Control Organisation but particularly the CoVID-19 Marshalls
- Arrange for the training of personnel and ensure staff awareness of the plan
- Arrange for CoVID-19 Management and isolation exercises at intervals no greater than 4 weeks and skill retention sessions at intervals no greater than 2 weeks.
- Review the effectiveness of isolation exercises and arrange for procedural improvements if needed
- Ensure a permanent record exists for each exercise
- Ensure minutes of CoVID-19 Management Committee meetings are recorded
- Review NSW Government Safety Plan for Clubs
- Ensure requirements for Vaccination are followed

## CoVID-19 Control Organisation (CCO)

The primary role of the CCO is to prioritise the prevention of the spread of CoVID-19 and to ensure the staff and visitors to venue adhere to CoVID19 restrictions and compliances. Remember, that life safety which includes preventing the spread of CoVID-19 takes precedence over asset protection. It is the responsibility of all employees and CoVID-19 Marshall to instruct and advise staff of the procedures to be taken to prevent exposure to and reduce the spread of CoVID-19.

	Business Hours	After Hours
<b>CoVID-19 Marshall</b>		
Primary	CoVID-19 Marshall	CoVID-19 Marshall
Alternate	Senior Manager	Senior Manager
Support	All staff rostered on duty	

## Roles and Duties of CoVID-19 Control Organisation Members CoVID-19 Marshall

- Maintain that all spread prevention measures and controls are in place
- Maintain that all spread prevention measures and controls are being adhered to
- Ensure that all signage, floor markings and other advisory (including public address announcements) are in place and able to be understood.
- Arrange for regular training and emergency exercises as required by the EPC and ensure that all procedures remain appropriate and up to date

- Maintain all specialised cleaning and sanitising equipment according to manufacturer’s specifications
- Ensure that the ECO is available and readily available to isolate suspected unwell persons
- Ensure that required personal protective equipment is available for any expected contingency
- Refer to the CoVID-19 Marshall Job Description for further roles and duties.
- Ensure vaccination requirements are followed

**If a COVID-19 contact takes place on the Premises**

Club Ashfield may be notified that a worker who has attended the workplace has tested positive for COVID-19 by:

1. Public Health Authorities
2. The Worker who has tested positive

**NB: The privacy and confidentiality of the person who tested positive for COVID-19 must always be maintained.**

If a worker who has tested positive for COVID-19 and has been at the workplace the following steps must be undertaken:

1. Tell the worker who has tested positive for COVID-19 to return home directly and follow the advice from NSW Health
2. Ensure the safety of the workplace and workers, for example by cleaning and disinfecting all areas used by the person who tested positive for COVID-19. Cleaning instructions can be found on <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning>
3. Notify SafeWork NSW on 13 10 50. Be ready to give details by phone and if requested, in writing with 48 hours. SafeWork will share this information with NSW Health to assist the contact tracing and management of COVID-19.
4. Club Ashfield will assess how much contact other workers had with the person who tested positive for COVID-19, while that person was infectious in the workplace. Club Ashfield will need to make a Contact risk assessment by using the “Contact risk assessment for community and workplace setting” provided by NSW health (attached to the end of this document). This guidance should be used by NSW health staff, businesses and members of the public to guide assessment and management of situations where an infectious case has attended the workplace setting. NB: Contact risk assessment for community and workplace guidelines will continue to be updated regularly and will need to be checked at <https://www0.health.nsw.gov.au/Infectious/controlguideline/Documents/contact-risk-assessment-business-community-settings.pdf>
5. Our assessment of workplace risk, guided by the NSW Health contact risk assessment matrix, may indicate that there are workers who could be close contacts or casual contacts. In this situation, Club Ashfield will ask the affected workers to be tested straight away and stay at home until they have received a negative test result. They should not wait for official communication from NSW Health. NSW Health will contact people who are confirmed as close contacts to tell them what else they need to do.
6. Club Ashfield will inform NSW Health if any close contacts are identified by emailing [MOH-PHEOVMT@health.nsw.gov.au](mailto:MOH-PHEOVMT@health.nsw.gov.au)
7. Club Ashfield will advise workers and contractors of the situation at the Club. Club Ashfield will consult with workers about the identification and management of any remaining health and safety risks.

