COVID-19

> HELPING BUSINESS GET BACK TO WORK

NSW GOVERNMENT

23 July 2020

COVID-19 Safety Plan

Effective 24 July 2020

Conferences, functions and corporate events

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your attendees that they can safely visit your business. You may need to update the plan in the future, as restrictions or advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to **nsw.gov.au**

BUSINESS DETAILS	
Business name:	NOAH'S on the beach - Ballroom
Plan completed by:	Management Team
Approved by:	Debera Mackenzie

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your attendees and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and attendees	
Exclude staff and attendees who are unwell from the premises.	Signage is displayed throughout the hotel for guests, contractors and staff advising if you are unwell you must leave the hotel. If any staff or a patron appear unwell we will ask them if they are unwell and take their temperature. If they are unwell they will be asked to leave the hotel. All staff have their temperature taken at the start of each shift.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Information has been distributed to our team via their newsletter and they are reminded by signage at the hotel. We have also trained staff as the conditions change and provided online training programs.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Information has been distributed to our team via their newsletter
Display conditions of entry (website, social media, venue entry).	Conditions of entry are displayed at entry points in hotel, on our website, online listings and confirmations

Wellbeing of staff and attendees	
Consider including arrangements and options for virtual attendance, such as a live stream, for high-risk people.	Work at home arrangements have been considered and implemented when needed
If you are serving alcohol at your function or conference, consider ways to encourage responsible use, such as limiting bar tabs or drink packages.	RSA is always adhered to at the hotel and re-considered regularly by the Management Team

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed one person per 4 square metres of space (excluding staff). Corporate events cannot exceed 150 people.	Maximum Capacity for the Ballroom is 88. We will adhere to 1 person per 4 sq metres of space
For conferences, consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.	We will recommend this to all functions where possible and have signage displayed advising people must remain seated as much as possible
For functions or corporate events, consider allocated seating and ensuring people remain seated as much as possible, to minimise mingling between seated groups. Ensure no more than 10 people at a table.	We will encourage this to all functions and have signage displayed advising people must remain seated as much as possible. We will only seat a maximum of 10 people at any one table
Seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance.	All our seating/tables will be separated by 1.5 metres. Additional space will be set at a table if required for physical distancing where guests are not household or close contacts.
If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.	We will recommend this to all functions and take this into consideration with our own events
Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.	We will focus on managing crowding and have markers on all floors where queues will form eg bars
Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.	We will consider each event and minimise mingling and make recommendations on this to all functions. We will monitor mingling at the function
Ensure alcohol at any event is only served to and consumed by seated attendees.	We will only serve alcohol to seated attendees who must remain seated whilst they drink.
Group singing or chanting is particularly high risk and so should continue to be avoided.	We will advise groups that there must be no singing at functions
Dancefloors are not permitted (except for the wedding couple at a wedding).	We will not have dance floors at functions and only allow the bride and groom to dance at a wedding

Physical distancing	
Promote online ticket purchasing and electronic ticket checking were possible. Consider whether conference or function registration and information packs can be provided online, such as through an app or via post.	We will recommend this to all functions
Consider presenting conference posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.	We will recommend this to all functions
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.	We will ensure that staff maintain 1.5 metres distancing where possible
Use telephone or video for essential staff meetings where practical.	We will undertake essential staff meetings where practical by telephone or video
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	Where possible we will stagger start times and breaks for staff
Review regular deliveries and request contactless delivery and invoicing where practical.	We have requested contactless delivery and invoicing when practical
Have strategies in place to manage gatherings that may occur immediately outside the premises.	We discourage gatherings immediately outside of our premises and monitor this during events to ensure RSA and avoid unacceptable noise and disturbance
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.	If needed we would liaise with public transport
Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.	We provide complimentary parking to guests on site however cannot guarantee availability

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand hygiene is promoted on signage throughout the hotel and to staff in newsletters and on signage
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	All bathrooms are well stocked with soap and air dryers/paper towels. Sanitiser is readily available in public areas
Have hand sanitiser at key points around the facility, such as entry and exit points.	Hand sanitiser is widely available at the hotel particularly in entry and exit points. Signage requests guests utilise these facilities

Hygiene and cleaning	
Avoid self-serve or buffet-style food service.	We will not provide buffet food service. For tea/coffee machine, we will provide sanitiser and regularly clean the area. If a share item is required tongs will be provided.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	Cutlery and tableware is all washed in a commercial grade dishwasher
Menus should be laminated (clean between use), displayed or be single use.	Menus are laminated and sanitised following each use. Single use menus may also be utilised for groups.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	All frequently used indoor hard surface areas are cleaned with detergent at least daily and sanitised at least daily. Frequently touched areas and surfaces are cleaned frequently.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.	Disinfectant is used as per instructions provided by Castle Chemicals
Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.	All public areas are cleaned at least daily and sanitised at least twice daily. Tables are sanitised after each guest and function room touch points after each event. Sanitiser is available in room for patrons use.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Cleaning staff wear goves, all staff use good hand hygiene regularly. This is monitored by management.
Encourage contactless payment options.	We have signage asking guests to pay by contactless credit card only and encourage this method of payment

REQUIREMENTS	ACTIONS
Record keeping	
Keep a digitised record of name and a contact number for all staff, attendees 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.	We are collecting all attendees and contractors names and contacts digitally in myguestlist and they are stored securely in these systems and will only be used for tracing. Our front office can generate databases of contacts for any given day on request.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	We encourage our team and guests to download the covidsafe app and will continue to do so
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.	If we were to be contacted by NSW Health regarding a positive case of COVID19 at NOAH'S we would cooperate with them and notify SafeWork NSW on 131050.

