

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

Your COVID-19 Safety Plan

Hospitality

Business details

| | |
|--|--|
| Business name | Saratoga Sailing Club Inc |
| Business location (town, suburb or postcode) | Kincumber |
| Select your business type | |
| Pubs and clubs | |
| Completed by | Christopher Nesbitt-Hawes |
| Email address | secretary@sarasail.org.au |
| Effective date | 11 October 2021 |
| Date completed | 12 October 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

CLUB MEMBERS OR GUESTS, INCLUDING HALL HIRE GUESTS, ARE TO FOLLOW THE LATEST NSW GOVERNMENT ADVICE RELATING TO SYMPTOMS, AND STAY AWAY FROM THE CLUB IF UNWELL, EVEN IF TESTED NEGATIVE FOR COVID-19. CLUB HYGIENE MARSHALLS ARE EMPOWERED TO ASK MEMBERS TO LEAVE IF OBVIOUSLY UNWELL WITH DEFINED SYMPTOMS. HALL HIRERS ARE TO APPOINT A HYGIENE MARSHALL WHO WILL HAVE THE SAME RESPONSIBILITY AND POWERS IN RELATION TO HALL HIRE GUESTS, AND WILL TAKE OVER RESPONSIBILITY AT KEY TRANSFER.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, 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

The club has no staff. Committee members have all been appraised of COVID requirements, and their application to Saratoga Sailing Club, via an SSC Covid 19 Roadmap, that applies the NSW Government Roadmap requirements as applicable. Contact details of members are contained in the club membership database, and visitors' details are collected via the QR Code on entry.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

Appropriate NSW and Commonwealth Government posters are displayed at all entry points to the club.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials.

Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

Appropriate NSW and Commonwealth Government posters are displayed at all entry points to the club. A register of members who have provided evidence of vaccination or exemption is held at the entry to the club. Anyone not previously registered will be added as they next visit the club.

People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.

Note: This does not apply to a person aged under 16 who is on the premises to carry out work.

Agree

Yes

Tell us how you will do this

Visitors to the club under 16 are very rare. Any visitors under 16 will be vetted to confirm their accompanying adult is fully vaccinated or exempt.

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 marine animal watching if there are less than 50 persons on the vessel.

Bookings at hospitality venues must not exceed a group of more than 20 persons

(except for weddings, funerals, and memorial services; and gatherings after these events). Note: Hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.

Agree

Yes

Tell us how you will do this

The club website shows the current limit to numbers inside the club. This number is also displayed on the entry door. The limit at 4 square meters per person is 40 people, and at 2 square metres per person is 80 people.

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

All tables and chairs will be arranged to maintain 1.5m separation for members and guests. There are no bottlenecks to entry as there are multiple wide entry points.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Members and visitors will be encouraged to be seated when eating or drinking, and the seating arrangements will ensure separation is minimised.

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

There are no attractive gathering areas outside the premises. Smoking is only permitted outside the club building.

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

Covid Safe Plans for hall hires will be required to include these provisions. No hall hires will take place until after the 80% threshold is reached, after which standing while drinking inside is permitted.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> 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

The club has sliding windows along one wall and double doors along the opposite wall. These will all be opened except when air conditioning is required. The club's air conditioning system is maintained as required, on an ongoing basis.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

The club deck will be used as the default option for eating and drinking.

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

Agree

Yes

Tell us how you will do this

The club has sliding windows along one wall and double doors along the opposite wall. These will all be opened except when air conditioning is required. The club's air conditioning system is maintained as required, on an ongoing basis.

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

The air conditioning system is a split system that only allows heat exchange, not intake of outside air. Use of the air conditioning system will be limited to occasions when the cross-flow ventilation is not appropriate.

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

Filter cleaning will be carried out annually, and changes as required.

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

One of the club committee is a mechanical engineer, with training in ventilation and air conditioning, and has been consulted regarding optimising ventilation in the club.

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

The club Roadmap requires all people entering the clubhouse to wear a mask inside. This is reinforced by a notice at the entrance to the clubhouse.

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

Agree

Yes

Tell us how you will do this

Hand sanitiser is available on the canteen bench and tables on the deck, as well as all wash points. Hand washing signs are also present at all wash points.

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

Agree

Yes

Tell us how you will do this

The Club Captain, Canteen Manager, as well as other committee members, regularly check the stock of soap and paper towels, particularly at the start of any gatherings.

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

Canteen and serving areas, as well as any tables and chairs used, will be disinfected after use each day the club is open for hospitality.

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

QR Code sheets are placed at each entrance to the club.

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

QR Code sheets are placed at each entrance to the club. Each person attending the club will be asked to show they have checked in, or observed checking in.

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

If a person is unable to provide check-in details, another club member who knows their details will be asked to check them in as a guest/dependant.

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

Hall hirers will be required to prepare and submit a Covid-19 Safety Plan to the Hall Hire Co-ordinator when collecting the hall keys for their hire.

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

Yes