**Returning to work after a COVID-19 case:**

Workers who have tested positive for COVID-19 can only return to work after they are medically cleared. This means they have completed the required isolation period and are no longer infectious.

Club Ashfield Workers who are close contacts can return to work once they have completed any testing and isolation period.

## **Business Impacts**

Under conditions associated with widespread person-to-person spread, multiple areas of the Australia and other countries may see impacts at the same time. In the absence of a vaccine, an outbreak may also be an extended event. As a result, workplaces may experience:

### **Absenteeism.**

Workers could be absent because they are sick; are caregivers for sick family members; are caregivers for children (if schools or day care centres are closed); have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure. All staff are made aware of their leave entitlements if they are sick or required to self-isolate.

### **Change in patterns of commerce.**

Consumer demand for items related to infection prevention (e.g., hygiene products and cleaning agents) is likely to increase significantly, while consumer interest in other goods may decline. Consumers may also change shopping and socialising patterns because of COVID-19.

### **Interrupted supply/delivery.**

Shipments of items from geographic areas severely affected by COVID-19 may be delayed or cancelled with or without notification.

### **Restricted or complete closure of trade.**

Some businesses will be affected to the point where Government will be required to either cease trading or trade under vastly restricted conditions.

## **Spread Prevention**

This section describes basic steps that every employer can take to reduce the risk of worker exposure to CoVID-19

### **Natural Ventilation and Mechanical Ventilation**

As natural ventilation is difficult due to the layout of the Club. Club Ashfield has ensured that the mechanical ventilation and recirculation system is installed with filters that are MERV 15 or higher.

### **Record Keeping**

The Club will ensure that the full name and contact number for all staff, customers and contractors will be captured electronically via the ServiceNSW app and checked by reception staff for successful check in. For patrons without a compatible device, staff will assist using technology provided by the Club to check in using the ServiceNSW app. If there are unexpected circumstances which prevent the use of the ServiceNSW app to collect contact details (example internet outage), the Club will revert to using the sign-in system provide by ClubNET. All information collected will be stored confidentially and securely, and provided to an authorised officer within 4 hours.

## **INDOOR RECREATION SAFETY PLANS**

Club Ashfield has developed additional Covid-19 Safety Plans for Indoor Recreation Facilities. This Safety Plan will be implemented and followed by function organisers and Club Ashfield Staff. Club Ashfield will also require Function Organisers to accept conditions set out in the following documentation:

1. Club Ashfield Functions COVID-19 Restrictions (Indoor Recreation Facilities)

**NB: Group classes and group activities must not exceed the maximum number allowed for that area under the 2sqm rule or 20 persons, whichever is the lesser.**

## **FUNCTION COVID RESTRICTIONS**

Club Ashfield has developed additional CoVID-19 Restrictions for Functions. These Restrictions will be implemented and followed by function organisers and Club Ashfield Staff. Club Ashfield will also require Function Organisers to accept conditions set out in the following documentation:

1. Club Ashfield Functions COVID-19 Restrictions (Functions)

### **GENERAL – ALL AREAS**

**Conditions of entry are displayed at the entry of the club**

#### ***Club capacity***

**Total Club Capacity is 864 patrons. The Club does not designate any area as separate and has determine that the Club is one area. The Club has calculated patron capacity for each area below to ensure that the physical distancing rule of four square metre indoor and two square metre outdoor is complied too.**

To prevent high patron density in a particular area the Club has proposed the following limits that are equal to or less than one patron per four square metres indoor and two square metres outdoor.