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BUSINESS DETAILS	
Business name:	NOAH'S on the beach - Boardroom
Plan completed by:	Management Team
Approved by:	Debera Mackenzie

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your attendees and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and attendees	
Exclude staff and attendees who are unwell from the premises.	Signage is displayed throughout the hotel for guests, contractors and staff advising if you are unwell you must leave the hotel. If any staff or a patron appear unwell we will ask them if they are unwell and take their temperature. If they are unwell they will be asked to leave the hotel. All staff have their temperature taken at the start of each shift.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Information has been distributed to our team via their newsletter and they are reminded by signage at the hotel. We have also trained staff as the conditions change and provided online training programs.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Information has been distributed to our team via their newsletter
Display conditions of entry (website, social media, venue entry).	Conditions of entry are displayed at entry points in hotel, on our website, online listings and confirmations

Wellbeing of staff and attendees	
Consider including arrangements and options for virtual attendance, such as a live stream, for high-risk people.	Work at home arrangements have been considered and implemented when needed
If you are serving alcohol at your function or conference, consider ways to encourage responsible use, such as limiting bar tabs or drink packages.	RSA is always adhered to at the hotel and re-considered regularly by the Management Team

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed one person per 4 square metres of space (excluding staff). Corporate events cannot exceed 150 people.	Maximum Capacity for the Board Room is 10. We will adhere to 1 person per 4 sq metres of space
For conferences, consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.	We will recommend this to all functions where possible and have signage displayed advising people must remain seated as much as possible
For functions or corporate events, consider allocated seating and ensuring people remain seated as much as possible, to minimise mingling between seated groups. Ensure no more than 10 people at a table.	We will encourage this to all functions and have signage displayed advising people must remain seated as much as possible. We will only seat a maximum of 10 people at any one table
Seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance.	All our seating/tables will be separated by 1.5 metres. Additional space will be set at a table if required for physical distancing where guests are not household or close contacts.
If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.	We will recommend this to all functions and take this into consideration with our own events
Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.	We will focus on managing crowding and have markers on all floors where queues will form eg bars
Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.	We will consider each event and minimise mingling and make recommendations on this to all functions. We will monitor mingling at the function
Ensure alcohol at any event is only served to and consumed by seated attendees.	We will only serve alcohol to seated attendees who must remain seated whilst they drink.
Group singing or chanting is particularly high risk and so should continue to be avoided.	We will advise groups that there must be no singing at functions
Dancefloors are not permitted (except for the wedding couple at a wedding).	We will not have dance floors at functions and only allow the bride and groom to dance at a wedding

Physical distancing	
Promote online ticket purchasing and electronic ticket checking were possible. Consider whether conference or function registration and information packs can be provided online, such as through an app or via post.	We will recommend this to all functions
Consider presenting conference posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.	We will recommend this to all functions
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.	We will ensure that staff maintain 1.5 metres distancing where possible
Use telephone or video for essential staff meetings where practical.	We will undertake essential staff meetings where practical by telephone or video
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	Where possible we will stagger start times and breaks for staff
Review regular deliveries and request contactless delivery and invoicing where practical.	We have requested contactless delivery and invoicing when practical
Have strategies in place to manage gatherings that may occur immediately outside the premises.	We discourage gatherings immediately outside of our premises and monitor this during events to ensure RSA and avoid unacceptable noise and disturbance
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.	If needed we would liaise with public transport
Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.	We provide complimentary parking to guests on site however cannot guarantee availability

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand hygiene is promoted on signage throughout the hotel and to staff in newsletters and on signage
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	All bathrooms are well stocked with soap and air dryers/paper towels. Sanitiser is readily available in public areas
Have hand sanitiser at key points around the facility, such as entry and exit points.	Hand sanitiser is widely available at the hotel particularly in entry and exit points. Signage requests guests utilise these facilities

Hygiene and cleaning	
Avoid self-serve or buffet-style food service.	We will not provide buffet food service. For tea/coffee machine, we will provide sanitiser and regularly clean the area. If a share item is required tongs will be provided.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	Cutlery and tableware is all washed in a commercial grade dishwasher
Menus should be laminated (clean between use), displayed or be single use.	Menus are laminated and sanitised following each use. Single use menus may also be utilised for groups.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	All frequently used indoor hard surface areas are cleaned with detergent at least daily and sanitised at least daily. Frequently touched areas and surfaces are cleaned frequently.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.	Disinfectant is used as per instructions provided by Castle Chemicals
Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.	All public areas are cleaned at least daily and sanitised at least twice daily. Tables are sanitised after each guest and function room touch points after each event. Sanitiser is available in room for patrons use.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Cleaning staff wear goves, all staff use good hand hygiene regularly. This is monitored by management.
Encourage contactless payment options.	We have signage asking guests to pay by contactless credit card only and encourage this method of payment

REQUIREMENTS	ACTIONS
Record keeping	
Keep a digitised record of name and a contact number for all staff, attendees 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.	We are collecting all attendees and contractors names and contacts digitally in myguestlist and they are stored securely in these systems and will only be used for tracing. Our front office can generate databases of contacts for any given day on request.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	We encourage our team and guests to download the covidsafe app and will continue to do so
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.	If we were to be contacted by NSW Health regarding a positive case of COVID19 at NOAH'S we would cooperate with them and notify SafeWork NSW on 131050.

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BUSINESS DETAILS	
Business name:	NOAH'S on the beach - Harbour View Room
Plan completed by:	Management Team
Approved by:	Debera Mackenzie

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your attendees and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and attendees	
Exclude staff and attendees who are unwell from the premises.	Signage is displayed throughout the hotel for guests, contractors and staff advising if you are unwell you must leave the hotel. If any staff or a patron appear unwell we will ask them if they are unwell and take their temperature. If they are unwell they will be asked to leave the hotel. All staff have their temperature taken at the start of each shift.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Information has been distributed to our team via their newsletter and they are reminded by signage at the hotel. We have also trained staff as the conditions change and provided online training programs.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Information has been distributed to our team via their newsletter
Display conditions of entry (website, social media, venue entry).	Conditions of entry are displayed at entry points in hotel, on our website, online listings and confirmations

Wellbeing of staff and attendees	
Consider including arrangements and options for virtual attendance, such as a live stream, for high-risk people.	Work at home arrangements have been considered and implemented when needed
If you are serving alcohol at your function or conference, consider ways to encourage responsible use, such as limiting bar tabs or drink packages.	RSA is always adhered to at the hotel and re-considered regularly by the Management Team

