

# FAIRFIELD RSL COVID-19 SAFETY PLAN



Being of Service  
With Care



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## Well Being of Staff and Customers

Exclude staff, volunteers and visitors who are unwell.

Staff that are not feeling well should call ahead to cancel and not attend their shift. A negative COVID test result will be required before they can return to work. Patrons are asked not to attend Fairfield RSL if they are not feeling well.

Provide staff with information and training on COVID-19, including 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.

Information was provided to staff at an initial All Staff Meeting prior to the Club reopening and covered the impacts of COVID-19, when and how to get tested, the importance of physical distancing and cleaning. Multiple courses have been held since. Updates are provided daily at Showtime meetings and through the use of the staff eboard (noticeboard).

All Lobby staff have been trained in how to sign in customers, contractors and staff. This is utilising our all in one sign in system that records the persons visit (for Club records) and also completes the Service NSW COVID-Safe check in. Events Patrons arriving prior to 10am will use only the Service NSW COVID-Safe check in.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Entry Conditions are listed at the entry to the Club. They are available in both English and Vietnamese.

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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

All outlets are owned and operated by Fairfield RSL and are not sublet. There is just one entry/exit being operated by the venue at this point in time so that we can ensure everyone is signing in.

## Physical Distancing

Capacity must not exceed the greater of one person per 2 square metres of space in the premises, or 25 persons. This does not include a vessel used for commercial tours for scuba diving, snorkelling or whale, dolphin or marine animal watching if there are 50 or fewer persons on the vessel.

Based on calculations completed by Altis Architecture, we have a venue capacity of 2,285 patrons. Copies of these diagrams and floor maps are retained within our COVID-19 Safety Plan folder.

Support 1.5m physical distancing where possible.

Floor markings have been placed at 1.5m spacing at the entry to the Club and where queues may form (CRT Machines, ATMs etc). Where practical, furniture and table settings are spaced apart throughout the venue.

Avoid congestion of people in specific areas where possible.

Entry and exit to the Club has been split to two separate channels. Floor markings have also been placed at 1.5m spacing where queues are likely to form.

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

The entry and exit for the Club has been split to two separate channels to assist in keeping patrons apart (particularly as there is the potential for a queue). Floor markings have been placed at 1.5m spacing to assist any patron's queueing to enter the venue. These markings run through reception and the foyer. Bollards are at hand and can be extended at 1.5m intervals outside the premises entry if required during peak periods. Multiple QR Codes are available for when crowds are attending early morning events.

## Hygiene and Cleaning

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

Hand Sanitiser has been made available throughout the venue including at reception, the gaming floor and each of the restaurants. Each of the bathrooms throughout the Club also have signage showing hand washing procedures. Soap and paper towel are also made available in the bathrooms.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Each of the bathrooms have signage showing the best hand washing procedures. Paper Towel and soap is also made available in the bathrooms. These amenities are detailed daily by our commercial cleaners. During trade the Public Health Officer maintains these amenities.

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. Fairfield RSL's commercial cleaners complete a clean of the venue each morning. This includes the use of the Viraclean solution (a hospital grade disinfectant) on all high touch surfaces. The Public Health Officer cleans high touch surfaces (such as ATM's, CRT's, Gaming Machines etc) and bathroom facilities on a constant loop. All table settings in each of our dining outlets are cleaned using trifecta and disposable cleaning cloths during service.

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

When possible, windows are opened for natural ventilation.

## Record Keeping

Keep an electronic record of the name, contact number and entry time for all staff, dine-in customers and contractors for a period of at least 28 days. Hospitality venues must use the NSW Government QR code system.

Contact details for all persons entering the Club are recorded using the Clubs all in one sign in system. This system records the contact and entry time details for anyone entering the venue. Details are then submitted to Service NSW via the COVID-19 Check In web form (which has been integrated into our sign in system by Outabox). The Service NSW COVID-Safe Check in is used for events commencing prior to 10am.

Processes must be in place to ensure that customers provide the required contact information, such as by checking customer phones for the green tick to confirm they have checked in. Electronic check-in systems, such as QR codes, should be clearly visible and accessible including at entrances to the premises.

Our venue operates just the one entry point. It is staffed to ensure that all patrons, contractors and staff are signing in using our electronic all in one sign in system. Patrons entering prior to 10am for an event are required to show confirmation of checking in using the Service NSW App.

Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Sign in details can be exported from our sign in system in an excel format if requested.

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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

Our sign in system allows for dependants to be recorded as signing in. A secondary solution is available for back up (using the QR Code signs and the iPad with the Service NSW COVID-Safe Check-In web form). We have manual booklets available for sign in if the primary and secondary systems fail.

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

Yes.

## Temporary Restrictions

### Current Temporary Restrictions

The following restrictions will be in place for our venue from 4pm on Tuesday 22<sup>nd</sup> June, 2021

- All patrons entering the premises must wear a face mask unless eating or drinking (i.e. sitting in a restaurant/eating on the gaming floor)
- All front of house staff must wear a face mask. (This does not include when working back of house i.e. when chefs are in the kitchen or admin are upstairs. They will be required however whenever moving through a front of house area)
- All contractors are to wear a face mask when working front of house
- All patrons must continue to sign in each time that they enter the venue (even if they have signed in during a visit earlier in the day)

The following changes have been made from 4pm on Tuesday 22<sup>nd</sup> June, 2021:

- The Galton Hall is closed until further notice
- Service With Care Announcements have recommenced
- Entry Requirement Signage at reception has been updated