

**> BE COVID SAFE.  
HELP NSW 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	Foy Kirribilli
Business location (town, suburb or postcode)	Kirribilli 2061
Completed by	Damian Bryant
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Effective date	7 December 2020
Date completed	

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### Wellbeing of staff and customers

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

Staff who are unwell are actively encouraged not to come to work, patrons who are unwell are advised not to attend the venue and are asked when signing in if they are displaying symptoms.

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.

'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)

noted

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

All staff are aware of their entitlements of leave and are encouraged not to come to work and to isolate.

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

Conditions of entry are displayed around the venue and on our social media and website.

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.

The identified Safe Hygiene Marshal/s must always be present when there are more than 250 patrons at the venue. If there are less than 250 patrons at the venue, it is recommended that the identified Safe Hygiene Marshal/s should be present during peak operational hours (during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods).

COVID Marshal is on site during peak times

**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.**

Only one area in venue.

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## **Physical distancing**

**Capacity must not exceed one customer per 2 square metres of publicly accessible space. The density limit does not apply if there are 25 customers or less at the premises. Children count towards the capacity limit.**

Capacity will not exceed the legal limit, tables have been removed to ensure this.

**Capacity on dancefloors must not exceed one person per 4 square metres to a maximum of 50 people indoors, or 500 people outdoors. Capacity at nightclubs must not exceed one person per 4 square metres, with a maximum of 50 people on any dancefloor.**

No dance floor

**Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for this event.**

COVID plan for events is in place and used when applicable.

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

This will be enforced wherever possible.

**Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as bars, toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable.**

Distancing will be enforced where appropriate

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

Floors are marked with distancing stickers

**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 are encouraged to distance wherever possible.

**Ensure gaming machines and gaming tables are spaced out to support 1.5 metres physical distance between players, where practical.**

No gaming

**In indoor areas, alcohol can only be consumed by seated customers. Alcohol should not be taken onto dancefloors.**

This will be enforced.

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

Staff will go on breaks separately

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

Noted

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

Contactless deliveries are in place

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

noted

**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.**

No such things in use

**Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forwards and not towards each other, have physical distancing of 1.5**

metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.

n./a

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

3 x new foam hand sanitisers have been installed upstairs and downstairs and instant sanitiser is readily available.

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

All are readily available in Foys and checked regularly. It is part of our cleaning roster.

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

minimal surfaces need to be touched by patrons

### **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.**

Any table settings are removed between groups and are not left on the table.

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

Both are used. Then cutlery placed into sleeves.

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

Single use menus in place

### **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.**

Cleaning rosters are in place and signed off by staff hourly

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

All disinfectants are of proper grade and used appropriately

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

All staff wash hands very frequently, sanitiser is also used in bottle and foam dispensers

**Encourage contactless payment options.**

Contactless payment only

**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).**

Doors will remain open when possible

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## **Record keeping**

Keep a 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. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

*Note: 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.*

All customers are required to sign in and details are kept electronically

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](http://nsw.gov.au)**

All records are kept

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

All staff are aware.

**All venues must register their business through [nsw.gov.au](http://nsw.gov.au).**

Business is registered

**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.**

Noted

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

Yes