

Checklist for COVID-19 Safety in NSW Pubs, Clubs, Small Bars, Cellar Doors, Breweries and Distilleries

Businesses have an obligation to comply with the current Public Health Orders in relation to the COVID-19 pandemic, but must also manage risks (including COVID-19) to staff and other people in accordance with the *Work Health and Safety Act 2011*. Businesses should develop a COVID-19 Safety Plan based on this checklist that sets out the specific, tailored measures that will be applied at that premises or workplace. Note: this does not limit an employer's work, health and safety obligations.

The COVID-19 Safety Plan should address the following matters relating to well-being of staff and customers:

- Exclusion.** Staff and customers who are unwell should be excluded, even if they only have mild symptoms.
- Advice.** Advise staff who have respiratory symptoms or fever to be immediately tested for COVID-19 and remain in isolation at home until they have received their result. Ensure staff are aware of their leave entitlements if they are sick or required to self-quarantine.
- Conditions on entry.** Ensure clear display of the conditions of entry on public platforms, including on the website, social media platforms and at the venue entrance.
- Staff training.** Provide appropriate staff training in relation to staying away from work when sick, physical distancing, cleaning requirements and managing sick customers.

The COVID-19 Safety Plan should address the following matters relating to physical distancing:

- Capacity.** The number of people should not exceed 50 people, or one person per 4 square metres in a seated table service area, whichever is the lesser. A venue may have multiple seated table service areas. There should be no more than 10 people sharing a table.
- Physical environment.** Where practical, use separate doors for entry and exit, separate customer order and collection points, reduce service to table service only, and implement the use of contactless ordering to reduce the movement of customers and the number of surfaces touched.
- Seating.** Move or remove tables and seating as required, including in waiting areas for takeaway services, to support 1.5 metres of physical distance. Members of the same household are not required to physically distance. It may be difficult to maintain physical distance for bar or counter seating, and so venues may wish to manage this risk by not using these spaces for table service areas.
- Crowding.** Require physical distancing with markers on the floor in areas where people are asked to queue.
- Service of alcohol.** Alcohol should only be consumed by customers whilst seated.
- Gaming machines.** Venues should ensure appropriate physical distancing between gaming machines as required to ensure physical distancing. Customers using gaming machines are included in the maximum capacity limit of each seated table service area, and customers from different seated table service areas should not co-mingle.
- Tours.** Tours of wineries, breweries and distilleries should have no more than 10 people per group.

- **Work stations.** Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks) and assign workers to specific work stations. Distance cashier terminals and establishing processes so front of house workers can collect food without entering the food preparation area.
- **Meetings.** Use telephone or video for essential meetings where practical.
- **Start times.** Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.
- **Physical barriers.** Consider using physical barriers where practical, such as plexiglass around counters involving high volume interactions with customers.
- **Deliveries.** Review regular deliveries and request contactless delivery and invoicing where practical.
- **Crowd control.** Have strategies in place to manage gatherings that may occur immediately outside the premises.
- **Courtesy buses.** Drivers of courtesy vehicles operated by the venue should take measures to minimise close contact between drivers and passengers.

The COVID-19 Safety Plan should address the following matters relating to hygiene and cleaning:

- **Hygiene facilities.** Ensure good hand hygiene facilities are available, including at venue entry and exit, and promote hand hygiene by staff.
- **Bathrooms.** Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.
- **Communal food items.** Remove any self-serve buffet style food service areas, communal bar snacks, and communal condiments.
- **Cutlery.** Cutlery and single use items such as straws and napkins should not be stored in communal areas. Non-disposable cutlery and tableware is permitted when washed using a commercial grade dishwasher and glasswasher. Otherwise, single use cutlery is suggested. Dispose of single use items immediately once customers have finished with them.
- **Menus.** Menus should be laminated, displayed or be single use. Staff should clean laminated menus between customers, and takeaway menus should be placed outside the venue.
- **Live music.** There are measures that can mitigate the risks associated with live music. For example, group singing or reedless woodwind instruments are higher risk and should be excluded, and solo singers should maintain at least 3 metres physical distance from other people whilst singing.
- **Cleaning.** Clean frequently touched areas and surfaces several times per day with a detergent or disinfectant solution or wipe. This includes electronic gaming machines, EFTPOS equipment, elevator buttons, handrails, countertops, door knobs, and sinks. Clean down table and chair hard furnishings, and any sugar, salt or pepper items, between customers with a detergent or disinfectant solution or wipe. Ensure any other areas frequented by staff or customers are cleaned at least daily with detergent or disinfectant. Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

- **Gloves.** Workers are to wear gloves when cleaning and wash hands thoroughly before and after with soap.
- **Cash.** Limit the use of cash transactions by encouraging contactless payment options.
- **Children's play areas.** Any children's play area surfaces and equipment should be cleaned at least daily with detergent or disinfectant. If this is not practical, e.g. indoor ball pits, the play area should remain closed.
- **Closed facilities.** Any premises currently closed under the public health orders, e.g. cinemas and gyms, should remain closed.

The COVID-19 Safety Plan should address the following matters relating to record keeping:

- **Records of staff and others.** Have processes in place, where reasonably practical, to keep a record of name and a mobile number or email address for all staff, customers and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.
- **COVIDSafe app.** Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required. The Commonwealth Privacy Act 1988 must be complied with in relation to the COVIDSafe app.