





Hospitality | COVID-19 Safety Plan

Safety Plan for pubs and clubs, small bars, cellar doors, breweries, distilleries, casinos, karaoke bars, restaurants, cafes, food courts and other food and drink premises, function centres, strip clubs, commercial vessels and party buses.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

[Show all](#)

- 1 **Keep your business COVID Safe** 
 - 2 **Developing your COVID-19 Safety Plan** 
 - 3 **How to complete the COVID-19 Safety Plan** 
 - 4 **Keep your COVID-19 Safety Plan up to date** 
-

Effective 27 December 2021

Business details

Business name

Newport Surf Life Saving Club

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

[Top](#) 

[Skip to navigation](#)

Newport 2106

Select your business type

Nightclubs

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Explain how you will do this

Communicate this required to staff and members via emails, social media and signage

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 where applicable.

Explain how you will do this

Staff will be informed and trained on COVID safe practises

Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable.

Explain how you will do this

Top 

Signage is placed at all entry points to the club

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

Explain how you will do this

Ensure posters outlining vaccination requirements are clearly visible, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials

Physical distancing



Capacity at a hospitality venue or a nightclub must not exceed one person per 2 square metres of space in indoor areas.

Note: Hospitality venues are defined in the Public Health (COVID-19 General) Order (No 2) 2021.

Explain how you will do this

Ensure posters outlining vaccination requirements are clearly visible, train staff, remind customers of vaccination requirements in marketing materials.

Support 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Top ↑

Explain how you will do this

Ensure posters outlining vaccination requirements are clearly visible, train staff, remind customers of vaccination requirements in marketing materials. and signage

Avoid congestion of people in specific areas where possible.

Explain how you will do this

Ensure posters outlining vaccination requirements are clearly visible, train staff, remind customers of vaccination requirements in marketing materials and signage. Place markers on the floor

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

Explain how you will do this

Ensure posters outlining vaccination requirements are clearly visible, train staff, remind customers of vaccination requirements in marketing materials and signage

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> (<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.

Explain how you will do this

Top ↑

Train staff and ensure windows and doors are open to promote air flow

Use outdoor settings wherever possible.

Explain how you will do this

Make use of the deck area where possible

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

Explain how you will do this

Increase natural ventilation by opening windows and doors where possible

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).

Explain how you will do this

Increase natural ventilation by opening windows and doors where possible

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Explain how you will do this

No applicable, no air-conditioning in the main areas of the club.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Explain how you will do this

Will consult with council

Hygiene and cleaning



Face masks must be worn by staff and customers aged over 12 in indoor areas, and by public facing staff in outdoor areas of hospitality venues, unless exempt.

Explain how you will do this

Ensure posters outlining vaccination requirements are clearly visible, train staff, remind customers of vaccination requirements in marketing materials and signage.

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

Top ↑

Explain how you will do this

Ensure posters outlining vaccination requirements are clearly visible, train staff, remind customers of vaccination requirements in marketing materials and signage. Have hand sanitiser at key points around the venue

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

Explain how you will do this

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

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.

Explain how you will do this

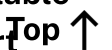
Clean frequently touched areas and surfaces several times per day, and clean tables, chairs and any table settings between each customer

Record keeping



Hospitality venues and nightclubs, strip clubs and sex on premises venues must take reasonable steps to ensure that workers and customers check-in using the NSW Government QR code system when they enter the premises.

Other types of premises should consider having a NSW Government QR code available so that workers and customers can check in using the Service NSW app, to support



contact tracing if a person with COVID-19 visits the premises.

Note: Hospitality venues are defined in the Public Health (COVID-19 General) Order (No 2) 2021.

Explain how you will do this

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.

Processes should 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.

Explain how you will do this

Check will be conducted where practical.

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.

Explain us how you will do this

People unable to check in will be assisted by another member

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this

Staff will be informed and trained on COVID safe practises

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 if a worker has tested positive. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> [\[\]](https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus) (<https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>) for more information.

Explain how you will do this

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 if a worker has tested positive.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 27 December 2021