



KIRRIBILLI CLUB

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# COVID-19 SAFETY PLAN

## Purpose

The Covid-19 Safety Plan details standards and best practices for the Kirribilli Club to follow the current public health orders and manage risks to staff, customers, contractors and clients in accordance with Work Health and Safety Laws.

Kirribilli Club aims to provide a safe and enjoyable environment for employees, members, guests and the community; to do this the club implements regulations and procedure outlined in this COVID-19 Safety Plan:

1. Capacity & floor plans
2. Changes to opening hours & bookings
3. Wellbeing of staff, customers and clients
4. Physical Distancing
5. Hygiene & Cleaning
6. Strategy for dealing with potential cases
7. Mandatory COVID Safe Business Registration
8. Review

This plan can be viewed and downloaded from the Kirribilli Club website, obtained from the club or sent by email.

# 1. Capacity & Floor Plans

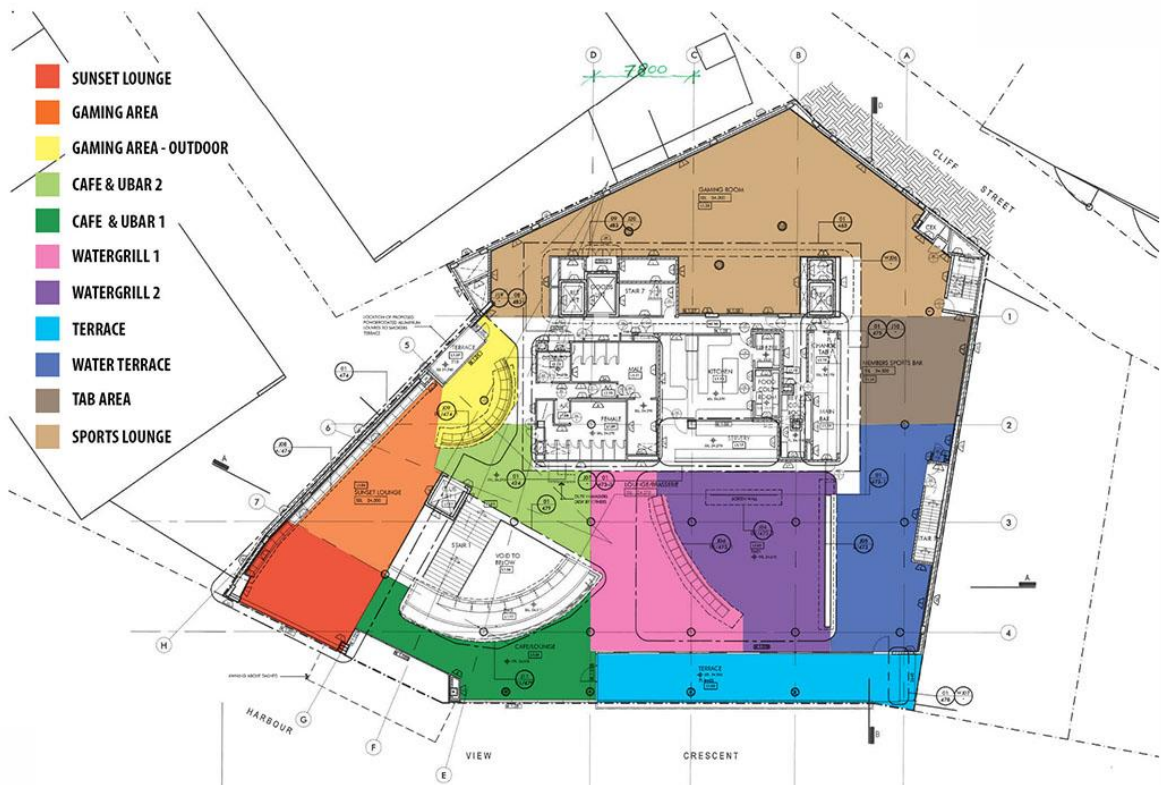
In accordance with NSW government guidelines venues are permitted 1 person per 4m<sup>2</sup> rule in any public space.

