

**> BE COVID SAFE.  
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	The Glebe Hotel
Business location (town, suburb or postcode)	Glebe, 2037
Completed by	Zelman Nissen
Email address	<a href="mailto:info@theglebehotel.com.au">info@theglebehotel.com.au</a>
Effective date	22 October 2020
Date completed	23 October 2020

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### Wellbeing of staff and customers

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

All staff have been informed to not come to work if they are unwell.

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.

'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)

All staff have been informed with information and training on COVID-19, including when to get tested, physical distancing and cleaning. They have also been trained in the process of how to collect and store contact details of patrons.

Upon reading this safety plan they will be aware that '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)

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

Staff will be notified of their leave entitlements if they are unwell or have to self isolate.

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

Conditions of entry have been posted at the venue single point of entry and also on our social media and website.

**Ensure COVID-19 Safety Plans are in place, where relevant, for corporate events (if hiring out space).**

Where relevant we will have the appropriate Covid-19 safety plan up to date and in place to comply with the latest requirements

**Premises cannot operate as a nightclub (open late into the evening primarily for the purpose of providing a venue for patrons to dance), but may open to provide other services as long as the appropriate COVID-19 Safety Plan is in place where relevant.**

There is no night club at this premises.

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 Safety 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 Safe Hygiene Marshal/s must be present during peak operational hours (during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods).

The hotel has a capacity of less than 250 patrons. We provide a Covid-19 hygiene marshal daily between 12-3pm and 5-9pm. If required they are rostered on in other peak periods outside these times.

Premises with an indoor gym, such as some clubs, must complete the COVID-19 Safety Plan for gyms and also register this through [nsw.gov.au](http://nsw.gov.au).

There is no gym on the premises

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## **Physical distancing**

Capacity at the venue must not exceed 300 patrons, or the number allowable by one customer per 4 square metres indoors and one customer per 2 square metres outdoors, whichever is the lesser. Children count towards the capacity limit.

Capacity must not exceed 150 patrons for wedding services, and 100 patrons for funerals, memorial services, or wakes. Please see separate checklists for these events.

The hotel trades with capacities capped to comply with;

Indoors: 1 person per 4 square meters

Outdoors: 1 person per 2 square meters

**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 customer per 4 square metres indoors and one customer per 2 square metres outdoors, 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.

Public bar - 38

Restaurant - 26

Loft - 14

Beer garden - 50

Function room - 43

**Dancefloors are generally not permitted. However, there may be events where a dancefloor is permitted (e.g. a wedding reception) with a COVID-19 Safety Plan in place. Venues taking bookings for these events should ensure there is a COVID-19 Safety Plan in place.**

We do not have a dance floor and do not permit dancing to comply with the Covid-19 safety plan.

**Bookings must not exceed 30 customers (except for weddings, funerals or corporate events). There should be no more than 30 customers at a table. Children count towards the capacity limit.**

Outside of weddings, funerals and corporate events, our booking and table size is capped 30 persons

**Venues taking bookings for weddings, funerals and corporate 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 have a separate Covid-19 safety plan for corporate events and weddings. We will ensure that the appropriate safety plan is circulated to the event organiser and in place for each event.

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

All staff have been informed that patrons must be seated at all times with the exception

of going to and from the; bar to order food and beverages, toilet or placing a bet on our TAB. Staff have also been informed to direct patrons found standing to their seat to reduce mingling where possible.

**Move or remove tables and seating to support 1.5 metres of physical distance where 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.**

Tables and chairs have been removed and moved to support 1.5m of physical distance where possible

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

Markers have been placed on the floor to inform customers where to stand when queuing 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. 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.**

Staff have been informed on physical distancing and we have face masks available should they choose to wear one.

**Ensure gaming machines and gaming tables are spaced out to support 1.5 metres physical distance between players, where practical. This can be achieved by moving machines or turning off or blocking access to every second machine or every second table.**

Gaming machines have been turned off and moved to support 1.5m physical distance where possible

**Alcohol can only be consumed by seated customers.**

All customers must be seated whilst consuming alcohol

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

Staff breaks are staggered

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

Physical barriers have been considered

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

Where practical, delivery drivers access the venue via a single entry point. We have reduced our weekly beverage deliveries. Food deliveries are as it is needed, due to storage limitations and foods perishable nature.

**Ensure no more than 30 customers per tour group for wineries, breweries and distilleries.**

We do not accept tour groups.

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

Hygiene officers and security staff have been informed to direct patrons to comply with social distancing conditions

**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.**

Hygiene officers and security staff have been informed to assist patrons where necessary to comply with social distancing conditions

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

All staff have been informed on the correct procedure for washing their hands.

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

Bathrooms are checked daily for hand soap and good working order of hand dryers.

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

Communal water stations and cutlery stations have been removed from public access.

**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.**

No self-serve buffets, communal snacks or condiments are on offer.  
Salt and pepper shakers are sanitised between use.

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

All cutlery is washed in a commercial washer.  
Hobart Ecomax plus.

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

Menus are wiped down after customer use.

**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.**

Frequently used indoor hard surfaces are cleaned daily.  
High touch areas eg door handles are periodically cleaned throughout trading hours.  
A contact less sign in system is used from My Guestlist.

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

All disinfectants are used to the manufactures specifications.

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

All staff have been informed to wash their hands before and after cleaning.

**Encourage contactless payment options.**

We have a Tyro contact less payment option available.

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## **Record keeping**

Keep name and a contact number for all staff, dine-in 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 and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. QR Code is strongly encouraged.

It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records.

Venues using capacity calculations of one per 2 square metres outdoors MUST use electronic methods such as QR Code for collecting contact details and ensure these are captured for EACH person.

Contact details are kept for 28 days

My Guestlist provide us with a contactless QR code to sign patrons in. These details are digitally stored and can be accessed on request.

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

All staff have been informed of covid safe app and its benefits.

### **All venues must register their business through nsw.gov.au.**

The Glebe Hotel is registered as a covid safe business to 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.**

If a covid 19 case is confirmed at the hotel safe work will be contacted immediately on 131050.



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

Yes