

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



## Your COVID-19 Safety Plan

**Pubs and clubs (including small bars, cellar doors, breweries, distilleries, casinos and karaoke bars)**

### Business details

Business name	Russell Vale Golf Club
Business location (town, suburb or postcode)	618 Princes Highway, Russell Vale 2517
Completed by	Phillip Peace
Email address	<a href="mailto:president@rvgc.com.au">president@rvgc.com.au</a>
Effective date	3 January 2021
Date completed	6 January 2021

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### Wellbeing of staff and customers

#### **Exclude staff and customers who are unwell from the premises.**

No person can enter the Clubhouse if they are unwell or if they have attended any of the reported locations listed on the NSW Health Website ([www.nsw.gov.au/covid-19/latestnews-and-updates](http://www.nsw.gov.au/covid-19/latestnews-and-updates)). Members and their guests are advised by newsletter, website and Facebook post that if they are unwell they cannot enter the Clubhouse

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.

'COVID-19 awareness for food service' is a free, voluntary online course which covers all measures required to become a COVID Safe retail and food service business in NSW. It is available through the NSW Food Authority website [foodauthority.nsw.gov.au/covid-training](https://www.foodauthority.nsw.gov.au/covid-training)

Staff and volunteers advised that if they are unwell and have cold or flu like symptoms to go and get tested at the COVID-19 Testing Centre at Wollongong Hospital (no charge) or other testing centres that are established in the Illawarra at relevant points in time. Staff and volunteers have been advised on physical distancing, collection and storage of contact details for members, guests and contractors and the cleaning processes required for the Clubhouse

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

Staff have been advised of their leave entitlements if they are sick or have to self-isolate

**Display conditions of entry (website, social media, venue entry).**

All conditions of entry to the Clubhouse have been displayed on the entry door, on the website, Facebook page and through members' e-mail notice and newsletter.

If there are more than 250 people on the premises, a staff member must be assigned as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping.

In Greater Sydney, if the premises has more than one separate area, a staff member must be assigned as a COVID-19 Safe Hygiene Marshal in each separate area on the premises if there are more than 250 persons in the area. In other regions, consider assigning a COVID-19 Safe Hygiene Marshal to each separate area if there are more than 250 persons in the area.

The identified Safe Hygiene Marshal/s must always be present when there are more than 250 patrons at the venue. If there are less than 250 patrons at the venue, consider ensuring identified Safe Hygiene Marshal/s are present during peak operational hours

(during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods) where practical.

The Club has an indoor capacity of only 60 based on the one customer per 4 square metres rule. The Club does not have lunch or dinner so there are no peak operating times. Directors and bar staff volunteers oversee COVID-19 safety in the clubhouse, when they are present or working in the bar.

**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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

Not applicable, as there are no sub premises within the main Clubhouse.

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## **Physical distancing**

Capacity in regions outside of Greater Sydney must not exceed one customer per 2 square metres of publicly accessible space. In Greater Sydney, capacity must not exceed 300 patrons, OR one patron per 4 square metres of publicly accessible space, whichever is less.

Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Not applicable, as Wollongong LGA is deemed to be in Greater Sydney.

**In Greater Sydney, if the premises has more than one separate area, each separate area must not exceed 300 patrons, OR one patron per 4 square metres of publicly accessible space, whichever is less, provided that each separate area is:**

- **separated from other areas on the premises**

- **designated a separate area by the occupier of the premises**
- **has staff that are providing food and drink only in that area**
- **does not allow people in different areas to mingle**
- **monitored by a designated COVID-19 Safe Hygiene Marshal at required times.**

Signs, in each of the two indoor areas of the Clubhouse, denote maximum capacity based on the rule of one customer per 4 square metres - 40 in the Bob Jordan Room and 20 in the Jack Parker Room is the maximum capacity. Tables and chairs arranged to comply with the rule of one customer per 4 square metres. All patrons must be seated when drinking or eating indoors. The outdoor deck area has table and chairs and a capacity for at least 50 based on one customer per 2 square metres for outdoor areas.

**Face masks must be worn by staff, and by customers in gaming areas in Greater Sydney, unless exempt.**

Face masks are being worn by persons working in the bar and food service areas.

**In indoor areas, alcohol should only be consumed by seated patrons. There should be no dancefloors, including in nightclubs.**

Dance floor has been re-commissioned as a seated area with table and chairs arranged to comply with the rule of one customer per 4 square metres.

