

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

Your COVID-19 Safety Plan

Functions and corporate events

Business details

Business name	Ashfield Catholic & Community Club Ltd
Business location (town, suburb or postcode)	Ashfield NSW 2131
Completed by	Irene Giorgianni/Vincent Di Maio
Email address	functions@clubashfield.com.au
Effective date	22 October 2020
Date completed	30 October 2020

Wellbeing of staff and attendees

Exclude staff and attendees who are unwell from the event. Ensure attendees and staff are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.

All bookings are provided with our Functions COVID Restrictions which specifically states that any guests who are unwell must not enter the club. The document is signed by the function organiser

Our reception staff will question all patrons who enter the club to ensure those who have symptoms to not enter the club. Staff are required to stay home if they have COVID symptoms or have been in a high risk area and need to self isolate.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.

Communicated to and signed by function organiser via our Functions COVID Restrictions document at time of booking. Function Organiser signs the document stating that they have adhered to this requirement. Club Ashfield admin team to ensure the document has been signed and returned.

All Club Ashfield staff have been trained for COVID-19. Club's COVID safety plan is continually updated and communicated to staff via email. Copies of the plan can also be obtained from the Admin office

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

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

Implemented

Advise participants to check the NSW website for the current public health advice in relation to locations where people who visited are required to self-isolate.

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Think about ways attendees can be involved through a video broadcast or live stream, if they cannot attend due to illness of travel restrictions, or are a vulnerable person and wish to avoid gatherings. Consider options to stream the event.

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Consider including arrangements and options for virtual attendance, such as a live stream, for attendees who are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity.

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If you intend to serve alcohol consider ways to encourage responsible use, such as limiting bar tabs or drink packages.

Club Ashfield staff will ensure the principles of Responsible Service of Alcohol are adhered to at all times. All Club Ashfield bar staff have completed a current Responsible Service of Alcohol certificate

Physical distancing

Corporate events cannot exceed 300 people per event, or one person per 4 square metres of space (excluding staff), whichever is the lesser. Corporate events at hospitality venues may have one person per 2 square metres of space in outdoor areas. Children count towards the capacity limit. Bookings for significant events 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.

Agreed. All bookings taken will comply with these limits. Current maximum room capacities subject to the 1.5m distancing rule are as follows:

Charlotte Room 50 people, Sunshine Room 20 people, Training Room 6 people, Ashfield Room 21 people, Games Room 48 people, Executive Board Room 14 people.

For corporate events (including conferences), consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.

Policies are in place to ensure co-mingling is at a minimum. This requirement is communicated to and signed by the function organiser via our Functions COVID Restrictions document at time of booking. Function Organiser signs the document stating that they have adhered to this requirement. Club Ashfield admin team to ensure the document has been signed and returned. Club Ashfield COVID Marshall will continually monitor the function to ensure compliance.

For functions or corporate events, consider allocated seating and ensuring people remain seated as much as possible, to minimise mingling between seated groups. Ensure no more than 30 people at a table.

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Seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance.

This requirement is communicated to and signed by the function organiser via our Functions COVID Restrictions document at time of booking. Function Organiser signs the document stating that they have adhered to this requirement. Club Ashfield admin team to ensure the document has been signed and returned. Club Ashfield Admin team have created layouts to ensure this requirement is adhered to and will only approve functions with these preset and approved layouts.

If a corporate event or function has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.

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the document stating that they have adhered to this requirement. Club Ashfield admin team to ensure the document has been signed and returned. Club Ashfield Admin team will also suggest this to the organiser at time of booking.

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.

Implemented. Club Ashfield COVID Marshall will ensure compliance.

Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.

This requirement is communicated to and signed by the function organiser via our Functions COVID Restrictions document at time of booking. Function Organiser signs the document stating that they have adhered to this requirement. Club Ashfield admin team to ensure the document has been signed and returned. Club Ashfield will organise room set ups to promote physical distancing

Ensure alcohol at any event is only consumed by seated attendees.

This requirement is communicated to and signed by the function organiser via our Functions COVID Restrictions document at time of booking. Function Organiser signs the document stating that they have adhered to this requirement. Club Ashfield admin team to ensure the document has been signed and returned. Club Ashfield COVID Marshall and Club Ashfield bar staff will monitor this throughout the function.

Dancefloors are not permitted at corporate events.

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Promote online ticket purchasing and electronic ticket checking where possible. Consider whether event registration and information packs can be provided online, such as through an app or via post.

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the document stating that they have adhered to this requirement. Club Ashfield admin team to ensure the document has been signed and returned.

Consider presenting event posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.

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Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms. 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.

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Use telephone or video for essential staff meetings where practical.

Not applicable

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

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

Not applicable with regards to functions.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Club Ashfield staff continually monitors the entrance to the club to ensure gatherings and mingling does not occur. Staff will request people to move away and distance physically if they are co-mingling outside the club.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.

Not applicable

Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.

Club Ashfield staff will inform the function organiser of alternative options to public transport such as use of the Club's carpark and surrounding carparks.

Hygiene and cleaning

Adopt good hand hygiene practices.

Good hygiene practices are advertised and encouraged throughout the club. Hand sanitisers are placed throughout the club. Soap and hand towels are provided in all bathrooms. Recommendations from NSW Health have been implemented.

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

Implemented. Club Ashfield cleaners routinely check all bathrooms to ensure stock levels.

Have hand sanitiser at key points around the facility, such as entry and exit points.

Implemented

Avoid self-serve or buffet-style food service.

Implemented

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

Implemented

Menus should be laminated (clean between use), displayed or be single use.

Implemented

Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

Implemented.

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

Implemented

Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.

Implemented by cleaning staff. Club Ashfield floor staff have also been instructed to wipe down high touch areas each time patrons leave or every half hour, whichever is sooner.

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

Cleaning staff have been advised of this requirement. Good hygiene posters are placed throughout the club. Further all staff have been trained in hygiene and COVID safety which includes the requirement to wash hands regularly with soap and water.

Encourage contactless payment options.

The Club has EFTPOS terminals at all registers and in the club office. The club also accepts electronic payments via EFT and promotes contactless credit card payments for functions.

Record keeping

Corporate events must register through nsw.gov.au before the event is held.

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Keep name and a contact number for all staff, dine-in customers and contractors for a period of at least 28 days. Each person that attends a venue MUST provide their name and contact details. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. QR Code is strongly encouraged.

Hospitality venues using capacity calculations of one per 2 square metres outdoors MUST use electronic methods such as QR Code for collecting contact details and ensure these are captured for EACH person.

All patrons entering the club are prompted to sign in at the Clubs electronic sign-in machines before being allowed to enter. Club Ashfield reception staff ensure this occurs.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Implemented. This requirement is communicated to and signed by the function organiser via our Functions COVID Restrictions document at time of booking. . Function Organiser signs the document stating that they have adhered to this requirement. Club Ashfield admin team to ensure the document has been signed and returned.

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.

Agreed.

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

Yes