

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



## Your COVID-19 Safety Plan

### Hospitality

#### Business details

|  |  |
|--|--|
| Business name                                | Resourceful Australian Indian Network Inc                        |
| Business location (town, suburb or postcode) | PENSHURST  |
| Select your business type                    |  |
| Function centres                             |  |
| Completed by                                 | Parag Shah   |
| Email address                                | <a href="mailto:paragsyd@yahoo.com.au">paragsyd@yahoo.com.au</a> |
| Effective date                               | 11 October 2021  |
| Date completed                               | 10 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**

Checking the temperature every day. If anyone is not well we insist for test and self isolate until negative result

**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**

Online training provided and information displayed around the premises

**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**

Posters displayed at entry and in the hall

**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, 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: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.**

**Agree**

Yes

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

Vaccination certificates for staff are checked and filed in their staff files. Checking the vaccination certificates for everyone comes to the center

**People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.**

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

Agree

Yes

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

Ensuring that a fully vaccinated member is with a child under 16

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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.**

**Bookings must not exceed 20 customers (except for weddings and funerals, and gatherings after these events).**

**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.**

Agree

Yes

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

Will ensure to keep the capacity as per the stipulated

**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**

Will ensure to maintain social distancing where possible

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

**Agree**

Yes

**Tell us how you will do this**

Will ensure to maintain safe distancing where possible

**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**

Will ensure to keep distance where possible

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

**Patrons can only consume alcohol when seated in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

Will adhere to the rules

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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**

Will ensure to keep the doors open for cross ventilation and will follow the guidelines

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Noted

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

**Agree**

Yes

**Tell us how you will do this**

Noted

**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**

Will keep the doors open for fresh air

**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**

Noted and will follow the guidelines

**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**

Will follow the guidelines

## **Hygiene and cleaning**

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

**Agree**

Yes

**Tell us how you will do this**

Will follow the guidelines

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

**Agree**

Yes

**Tell us how you will do this**

Will follow the guidelines

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

**Agree**

Yes

**Tell us how you will do this**

Will follow the guidelines

**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**

Will follow the guidelines

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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**

QR code is shown at the entry and in the hall. Everyone to log in. Will follow the guidelines

**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**

QR code is clearly visible at the entry and in the hall. Everyone to log in. Will follow the guidelines

**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**

Will follow the guidelines

**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**

N/A

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

Yes