

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



## Your COVID-19 Safety Plan

### Hospitality

#### Business details

Business name	Gosford City Bowl
Business location (town, suburb or postcode)	Wyoming
Select your business type	
Restaurant and cafes	
Completed by	David Brooker
Email address	<u><a href="mailto:dave@interbowl.com.au">dave@interbowl.com.au</a></u>
Effective date	1 November 2021
Date completed	8 November 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

If any staff or customer develops symptoms at work such as fever, cough, sore throat or shortness of breath, they will be asked to seek medical advice. They should not be at the workplace and will be asked to leave the venue.

**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**

All staff will be provided with training on the COVID-19 processes and procedures that have been put in place and must undergo this training before being rostered on for any shifts. Training includes awareness of the symptoms of COVID-19, physical distancing and hygiene measures including cleaning procedures.

**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**

Signs regarding the conditions of entry will be displayed clearly at the venue entrance. Information will also be displayed on our website, social media sites and inside the venue including at information desks and other prominent areas within the venue such as cafe, bathrooms etc. Conditions of entry will be emailed to any league members social customers or groups that request it.

**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. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

**Note: This requirement applies at hospitality venues, gaming lounges, nightclubs, strip clubs, and premises at which a significant event is being held, other than a small funeral or memorial service or small wedding service.**

**Agree**

Yes

**Tell us how you will do this**

All staff are fully vaccinated against Covid-19. All customers 16yrs and over will be required to show certificate of full Covid-19 vaccination upon entry.

**People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household at higher risk premises including most hospitality venues.**

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

**Note: Higher risk premises and hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.**

**Agree**

Yes

**Tell us how you will do this**

All staff are fully vaccinated against Covid-19. All customers 16yrs and over will be required to show certificate of full Covid-19 vaccination upon entry.

---

## **Physical distancing**

**Capacity must not exceed one person per 2 square metres of space of the premises.**

**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**

The capacity for indoor recreational is subject to one person per 2 square metres. This will be strictly enforced. We have set a limit of 200 patrons in our centre. Participants will be limited to a maximum of 8 people per pair of lanes. Lane bookings will be capped at a maximum of 20 people and will be spread across lanes to maintain social distancing. The tables in the centre will be spaced at least 1.5m apart and there will be limited seating at each table.

**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**

Physical distancing will be encouraged throughout the venue. Lane bookings will be capped at a maximum of 20 people and will be spread across lanes to maintain social distancing. All tables will be spaced out with limited chairs available to maintain physical distancing. Markers or decals will be displayed on the floor to ensure social distancing is maintained when queuing.

**Avoid congestion of people in specific areas where possible.**

Agree

Yes

**Tell us how you will do this**

Markers or decals will be displayed on the floor to ensure social distancing is maintained.

**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**

We will encourage all customers not to linger inside or outside our Centre by being

encouraged to leave as soon as their games are completed.

---

## 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**

Where possible ventilation will be increased, air conditioning filters will be cleaned regularly.

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Not Applicable

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

**Agree**

Yes

**Tell us how you will do this**

Where possible ventilation will be increased, air conditioning filters will be cleaned regularly.

**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**

Where possible ventilation will be increased, air conditioning filters will be cleaned

regularly.

**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**

Where possible ventilation will be increased, air conditioning filters will be cleaned regularly.

**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**

Where possible ventilation will be increased, air conditioning filters will be cleaned regularly.

## **Hygiene and cleaning**

**Face masks must be worn by staff and customers in indoor areas, and by public facing staff in outdoor areas of hospitality venues, unless exempt.**

**Note: Hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.**

**Agree**

Yes

**Tell us how you will do this**

All staff and customers 12yrs and over will be required to wear a mask whilst in the venue. They will only be able to remove their mask whilst bowling, seated eating or drinking.

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

**Agree**

Yes

**Tell us how you will do this**

Alcohol-based hand sanitiser will be provided upon entry and in appropriate locations. Good hygiene requires everyone to cover their coughs and sneezes with their elbow or a clean tissue, avoid touching their face, dispose of tissues hygienically and have no intentional physical contact e.g. shaking hands. Staff will be informed of Workplace hygiene standards that are expected when utilising common areas.

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

**Agree**

Yes

**Tell us how you will do this**

Cleaning roster has been established for staff to ensure bathrooms are well stocked at all times. Bathroom facilities will have adequate supplies of toilet paper, soap, water and hand drying facilities. Workers and visitors will be directed to practice good hygiene. This includes regular hand washing with soap and water for at least 20 seconds. Bathrooms have signage with correct hand washing procedures.

**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**

Cleaning schedules for each shift have been developed with a focus on high touch areas. Balls, seating, shoes players areas and tables are cleaned after each group.

---

## 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**

We are utilizing the Service NSW QR Covid check-in facility. All customers and staff are required to sign in upon entry.

**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**

All Customers will be asked to show their checking "tick" QR codes are displayed in various locations at the entry and around the venue.

**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**

If someone can't QR check-in we will take details and we will keep records for at least 28



days.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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**

We have a Covid Safety plan for the main business also.

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

Yes