

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

Your COVID-19 Safety Plan

Restaurants and cafes (including food courts and other food and drink premises)

Business details

Business name	Warradale F.C.
Business location (town, suburb or postcode)	Silverdale
Plan completed by	John Letby
Email address	compsec@warradalefc.com
Date	11 October 2020

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

- All members, before participating in football Canteen activities should not attend if in the past 14 days they have:
- Been unwell or had flu-like symptoms
- Been in contact with a known or suspected case of COVID-19
- Experienced any sudden loss of smell or loss of taste
- Are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions

Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning. Train staff in the process of how to collect and store contact details of patrons if your venue is dine-in.

'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)

- Provide information session to committee prior to commencement of play for season 2020. - Provide Return to Play plan to all members via email, website, Facebook post - Display of correct hygiene practices endorsed by Football NSW, NSW Health and WHO in easily visible areas - Committee staff to complete the covid19 Awareness of food service course.

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

Whilst our club's workforce are volunteers, we have made them aware of the above-mentioned symptoms and stipulated that they should stay away from the club and self-isolate in the event that they experience any symptoms.

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

- Inducted members of Warradale FC will be tasked with educating coaches on their responsibilities on game day and providing all members clear and easy to follow instructions on hygiene practices. - The Return to Play Plan will be made available for all members via email, website, Facebook and printed copy will be at Waterboard Oval at all times. - The Return to Play Plan is designed as a robust, working plan that will be reviewed weekly and updated to suit future amendments to restriction laws.

Venues must assign one staff member 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. If a venue has more than one separate area, there must be a COVID-19 Safe Hygiene Marshal in each separate area.

If the venue has a capacity of 250 patrons or more, the identified Safe Hygiene Marshal/s must always be present while the venue is operational; for venues with a capacity of less than 250 patrons, the identified Safety Marshal/s must be present during peak

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

Food courts are exempted from the requirement for a COVID-19 Safe Hygiene Marshal, but should still have strategies in place to ensure the venue COVID-19 Safety Plan is implemented.

Warradale FC will ensure that at all time there will be a Committee Member on duty that has completed the online COVID-19 awareness for food service course to ensure that all Hygiene requirements are met.

Physical distancing

Capacity must not exceed 300 patrons, or the number allowable by one customer per 4 square metres of space, whichever is the lesser.

In food courts, the maximum capacity is one customer per 4 square metres of space.

The following areas will be out of bounds until further notice and 'No access' signs will be displayed - Entry to the canteen and canteen storeroom - We will encourage people not to gather in the undercover area of the canteen and amenities building except for when purchasing from the canteen window. These areas will be clearly signposted.

If the premises has more than one separate area, each separate area can have up to 300 persons, or the number of persons that is equivalent to one person per 4 square metres of space (whichever is the lesser), 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.**

Warradale FC Has only the one area of food service, Will ensure that all other areas are:
- separated from other areas on 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.

Dancefloors are generally not permitted. However, there may be events where a dancefloor is permitted with a COVID-19 Safety Plan in place.

N/A to our sports club

Bookings must not exceed 10 customers (except for weddings, funerals and corporate events). There should be no more than 10 customers at a table. Children count towards the capacity limit.

N/A to our sports club

We have set game times to allow for us to have the minimum number of people at the venue to ensure we stay within the government health requirements.

Venues taking bookings for weddings, funerals and school events should ensure there is a COVID-19 Safety Plan in place for this event. Bookings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

We will encourage people to maintain social distancing of 1.5m between people on our fields and around our canteen area. These areas will be clearly signposted.

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

There will be no tables at our venue.

We will encourage people to move on quickly and to maintain social distancing of 1.5m between people on our fields and around our canteen area. These areas will be clearly signposted.

Move or remove tables and seating to support 1.5 metres of physical distance wherever possible. Household or other close contacts are not required to physically distance. Groups of friends may not necessarily all be household-like contacts and so may require additional space at a table so that they can physically distance.

