

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



Your COVID-19 Safety Plan

Hospitality

Business details

Business name	Just Sports n Fitness Tenterfield
Business location (town, suburb or postcode)	Tenterfield
Select your business type	
Food and drink premises	
Completed by	Josh and Lauren Lavea
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Effective date	11 September 2021
Date completed	28 September 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Agree

Yes

Tell us how you will do this

All people are temp checked upon entry to the venue and if temp above 3.5 will be excluded.

All staff are aware of their responsibilities when it comes to illness.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning. Train staff in the process of how to collect and store contact details of patrons.

Agree

Yes

Tell us how you will do this

Staff complete the infectious control training provided by the health department.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

displayed at entry.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Pool and Gym have COVID-19 plan in place.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Staff have been made aware of the availability of the COVID-19 vaccination.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Note: This does not include a vessel used for commercial tours for scuba diving, snorkelling or whale, dolphin or marine animal watching if there are 50 or fewer persons on the vessel.

Agree

Yes

Tell us how you will do this

signage is in place that indicates acceptable numbers in each designated areas.

Staff will enforce these numbers.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**

- **between staff.**

Agree

Yes

Tell us how you will do this

Signage is in place.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Signage and staff directions

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

Agree

Yes

Tell us how you will do this

Signage is in place outside the facility.

Singing and dancing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

This will be controlled by staff.

Ventilation

Review the 'COVID-19 guidance on ventilation' available on nsw.gov.au and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

All windows are opened and outdoor settings used when available.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

All windows are opened and outdoor settings used when available.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

All windows are opened and outdoor settings used when available.

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

All windows are opened and outdoor settings used when available.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

All windows are opened and outdoor settings used when available.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

All windows are opened and outdoor settings used when available.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, and by public facing staff in outdoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Masks are used in all indoor spaces. Patrons must wear a mask to enter and can remove once past the kiosk.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Sanitiser is in place in key places

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

Agree

Yes

Tell us how you will do this

hand soap and hand towels are available at all wash sinks.

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, and clean tables, chairs and any table settings between each customer.

Agree

Yes

Tell us how you will do this

frequently used surfaces are cleaned 2 hourly and all hard surfaces are cleaned daily.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

NSW Government QR code system is in place.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

NSW Government QR code system is in place.

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 it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

NSW Government QR code system is in place and assistance provided to people without a phone.

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

Yes