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed one person per 4 square metres of space (excluding staff). Corporate events cannot exceed 150 people.	Maximum Capacity for the Board Room is 15. We will adhere to 1 person per 4 sq metres of space
For conferences, consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.	We will recommend this to all functions where possible and have signage displayed advising people must remain seated as much as possible
For functions or corporate events, consider allocated seating and ensuring people remain seated as much as possible, to minimise mingling between seated groups. Ensure no more than 10 people at a table.	We will encourage this to all functions and have signage displayed advising people must remain seated as much as possible. We will only seat a maximum of 10 people at any one table
Seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance.	All our seating/tables will be separated by 1.5 metres. Additional space will be set at a table if required for physical distancing where guests are not household or close contacts.
If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.	We will recommend this to all functions and take this into consideration with our own events
Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.	We will focus on managing crowding and have markers on all floors where queues will form eg bars
Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.	We will consider each event and minimise mingling and make recommendations on this to all functions. We will monitor mingling at the function
Ensure alcohol at any event is only served to and consumed by seated attendees.	We will only serve alcohol to seated attendees who must remain seated whilst they drink.
Group singing or chanting is particularly high risk and so should continue to be avoided.	We will advise groups that there must be no singing at functions
Dancefloors are not permitted (except for the wedding couple at a wedding).	We will not have dance floors at functions and only allow the bride and groom to dance at a wedding

Physical distancing	
Promote online ticket purchasing and electronic ticket checking were possible. Consider whether conference or function registration and information packs can be provided online, such as through an app or via post.	We will recommend this to all functions
Consider presenting conference posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.	We will recommend this to all functions
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.	We will ensure that staff maintain 1.5 metres distancing where possible
Use telephone or video for essential staff meetings where practical.	We will undertake essential staff meetings where practical by telephone or video
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	Where possible we will stagger start times and breaks for staff
Review regular deliveries and request contactless delivery and invoicing where practical.	We have requested contactless delivery and invoicing when practical
Have strategies in place to manage gatherings that may occur immediately outside the premises.	We discourage gatherings immediately outside of our premises and monitor this during events to ensure RSA and avoid unacceptable noise and disturbance
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.	If needed we would liaise with public transport
Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.	We provide complimentary parking to guests on site however cannot guarantee availability

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand hygiene is promoted on signage throughout the hotel and to staff in newsletters and on signage
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	All bathrooms are well stocked with soap and air dryers/paper towels. Sanitiser is readily available in public areas
Have hand sanitiser at key points around the facility, such as entry and exit points.	Hand sanitiser is widely available at the hotel particularly in entry and exit points. Signage requests guests utilise these facilities

Hygiene and cleaning	
Avoid self-serve or buffet-style food service.	We will not provide buffet food service. For tea/coffee machine, we will provide sanitiser and regularly clean the area. If a share item is required tongs will be provided.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	Cutlery and tableware is all washed in a commercial grade dishwasher
Menus should be laminated (clean between use), displayed or be single use.	Menus are laminated and sanitised following each use. Single use menus may also be utilised for groups.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	All frequently used indoor hard surface areas are cleaned with detergent at least daily and sanitised at least daily. Frequently touched areas and surfaces are cleaned frequently.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.	Disinfectant is used as per instructions provided by Castle Chemicals
Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.	All public areas are cleaned at least daily and sanitised at least twice daily. Tables are sanitised after each guest and function room touch points after each event. Sanitiser is available in room for patrons use.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Cleaning staff wear goves, all staff use good hand hygiene regularly. This is monitored by management.
Encourage contactless payment options.	We have signage asking guests to pay by contactless credit card only and encourage this method of payment

REQUIREMENTS	ACTIONS
Record keeping	
Keep a digitised record of name and a contact number for all staff, attendees 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.	We are collecting all attendees and contractors names and contacts digitally in myguestlist and they are stored securely in these systems and will only be used for tracing. Our front office can generate databases of contacts for any given day on request.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	We encourage our team and guests to download the covidsafe app and will continue to do so
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.	If we were to be contacted by NSW Health regarding a positive case of COVID19 at NOAH'S we would cooperate with them and notify SafeWork NSW on 131050.

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BUSINESS DETAILS	
Business name:	NOAH'S on the beach - Pacific East Room
Plan completed by:	Management Team
Approved by:	Debera Mackenzie

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your attendees and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and attendees	
Exclude staff and attendees who are unwell from the premises.	Signage is displayed throughout the hotel for guests, contractors and staff advising if you are unwell you must leave the hotel. If any staff or a patron appear unwell we will ask them if they are unwell and take their temperature. If they are unwell they will be asked to leave the hotel. All staff have their temperature taken at the start of each shift.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Information has been distributed to our team via their newsletter and they are reminded by signage at the hotel. We have also trained staff as the conditions change and provided online training programs.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Information has been distributed to our team via their newsletter
Display conditions of entry (website, social media, venue entry).	Conditions of entry are displayed at entry points in hotel, on our website, online listings and confirmations

Wellbeing of staff and attendees	
Consider including arrangements and options for virtual attendance, such as a live stream, for high-risk people.	Work at home arrangements have been considered and implemented when needed
If you are serving alcohol at your function or conference, consider ways to encourage responsible use, such as limiting bar tabs or drink packages.	RSA is always adhered to at the hotel and re-considered regularly by the Management Team

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed one person per 4 square metres of space (excluding staff). Corporate events cannot exceed 150 people.	Maximum Capacity for the Pacific East Room is 18. We will adhere to 1 person per 4 sq metres of space
For conferences, consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.	We will recommend this to all functions where possible and have signage displayed advising people must remain seated as much as possible
For functions or corporate events, consider allocated seating and ensuring people remain seated as much as possible, to minimise mingling between seated groups. Ensure no more than 10 people at a table.	We will encourage this to all functions and have signage displayed advising people must remain seated as much as possible. We will only seat a maximum of 10 people at any one table
Seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance.	All our seating/tables will be separated by 1.5 metres. Additional space will be set at a table if required for physical distancing where guests are not household or close contacts.
If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.	We will recommend this to all functions and take this into consideration with our own events
Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.	We will focus on managing crowding and have markers on all floors where queues will form eg bars
Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.	We will consider each event and minimise mingling and make recommendations on this to all functions. We will monitor mingling at the function
Ensure alcohol at any event is only served to and consumed by seated attendees.	We will only serve alcohol to seated attendees who must remain seated whilst they drink.
Group singing or chanting is particularly high risk and so should continue to be avoided.	We will advise groups that there must be no singing at functions
Dancefloors are not permitted (except for the wedding couple at a wedding).	We will not have dance floors at functions and only allow the bride and groom to dance at a wedding

