



MANLY 16ft SKIFF SAILING CLUB COVID-19 SAFETY PLAN

18 AUGUST 2020

COMPLIANCE

- We will ensure no more than 184 patrons (our venue capacity) will be in the venue at any one time. Adhering to one person per four square meters capacity rule
- Table bookings are limited to 10 pax
- Signage at entrance of maximum capacity of patrons in the venue
- We are ensuring all customers have their details recorded upon entry via Infosign system. These details are stored digitally as per registered Club licensing; These details are kept for at least 28 days. We refuse entry if customer/s fail to give required information.
- Hand Sanitizer is available at the entrance, near the bistro and bar area, and in the gaming room
- Social distancing markings at queued areas including entrance points
- One COVID-19 Safety Hygiene Marshall is on duty at all times ensuring hygiene standards and physical distancing. This Marshall is clearly identifiable (Hi-Vis vest) and is aware of the COVID-19 safety plan for our venue.

RISK MANAGEMENT STRATEGY

- ALL staff trained in COVID-19 hygiene standards including physical distancing, hand washing and sanitisation of surfaces. Staff training about transmission, and protocol for feeling unwell. This to be reviewed and trained weekly or as necessary.
- No staff to come to work if they are unwell or showing any symptoms of COVID-19
- Single entrance points in place to monitor number of patrons entering and exiting. Guests information collected and temperatures checked.
- All floor staff to have sanitiser spray on them to clean chairs, tables and other surfaces
- All menus to be contactless – Mr Yum App / Menu Board
- Cutlery, napkins and condiments to be handed to each guest
- Bathrooms cleaned and sanitised on a regular basis
- Staff trained in cash handling
- Kitchen protocols on food safety/hygiene reviewed and updated if necessary
- Management strategy meetings with senior management and the board in relation to adapting current or implementing new strategies as per government guidelines
- Update COVID-19 safety plan when necessary



MANAGEMENT IN EVENT OF POSITIVE COVID DIAGNOSIS

- No staff to come to work if they are showing symptoms of COVID-19
- Staff to let management know immediately if they have been exposed to COVID-19 case. Staff member must be tested before being allowed back to work. They must self-isolate whilst awaiting results of the test
- If staff members return a positive COVID result all staff will be contacted immediately, roster checked for when the staff member was working and if they have been exposed to patrons
- If the staff member has been in contact with patrons, venue will be closed, NSW Police and NSW health to be immediately notified, and all patrons will be notified of the potential exposure
- If a customer has a contact with a positive COVID-19 case, all staff members working on that day will be required to go for COVID-19 testing. All patrons in the venue during the time frame of the potential COVID-19 case will be contacted
- Deep clean of the venue
- Review of all procedures relating to COVID-19 health & safety ops strategy, staff meetings to explain re-opening and any new procedures put in place

WORKPLACE PHYSICAL DISTANCING MEASURES

- Signage at the entrance and other Club areas informing about max number of patrons
- Floor spacing signs for 1.5m for ordering food and beverage
- Tables spaced in line with 1 person per 4 square meter rule
- Floor staff trained to enforce physical distancing rule with patrons and other staff
- Management to safely intervene if social distancing is not adhered to. Any patrons refusing to comply with the physical distancing will be asked to leave venue
- COVID-19 Safety Hygiene Marshall and additional management for busy service periods to assist in enforcing physical distancing
- Physical distancing measures for collecting food in dining area – food delivered to tables by staff members
- Minimum amount of staff required working to ensure social distancing behind bars, on the floor and in the kitchen

HYGEINE MEASURES

- Sanitizers available at entrance point, bar, bistro area and gaming machines
- Signs in bathrooms on good hand washing practices
- Staff only hand wash stations (back of house)
- Staff education and enforcement of hand sanitizing and washing/hygiene protocols
- All floor staff to carry sanitiser spray to wipe down chairs, tables, after each patron touches/uses furniture
- All disposable items to be put in specified bins immediately
- All rubbish disposed of into correct bins for pick up
- Bathrooms to be cleaned and sanitised regularly, including door handles, basins, hand dryers and soap dispensers