Ground floor - Indoor	228 patrons (excluding Outdoor area. Including Lounge and Poker Machine Area)
Ground floor – Outdoor	72 patron (Lounge 20 patrons, Poker Machine 52 patrons)
First floor	230 patrons

#### ***Individual Area Capacity***

Charlotte Room Large	100 patrons
Charlotte Room Small	76 patrons
Sunshine Room	40 patrons
Bistro Small	68 patrons
Bistro Large	114 patrons
Bistro/Charlotte Combined	190 patrons
Kids Play Area	20 patrons
Training Room	12 patrons
Ashfield Room	42 patrons
Games Room	96 patrons
Executive Boardroom	24 patrons
Dance Floor	16 patrons
Bus	4 patrons + 1 driver

#### ***Café on Charlotte Capacity***

Density limits of 24 patrons indoors and 24 patrons outdoors. Limits are calculated based on current capacity limits.

#### **Physical Distancing**

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

Club Ashfield will support 1.5m physical distancing by limiting the capacity of the venue in accordance with the density limit in the Public Health Order of one patron per four square metres indoor and two square metres outdoor.

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 15 minutes and close proximity interactions are limited to 2 hours.

Practical physical distancing to be implemented in our workplace are:

Queuing strategies – e.g. marking out spacing on the floor with tape

- Keeping a physical barrier between members/guests and service staff at sales points

- Limiting the number of members and guests who can enter any given area
- Ensuring that signage is placed in each area stating the number of people permitted
- Enforcing a 2 square metre rules
- Have a responsible person (CoVID-19 Marshall) on the work floor at all times
- Have seating, rest stations, and tables configured to encourage physical distancing
- Bring in shift arrangements so less staff are in the workplace at once
- Reduce commingling between groups wherever possible
- Limit two patrons at a time in Club lifts and one person in disabled lift
- Ensure that all service staff and patrons indoor are wearing a face mask and patron

To achieve the 2 square metre 'rule' you would:

- Measure the length of the Space
- Measure the Width of the Space
- Multiply the length by the width to calculate the area in square metres
- Divide the area of the (Calculated in square metres) by 2 to calculate the maximum number of people allowed.

The Club has 1728 sq metres therefore we would be allowed 864 patrons based on 2 square metre rule.

## **FACE MASKS**

**Face masks be worn by staff and Contractors at all times and by Customers when indoors unless the eating or drinking.**

## **VACCINATION REQUIREMENTS**

Club Ashfield will take reasonable steps to ensure all people aged 16 and over entering the Club are fully vaccinated or have a medical exemption (including staff, customers and contractors). Club Ashfield will allow unvaccinated patrons to make takeaway purchases of food or drink, however they will not be allowed to stay on the premises.

Club Ashfield will ensure people under the age of 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.

Club Ashfield has provided the relevant training to ensure the current vaccination requirements are followed. Club Ashfield has also provided the necessary signage requirements.

Club Ashfield will verify double vaccination or medical exemption based on the following documents:

- COVID-19 Digital Certificate
- Medicare Immunisation History Statement
- Apple Wallet or Google Pay Certificate via my gov
- Contraindication Certificate

## ***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, and
- 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 that all staff will:

- Perform frequent hand washing with soap or hand sanitiser, including before and after you eat between tasks and after going to the bathroom
- Ensure bathrooms are well stocked with hand soap and paper towels

- Perform hand washing after contact with a customer, as well as after transactions involving cash or handling a payment instrument (debit/credit card)
- Staff will encourage patrons to use contactless payment options and the Club has place signs around the Club
- Perform hand washing before and after cleaning
- Perform hand washing after a worker has handled membership/loyalty/rewards cards
- Limit contact with others, including through shaking hands
- Make a conscious effort to stop touching their eyes, nose, and face
- Follow respiratory etiquette by covering their mouths while coughing or sneezing with a clean tissue or their elbow, and
- Place used tissues straight into the bin.
- Ensure that all service staff are wearing face mask

Alcohol based hand sanitisers with greater than 60% ethanol or 70% isopropanol is the recommended form of hand hygiene and will be utilised wherever possible. If hand sanitiser is unavailable, workers are to take the opportunity to wash their hands with soap, in this instance please inform your supervisor if security or safety of your work area will be impacted.

The World Health Organisation (WHO) advises that hand washing should take 20-30 seconds. Workers are to ensure the entirety of their hands (palms, fingers and back of their hands) are covered with soap prior to washing them with warm water.