**Reduce contact or mingling between customer groups and tables wherever possible.**

A separate entry and exit to the Clubhouse has been implemented and the arrangement of tables and chairs has been designed to separate and reduce contact between customer groups.

**Support 1.5m physical distancing where practical, including:**

- **at points of mixing or queuing such as bars, toilets and entrance and exit points**
- **between people using gaming machines and gaming tables**
- **between seated groups**
- **between staff.**

Tables and chairs moved to support 1.5 metres of physical distance.

**Reduce crowding and promote physical distancing with markers on the floor where people are asked to queue, such as at the bar.**

Markers placed on floor to reduce crowding and to designate physical distancing, and

signs on doors and walls to promote physical distancing.

**Where possible, ensure staff maintain 1.5 metres physical distancing (including at meal breaks and in office or meeting rooms) and assign workers to specific workstations.**

Not applicable.

**Where reasonably practical, stagger start times and breaks for staff members.**

Current rostering has adequate staff/volunteer separation.

**Consider physical barriers such as plexiglass around counters with high volume interactions with customers.**

Point of Sale Protection Screens (plexiglass) have been installed at the bar to enhance the separation between bar staff and customers.

**Review regular deliveries and request contactless delivery / invoicing where practical.**

Under continual review with firms that deliver supplies.

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

Outside deck area has tables and chairs arranged to maintain appropriate physical distancing.

**Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers as much as possible and encourage passengers to wear masks whilst in the vehicle.**

Not applicable.

**No more than 5 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate in singing or chanting. In outdoor areas, audience members 12 years and older should wear masks if singing or chanting.**

Not applicable.

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Hand sanitisers placed at the entrance to the Clubhouse and at various places inside - signs erected to display good hand hygiene practices.

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

Regular checks on bathrooms to ensure hand wash and paper towels are in ample supply.

### **Reduce the number of surfaces touched by customers wherever possible.**

Some doors have been removed or held open to limit the surfaces touched by customers.

### **No self-serve buffet style food service areas, communal bar snacks, or communal condiments. If condiments are on individual tables, such as salt and pepper shakers, these should be cleaned between each customer.**

Implemented.

### **Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.**

All glasses are cleaned in a commercial grade glass washer, all other cutlery and tableware cleaned with detergent and hot water.

### **Menus should be laminated (clean between use), displayed or be single use. Place takeaway menus outside the venue where possible.**

Not applicable.

### **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. Clean tables, chairs and any table settings between each customer. If using a paper sign in system, ensure the pen is wiped down with a disinfectant solution or wipe between use.**

Tables and chairs wiped frequently with relevant disinfectant. Immediately on entering the Clubhouse patrons are required to use hand sanitisers provided...QR code and computer check-in operational...no paper sign-in.

**Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.**

Implemented.

**Staff are to wash hands thoroughly with soap and water before and after cleaning.**

Staff/volunteers instructed to wear gloves when cleaning and to wash hand thoroughly before and after with soap and water.

**Encourage contactless payment options.**

Members and guests encouraged to use contactless pay wave option, when purchasing drinks and food.

**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).**

Where weather permits., doors to the outdoor deck are kept open to increase natural ventilation. Air conditioning settings maximise the intake of outside air.

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## **Record keeping**

Keep a record of the name, contact number and entry time for all staff, dine-in customers and contractors for a period of at least 28 days using the NSW Government QR code system. Processes must be in place to ensure that customers provide the required contact information, such as by checking customer phones for the green tick

to confirm they have checked in. 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.*

Check-in to Clubhouse is via the NSW Government QR Code system and for those patrons who are unable to use the QR code, a computer terminal check-in is provided linked to the Service NSW check-in system.

**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://nsw.gov.au)**

Paper sign-ins ceased on 4 January 2021. Previous paper sign-ins were digitised in an excel format and stored confidentially and securely.

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

Staff/volunteers, members and guests are made aware of the COVIDSafe app and its benefits to support contact tracing.

**All venues must register their business through [nsw.gov.au](https://nsw.gov.au).**

COVID-19 Safety Plan has been registered through [nsw.gov.au](https://nsw.gov.au).

**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.**

The Club will cooperate with NSW Health in relation to any positive case of COVID-19 at the Club and will notify SafeWork NSW.

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

Yes