

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



Your COVID-19 Safety Plan

Funerals, memorial services and wakes

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	7 December 2020
Date completed	10 December 2020

Wellbeing of staff and customers

Ensure attendees 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.

Consider reminding attendees that it's important they don't attend if they are feeling unwell and encourage them to get tested.

Communicated to and signed by function organiser via our Functions COVID Restrictions document at time of booking. Function organiser signs the document. Club Ashfield admin team to ensure the document has been signed and returned.

If an attendee has symptoms and asks if they should attend, encourage them to see their GP or attend a local COVID clinic. If they are tested for COVID-19 they must isolate until they get a negative result.

Agreed. Further, all patrons entering the club will be questioned by reception staff if they are feeling unwell or have any COVID symptoms or have been to a high risk area and if so they will not be permitted to enter until they have seen their GP or attended a local COVID clinic or have isolated for 14 days.

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

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If you are aware of attendees that are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity, consider offering an online service.

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If you intend to serve alcohol at the wake or service, consider ways to ensure there is responsible use, such as limiting bar tabs or drinks packages. In indoor areas, alcohol can only be consumed by seated patrons.

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 must not exceed one attendee per 2 square metres of publicly accessible space. The density limit does not apply if there are 25 attendees or less at the premises. Children count towards the capacity limit.

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.

Encourage congregants to wear a mask during attendance at funerals, memorial services, and wakes. Wearing a mask is not mandatory but is highly recommended. Mask wearing is not a substitute for physical distancing, but may further reduce risks.

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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

Consider seating guests from the same household next to each other, to make it easier to fit everyone safely together.

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Table set ups, developed by Club Ashfield will consider the above

Remind participants of the importance of physical distancing before, during and after the funeral or memorial service. Whilst it is a very natural instinct to hold or hug each other when grieving, this is where COVID-19 can spread easily. Consider alternative ways people could offer condolences that don't involve close contact, such as

through a condolence book or recorded messages.

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Club Ashfield COVID Marshall will continually monitor the function to ensure adherence to this requirement.

Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.

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Hygiene and cleaning

Consider alternatives to cash donation collections, such as online donations or electronic funds transfers.

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Think about how other hygiene risks can be minimised, such as not sharing food or cigarettes/e-cigarettes and making sure people can remember which glassware is theirs.

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All patrons will be allocated their own crockery and cutlery and glassware and shared cutlery stations and tea/coffee stations will not be permitted.

The Club Ashfield COVID Marshall will continually monitor the function to help ensure hygiene risks are minimised.

If you would like a condolence book, consider asking guests to bring their own pen, or have a plan to clean any shared pens and the area around the book in-between guests signing. Consider alternatives like a digital condolence book that can be filled in from home.

If required, Sanitisers will be provided around the club for guests to use and individual pens will be used.

Consider alternatives to books, booklets, or other shared objects used during the service.

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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

Keep a record of the name, contact number and entry time for all staff, guests 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 at the Clubs electronic sign-in machines 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](https://www.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.

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

Yes