Physical distancing	
Promote online ticket purchasing and electronic ticket checking were possible. Consider whether conference or function registration and information packs can be provided online, such as through an app or via post.	We will recommend this to all functions
Consider presenting conference posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.	We will recommend this to all functions
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.	We will ensure that staff maintain 1.5 metres distancing where possible
Use telephone or video for essential staff meetings where practical.	We will undertake essential staff meetings where practical by telephone or video
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	Where possible we will stagger start times and breaks for staff
Review regular deliveries and request contactless delivery and invoicing where practical.	We have requested contactless delivery and invoicing when practical
Have strategies in place to manage gatherings that may occur immediately outside the premises.	We discourage gatherings immediately outside of our premises and monitor this during events to ensure RSA and avoid unacceptable noise and disturbance
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.	If needed we would liaise with public transport
Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.	We provide complimentary parking to guests on site however cannot guarantee availability

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand hygiene is promoted on signage throughout the hotel and to staff in newsletters and on signage
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	All bathrooms are well stocked with soap and air dryers/paper towels. Sanitiser is readily available in public areas
Have hand sanitiser at key points around the facility, such as entry and exit points.	Hand sanitiser is widely available at the hotel particularly in entry and exit points. Signage requests guests utilise these facilities

Hygiene and cleaning	
Avoid self-serve or buffet-style food service.	We will not provide buffet food service. For tea/coffee machine, we will provide sanitiser and regularly clean the area. If a share item is required tongs will be provided.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	Cutlery and tableware is all washed in a commercial grade dishwasher
Menus should be laminated (clean between use), displayed or be single use.	Menus are laminated and sanitised following each use. Single use menus may also be utilised for groups.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	All frequently used indoor hard surface areas are cleaned with detergent at least daily and sanitised at least daily. Frequently touched areas and surfaces are cleaned frequently.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.	Disinfectant is used as per instructions provided by Castle Chemicals
Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.	All public areas are cleaned at least daily and sanitised at least twice daily. Tables are sanitised after each guest and function room touch points after each event. Sanitiser is available in room for patrons use.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Cleaning staff wear goves, all staff use good hand hygiene regularly. This is monitored by management.
Encourage contactless payment options.	We have signage asking guests to pay by contactless credit card only and encourage this method of payment

REQUIREMENTS	ACTIONS
Record keeping	
Keep a digitised record of name and a contact number for all staff, attendees 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.	We are collecting all attendees and contractors names and contacts digitally in myguestlist and they are stored securely in these systems and will only be used for tracing. Our front office can generate databases of contacts for any given day on request.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	We encourage our team and guests to download the covidsafe app and will continue to do so
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.	If we were to be contacted by NSW Health regarding a positive case of COVID19 at NOAH'S we would cooperate with them and notify SafeWork NSW on 131050.

COVID-19

> HELPING BUSINESS GET BACK TO WORK

NSW GOVERNMENT

23 July 2020

COVID-19 Safety Plan

Effective 24 July 2020

Conferences, functions and corporate events

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Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to **nsw.gov.au**

BUSINESS DETAILS	
Business name:	NOAH'S on the beach - Pacific Room
Plan completed by:	Management Team
Approved by:	Debera Mackenzie

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your attendees and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and attendees	
Exclude staff and attendees who are unwell from the premises.	Signage is displayed throughout the hotel for guests, contractors and staff advising if you are unwell you must leave the hotel. If any staff or a patron appear unwell we will ask them if they are unwell and take their temperature. If they are unwell they will be asked to leave the hotel. All staff have their temperature taken at the start of each shift.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Information has been distributed to our team via their newsletter and they are reminded by signage at the hotel. We have also trained staff as the conditions change and provided online training programs.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Information has been distributed to our team via their newsletter
Display conditions of entry (website, social media, venue entry).	Conditions of entry are displayed at entry points in hotel, on our website, online listings and confirmations

Wellbeing of staff and attendees	
Consider including arrangements and options for virtual attendance, such as a live stream, for high-risk people.	Work at home arrangements have been considered and implemented when needed
If you are serving alcohol at your function or conference, consider ways to encourage responsible use, such as limiting bar tabs or drink packages.	RSA is always adhered to at the hotel and re-considered regularly by the Management Team

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed one person per 4 square metres of space (excluding staff). Corporate events cannot exceed 150 people.	Maximum Capacity for the Pacific Room is 38. We will adhere to 1 person per 4 sq metres of space
For conferences, consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.	We will recommend this to all functions where possible and have signage displayed advising people must remain seated as much as possible
For functions or corporate events, consider allocated seating and ensuring people remain seated as much as possible, to minimise mingling between seated groups. Ensure no more than 10 people at a table.	We will encourage this to all functions and have signage displayed advising people must remain seated as much as possible. We will only seat a maximum of 10 people at any one table
Seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance.	All our seating/tables will be separated by 1.5 metres. Additional space will be set at a table if required for physical distancing where guests are not household or close contacts.
If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.	We will recommend this to all functions and take this into consideration with our own events
Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.	We will focus on managing crowding and have markers on all floors where queues will form eg bars
Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.	We will consider each event and minimise mingling and make recommendations on this to all functions. We will monitor mingling at the function
Ensure alcohol at any event is only served to and consumed by seated attendees.	We will only serve alcohol to seated attendees who must remain seated whilst they drink.
Group singing or chanting is particularly high risk and so should continue to be avoided.	We will advise groups that there must be no singing at functions
Dancefloors are not permitted (except for the wedding couple at a wedding).	We will not have dance floors at functions and only allow the bride and groom to dance at a wedding

