

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



## Your COVID-19 Safety Plan

### Significant events

#### Business details

Business name	NOAH'S on the beach
Business location (town, suburb or postcode)	NEWCASTLE EAST
Select your business type	
Funerals and wakes	
Completed by	Rose Hossack
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Effective date	29 March 2021
Date completed	1 April 2021

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### Wellbeing of staff and customers

Exclude attendees who are unwell from the event.

Agree

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be

captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Agree

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## **Physical distancing**

Capacity must not exceed the greater of one person per 2 square metres of space in the premises, or 25 persons.

Agree

**Support 1.5m physical distancing where possible.**

Agree

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

Agree

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## **Hygiene and cleaning**

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

Agree

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

Agree

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

Agree

**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).

Agree

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## **Record keeping**

Keep a record of name, contact number and entry time for all staff, guests 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.

Agree

Contact details must be collected for each person using a contactless electronic method for events at households with over 100 people.

Agree

Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

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.

Agree

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

Yes