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

NSW GOVERNMENT

Your COVID-19 Safety Plan

Functions and conferences

Business details

Business name	NOAH'S on the beach
Business location (town, suburb or postcode)	Newcastle
Completed by	Jake Relf
Email address	sales@noahsonthebeach.com.au
Effective date	7 December 2020
Date completed	14 December 2020

Wellbeing of staff and attendees

Exclude staff and attendees who are unwell from the event. Ensure attendees and staff 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. 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.

Provide staff with information and training on COVID-19, including when to get

tested, physical distancing, wearing masks 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

Think about ways attendees can be involved through a video broadcast or live stream, if they cannot attend due to illness or travel restrictions, or are a vulnerable person and wish to avoid gatherings. Consider options to stream the event.

We will recommend that the function coordinator considers ways attendees can be involved through a video broadcast or live stream, if they cannot attend due to illness of travel restrictions, or are a vulnerable person and wish to avoid gatherings. Consider options to stream the event.

Consider including arrangements and options for virtual attendance, such as a live stream, for attendees who are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity.

We will recommend that the function coordinator considers including arrangements and options for virtual attendance, such as a live stream, for attendees who are at high risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity.

If you intend to serve alcohol 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

Physical distancing

Capacity at functions and conferences must not exceed one person per 2 square metres of publicly accessible space. The density limit does not apply if there are 25 customers or less at the premises.

We will not exceed our maximum capacities in any of our function rooms based on 1 person per 2 square metres of space. Clients making forward bookings will be advised that their event will need to comply with the restrictions in place at the time of their event.

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.

Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable, including in non-ticketed areas.

Where practicable we will support 1.5 metres physical distancing. Markers are in place to maintain 1.5m physical distance wherever queuing may occur.

If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.

If a corporate event or function has multiple sessions, we will recommend the function coordinator consider staggering the start and finish times of different sessions to minimise crowding around the venue.

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 entry areas where contact collection is undertaken

Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.

We will recommend to the function coordinator that they consider strategies to minimise mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually. We will monitor mingling at the function.

In indoor areas, alcohol can only be consumed by seated customers. Alcohol should not be taken onto dancefloors.

We will consider table service for beverages. Guests must be seated at all times whilst consuming alcohol.

Capacity on dancefloors must not exceed one person per 4 square metres to a maximum of 50 people indoors, or 500 people outdoors.

The COVID Safe Marshal will monitor that no more than one person per 4 square metres is maintained on the dance floor to a maximum of 50 people. Guests will be asked to leave the dance floor if they do not comply with the COVID Marshal's instructions.

Promote online ticket purchasing and electronic ticket checking where possible. Consider whether event registration and information packs can be provided online, such as through an app or via post.

We will recommend online ticket purchasing and electronic ticket checking where possible to the function coordinator and also ask them to consider whether event registration and information packs can be provided online, such as through an app or via post.

Consider presenting event posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.

We will recommend all functions consider presenting event posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.

We will ensure that staff maintain 1.5 metres distancing where possible. We ask all staff working in functions to wear face masks where practical and we strongly recommend

they wear a facemask where they are unable to physically distance.

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 onsite however cannot guarantee availability

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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

Avoid self-serve or buffet-style food service.

We will avoid 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 and 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 wash hands thoroughly with soap and water before and after cleaning.

Staff wash hands thoroughly with soap and water before and after cleaning and 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

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Our air conditioning systems are maintained regularly and maximise the intake of outside air.

Record keeping

Functions and conferences should consider registering their event through nsw.gov.au

We will advise all function coordinators that they should consider register their event through nsw.gov.au before the event is held.

Keep a record of the name, contact number and entry time for all staff, dine-in customers and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours,

upon request from an authorised officer.

Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

All staff scan on and off shift using our Time and Attendance system, time target. Restaurant Guests, contractors and suppliers scan in using guesthq.com.au through a QR code or via the Service NSW App. The COVID Safe Marshal monitors this and all staff are trained to assist guests and ensure this is done.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

The QR code systems we used store the data securely and we can only access it if contact tracing is required, being guesthq.com.au and the Service NSW app

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

We have encouraged our team to all download the app in our staff newsletter. Signage is displayed in the hotel to encourage guests and staff to download the app

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 COVID 19 at NOAH'S we would cooperate with them and notify SafeWork NSW

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

Yes