**Full venue capacity: 586pax**

Kirribilli Club will generally operate Level 1 & Level 2 as exclusive event spaces and Level 3 as seated dining areas with respective capacities:

**Level 3 – Total Capacity = 279pax**

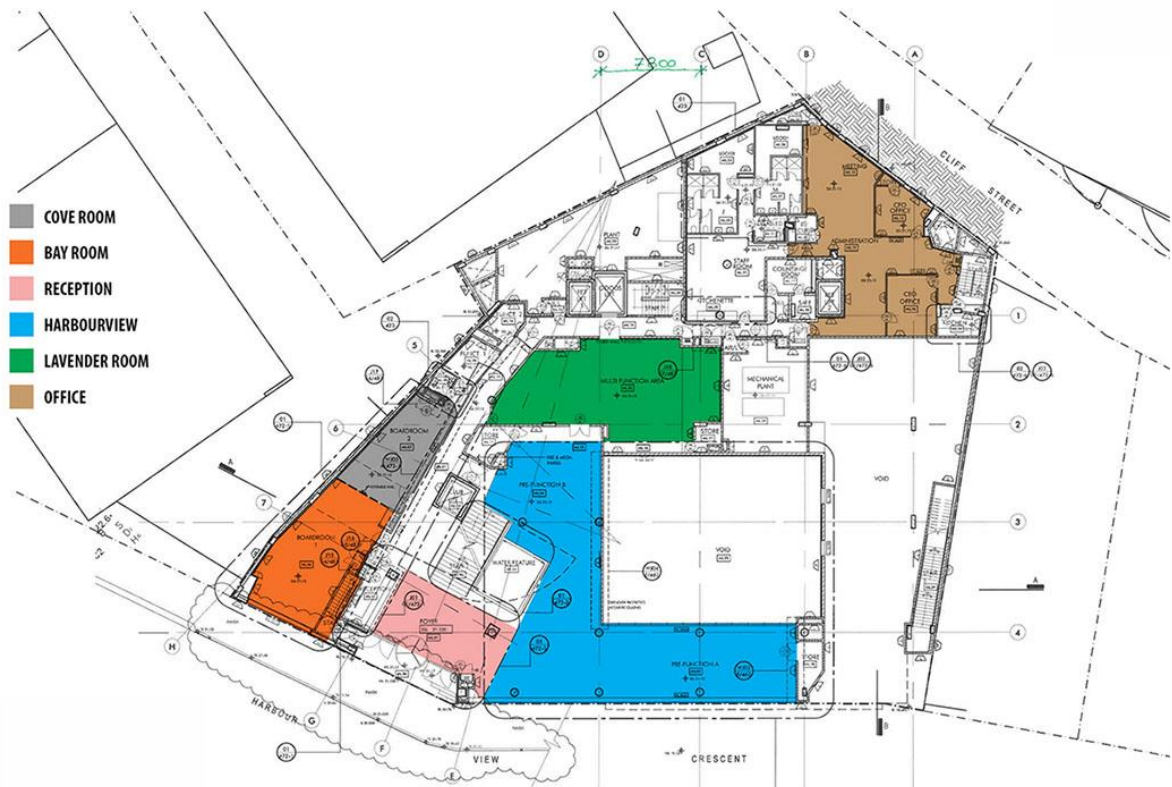
Area	Measurement (m <sup>2</sup> )	Capacity
Watergrill Restaurant	261.84 m <sup>2</sup>	65
Balcony	88.02 m <sup>2</sup>	22
Sunset Café	62.99 m <sup>2</sup>	15
U Bar	73.13 m <sup>2</sup>	18
Water Terrace	127.91 m <sup>2</sup>	31
TAB Area	82.89 m <sup>2</sup>	20
Sports Lounge	310.92 m <sup>2</sup>	77
Indoor Gaming	90.80 m <sup>2</sup>	22
Outdoor Gaming	38.28 m <sup>2</sup>	9



Patrons will not be allowed to access areas other than the one they have been assigned to. All designated walkways will be clearly marked to prevent customers from walking through any other space.