Physical distancing	
Promote online ticket purchasing and electronic ticket checking were possible. Consider whether conference or function registration and information packs can be provided online, such as through an app or via post.	We will recommend this to all functions
Consider presenting conference posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.	We will recommend this to all functions
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.	We will ensure that staff maintain 1.5 metres distancing where possible
Use telephone or video for essential staff meetings where practical.	We will undertake essential staff meetings where practical by telephone or video
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	Where possible we will stagger start times and breaks for staff
Review regular deliveries and request contactless delivery and invoicing where practical.	We have requested contactless delivery and invoicing when practical
Have strategies in place to manage gatherings that may occur immediately outside the premises.	We discourage gatherings immediately outside of our premises and monitor this during events to ensure RSA and avoid unacceptable noise and disturbance
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.	If needed we would liaise with public transport
Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.	We provide complimentary parking to guests on site however cannot guarantee availability

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand hygiene is promoted on signage throughout the hotel and to staff in newsletters and on signage
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	All bathrooms are well stocked with soap and air dryers/paper towels. Sanitiser is readily available in public areas
Have hand sanitiser at key points around the facility, such as entry and exit points.	Hand sanitiser is widely available at the hotel particularly in entry and exit points. Signage requests guests utilise these facilities

Hygiene and cleaning	
Avoid self-serve or buffet-style food service.	We will not provide buffet food service. For tea/coffee machine, we will provide sanitiser and regularly clean the area. If a share item is required tongs will be provided.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	Cutlery and tableware is all washed in a commercial grade dishwasher
Menus should be laminated (clean between use), displayed or be single use.	Menus are laminated and sanitised following each use. Single use menus may also be utilised for groups.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	All frequently used indoor hard surface areas are cleaned with detergent at least daily and sanitised at least daily. Frequently touched areas and surfaces are cleaned frequently.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.	Disinfectant is used as per instructions provided by Castle Chemicals
Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.	All public areas are cleaned at least daily and sanitised at least twice daily. Tables are sanitised after each guest and function room touch points after each event. Sanitiser is available in room for patrons use.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Cleaning staff wear goves, all staff use good hand hygiene regularly. This is monitored by management.
Encourage contactless payment options.	We have signage asking guests to pay by contactless credit card only and encourage this method of payment

REQUIREMENTS	ACTIONS
Record keeping	
Keep a digitised record of name and a contact number for all staff, attendees 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.	We are collecting all attendees and contractors names and contacts digitally in myguestlist and they are stored securely in these systems and will only be used for tracing. Our front office can generate databases of contacts for any given day on request.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	We encourage our team and guests to download the covidsafe app and will continue to do so
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.	If we were to be contacted by NSW Health regarding a positive case of COVID19 at NOAH'S we would cooperate with them and notify SafeWork NSW on 131050.

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BUSINESS DETAILS	
Business name:	NOAH'S on the beach - Pacific West Room
Plan completed by:	Management Team
Approved by:	Debera Mackenzie

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your attendees and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and attendees	
Exclude staff and attendees who are unwell from the premises.	Signage is displayed throughout the hotel for guests, contractors and staff advising if you are unwell you must leave the hotel. If any staff or a patron appear unwell we will ask them if they are unwell and take their temperature. If they are unwell they will be asked to leave the hotel. All staff have their temperature taken at the start of each shift.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Information has been distributed to our team via their newsletter and they are reminded by signage at the hotel. We have also trained staff as the conditions change and provided online training programs.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Information has been distributed to our team via their newsletter
Display conditions of entry (website, social media, venue entry).	Conditions of entry are displayed at entry points in hotel, on our website, online listings and confirmations

Wellbeing of staff and attendees	
Consider including arrangements and options for virtual attendance, such as a live stream, for high-risk people.	Work at home arrangements have been considered and implemented when needed
If you are serving alcohol at your function or conference, consider ways to encourage responsible use, such as limiting bar tabs or drink packages.	RSA is always adhered to at the hotel and re-considered regularly by the Management Team

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed one person per 4 square metres of space (excluding staff). Corporate events cannot exceed 150 people.	Maximum Capacity for the Board Room is 20. We will adhere to 1 person per 4 sq metres of space
For conferences, consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.	We will recommend this to all functions where possible and have signage displayed advising people must remain seated as much as possible
For functions or corporate events, consider allocated seating and ensuring people remain seated as much as possible, to minimise mingling between seated groups. Ensure no more than 10 people at a table.	We will encourage this to all functions and have signage displayed advising people must remain seated as much as possible. We will only seat a maximum of 10 people at any one table
Seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance.	All our seating/tables will be separated by 1.5 metres. Additional space will be set at a table if required for physical distancing where guests are not household or close contacts.
If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.	We will recommend this to all functions and take this into consideration with our own events
Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.	We will focus on managing crowding and have markers on all floors where queues will form eg bars
Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.	We will consider each event and minimise mingling and make recommendations on this to all functions. We will monitor mingling at the function
Ensure alcohol at any event is only served to and consumed by seated attendees.	We will only serve alcohol to seated attendees who must remain seated whilst they drink.
Group singing or chanting is particularly high risk and so should continue to be avoided.	We will advise groups that there must be no singing at functions
Dancefloors are not permitted (except for the wedding couple at a wedding).	We will not have dance floors at functions and only allow the bride and groom to dance at a wedding

Physical distancing	
Promote online ticket purchasing and electronic ticket checking were possible. Consider whether conference or function registration and information packs can be provided online, such as through an app or via post.	We will recommend this to all functions
Consider presenting conference posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.	We will recommend this to all functions
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.	We will ensure that staff maintain 1.5 metres distancing where possible
Use telephone or video for essential staff meetings where practical.	We will undertake essential staff meetings where practical by telephone or video
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	Where possible we will stagger start times and breaks for staff
Review regular deliveries and request contactless delivery and invoicing where practical.	We have requested contactless delivery and invoicing when practical
Have strategies in place to manage gatherings that may occur immediately outside the premises.	We discourage gatherings immediately outside of our premises and monitor this during events to ensure RSA and avoid unacceptable noise and disturbance
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.	If needed we would liaise with public transport
Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.	We provide complimentary parking to guests on site however cannot guarantee availability

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand hygiene is promoted on signage throughout the hotel and to staff in newsletters and on signage
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	All bathrooms are well stocked with soap and air dryers/paper towels. Sanitiser is readily available in public areas
Have hand sanitiser at key points around the facility, such as entry and exit points.	Hand sanitiser is widely available at the hotel particularly in entry and exit points. Signage requests guests utilise these facilities