Practical means that our workplace will ensure the highest levels of hygiene is through:

- Having automatic alerts set up on computer systems to remind workers about washing hands and not touching their eyes, nose, and face
- Placing hand sanitiser stations at entry and exit points and around the workplace
- Regular cleaning of frequently touched surfaces
- Broadcast regular public announcements (in all languages relevant to the clientele) reminding staff, members, and visitors of spread prevention techniques
- Implementing cashless transactions
- Increasing the amount of closed bins
- Disabling any water stations
- Following established protocols regarding the disposal of waste classified as a biohazard.

### ***Advisory (Signage, Posters and Public Announcements)***

Our workplace will post signs and posters around the workplace to remind workers and others of the risks of COVID-19 and the measures that the business is taking to stop its spread. This includes posters on what is COVID-19 and how we can stop it spreading, how to wash your hands, conditions of entry and the physical distancing requirements. To supplement this form of advisory our workplace will make regular public announcements reinforcing our commitment to preventing the spread of CoVID-19.

### ***Self-Isolation***

All our staff must self-isolate if they have COVID-19. Any staff that are displaying symptoms consistent with CoVID-19 or other respiratory discomfort should remain at home and seek medical advice. Under no circumstances are staff with symptoms to attend the workplace. If a worker suspects they have COVID-19, they must isolate themselves (self-quarantine) and advise their manager immediately. If a member or guest have serious symptoms such as difficulty breathing call 000.

The workplace will promote the guidelines of the Australian National Cabinet concerning the recommended self-isolation of vulnerable groups and post advisory at entry points asking the cohorts below to seriously reconsider entering the establishment:

- Persons over 70 years of age



- Persons over 60 years of age who have existing health conditions or comorbidities,
- Indigenous Australians over the age of 50 who have existing health conditions or comorbidities,

(Comorbidities is the simultaneous presence of two chronic diseases or conditions in a person).

## **RECEPTION**

### **Physical Distancing & Hygiene**

All general physical distancing and hygiene expectations as above are to be followed. In addition, reception staff are to: -

- Ensure physical distancing is being followed, where possible
- Ensure patron are aware of the conditions of entry.
- Monitor the appearance of those entering the workplace for any signs consistent with a respiratory condition and advise the CoVID-19 Marshall if they have any concerns
- Ensure that members and guests are aware of the physical distancing and hygiene expectations in place at our workplace
- Ensure floor markers are in place so that patron's physical distance when signing in
- Keep an auditable record of persons entering and exiting the workplace
- Ensure members and visitors utilise the hand sanitiser station on entry and on exiting the workplace
- Ensure that all legal requirements for entering the club are being followed
- Regularly clean and sanitise the reception area including the ATM's every 30 minutes
- Stand in front of desk to ensure proper visibility of patrons entering the Club
- Regularly clean and sanitise the reception workstation and equipment
- Regularly clean and sanitise member and guest sign in stations
- Regularly clean and sanitise any lift call/control buttons every 30 minutes. Limit two patrons at a time.
- Ensure that all patrons have successfully signed into the ServiceNSW App.
- Ensure all patrons entering the premises are vaccinated or have a medical exemption.

## **KITCHEN CONTRACTORS AND THEIR STAFF**

### **Physical Distancing & Hygiene**

Currently, CoVID-19 is not considered a foodborne disease. Our kitchen contractors are to continue to comply with the highest standard of food safety procedures that were in place prior to CoVID-19 and this is not to be relaxed under any circumstances. All kitchen contractor staff are to –

- Follow strict adherence to all Australian Food Safety Standards and HACCP procedures
- Ensure only workers who have undergone a recognised Food Safety Supervisors course are used in food preparation.

