

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**

Your COVID-19 Safety Plan

Hospitality

Business details

Business name	GRAIN STORE NEWCASTLE
Business location (town, suburb or postcode)	NEWCASTLE EAST
Select your business type	
Restaurant and cafes	
Completed by	Corey Crooks
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Effective date	11 October 2021
Date completed	8 October 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Agree

Yes

Tell us how you will do this

This will be actioned by the symptom screening upon entry, Clear signage displayed & SMS

confirmation when booking is reconfirmed. ALL staff has been made aware of the required

actions. We have also have contactless temperature checks for any who show any signs of being unwell.

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.

Agree

Yes

Tell us how you will do this

Meeting conducted and advice has been given. Additionally, staff have completed a non-compulsory 'Covid-19 Awareness for Food Service' via NSW Gov online portal.

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

Agree

Yes

Tell us how you will do this

Clearly displayed at our entry & also digitally on our website.

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, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.

Agree

Yes

Tell us how you will do this

Information is clearly displayed in multiple locations at entry. Staff trained in what is an acceptable proof of vaccination/ medical exemption. All Staff provided their personal vaccination status to meet the requirements.

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

Note: This does not apply to a person aged under 16 who is on the premises to carry out work.

Agree

Yes

Tell us how you will do this

Without question.

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).

Note: This does not include a vessel used for commercial tours for scuba diving, snorkelling or marine animal watching if there are less than 50 persons on the vessel.

Agree

Yes

Tell us how you will do this

Venue predominantly occupied via bookings. We have digital counting systems in place to ensure our capacity will never exceed our 4 square meter pax of 92.

Our online booking system has been adjusted to ensure the maximum booking size is limited to 20pax.

Ensure 1.5m physical distancing where possible, including:

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

Agree

Yes

Tell us how you will do this

We have altered our floorplan to ensure compliance, customers are advised not to move furniture without gaining staff approval. Physical distance floor markings are in place at service areas and external entry point where any potential queues could occur.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

This is in place at service areas, customers are also advised if a distance marker is not available to use then they must wait. The advice is also given to have one person order for the table where it is possible to avoid gatherings at the counter.

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

Agree

Yes

Tell us how you will do this

Staff to monitor any external lingering customers after leaving the venue. We will immediately advise the groups they must move on and maintain social distancing.

Distance markers have been placed on the footpath to provide guidance if we ever have group bookings arriving together.

We also have staggered booking times for guests to try and eliminate the arrival of groups on mass

Singing and dancing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

Clear signage is displayed in regards to being seated. (Also listed in our conditions of Entry) We do not have any audience singing. Dancing is not something we ever have in the venue.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

We have a policy of keeping the front entry door open at all times possible. Also, we have a consultation process happening with our Air Conditioning technician in regards to

bringing in additional mechanical fresh air. (Additionally we have increased the filter cleaning schedule on all AC units)

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Unfortunately, we have zero outside areas.

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

Agree

Yes

Tell us how you will do this

We have a policy of keeping the front entry door open at all times possible. Also, we have a consultation process happening with our Air Conditioning technician in regards to bringing in additional mechanical fresh air. (Additionally, we have increased the filter cleaning schedule on all AC units)

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).

Agree

Yes

Tell us how you will do this

We have a policy of keeping the front entry door open at all times possible. Also, we have a consultation process happening with our Air Conditioning technician in regards to bringing in additional mechanical fresh air. (Additionally, we have increased the filter cleaning schedule on all AC units)

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

Agree

Yes

Tell us how you will do this

We have a policy of keeping the front entry door open at all times possible. Also, we have a consultation process happening with our Air Conditioning technician in regards to bringing in additional mechanical fresh air. (Additionally, we have increased the filter cleaning schedule on all AC units)

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

Agree

Yes

Tell us how you will do this

We have a policy of keeping the front entry door open at all times possible. Also, we have a consultation process happening with our Air Conditioning technician in regards to bringing in additional mechanical fresh air. (Additionally, we have increased the filter cleaning schedule on all AC units)

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.

Agree

Yes

Tell us how you will do this

Staff are aware of their responsibilities and clear signage and directions are provided to customers to wear masks when not eating/drinking.

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

Agree

Yes

Tell us how you will do this

A permanent plumbed in hand basin has been installed at the entry and alcohol-based hand sanitiser stations are located in multiple locations throughout the venue

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

Agree

Yes

Tell us how you will do this

At all times.

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.

Agree

Yes

Tell us how you will do this

Thorough table cleaning is conducted between guests' sittings. Cleaning schedules in place for high-touch areas such as door handles. Any pens used by customers are sanitised between use.

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.

Agree

Yes

Tell us how you will do this

Multiple QR codes are clearly displayed on the external wall of our entry and also at the internal entry point.

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.

Agree

Yes

Tell us how you will do this

The green tick must be shown to staff before being seated at a table.

Multiple QR codes are clearly displayed on the external wall of our entry and also at the internal entry point. We have a PC with direct access to our internal Check-in portal available for any customers who cannot use QR codes.

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.

Agree

Yes

Tell us how you will do this

We have a PC with direct access to our internal Check-in portal available for any customers who cannot use QR codes.

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.

Agree

Yes

Tell us how you will do this

NA

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

Yes