Hygiene and cleaning	
Avoid self-serve or buffet-style food service.	We will not provide buffet food service. For tea/coffee machine, we will provide sanitiser and regularly clean the area. If a share item is required tongs will be provided.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	Cutlery and tableware is all washed in a commercial grade dishwasher
Menus should be laminated (clean between use), displayed or be single use.	Menus are laminated and sanitised following each use. Single use menus may also be utilised for groups.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	All frequently used indoor hard surface areas are cleaned with detergent at least daily and sanitised at least daily. Frequently touched areas and surfaces are cleaned frequently.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.	Disinfectant is used as per instructions provided by Castle Chemicals
Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.	All public areas are cleaned at least daily and sanitised at least twice daily. Tables are sanitised after each guest and function room touch points after each event. Sanitiser is available in room for patrons use.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Cleaning staff wear goves, all staff use good hand hygiene regularly. This is monitored by management.
Encourage contactless payment options.	We have signage asking guests to pay by contactless credit card only and encourage this method of payment

REQUIREMENTS	ACTIONS
Record keeping	
Keep a digitised record of name and a contact number for all staff, attendees 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.	We are collecting all attendees and contractors names and contacts digitally in myguestlist and they are stored securely in these systems and will only be used for tracing. Our front office can generate databases of contacts for any given day on request.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	We encourage our team and guests to download the covidsafe app and will continue to do so
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.	If we were to be contacted by NSW Health regarding a positive case of COVID19 at NOAH'S we would cooperate with them and notify SafeWork NSW on 131050.

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BUSINESS DETAILS	
Business name:	NOAH'S on the beach - Prom Ballroom
Plan completed by:	Management Team
Approved by:	Debera Mackenzie

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your attendees and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and attendees	
Exclude staff and attendees who are unwell from the premises.	Signage is displayed throughout the hotel for guests, contractors and staff advising if you are unwell you must leave the hotel. If any staff or a patron appear unwell we will ask them if they are unwell and take their temperature. If they are unwell they will be asked to leave the hotel. All staff have their temperature taken at the start of each shift.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Information has been distributed to our team via their newsletter and they are reminded by signage at the hotel. We have also trained staff as the conditions change and provided online training programs.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Information has been distributed to our team via their newsletter
Display conditions of entry (website, social media, venue entry).	Conditions of entry are displayed at entry points in hotel, on our website, online listings and confirmations

Wellbeing of staff and attendees	
Consider including arrangements and options for virtual attendance, such as a live stream, for high-risk people.	Work at home arrangements have been considered and implemented when needed
If you are serving alcohol at your function or conference, consider ways to encourage responsible use, such as limiting bar tabs or drink packages.	RSA is always adhered to at the hotel and re-considered regularly by the Management Team

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed one person per 4 square metres of space (excluding staff). Corporate events cannot exceed 150 people.	Maximum Capacity for the Prom Ballroom is 68. We will adhere to 1 person per 4 sq metres of space
For conferences, consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.	We will recommend this to all functions where possible and have signage displayed advising people must remain seated as much as possible
For functions or corporate events, consider allocated seating and ensuring people remain seated as much as possible, to minimise mingling between seated groups. Ensure no more than 10 people at a table.	We will encourage this to all functions and have signage displayed advising people must remain seated as much as possible. We will only seat a maximum of 10 people at any one table
Seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance.	All our seating/tables will be separated by 1.5 metres. Additional space will be set at a table if required for physical distancing where guests are not household or close contacts.
If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.	We will recommend this to all functions and take this into consideration with our own events
Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.	We will focus on managing crowding and have markers on all floors where queues will form eg bars
Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.	We will consider each event and minimise mingling and make recommendations on this to all functions. We will monitor mingling at the function
Ensure alcohol at any event is only served to and consumed by seated attendees.	We will only serve alcohol to seated attendees who must remain seated whilst they drink.
Group singing or chanting is particularly high risk and so should continue to be avoided.	We will advise groups that there must be no singing at functions
Dancefloors are not permitted (except for the wedding couple at a wedding).	We will not have dance floors at functions and only allow the bride and groom to dance at a wedding

Physical distancing	
Promote online ticket purchasing and electronic ticket checking were possible. Consider whether conference or function registration and information packs can be provided online, such as through an app or via post.	We will recommend this to all functions
Consider presenting conference posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.	We will recommend this to all functions
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.	We will ensure that staff maintain 1.5 metres distancing where possible
Use telephone or video for essential staff meetings where practical.	We will undertake essential staff meetings where practical by telephone or video
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	Where possible we will stagger start times and breaks for staff
Review regular deliveries and request contactless delivery and invoicing where practical.	We have requested contactless delivery and invoicing when practical
Have strategies in place to manage gatherings that may occur immediately outside the premises.	We discourage gatherings immediately outside of our premises and monitor this during events to ensure RSA and avoid unacceptable noise and disturbance
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.	If needed we would liaise with public transport
Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.	We provide complimentary parking to guests on site however cannot guarantee availability

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand hygiene is promoted on signage throughout the hotel and to staff in newsletters and on signage
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	All bathrooms are well stocked with soap and air dryers/paper towels. Sanitiser is readily available in public areas
Have hand sanitiser at key points around the facility, such as entry and exit points.	Hand sanitiser is widely available at the hotel particularly in entry and exit points. Signage requests guests utilise these facilities

Hygiene and cleaning	
Avoid self-serve or buffet-style food service.	We will not provide buffet food service. For tea/coffee machine, we will provide sanitiser and regularly clean the area. If a share item is required tongs will be provided.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	Cutlery and tableware is all washed in a commercial grade dishwasher
Menus should be laminated (clean between use), displayed or be single use.	Menus are laminated and sanitised following each use. Single use menus may also be utilised for groups.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	All frequently used indoor hard surface areas are cleaned with detergent at least daily and sanitised at least daily. Frequently touched areas and surfaces are cleaned frequently.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.	Disinfectant is used as per instructions provided by Castle Chemicals
Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.	All public areas are cleaned at least daily and sanitised at least twice daily. Tables are sanitised after each guest and function room touch points after each event. Sanitiser is available in room for patrons use.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Cleaning staff wear goves, all staff use good hand hygiene regularly. This is monitored by management.
Encourage contactless payment options.	We have signage asking guests to pay by contactless credit card only and encourage this method of payment

REQUIREMENTS	ACTIONS
Record keeping	
Keep a digitised record of name and a contact number for all staff, attendees 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.	We are collecting all attendees and contractors names and contacts digitally in myguestlist and they are stored securely in these systems and will only be used for tracing. Our front office can generate databases of contacts for any given day on request.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	We encourage our team and guests to download the covidsafe app and will continue to do so
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.	If we were to be contacted by NSW Health regarding a positive case of COVID19 at NOAH'S we would cooperate with them and notify SafeWork NSW on 131050.

