

> HELPING BUSINESS GET BACK TO WORK



COVID-19 Safety Plan

Effective 1 July 2020



Restaurants and cafes (including food courts)

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS

Business name: Springwood United Football Club

Plan completed by: Agnes Zalan – Canteen Manager

Approved by: Peter Dempsey - Chairman

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

REQUIREMENTS	ACTIONS
<p>Wellbeing of staff and customers</p> <p>Exclude staff and customers who are unwell from the premises.</p>	<p>Before participating in any football activity, we have advised all players, team officials, parents/carers and other club members they must not attend training or matches, if in the past 14 days if they have:</p> <ul style="list-style-type: none"> - been unwell or had any flu-like symptoms, or - been in contact with a known or suspected case of COVID-19, or - any sudden loss of smell or loss of taste, or - are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions. <p>We have advised that they should check the NSW Government website for advice regarding the full list of symptoms associated with COVID-19 infection: https://www.nsw.gov.au/covid-19/symptoms-and-testing</p>
<p>Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.</p>	<p>We have worked with Football NSW to promote and encourage the use of the following resources and websites in order to obtain accurate information:</p> <p>Australian Government Department of Health: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert</p>

	<p>NSW Government Department of Health: https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx World Health Organisation: https://www.who.int/ Australian Institute of Sport: https://ais.gov.au/health-wellbeing/covid-19 Sport Australia: https://www.sportaus.gov.au/</p> <p>Similarly, we have promoted the range of COVID-19 “campaign resources’ produced by the Federal Government, including posters outlining hygiene practices (e.g. promoting thorough hand washing) found at:</p> <p>https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources</p>
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Whilst our club’s workforce are volunteers, we have made them aware of the above-mentioned symptoms and stipulated that they should stay away from the club and self-isolate in the event that they experience any symptoms.
Display conditions of entry (website, social media, venue entry).	<p>We will display posters, distribute and “share” information about COVID-19 across our digital channels and at appropriate locations around our club house and venue.</p> <p>Where appropriate, we will identify and address potential language, cultural and disability barriers associated with communicating COVID-19 information to players, members and other stakeholders.</p> <p>In conjunction with our state governing body, Football NSW, we have developed and promoted amongst our members and stakeholders, a range of resources on COVID-19. These can be downloaded here:</p>
REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed one customer per 4 square metres of space.	<p>Maximum number of staff inside the canteen:</p> <ul style="list-style-type: none"> - 1 Canteen Manager - 2 volunteers
If the premises hosts events such as weddings and/or has an area for dancing, ensure there is adequate room to promote physical distancing. Develop strategies to avoid crowding and to ensure people do not take alcoholic drinks onto the dancefloor. Dancefloors at weddings must be restricted to the wedding couple and wedding party only.	Not applicable
Ensure no more than 20 customers at a table.	Not applicable
Reduce contact between customer groups wherever possible.	Not applicable
Move or remove tables and seating to support 1.5 metres of physical distance wherever possible. Household or other close contacts are not required to physically distance.	Not applicable
Reduce crowding and promote physical distancing with markers on the floor where people are asked to queue, such as at the bar.	Queuing system is in place in front of the canteen / kiosk with 1.5 social distancing enforced via signage on the ground.
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.	Volunteer server positions are marked on the ground in front of the counter at 1.5metres apart.

Alcohol can only be consumed by seated customers.	Not applicable
Where reasonably practical, stagger start times and breaks for staff members.	Not applicable Volunteers are rostered on for specific timeframes, there is no overlap between volunteering shift.
Consider physical barriers such as plexiglass around counters with high volume interactions with customers.	
Review regular deliveries and request contactless delivery / invoicing where practical.	Payment for deliveries are set up on an invoice bases. No Cash on Deliveries
Introduce strategies to manage gatherings that may occur outside the premises.	The Springwood United Football Club is enforcing a 1 spectator per player rule. Patrons are discouraged to gather in front of the canteen by signage and the queuing system in place.
Physical distancing	
High energy dance, as well as singing and wind instruments, can spread COVID-19 if a participant is infected. Additional planning around these activities should be undertaken from a work health and safety perspective, including ensuring 3 metres distance from the audience.	Not applicable

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	We will wipe down key spaces, surfaces and objects (such as benchtops, door handles, team benches, keys etc regularly). Further we will: <ul style="list-style-type: none"> - Promote and provide hand washing guidance to all participants and volunteers (http://www.who.int/gpsc/clean_hands_protection/en/); - Promote regular and thorough hand washing by volunteers and participants; - Provide sanitising hand rub within the venue and refill regularly; - Replace/refill soap in toilets regularly; - Place bins around the venue.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	We will: Refill soap in toilets regularly. Refill paper towel dispensers in toilets when required. Place bins around the venue.
Reduce the number of surfaces touched by customers wherever possible.	We will use signage to remind patrons. Canteen counter surface will be cleaned regularly with disinfectant.
No self-serve buffet style food service areas, communal bar snacks, communal condiments, or hookahs.	There is no self-serve style service at the Canteen. All items are packaged and served by the Canteen Manager / Food Safety Supervisor. Gloves are used when handling food for packaging.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	Not applicable Serving cutlery is cleaned in boiling water and detergent.

Menus should be laminated (clean between use), displayed or be single use. Place takeaway menus outside the venue where possible.	No applicable
Clean frequently used indoor hard surface areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	Antibacterial wipes and cleaning detergent is available. Surfaces are cleaned periodically by Canteen Manager
Maintain disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions.	We will store sanitisers, disinfectant solutions and detergents appropriately and use in accordance with the manufacturer's instructions.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	We will encourage volunteers and staff to wear gloves when cleaning and wash their hands thoroughly before and after with soap and water.
Encourage contactless payment options.	We will encourage appropriate food/beverage and cash handling arrangements are in place including the use of correct monetary value to minimise contact and where possible, we encourage contactless electronic payment.

REQUIREMENTS	ACTIONS
Record keeping	
Keep name and mobile number or email address for all staff, dine-in customers (excluding food courts) and contractors for a period of at least 28 days. For groups, one contact is sufficient to support contact tracing. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	All players, coaches, team officials, match officials and volunteers are required to register and provide contact details through Football Federation Australia's National online registration system - PlayFootball. All fixtures are administered through an online Competition Management System (CMS). If required the Competition Administrator can identify which clubs, specific teams, players, team officials and match officials participated in any given fixture. The CMS is also complemented by team sheets. For the purposes of contact tracing, accompanying parents/spectators will be able to be contacted through the relevant players' mandatory online registration. All supporters in attendance will be recorded on a sheet to be submitted to the Club Secretary. All Committee will record their arrival and departure time on the relevant sheet in the clubhouse to be kept on record. We have encouraged all participants to download the COVIDSafe App.
Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.	So as to further aid the fight against COVID-19, Football NSW supports the Australian Government's COVIDSafe app and has strongly encouraged all members of the football community to get behind this initiative. We have encouraged members of our club to download the app from the Apple App store and Google Play.
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.	We commit to cooperate fully with NSW Health if contacted in relation to a positive case of COVID-19 and notify SafeWork NSW on 13 10 50.