

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



Your COVID-19 Safety Plan

Functions and conferences

Business details

Business name	Ashfield Catholic and Community Club Ltd T/A Club Ashfield
Business location (town, suburb or postcode)	Ashfield
Completed by	Vincent Di Maio
Email address	functions@clubashfield.com.au
Effective date	12 February 2021
Date completed	12 February 2021

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 do 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, wearing masks 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.

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. Club Ashfield staff are provided with their leave entitlements on request and are asked to stay at home if they are unwell or have been in a high risk area

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

Implemented

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

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. Club Ashfield to provide equipment to allow for video broadcasting where possible.

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.

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. Club Ashfield to provide equipment to allow for video broadcasting where possible.

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

Capacity at functions and conferences must not exceed one person per 2 square metres of publicly accessible space.

Agreed. All bookings taken will comply with these limits. Current maximum room capacities subject to the 2 square metre rule are as follows:

Charlotte Room 100 people, Sunshine Room 40 people, Training Room 12 people, Ashfield Room 42 people, Games Room 96 people, Executive Board Room 28 people.

For 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 the 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.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

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 promote social distancing.

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

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 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

In indoor areas, alcohol should only be consumed by seated patrons. There should be no dancefloors.

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.

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.

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.

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

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.

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.

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 to monitor compliance throughout the function. Club Ashfield staff have been informed that they must remain 1.5m physical distancing at all times and have been trained in COVID requirements. Club Ashfield has supplies of face masks which are to be used by all floor staff. Face masks can also be provided to patrons if requested.

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.

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.

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.

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).

As the Club does not have any opening windows this would not be possible. The Club has installed filters that are of Australian Standard to reduce CoVID-19 spreading through the ventilation system

Record keeping

Functions and conferences should consider registering their event through nsw.gov.au

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 and will request evidence of registration (copy of the event holder's safety plan) from the event holder.

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. 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.

All patrons entering the club are prompted to sign in using the NSW Government QR code electronic sign-in before being allowed to enter. Club Ashfield reception staff ensure this occurs.

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

Club Ashfield will not use details collected for anything other than contact tracing. All information is stored securely and is password protected.

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