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Conferences, functions and corporate events

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your attendees that they can safely visit your business. You may need to update the plan in the future, as restrictions or advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to **nsw.gov.au**

BUSINESS DETAILS	
Business name:	NOAH'S on the beach - Promenade Room
Plan completed by:	Management Team
Approved by:	Debera Mackenzie

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your attendees and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and attendees	
Exclude staff and attendees who are unwell from the premises.	Signage is displayed throughout the hotel for guests, contractors and staff advising if you are unwell you must leave the hotel. If any staff or a patron appear unwell we will ask them if they are unwell and take their temperature. If they are unwell they will be asked to leave the hotel. All staff have their temperature taken at the start of each shift.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Information has been distributed to our team via their newsletter and they are reminded by signage at the hotel. We have also trained staff as the conditions change and provided online training programs.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	Information has been distributed to our team via their newsletter
Display conditions of entry (website, social media, venue entry).	Conditions of entry are displayed at entry points in hotel, on our website, online listings and confirmations

Wellbeing of staff and attendees	
Consider including arrangements and options for virtual attendance, such as a live stream, for high-risk people.	Work at home arrangements have been considered and implemented when needed
If you are serving alcohol at your function or conference, consider ways to encourage responsible use, such as limiting bar tabs or drink packages.	RSA is always adhered to at the hotel and re-considered regularly by the Management Team

REQUIREMENTS	ACTIONS
Physical distancing	
Capacity must not exceed one person per 4 square metres of space (excluding staff). Corporate events cannot exceed 150 people.	Maximum Capacity for the Promenade Room is 30. We will adhere to 1 person per 4 sq metres of space
For conferences, consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.	We will recommend this to all functions where possible and have signage displayed advising people must remain seated as much as possible
For functions or corporate events, consider allocated seating and ensuring people remain seated as much as possible, to minimise mingling between seated groups. Ensure no more than 10 people at a table.	We will encourage this to all functions and have signage displayed advising people must remain seated as much as possible. We will only seat a maximum of 10 people at any one table
Seating must be separated by 1.5 metres. Household or other close contacts do not need to physically distance.	All our seating/tables will be separated by 1.5 metres. Additional space will be set at a table if required for physical distancing where guests are not household or close contacts.
If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.	We will recommend this to all functions and take this into consideration with our own events
Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.	We will focus on managing crowding and have markers on all floors where queues will form eg bars
Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.	We will consider each event and minimise mingling and make recommendations on this to all functions. We will monitor mingling at the function
Ensure alcohol at any event is only served to and consumed by seated attendees.	We will only serve alcohol to seated attendees who must remain seated whilst they drink.
Group singing or chanting is particularly high risk and so should continue to be avoided.	We will advise groups that there must be no singing at functions
Dancefloors are not permitted (except for the wedding couple at a wedding).	We will not have dance floors at functions and only allow the bride and groom to dance at a wedding

Physical distancing	
Promote online ticket purchasing and electronic ticket checking were possible. Consider whether conference or function registration and information packs can be provided online, such as through an app or via post.	We will recommend this to all functions
Consider presenting conference posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.	We will recommend this to all functions
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.	We will ensure that staff maintain 1.5 metres distancing where possible
Use telephone or video for essential staff meetings where practical.	We will undertake essential staff meetings where practical by telephone or video
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	Where possible we will stagger start times and breaks for staff
Review regular deliveries and request contactless delivery and invoicing where practical.	We have requested contactless delivery and invoicing when practical
Have strategies in place to manage gatherings that may occur immediately outside the premises.	We discourage gatherings immediately outside of our premises and monitor this during events to ensure RSA and avoid unacceptable noise and disturbance
Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.	If needed we would liaise with public transport
Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this.	We provide complimentary parking to guests on site however cannot guarantee availability

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand hygiene is promoted on signage throughout the hotel and to staff in newsletters and on signage
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.	All bathrooms are well stocked with soap and air dryers/paper towels. Sanitiser is readily available in public areas
Have hand sanitiser at key points around the facility, such as entry and exit points.	Hand sanitiser is widely available at the hotel particularly in entry and exit points. Signage requests guests utilise these facilities

Hygiene and cleaning	
Avoid self-serve or buffet-style food service.	We will not provide buffet food service. For tea/coffee machine, we will provide sanitiser and regularly clean the area. If a share item is required tongs will be provided.
Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.	Cutlery and tableware is all washed in a commercial grade dishwasher
Menus should be laminated (clean between use), displayed or be single use.	Menus are laminated and sanitised following each use. Single use menus may also be utilised for groups.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.	All frequently used indoor hard surface areas are cleaned with detergent at least daily and sanitised at least daily. Frequently touched areas and surfaces are cleaned frequently.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.	Disinfectant is used as per instructions provided by Castle Chemicals
Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.	All public areas are cleaned at least daily and sanitised at least twice daily. Tables are sanitised after each guest and function room touch points after each event. Sanitiser is available in room for patrons use.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Cleaning staff wear goves, all staff use good hand hygiene regularly. This is monitored by management.
Encourage contactless payment options.	We have signage asking guests to pay by contactless credit card only and encourage this method of payment

REQUIREMENTS	ACTIONS
Record keeping	
Keep a digitised record of name and a contact number for all staff, attendees 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.	We are collecting all attendees and contractors names and contacts digitally in myguestlist and they are stored securely in these systems and will only be used for tracing. Our front office can generate databases of contacts for any given day on request.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	We encourage our team and guests to download the covidsafe app and will continue to do so
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.	If we were to be contacted by NSW Health regarding a positive case of COVID19 at NOAH'S we would cooperate with them and notify SafeWork NSW on 131050.