## **CAFÉ ON CHARLOTTE**

### **Physical Distancing & Hygiene**

Currently, CoVID-19 is not considered a foodborne disease. Our Café staff are to continue to comply with the highest standard of food safety procedures that were in place prior to CoVID-19 and this is not to be relaxed under any circumstances. All kitchen contractor staff are to –

- Follow strict adherence to all Australian Food Safety Standards and HACCP procedures
- Ensure only workers who have undergone a recognised Food Safety Supervisors course are used in food preparation.
- Minimise the number of workers in the food preparation area at any one time to ensure physical distancing is being maintained
- Keep an auditable record of person dining in the café. Each dine-in patron must provide their full name and contact details via the QR code app
- Regularly clean and sanitise tables and chairs every 30minutes

- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Clean and sanitise tables between uses
- Ensure that all signage is displayed including what is Covid-19, how we can stop it spreading, how to wash your hands, conditions of entry and the physical distancing requirements

## **FOOD SERVICE AND DINING AREA**

### **Physical Distancing & Hygiene**

**Club Ashfield will support 1.5m physical distancing by limiting the capacity of the venue in accordance with the density limit in the Public Health Order of one patron per two square metres.**

All general physical distancing and hygiene expectations as above are to be followed. In addition, food service staff are to: -

- Follow strict adherence to all Australian Food Safety Standards and HACCP procedures
- Utilise any PPE as required
- All non-disposable cutlery, crockery, or utensils must be washed as per Australian Food Safety Standards after every use
- Ensure floor markers are in place so that patron's physical distance when ordering
- Ensure members and visitors utilise the hand sanitiser station situated in the dining area
- Regularly clean and sanitise tables and chairs every 30 minutes
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise point of sales devices

## **INDOOR GAMING**

### **Physical Distancing & Hygiene**

**Club Ashfield will support 1.5m 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 two square metres.**

All general physical distancing and hygiene expectations as above are to be followed. In addition, gaming staff are to:

- Ensure members and visitors utilise the hand sanitiser station on entry and on exiting the gaming area
- Utilise any PPE as required
- Regularly clean and sanitise seating
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise CRT's and Gaming Devices every 30mins
- Clean and sanitise controls of gaming devices between users where practical

## **OUTDOOR GAMING**

### **Physical Distancing & Hygiene**

**Club Ashfield will support 1.5m 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 two square metres.**

All general physical distancing and hygiene expectations as above are to be followed. In addition, gaming staff are to:

- Ensure members and visitors utilise the hand sanitiser station on entry and on exiting the gaming area
- Utilise any PPE as required
- Regularly clean and sanitise seating
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise CRT's and Gaming Devices every 30mins
- Clean and sanitise controls of gaming devices between users where practical

## **INDOOR BARS & LOUNGE**

**Club Ashfield will support 1.5m physical distancing by limiting the capacity of the venue in accordance with the density limit in the Public Health Order of one patron per two square metres.**

### **Physical Distancing & Hygiene**

All general physical distancing and hygiene expectations as above are to be followed. In addition, bar staff are to: -

- Follow strict adherence to all Australian Food Safety Standards and HACCP procedures
- Clean and sanitise tables between uses and replace coasters where possible
- Ensure floor markers are in place so that patron's physical distance when ordering
- Ensure members and visitors utilise the hand sanitiser station situated in the bar/lounge
- Utilise any PPE as required (especially if collecting glasses)
- Regularly clean and sanitise tables, benches, and chairs every 30 minutes
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise point of sales devices
- Regularly clean and sanitise the back of bar areas and equipment
- Regularly clean and sanitise beer taps, nut vending machine, post mix and ice scoops
- Regularly clean and sanitise remote controls and other frequently handled equipment
- Ensure that the pool table is regularly cleaned and sanitised
- Regularly clean and sanitise Pool cues and Pool Table.
- Disinfectant wipe station will be setup near pool table for patrons to use.

