

> HELPING BUSINESS GET BACK TO WORK



1 December 2020

COVID-19 Safety Plan

Effective 24 July 2020 (updated 1 December 2020)

Conferences, functions and corporate events

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your attendees that they can safely visit your business. You may need to update the plan in the future, as restrictions or advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS	
Business name:	Saratoga Sailing Club Inc
Plan completed by:	Chris Nesbitt-Hawes, Secretary
Approved by:	Andrew Penfold, President

REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your attendees and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and attendees	
Exclude staff and attendees who are unwell from the premises	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 when to get tested, physical distancing and cleaning.	CLUB MEMBERS AND GUESTS, INCLUDING HALL HIRE GUESTS, ARE REQUIRED TO FOLLOW THE LATEST NSW GOVERNMENT ADVICE RELATING TO TESTING, DISTANCING AND USE OF HAND SANITISERS, HAND WASHING AND CLEANING
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	NOT APPLICABLE; NO STAFF EMPLOYED
Display conditions of entry (website, social media, venue entry).	COVIDSAFE PLAN LINKED TO WEBSITE. HALL HIRE CONDITIONS ON WEBSITE, INCLUDING REQUIREMENT FOR HIRERS TO HAVE THEIR OWN PLAN. COPY OF HIRER PLAN TO BE PROVIDED TO CLUB HALL HIRE OFFICER AT KEY HANDOVER. POSTER HIGHLIGHTING LIMIT OF 40 PEOPLE AT ANY TIME DISPLAYED AT ENTRANCE.

Wellbeing of staff and attendees	
Consider including arrangements and options for virtual attendance, such as a live stream, for high-risk people.	VIDEO AND TELECONFERENCING OPTIONS SHALL BE AVAILABLE FOR COMMITTEE AND ANNUAL GENERAL MEETINGS
If you are serving alcohol at your function or conference, consider ways to encourage responsible use, such as limiting bar tabs or drink packages.	ALCOHOL TO BE SERVED ONLY BY RSA QUALIFIED PEOPLE, AND ONLY TO SEATED MEMBERS AND GUESTS. ONLY ONE ALCOHOLIC DRINK TO BE SERVED TO AN INDIVIDUAL AT A TIME.

REQUIREMENTS	ACTIONS
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Physical distancing	
Capacity must not exceed one person per 4 square metres of space (excluding staff). Corporate events cannot exceed 150 people.	CAPACITY LIMITED TO 40 PEOPLE IN CLUB HALL UNDER THE 4 SQUARE METRES RULE, OR 80 PEOPLE UNDER THE 2 SQUARE METERS RULE
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.	HALL HIRERS TO ACTION, IF APPLICABLE
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 10 people at a table.	TABLES AT FUNCTIONS OR EVENTS TO BE ARRANGED TO ACCOMMODATE NO MORE THAN 10 PEOPLE.
Seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance.	AUDITORIUM ARRANGED SEATING TO BE SEPARATED BY 1.5 METRES IN ALL DIRECTIONS. PEOPLE FROM THE SAME HOUSEHOLD OR CLOSE CONTACTS MAY MOVE CHAIRS TOGETHER.
If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.	HALL HIRERS TO ACTION, IF APPLICABLE
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.	MARKERS TO BE PLACED OUTSIDE HALL ENTRANCE, INCLUDING STAIRS, TO REGULATE ENTRY QUEUE. IMPLEMENT ONE-WAY SYSTEM ON STAIRS AND TO THE OBSERVATION DECK IF NUMBERS REQUIRE THIS MEASURE. HYGIENE MARSHALLS TO MONITOR ARRIVALS.
Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.	HALL HIRERS TO ACTION, IF APPLICABLE
Ensure alcohol at any event is only served to and consumed by seated attendees.	QUALIFIED PEOPLE, AND ONLY TO SEATED MEMBERS AND GUESTS.
Group singing or chanting is particularly high risk and so should continue to be avoided.	GROUP SINGING OR CHANTING IS TO BE AVOIDED BY MEMBERS AND GUESTS.
Dancefloors are not permitted (except for the wedding couple at a wedding).	HALL HIRERS TO ACTION, IF APPLICABLE
Promote online ticket purchasing and electronic ticket checking where possible. Consider whether conference or function registration and information packs can be provided online, such as through an app or via post.	HALL HIRERS TO ACTION, IF APPLICABLE
Consider presenting conference posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.	HALL HIRERS TO ACTION, IF APPLICABLE
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.	MEMBERS AND GUESTS ARE REQUIRED TO SOCIALLY DISTANCE AT ALL TIMES. HYGIENE MARSHALLS, HALL HIRERS AND COMMITTEE MEMBERS TO MONITOR GUESTS
Use telephone or video for essential staff meetings where practical.	VIDEO AND TELECONFERENCING OPTIONS SHALL BE AVAILABLE FOR COMMITTEE AND ANNUAL GENERAL MEETINGS
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	NOT APPLICABLE
Review regular deliveries and request contactless delivery and invoicing	NOT APPLICABLE
Have strategies in place to manage gatherings that may occur immediately outside the premises.	CLUB MEMBERS ARE REQUESTED TO DEPART DIRECTLY AFTER COMPLETION OF MEETINGS OR SAILING (INCLUDING ANNOUNCEMENT OF RESULTS). HALL HIRERS ARE REQUIRED TO MAKE APPROPRIATE ARRANGEMENTS. HYGIENE MARSHALLS TO MONITOR DEPARTURES.