COVID-19

> HELPING BUSINESS GET BACK TO WORK

NSW GOVERNMENT

23 July 2020

COVID-19 Safety Plan

Effective 24 July 2020 - Updated 21 August 2020

Wedding ceremonies and receptions

We've developed this guidance to help you create and maintain a safe environment for you and your guests when planning a wedding.

There are some requirements that should be complied with, including the number of people who can attend. This will change with time, for up-to-date information visit **nsw.gov.au**

> GUIDANCE

Consider the actions you will put in place to keep people safe

CONSIDERATIONS	ACTIONS
Wellbeing of attendees	
Ensure your guests are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.	Signage is displayed throughout the hotel for guests, contractors and staff advising if you are unwell you must leave the hotel. Our client will receive a copy of this safety plan and we will ask the bridal couple to advise their guests before the wedding.
Consider sending out messages as the event draws closer to remind your guests it's important they don't attend if they are feeling unwell, and encourage them to get tested.	We will encourage the bridal couple to remind their guests before the wedding.
If a guest has symptoms and asks if they should attend your wedding, encourage them to see their GP or attend a local COVID clinic.	If a guest has symptoms and asks if they should attend the wedding they must be advised that they cannot and we will encourage them to see a doctor or attend a covid clinic. If any staff or patrons appear unwell on the day we will ask them if they are unwell and take their temperature. If they are unwell they will be asked to leave the hotel and to see their GP or attend a local COVID clinic. All staff have their temperature taken at the start of each shift.
Discourage people who are from an area of high COVID-19 transmission from attending the wedding in person. If the wedding is in an area of high COVID risk or must have guests from a high COVID-19 area then limit the gathering or consider having two separate gatherings with people from higher risk areas in only small numbers.	Guests must not enter our venue if they are unwell, have traveled from overseas or a COVID 19 hotspot or have been in contact with anyone with COVID19
Think about ways your guests can be involved through a video broadcast or live stream, if they can't attend due to illness or travel restrictions, or are a vulnerable person and wish to avoid gatherings. If you are hiring a venue for the ceremony or reception, talk to the event planner or facility about any available options to stream the event.	We will encourage the bridal couple to utilise our onsite Audio Visual Equipment for live streaming
If you have guests who are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity, consider discussing the option of attending the ceremony only, which is lower risk than the reception.	We will encourage the bridal couple to consider their guest list and consider options for high-risk guests

Wellbeing of attendees	
If you will serve alcohol at your wedding, consider ways to encourage responsible use, such as limiting bar tabs or drink packages. Alcohol can only be consumed by seated patrons.	RSA is always adhered to at the hotel and re-considered regularly by the Management Team

CONSIDERATIONS	ACTIONS
Physical distancing	
Capacity must not exceed 150 guests, or one guest per 4 square metres for a wedding service (excluding the couple, the people involved in conducting the service and the photographer and the videographer), whichever is the lesser.	We will adhere to 1 person per 4 sq metres of space in all of our Function Spaces. Individual room capacities are based on 1 person per 4 square metres of space
Group singing, such as choirs, is high risk and should be avoided. Solo singing and wind instruments can spread COVID-19 if a performer is infected. If these are involved in the ceremony or reception ensure there are protections in place for guests, including at least 3 metres distance from performers.	We will ensure that if there is a Solo singer, they are spaced a minimum of 4 metres from guests. NO Choirs, multiple singers, bands or wind instruments will be permitted.
Only the wedding couple is permitted on a dancefloor.	We will not have dance floors at weddings and only allow the bride and groom to dance at a wedding
Consider seating guests from the same household next to each other, to make it easier to fit everyone safely together. Ensure people have assigned tables at the reception event and that there is minimal mingling between people at different tables. Ensure there are no more than 10 people per table.	All seating will be allocated with a seating plan and/or place cards. Maximum of 10 guests ONLY permitted at one table, if 10 at a table they must be close contacts. Guests that are not close contacts will be separated using the 1.5 metre rule.
Consider having photos taken before the ceremony (rather than in between the ceremony and reception) to decrease the amount of time between each.	We will advise the bridal couple that guests must only arrive at the venue 15 minutes prior to start time and must proceed directly to table and be seated.
Remind participants of the importance of physical distancing before, during and after the wedding. Whilst it is a very natural instinct to hug each other when happy, this is where COVID-19 can spread easily. Consider alternative ways people could offer congratulations that don't involve close contact, such as through a guest book or recorded messages.	A COVID Marshal will be allocated, responsible for reminding guests to maintain physical distancing. We will focus on managing crowding and have markers on all floors where queues will form. Beverages will be table service only. We will encourage the Bridal Couple to have a separate seated, socially distanced space for individual guests to chat to them. We will encourage the Bridal Couple to use a guest book or recorded messages.
Hygiene and cleaning	
Consider alternatives to physical gifts or wishing wells, such as online gift registries, direct delivery or electronic funds transfer.	We will encourage the Bridal couple to consider alternatives to wishing wells and physical gifts
Think about how other hygiene risks could be minimised, such as not sharing food or cigarettes/e-cigarettes and making sure people can remember which glassware is theirs.	We will not provide buffet food service. For tea/coffee machine, we will provide sanitiser and regularly clean the area. All catering items, normally shared such as canapes will be served individually to each guest.
If you would like a guest book, consider asking guests to bring their own pen, or have a plan to clean any shared pens and the area around the book in-between guests signing. Consider alternatives like a digital guestbook that can be filled in from home.	We will encourage the bridal couple to consider alternatives such as a digital guest book
Record keeping	
Keep a digitised record of guests who attend, including a contact number. Make sure you also keep a record of additional attendees such as photographers and caterers. Keep this list for 28 days after the event. If there is a guest at your wedding who gets diagnosed with COVID-19, public health will ask that you provide this record to assist with contact tracing.	We are collecting all attendees and contractors names and contacts digitally in myguestlist and they are stored securely in these systems and will only be used for tracing. Our front office can generate databases of contacts for any given day on request.