## **OUTDOOR LOUNGE**

**Club Ashfield will support 1.5m physical distancing by limiting the capacity of the venue in accordance with the density limit in the Public Health Order of one patron per two square metres.**

### **Physical Distancing & Hygiene**

All general physical distancing and hygiene expectations as above are to be followed. In addition, bar staff are to: -

- Clean and sanitise tables between uses and replace coasters
- Ensure members and visitors utilise the hand sanitiser station situated in the bar/lounge
- Utilise any PPE as required (especially if collecting glasses)
- Regularly clean and sanitise tables, benches, and chairs every 30 minutes
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise the back of bar areas and equipment
- Regularly clean and sanitise remote controls and other frequently handled equipment

## **TAB AREA**

### **Physical Distancing & Hygiene**

All general physical distancing and hygiene expectations as above are to be followed. In addition, staff are to: -

- Ensure members and visitors utilise the hand sanitiser station situated in the TAB Area
- Utilise any PPE as required (especially if collecting glasses)
- Regularly clean and sanitise tables, benches, and chairs
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise EBT, KENO TOUCH, ATM and Lift every 30 minutes
- Regularly clean and sanitise remote controls and other frequently handled equipment
- Ensure that equipment used to facilitate the placement of bets are configured to comply with current physical distancing requirements.

Tabcorp have advised Club Ashfield that under the current requirements from the New South Wales COVID-19 Public Health Orders the following protocols can be implemented.

- TAB tickets will be placed throughout the TAB area.
- Used Game Cards are to be disposed of
- You are reminded not to supply pens or pencils to customers. Please remind them to bring their own
- Any leftover TAB Tickets and pencils should be collected during the day to be cleaned or disposed of

## **ADMINISTRATIVE AREAS**

### **Physical Distancing & Hygiene**

All general physical distancing and hygiene expectations as above are to be followed. In addition, office staff are to: -

- Reduce the number of required touch points in the area
- Ensure they utilise the hand sanitiser station situated in the area
- Regularly clean and sanitise tables, workstations, and chairs
- Regularly clean and sanitise keyboards, monitors and computer accessories (mouse and mousepad, external hard drives, USBs etc.)
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Use Online programmes to host work related meetings

## **FUNCTION AREA**

### **Physical Distancing & Hygiene**

Event staff should follow the below: -

- Ensure members and visitors utilise the hand sanitiser station situated in the Function Area
- Utilise any PPE as required (especially if collecting glasses)
- Regularly clean and sanitise tables, benches, and chairs
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise remote controls and other frequently handled equipment

## **CELLAR & LOADING DOCK**

### **Physical Distancing & Hygiene**

All general physical distancing and hygiene expectations as above are to be followed. In addition, cellar and loading dock staff are to: -

- Ensure staff and visitors utilise the hand sanitiser station situated in the area
- Utilise any PPE as required (especially if receiving deliveries)
- Regularly clean and sanitise tables, benches, and chairs
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise equipment and stationery
- Regularly clean and sanitise touchpoints and other frequently handled equipment
- Regularly clean and sanitise the control of plant designed to assist in manual handling

## **TOILETS**

### **Physical Distancing & Hygiene**

All general physical distancing and hygiene expectations as above are to be followed. In addition, staff are to: -

- Ensure staff and visitors utilise the hand sanitiser station situated in the area
- Perform inspections of the facilities
- Regularly clean and sanitise taps and hygiene equipment every 30 minutes
- Regularly clean and sanitise any ambulatory toilet handrails, doorknobs, or other frequently touched surfaces every 30 minutes
- Regularly clean and sanitise light switches

- Regularly clean and sanitise any manual toilet and urinal flush mechanisms 30 minutes

## **STAFF FACILITIES**

### **Physical Distancing & Hygiene**

All general physical distancing and hygiene expectations as above are to be followed. In addition, staff are to: -

- Ensure staff and visitors utilise the hand sanitiser station situated in the area
- Regularly clean and sanitise tables, benches, and chairs
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise equipment including kettles, urns, and white goods
- Ensure that seating is configured to allow physical distancing to be accommodated

## **COUTESY BUS**

### **Physical Distancing & Hygiene**

All general physical distancing and hygiene expectations as above are to be followed. In addition, staff are to: -

- Ensure staff and visitors utilise the hand sanitiser
- Regularly clean and sanitise any handrails, door handles, or other frequently touched surfaces.
- Regularly clean and sanitise touchpoints and other frequently handled equipment
- Limit of 4 passengers plus the driver at any one time.