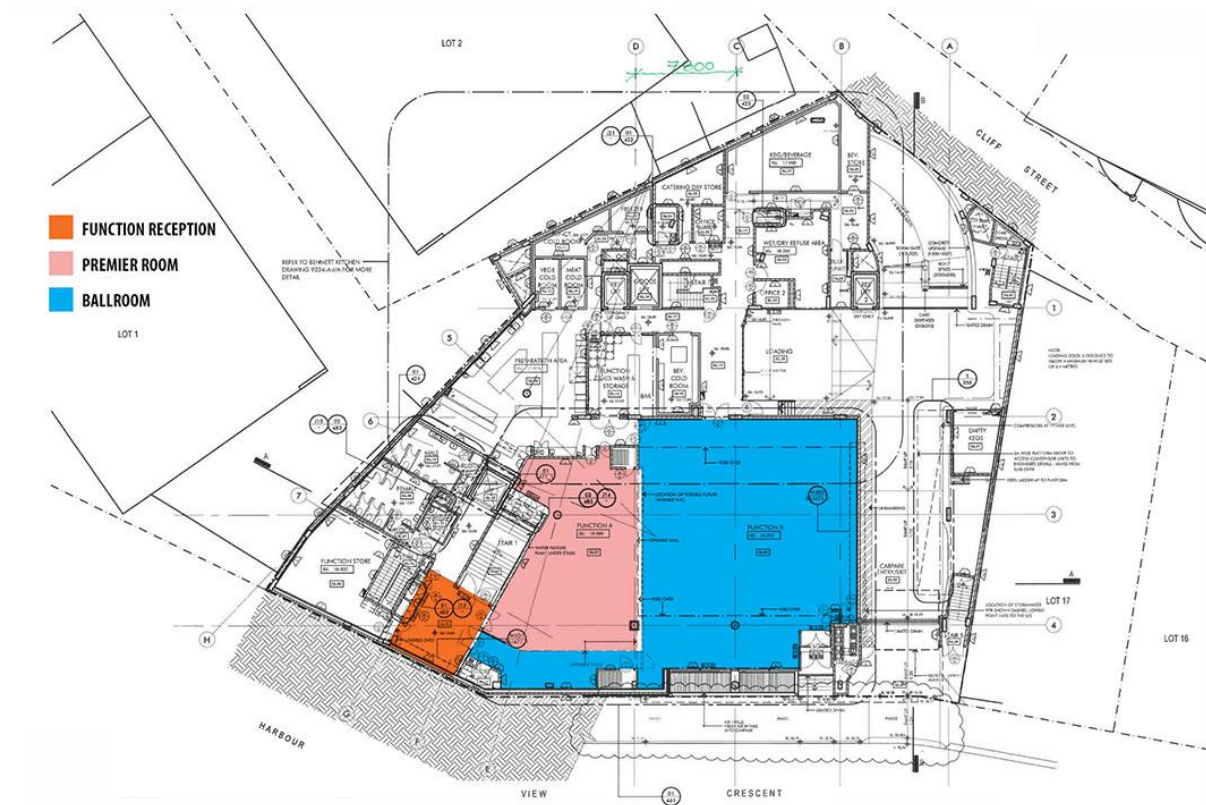
**Level 2 – Total Capacity = 124pax**

Area	Measurement (m <sup>2</sup> )	Capacity
Club Reception / Foyer	33.73 m <sup>2</sup>	8
Bay Room	63.85 m <sup>2</sup>	15
Cove Room	41.06 m <sup>2</sup>	10
Lavender Room	116.34 m <sup>2</sup>	29
Harbourview Lounge	251.79 m <sup>2</sup>	62



Level 1 – Total capacity = 245pax

Area	Measurement (m <sup>2</sup> )	Capacity
Level 1 Foyer	33.70 m <sup>2</sup>	8
Ballroom	338.65 m <sup>2</sup>	84
Premier Room	139.32 m <sup>2</sup>	34
Grand Ballroom	477.90 m <sup>2</sup>	119



Event clients will not be allowed to move to other club areas and will be assigned an event room and break out space. All catering must be provided in the event room or dedicated breakout space.

As per the Government guidelines the Kirribilli Club currently allows weddings and corporate events for up to 119 attendees (in the Grand Ballroom only) and up to 100 guests for a wake.

## **2. Adjusted Opening Hours**

### **Sunset Café**

Wednesday to Friday: 11am – 9.30pm

Saturday & Sunday: 10am – 9.30pm

### **U Bar**

Wednesday & Thursday: 11am – 10pm

Friday: 11am – 12am

Saturday: 10am – 12am

Sunday: 10am – 10pm

### **Dedes Watergrill**

Wednesday to Sunday: 12pm to 9pm

## **Bookings**

Bookings will be taken via Kirribilli Club website for groups of 2-10 guests in the main dining area or on the balcony on level 3.

Kirribilli Club does not accept split bookings (e.g. 2 x 8pax) to avoid mingling between tables.

The remaining capacity will be available for walk in patronage – these customers will be directed to areas with vacancy at the time. If there is no available space entry will be refused.

Customers are not permitted to move to any other area or vacant table unless approved by the restaurant manager or COVID- Marshall.

## **3. Wellbeing of staff, customers and clients**

### **Exclusion**

If staff are experiencing flu-like symptoms (such as a sore throat, cold, cough, fever or shortness of breath) they are not permitted to work and are required to self-isolate for 14 days pending on the results of a test for COVID-19.

Signage at the entrance advises members and guests of the conditions of entry and notifies them that anyone presenting flu-like symptoms will not be permitted entry.

