

FAIRFIELD RSL COVID-19 SAFETY PLAN



Being of Service
With Care



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Well Being of Staff and Customers

Exclude staff and customers who are unwell from the premises.

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 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.

All staff returning to work from the 11th October onwards have had double vaccination. Information was again provided to staff at an initial All Staff Meeting prior to the Club reopening. This covered the impacts of COVID-19, when and how to get tested, the importance of physical distancing, mask wearing and cleaning. Multiple courses have been also been held since COVID-19 first commenced in 2020 to inform and educate staff. 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 using the Service NSW COVID Check-In. We also utilise our sign in system to records the persons visit (for Club records). Procedures Manuals are updated regularly to reflect any changes to entry requirements.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Entry Conditions are listed at the entry to the Club. Details regarding sign in (With Service NSW COVID-Check In are also listed on the QR Code Signs. Information regarding appropriate certification of vaccination status or medical exemptions is also available at the Clubs entry. Masks must also be worn inside the venue by patrons unless a medical exemption has been provided.

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, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials.

Our business requires anyone entering the facility to have completed their double COVID-19 vaccination. Evidence of this vaccination must be provided prior to entry. Only valid forms of certification will be accepted i.e. COVID-19 Digital Certificate, Immunisation History Statement or Vaccination Status in the Service NSW App. For those with a medical exemption, documentation from NSW Health will be required. The specific forms that will be accepted are outlined at the Club entry and also on the next page (see the Proof of Vaccination or Medical Exemption Sign). Our COVID Safety Marshall will view vaccination certificates and COVID-Safe QR Check In prior to allowing patrons to enter the premises. Signage located at entry outlines the requirements for patrons to enter the venue.

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

Minors are not allowed unaccompanied onto the premises. Only vaccinated adults from the same household will be allowed to accompany the child onsite.

Proof of vaccination or medical exemption

People aged 16 or over now need to show proof of COVID-19 vaccination or a signed medical exemption as a condition of entry to most businesses. Here's what's accepted:

Proof of vaccination

COVID-19 digital certificate



(shown on the Express Plus Medicare app)

(shown in Android Wallet)

(shown in IOS Wallet)

COVID-19 digital certificate



(shown on a Medicare online account through myGov)

(shown as a printed copy)

Immunisation history statement - fully vaccinated

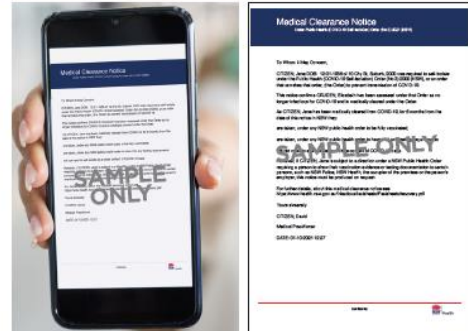


(shown digitally)

(shown as a printed copy)

Medical exemption

COVID-19 medical clearance notice



(shown as a digital pdf)

(shown as a printed copy)

COVID-19 medical exemption form



(shown as a printed copy. Must be signed by a doctor)

Immunisation history statement - medical exemption



(shown digitally)

(shown as a printed copy)

You may be fined \$1,000 if you don't comply.

> HELP NSW STAY COVID SAFE

For more information on COVID-19, visit nsw.gov.au



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).

Capacity for each area of the Club will match the details provided by Club Architects – Altis. Copies of these diagrams and floor maps are retained within our COVID-19 Safety Plan folder. Security complete hourly headcounts to monitor this capacity. Individual areas, restaurants and catering outlets have the maximum number of seats set out prior to opening for customers so that we do not exceed capacity in each individual area. Individual bookings for our restaurants are currently capped at a maximum of 10 pax.

Indoors

Foyer - 53 pax

Business Centre - 20 pax

Jersey Bar - 12 pax

Peninsula Cafe - 14 pax

Chartreuse Lounge - 51 pax

Gaming Floor - 355 pax

Pho/Summer House - 38 pax

La Tratt - 44 pax

The Gallery Suite - 37 pax

Sapphire Ballroom – 200 pax

Conference Room – 46 pax

Horsley Lounge – 131 pax

Horsley Function – 63 pax

Outdoors

Forest Gaming - 278 pax

Bamboo Terrace - 38 pax

Ensure 1.5m physical distancing where possible, including:

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

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

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.

Have 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 when entering the venue). 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 scanning when attending the Club to assist with people congregating outside.

Singing by audiences is not allowed in indoor areas.

Patrons will be reminded of no singing or dancing within the venue. No dancefloors are currently in place. Staff and Security will constantly monitor for patrons standing and drinking – they will be asked to take a seat.

Ventilation

Review the 'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://www.nsw.gov.au) and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

We will follow the guidance provided to us to ensure that our Air Conditioning system is running at an optimal setting with as much fresh air being cycled. System settings were checked prior to the venue reopening.

Use outdoor settings wherever possible.

We shall utilise outdoor settings when it is possible to do so.

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

When possible, windows and doors will be left open to utilise natural ventilation.

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).

We shall work with our third party air conditioning maintenance team to have the system working at the most optimal setting.

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

We have a positive working relationship with our air conditioning maintenance provider. There is regular scheduled preventative maintenance completed and the team are readily available for support when required.

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

Fairfield RSL will work with our third party air conditioning provider to ensure that we have our air conditioning working at an optimal level to improve the quality of our air. We have the system set up to utilise return air.

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.

Face masks will be mandatory for all staff, contractors and customers when onsite (except for when eating or drinking or; when patrons are outdoors or; when staff are working in offices). Appropriate certification should be carried by those with a medical exemption that allows them not to wear a face mask.

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 good 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 to ensure they are clean and have enough stock.

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 whilst the venue is trading. All table settings in each of our dining outlets are cleaned using trifecta and disposable cleaning cloths during service.

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.

Anyone entering the premises must sign in using the Service NSW COVID-Safe Check In. This is via the QR code and their smart phone. For those that are unable to use this system, we will assist them by using the Service NSW web form for Fairfield RSL by using our all in one sign in system. If electronic methods are not working (black out, telecommunications issue, Service NSW outage etc.) then we will use written records.

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.

Our venue operates just the one entry point. It is staffed to ensure that all patrons, contractors and staff are signing in prior to entering the venue. We have multiple bollards lined up to the entry of the Club that have the QR code available to scan. The QR Code and vaccination certificate are checked prior to patrons entering the premises.

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.

For those that are unable to use this QR Code system, we will assist them by using the Service NSW web form for Fairfield RSL on our all in one sign in system. If electronic methods are not working (black out, telecommunications issue, Service NSW outage etc.) then we will use written records. These records will be transferred to an electronic record (such as excel) and stored for the required 28 days.

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.

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. A Separate QR Code and Safety Plan has been set up for our Staff Gym.

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

Yes.