## **CAR PARK**

### **Physical Distancing & Hygiene**

All general physical distancing and hygiene expectations as above are to be followed. In addition, staff are to: -

- Regularly clean and sanitise touchpoints and other frequently handled equipment

## **KIDS PLAY AREA**

### **Physical Distancing & Hygiene**

**Club Ashfield will support 1.5m physical distancing by limiting the capacity of the venue in accordance with the density limit in the Public Health Order of one patron per two square metres.**

All general physical distancing and hygiene expectations as above are to be followed. In addition, staff are to: -

- Ensure patrons utilise the hand sanitiser station situated in the Kids Play Area
- Utilise any PPE as required
- Regularly clean and sanitise tables, benches, and chairs
- Regularly clean and sanitise any handrails, doorknobs, or other frequently touched surfaces
- Regularly clean and sanitise Playstation controls
- Ensure that every second Playstation remains switched off to promote physical distancing
- Ensure that a deep clean is conducted every day by cleaning staff

## **KENO CADDY PROTOCOLS**

Tabcorp have advised Club Ashfield that under the current requirements from the New South Wales COVID-19 Public Health Orders the following protocols can be implemented.

- Keno Game Cards will be placed on tables throughout the lounge area.
- Used Game Cards are to be disposed of
- You are reminded not to supply pens or pencils to customers. Please remind them to bring their own
- Any leftover Game Cards and pencils should be collected during the day to be cleaned or disposed of

## **DARTS**

### **Physical Distancing and Hygiene**

All general physical distancing and hygiene expectations as above are to be followed. In addition, patron and staff are to:

- If playing pairs, at least 1.5m distancing must be maintained where practical
- No sharing of darts, each player must have their own set of darts and collect their own darts from the board
- Darts must be sanitised before and after each session
- Signage with the conditions to be placed in the darts room when in progress
- COVID Marshal to monitor CCTV of the darts room when in progress where possible

## **WASTE DISPOSAL**

### **Physical Distancing & Hygiene**

All waste that contains biohazard material shall be labelled, stored, and handled as per the business's safe handling of biohazard material policy and safe operating procedure.

### **Cleaning and Disinfecting**

Cleaning and disinfecting are two different processes: Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It is important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. Our workplace is to use disinfectants containing  $\geq 70\%$  alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging.

Where there is uncertainty, the manufacturers or importing suppliers of the substance should be contacted for advice. Our workplace will strive to follow the advice of health authorities and use a 1000 ppm bleach (sodium hypochlorite) solution to disinfect hard surfaces.

The degree of cleaning/disinfecting required after a confirmed or suspected case and that required for routine cleaning will differ. To ascertain the current suggested requirements regarding methods and cleaning materials for individual surfaces, please visit the Safework Australia website ([swa.gov.au/coronavirus](http://swa.gov.au/coronavirus)). Please note that if our workplace cleaning requirements that are advocated in this management plan are above and beyond what is suggested, staff are to follow our guidelines.

### **ALL CLEANING BY CLUB ASHFIELD STAFF WILL BE UNDERTAKEN FOLLOWING THE CLUB ASHFIELD CLEANING SCHEDULE WHICH CONTAINS COVID-19 REQUIREMENTS**

### **Precautions for Cleaning**

Staff engaged in cleaning will: -

- When cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before cleaning with liquids.
- Read the label for the detergent or disinfectant and follow the manufacturer's recommendations.
- Obtain a copy of the Safety Data Sheet (SDS) for the detergent or disinfectant and become familiar with the contents.
- Wear the appropriate personal protective equipment (PPE) that is identified on the label and the SDS

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace. Note: Disinfectants require sufficient contact time to be effective

### **Risk Assessments**

Classifying Worker Exposure to COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 2 metres of people known to be, or suspected of being, infected with CoVID-19, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected

To us to determine appropriate precautions, the business has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Risk Pyramid below shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk. If the guidelines of this plan are followed most if not all of our workers will fall in the lower exposure risk (caution) or medium exposure risk levels.

### **Very High Exposure Risk**

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

Workers in this category include:

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

### **High Exposure Risk**

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19.