### **Conditions of entry**

Conditions of entry are clearly displayed on public platforms, at the venue entrance and will be sent out to all event clients and restaurant bookings.

Entry will be via front entrance or car park lift. All **members and guests** will be required to sign in at the club reception and are required to provide their name, email address and

contact phone number. These details will be securely stored for 28 days in the Kirribilli Club system and are used only for the purpose of tracing COVID-19 infections.

Event clients have the option to provide a full attendee list with their details prior to the event otherwise all guests will sign in at the beginning of the event.

Upon request Kirribilli Club will be able to submit a digital copy of the patron register within 12 hours of the request.

Kirribilli Club members are required to update their contact details upon entrance if the details on record are no longer valid.

Members and guests will receive a sign in ticket, which is to be presented at the entrance of the club area on level 3. This will assist with total venue and area capacity control. The restaurant manager and COVID-Marshall will be checking sign in tickets and will take customers to their assigned seats.

Reception staff, the COVID-Marshall and Restaurant Managers will brief all customers on the new requirements for service.

The reception desk, sign in terminal and members terminal are classified as high touch areas and will be cleaned by staff frequently.

In the event of possible queuing to sign in floor markings will denote physical distancing requirements.

### **Staff Training**

All staff are to have completed the Barringtons WHS & COVID-19 Safety Training and all staff, as part of the induction process, will be required to be familiar with this plan.

Further training will be provided to all staff to comply with the below areas of control:

- Physical distancing
- Work Station
- Start times
- Hand washing and hygiene

## **4. Physical distancing**

Physical distancing is important and means keeping a distance of at least 1.5m between people.

The likelihood of interactions causing the spread of COVID-19 is low if physical distancing advice and good hygiene are followed as the virus is unlikely to be spread if face-to-face interactions are limited to less than 15 minutes.

## **Venue Set up**

The floor layout and set up on level 3 has been modified to encourage social distancing within groups and provides adequate distance between different dining groups in each area.

Dining areas and walkways are clearly separated by bollards and customers are not permitted to enter dining areas other than the one they have been assigned.

To reduce crowding and promote physical distancing in service areas, floor stickers provide guidance.

Event clients have been advised by the event coordinator on a suitable space and room set up prior to their booking to adhere social distancing requirements. Cocktail Parties are currently not offered as an option for an event bookings and room set ups do not include a dancefloor.

Live venue capacity will be monitored by reception staff.

The Duty Manager will be designated as the COVID-Marshall and will monitor area capacity and adherence of distancing regulations for all customers.

## **Gaming**

All customers requesting to enter the gaming area will be directed by the COVID-Marshall on entrance of level 3. The customer will have the choice to select their requested machine and the COVID Marshall will place appropriate signage on the machines on either side.

## **Food and beverage service**

Customers will be placing their food orders at the Watergrill Restaurant counter with sufficient space for queuing and beverage orders at the U Bar. Contactless payments are encouraged.

Alcohol can only be consumed by seated customers.

Customers will receive individually packaged cutlery for their meal. The cutlery is washed using a commercial grade dishwasher.

Disposable menus are available from the restaurant. Laminated and wiped?

The Beverage menu will be provided in a laminated hard copy. All menus will be thoroughly cleaned after each customer interaction.

## **Arcade Gaming area**

The machines provided in the arcade gaming area have been reduced to a manageable amount and will remain closed for as long as required under the guidelines.

For patrons wanting to use the pool table, cue sticks will be available from the bar. These will be sanitized after each customer interaction.

## **Work Stations**

Where reasonably practical staff will maintain 1.5 meters physical distancing at all times and workers will be assigned specific work stations.



### **Start times**

Where reasonably practical, start times and breaks for staff members will be staggered to minimize the risk of close contact.

### **Deliveries**

Where reasonably practical, deliveries to the venue are made contactless with a central drop off and pick up area. Invoicing has been encouraged to be made electronically.

### **Signage**

Signs and posters are placed around the club to remind staff, members and guests of the risks of COVID-19 and the measures that are necessary to stop the spread. This includes posters on social distancing requirements, how to wash your hands and practice good hygiene.

## **5. Cleaning & hygiene**

Good hygiene is necessary to stop the spread of COVID-19 and staff are required to adhere to the following guidelines:

- Frequent handwashing with soap or sanitizing, especially before and after eating and going to the bathroom
- Limiting contact with other and avoid shaking hands
- Avoid touching your face, eyes and nose
- Covering your mouth while coughing or sneezing with a tissue or your elbow (washing your hands immediately afterwards)
- Putting used tissue straight into the bin

Hand washing and sanitizing will occur after an employee has had contact with a customer and after each cash transaction. Eftpos transactions will be encouraged.

