

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

## Your COVID-19 Safety Plan

### Hospitality

#### Business details

Business name	Russell Vale Golf Club
Business location (town, suburb or postcode)	618 Princes Highway, Russell Vale 2517
Select your business type	
Pubs and clubs	
Completed by	Phillip Peace
Email address	<a href="mailto:president@rvgc.com.au">president@rvgc.com.au</a>
Effective date	18 October 2021
Date completed	16 October 2021

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### Wellbeing of staff and customers

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

Agree

Yes

### **Tell us how you will do this**

No person can enter the Clubhouse if they are unwell or if they have attended any of the reported COVID-19 locations in NSW Health alerts. Members and guests are advised by signage at the entry to the Clubhouse, in the newsletter, website and Facebook posts, that if they are unwell they cannot enter the Clubhouse.

**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**

Staff and volunteers are advised that if they are unwell and have cold or flu like symptoms to go and get tested. Staff and volunteers are advised that while they are working they must wear a mask. They have been advised on physical distancing, collection and storage of contact details and the checking of vaccination status of members, guests and contractors, and the cleaning processes for a COVID safe environment.

**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**

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

**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: This requirement applies at hospitality venues, gaming lounges, nightclubs,**

**strip clubs, and premises at which a significant event is being held, other than a small funeral or memorial service or small wedding service.**

**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**

Posters are on display and clearly visible at the entry to the Clubhouse. Staff and volunteers have been trained and provided with guidance notes on the reasonable steps to be taken to check proof of vaccination of patrons on the entry to the Clubhouse. Notices are included on the Club's website and newsletters to members.

**People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household at higher risk premises including hospitality venues.**

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

**Note: Higher risk premises and hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.**

Agree

Yes

**Tell us how you will do this**

Staff and volunteers have been trained and provided with guidance notes on the reasonable steps to be taken to check proof of vaccination of patrons on the entry to the Clubhouse. Notices are included on the Club's website and newsletters to members.

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**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**

Signs in each of the two indoor areas of the Clubhouse denote maximum capacity based on the rule of one person per 4 square metres - 60 persons in total. Tables and chairs arranged to comply with the rule of one person per 4 square metres. The outdoor deck area has tables and chairs and a capacity for at least 50 based on one person per 2 square metres for outdoor areas.

**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**

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

**Avoid congestion of people in specific areas where possible.**

**Agree**

Yes

**Tell us how you will do this**

Markers placed on floor to reduce crowding at the bar service area. Signs on doors and walls to promote physical distancing.

**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**

Tables and chairs in the designated smoking area have been arranged to promote physical distancing. Any gatherings that may occur outside the premises will be asked to move on by the duty managers, front door entry marshals and directors of the Club.

**Singing by audiences is not allowed in indoor areas.**

**Patrons at nightclubs and strip clubs are not permitted to dance in indoor areas and can only consume alcohol when seated in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

This requirement will be monitored by the duty managers, front door entry marshals and directors of the Club.

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## **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 air conditioners will be used to promote cross ventilation, and the vents will be directed across the room and not towards people's faces. The air conditioners will be regularly inspected, maintained and the filters cleaned. The double doors to the outdoor deck will be left open (subject to weather) to promote cross ventilation.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Where possible, customers will be encouraged to use the large outdoor deck area.

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

**Agree**

Yes

**Tell us how you will do this**

The air conditioners will be used to promote cross ventilation, and the vents will be directed across the room and not towards people's faces. The air conditioners will be regularly inspected, maintained and the filters cleaned. The double doors to the outdoor deck will be left open (subject to weather) to promote cross ventilation.

**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 conditioners will be used to promote cross ventilation, and the vents will be directed across the room and not towards people's faces. The air conditioners will be regularly inspected, maintained and the filters cleaned. The double doors to the outdoor deck will be left open (subject to weather) to promote cross ventilation.

**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**

The air conditioners will be regularly inspected, maintained and the filters cleaned.

**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**

As the Clubhouse is only a small facility with one level open floorspace, at this stage, it is not considered a requirement to engage additional expert advice.

## **Hygiene and cleaning**

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

**Note: Hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.**

**Agree**

Yes

**Tell us how you will do this**

Staff and volunteers have been advised that it is a requirement to wear a mask (unless they have an approved exemption) while working indoors in the Clubhouse and on the outdoor deck area.

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

**Agree**

Yes

**Tell us how you will do this**

Hand sanitisers have been placed at the entrance to the Clubhouse and at various places inside the venue.

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

**Agree**

Yes

**Tell us how you will do this**

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

**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**

Tables and chairs are wiped frequently with relevant disinfectant.

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## **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**

Service NSW QR code sign-in has been operational at the Club since 2020.

**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**

Service NSW QR codes are clearly visible and accessible at the entrance to the Clubhouse. Patrons, on request, are required to show the green tick check-in to the Door Marshals.

**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**

There is a laptop computer at the Clubhouse entry, linked to the Service NSW check-in website, for persons to record their relevant contact details.

**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**

The Club does not have other types of venues or facilities within the premises.

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

Yes