Workers in this category include:

- Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.)
- Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

### **Medium Exposure Risk**

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 2 metres of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. One risk for workers in this risk group is that they may have frequent contact with persons who have frequented known CoVID-19 infection clusters and are asymptomatic. By following the controls as set out in this management plan, your risk of infection or spread is minimal.

### **Lower Exposure Risk (Caution)**

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with CoVID-19 nor frequent close contact with (i.e., within 2 metres of) the general public. Workers in this category have minimal occupational contact with the public and other co-workers.

### **Existing Emergency Response and WHS Procedures**

In the event of an emergency such as fire etc., staff will respond effectively to minimise injury to personnel and damage to equipment, plant, and property as per the emergency response plan of the business. Whilst not the first prerogative, if recommended CoVID-19 spread minimisation techniques can be discharged without risk to life and safety, they should be.

No control measure put in place to ensure physical distancing is to impede or hamper the safe emergency egress from the business to a place of safe refuge.

Physical distancing is to be enacted at emergency evacuation points

All staff are to follow all WHS protocols and safe operating procedures already in place at the business, if CoVID-19 compliances create a risk to your safety, (i. e. preventing team lifting) do not proceed, cease the task and inform your supervisor.

### **Incident Notification**

If a staff member becomes infected the CoVID-19 Management team will notify our relevant WHS regulator. However, notification to health authorities is also required but is performed by the relevant medical practitioner rather than the business. State and territory health authorities receive notification to monitor and control occurrences of COVID-19.

Work health and safety incident notification allows WHS regulators to investigate serious work health and safety incidents and potential contraventions of WHS laws. This notification also supports WHS regulators to provide targeted advice and information to a business on how best to manage risks and prevent future COVID-19 infections in workplaces

PCBUs must notify SafeWork NSW of a case of COVID-19 arising out of the conduct of the business or undertaking that requires the person to have immediate treatment as an in-patient in a hospital and any confirmed infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work that involves providing treatment or care to a person, or that involves contact with human blood or bodily substances. Notification is made by calling SafeWork NSW on 13 10 50.

### **Document Control**

#### **1. Purpose**

The venue has developed this document as part of their commitment to ensure the safety and wellbeing of all persons employed at or visiting our facilities. The purpose of the CoVID-19 management plan is to formally document policies and procedures with relation to CoVID-19 Management.

#### **2. Scope**

The aim of the policies and procedures as detailed in this document is to reduce the risk of spread which may cause infection and or injury to staff, members, or guests. This document details the roles and responsibilities of the key personnel who will be expected to perform COVID-19 Management

#### **3. Management Policy Statement**

The venue Management is committed to ensuring the safety and wellbeing of all persons employed or visiting our facilities through the provision of abiding by all current CoVID-19 physical distancing rules and the regular cleaning and sanitising of touchpoints and equipment.

These procedures have been prepared to assist all occupants in preventing the spread of coVID-19. When following these procedures, our first priority is the safety of our occupants. Then if safe to do so, ensure protection of records, property, and other assets.

By approval of this document, Club Ashfield's Management authorises the CoVID-19Control Organisation (CCO) to make decisions and provide instructions as required to control Infection spread. Furthermore, management acknowledge that the CCO structure shall overrule the business management structure.



#### **4. Indemnity**

Members of the CoVID-19 Management Committee and the CoVID-19 Control Organisation (CCO) shall be indemnified by Club Ashfield against civil liability resulting from workplace COVID-19 management, assessment, education, training, periodic exercises, or the isolation of sick persons, where the personnel act in good faith and in the course of their CoVID-19 control duties.

#### **5. EFFECTIVE Covid-19 MANAGEMENT**

Effective CoVID-19 management necessitates regular onsite / online training sessions incorporating trial isolations to ensure that COVID-19 Management procedures and skills are tested and refined.

#### **6. Responsibilities and Duties**

Emergencies are generally managed by two groups:

- CoVID-19 Management Committee, and
- CoVID-19 Control Organisation (CCO)

#### **Document Details**

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