Hand sanitizing stations are available for customers at the entrance of the venue, the gaming room and the bathrooms and in all event rooms booked by clients.

All surfaces will be cleaned thoroughly before and in between each service. The following will be cleaned and sanitized after each customer interaction:

- Reception desk, sign in terminal and pen
- EFTPOS Terminals
- Tables and chairs in dining and bar area
- Gaming machines & EBTs
- Keno and TAB Terminals

The cleaning roster has been designed to ensure that all high touch areas are cleaned and disinfected every 30min, this includes:

- Bathroom door handles
- Hand rails
- Lift buttons
- ATM
- Members Terminal

- Self-serve Keno and TAB terminals
- Door handles to alfresco area
- Cigarette machine
- Cashier desk

Event rooms will be thoroughly cleaned before and after each event booking and high touch areas such door handle, projector remote control and or clicker. Hand sanitizer will be available in each event room for client's convenience.

Disinfectant solutions will be maintained at an appropriate strength and used in accordance with the manufacturer's instructions

## **6. Strategy for dealing with potential cases**

Employees are not expected, and should not try, to diagnose staff, customers or clients. However, everyone in the workplace has a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19 so far as reasonably practicable.

If employees reasonably suspect someone could have the virus, or has been exposed, this may create a health risk within the workplace and the following steps will need to be followed:

### **The person you are concerned about is at the workplace**

If someone is confirmed as having COVID-19 or is getting tested for COVID-19, they should already be at home self-isolating. However, there may be circumstances where a person in your workplace is displaying COVID-like symptoms or shares information (e.g. they have been in close contact with someone that has the virus) that causes you to have reasonable concerns about their health and the health of others in your workplace.

The person could be a worker, a client, customer or other visitor to your premises. Where this occurs:

#### **1. Isolate the person**

If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help. Otherwise, you must prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available for the person to wear.

#### **2. Seek advice and assess the risks**

Next, to determine if it is reasonable to suspect the person may have COVID-19, talk to the person about your concerns and see what they say. Seek government health advice by calling your state or territory helpline.

Ensure that you have current contact details for the person and make a note about the areas they have been within the workplace, who they have been in close contact with and for how long. This information will be used to inform you about *risks* to others and areas to clean and disinfect.

### 3. Transport

Ensure the person has transport home, to a location they can isolate, or to a medical facility if necessary.

### 4. Clean and disinfect

Close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected.

Cleaners must wear appropriate *PPE*, for example disposable gloves or gloves appropriate to the cleaning chemicals being used, and safety eyewear to protect against chemical splashes.

### 5. Identify and inform

Consider who the affected person may have had recent close contact with. If instructed by health officials, tell close contacts that they may have been exposed to COVID-19 and the requirements for quarantine. You must maintain the privacy of all individuals involved.

### 6. Review risk management controls

Review COVID-19 risk management controls, in consultation with your workers and their representatives, and assess and decide whether any changes or additional *control measures* are required.

## **The person you are concerned about was recently at your workplace**

A person who has recently been at your workplace such as a worker, client or customer may inform you they have, or may potentially have, COVID-19. Depending on the circumstances (e.g. how recently the person was at your workplace and how closely they were in contact with others) you may have reasonable concerns about the health of others in your workplace.

#### 1. Seek advice and assess the risks

To determine if it is reasonable to suspect the person may have COVID-19, talk to the person about your concerns and see what they say. You do not have to do this if the person has already informed you that they have or may potentially have COVID-19

Seek government health advice by calling your state or territory helpline. Follow the advice of your state and territory public health unit.

#### 2. Identify and inform

Identify who at the workplace had close contact with the affected person. If instructed by health officials, tell close contacts that they may have been exposed to COVID-19 and follow advice on quarantine requirements. You must maintain the privacy of all individuals involved.

#### 3. Clean and disinfect

Close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected.

Cleaners must wear appropriate *PPE*, for example disposable gloves or gloves appropriate to the cleaning chemicals being used, and safety eyewear to protect against chemical splashes.

#### 4. Review risk management controls

Review COVID-19 risk management controls, in consultation with your workers and their representatives, and assess and decide whether any changes or additional *control measures* are required.

### **7. Mandatory COVID Safe Business Registration**

Kirribilli Club has been registered as a COVID Safe Business

### **8. Reviews**

The COVID-19 Safety Plan and its guidelines will be reviewed regularly and after each government announcement confirming further changes to the restrictions.

Any changes or updates to the plan will be communicated with all employees.