Physical distancing	
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.	ONLY PRIVATE TRANSPORT IS USED BY MEMBERS. HALL HIRERS ARE REQUIRED TO PROMOTE THE USE OF PRIVATE TRANSPORT.

REQUIREMENTS	ACTIONS
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Hygiene and cleaning

Adopt good hand hygiene practices.	HAND WASHING GUIDANCE POSTERS ARE LOCATED NEXT TO ALL SINKS.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	SINKS. HYGIENE MARSHALLS ARE TO MONITOR AND REPLENISH IF REQUIRED.
Have hand sanitiser at key points around the facility, such as entry and exit points.	ENTRY AND EXIT TO THE HALL.
Avoid self-serve or buffet-style food service.	FOOD IS TO BE SERVED BY NOMINATED PEOPLE.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	THE KITCHEN DISHWASHER IS TO BE USED AS THE PREFERRED OPTION. EXCESS CUTLERY AND CROCKERY IS TO BE WASHED IN THE KITCHEN SINK WITH THE HOTTEST WATER POSSIBLE AND THE WASHING DETERGENT PROVIDED.
Menus should be laminated (clean between use), displayed or be single use.	LAMINATED CLUB MENUS ARE ATTACHED TO THE KITCHEN SERVERY WALL. HALL HIRERS ARE TO ARRANGE FOR LAMINATED OR SINGLE USE MENUS AS APPROPRIATE.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	USED TABLES AND CHAIR BACKS ARE TO BE CLEANED AFTER EACH EVENT. HALL HIRERS ARE TO LIAISE WITH THE CLUB HALL HIRE OFFICER REGARDING CLEANING REQUIREMENTS. HYGIENE MARSHALLS TO MONITOR.
Maintain disinfectant solutions at an appropriate strength and use in	DISINFECTANT IS TO BE USED AT THE CONCENTRATION SUPPLIED BY THE MANUFACTURERS. NO DILUTION TO BE PERFORMED.
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.	DISINFECTANT WIPES TO BE PROVIDED NEAR TO BATHROOM DOOR HANDLES. HYGIENE MARSHALLS TO MONITOR.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	DISPOSABLE GLOVES ARE TO BE USED FOR CLEANING AND PLACED IN THE RUBBISH BIN AFTER USE. HAND WASHING BEFORE AND AFTER CLEANING WILL BE PRACTICED.
Encourage contactless payment options.	CONTACTLESS PAYMENT IS AVAILABLE THROUGH THE WEBSITE OR BY TAPPING ON THE POINT-OF-SALE DEVICE ON THE SERVERY.

REQUIREMENTS	ACTIONS
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Record keeping

Keep a digitised record of name and a contact number for all staff, attendees and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	ATTENDANCE LISTS ARE TO BE COMPILED FOR EACH EVENT AND DIGITISED WITHIN 24 HOURS. HALL HIRERS ARE TO PROVIDE THEIR LIST ELECTRONICALLY TO THE HALL HIRE OFFICER WITHIN 24 HOURS AFTER COMPLETION THEIR HIRE EVENT.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	ALL MEMBERS AND GUESTS ARE ENCOURAGED TO DOWNLOAD THE COVIDSAFE APP AND HAVE IT TURNED ON WHEN AT THE CLUB.
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.	POINTS OF CONTACT FOR NSW HEALTH AND/OR SAFEWORK NSW ARE THE PRESIDENT, COMMODORE AND SECRETARY. OTHER COMMITTEE MEMBERS MAY BE REQUESTED TO ASSIST. HALL HIRERS ARE REQUIRED TO ASSIST IF REQUESTED.