

**> 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	Foys Kirribilli & Flying Bear Cafe
Business location (town, suburb or postcode)	Kirribilli
Completed by	Damian Bryant
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Effective date	12 February 2021
Date completed	16 February 2021

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.

If there are more than 250 people on the premises, a staff member must be assigned 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.

In Greater Sydney, if the premises has more than one separate area, a staff member must be assigned as a COVID-19 Safe Hygiene Marshal in each separate area on the premises if there are more than 250 persons in the area. Outside of Greater Sydney, consider assigning a COVID-19 Safe Hygiene Marshal to each separate area if there are more than 250 persons in the area.

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

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Noted

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.

Noted

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

Noted

Physical distancing

Capacity must not exceed one customer per 2 square metres of publicly accessible space. There can be up to 25 customers at the premises before the square metre rule applies. Children count towards the capacity limit.

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

Cafe - 46pax

Main diner - 110pax

Balcony - 28pax

In indoor areas, alcohol should only be consumed by seated patrons. There should be no dancefloors, including in nightclubs.

No dance floor present and patrons will remain seated where possible.

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

This will be enforced wherever possible.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as bars, toilets and entrance and exit points**
- **between people using gaming machines and gaming tables**
- **between seated groups**
- **between staff.**

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.

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

Breaks for staff will be staggered

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 delivery is in place wherever possible

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.

n/a

No more than 5 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate in singing or chanting.

n/a

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 venue 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 in venue and all surfaces are cleaned very regularly

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 is encouraged as much as possible

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).

noted

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 using the NSW Government

QR code system. 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. 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

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.

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