There will be no tables at our venue.

We will encourage people to move on quickly and to maintain social distancing of 1.5m between people on our fields and around our canteen area. These areas will be clearly signposted.

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

We have considered the number of participants and fixtures to minimise the number of attendees in/on the venue at one time.

We will encourage people to maintain social distancing of 1.5m between people on our fields. and around our canteen area. - These areas will be clearly signposted

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. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

We will ensure a maximum of 3 committee members will be in the canteen at any 1 time to serve customers adhering to current social distancing laws. We will add social distancing signage for this within the canteen.

We will also ensure any volunteer in the canteen is supervised by a member with a completed food awareness course certificate.

Alcohol can only be consumed by seated customers.

There will be no alcohol served at our fields

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

We will consult with our committee members on a shift type roster for game days.

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

We will enforce and maintain social distancing

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

We will request contactless delivery / invoicing where practical.

Introduce strategies to manage gatherings that may occur outside the premises.

We will stagger arrival and/or departure times when possible for different groups and

teams, and within the constraints of the venue design, manage entry and exit points to allow a seamless flow of players/coaching staff and parents/attendees through the venue to limit the risk of overlap and congestion.

Hygiene and cleaning

Adopt good hand hygiene practices.

We will wipe down key spaces, surfaces and objects (such as benchtops, door handles, team benches, keys etc regularly). Further we will:

- Promote and provide hand washing guidance to all participants and volunteers ([http://www.who.int/gpsc/clean_hands_protection/en /](http://www.who.int/gpsc/clean_hands_protection/en/));
- Promote regular and thorough hand washing by volunteers and participants;
- Provide sanitising hand rub within the venue and refill regularly;
- Replace/refill soap in toilets regularly;
- Place bins around the venue.

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

We will: - Refill soap in toilets regularly. - Refill paper towel dispensers in toilets when required. - Place bins around the venue

Reduce the number of surfaces touched by customers wherever possible.

We will provide hand sanitiser within the venue and ensure it is regularly refilled. - We will encourage players, officials, volunteers, and/or their parents/carers to carry personal hand sanitiser to enable good personal hygiene. - We will regularly clean frequently used surfaces.

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

We do not have these areas. This is not applicable to our sports canteen and amenities.

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

We will regularly clean any serving utensils used 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.

We will use a whiteboard menu only.

Clean frequently used indoor hard surface 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.

we will Promote and provide hand washing guidance to all participants and volunteers (http://www.who.int/gpsc/clean_hands_protection/en/); - Promote regular and thorough hand washing by volunteers and participants; - Provide sanitising hand rub within the venue and refill regularly; - Replace/refill soap in toilets regularly; - Place bins around the venue.

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

We will Maintain disinfectant solutions at an appropriate strength and used in accordance with the manufacturers instructions.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

All members will wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

We will also ensure any volunteer in the canteen is supervised by a member with a completed food awareness course certificate.

Encourage contactless payment options.

We will encourage contactless payment by signage and vocally when serving customers.

Record keeping

Keep name and a contact number for all staff, customers and contractors for a period of at least 28 days. Each person that attends a venue MUST provide their name and contact details. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. QR Code sign-in is encouraged.

It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records. Paper sign-in is permitted, but premises must convert these into digital form within 24 hours, and provide immediately if requested.

Warradale F.C. will have a shift sign in book available at all times.
all committee volunteer workers will be asked to sign in and out.
We will have a Covid Marshall patrol this.

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

We will inform our volunteer staff of the Covid Safe App and encourage them to download and use it.

We will also advertise the Covid Safe App on our webpage and social media outlets as well as signage at the venue.

Except for food courts, all venues must register their business through nsw.gov.au. Food courts should consider registering their business through nsw.gov.au.

We are a sporting club canteen and will register our use of the canteen as a food business through 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.

We will always 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.

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

Yes