

The Ary Toukley is a Registered COVID Safe Venue:

Updated COVID-19 Safety Plan as at 7th December 2020



We are continually updating our COVID Safe plan to reflect the latest advice from NSW Health.

This is an amendment to the original safety plan to comply with the current Public Health Orders in relation to the COVID-19 pandemic.

The NSW Premier announced major easing of COVID-19 restrictions in hospitality venues and are as follows: -

- The 4 square metre rule has been removed;
- The club capacity is determined in accordance with one patron per two square metres, consistent with the density limit in the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (no 7) 2020
- The 2 square metre rule will apply to both indoors and outdoors.
- There is no longer any caps and all types of functions and events can now be held.
- Patrons are permitted to stand in outdoor areas; however, patrons must remain seated indoors.
- Up to 50 people will be permitted to dance at any one time.

The club will support 1.5m physical distancing by limiting the capacity of the venue in accordance with the density limit in the Public Health Order of one patron per two square metres.

The Club is still required to be registered and comply with our COVID-19 Safety Plan, provide mandatory electronic sign-in and continue to have dedicated COVID-19 Safety Marshals.

The Club will continue to ensure the following: -

1. Anyone entering the Club will be asked if they are feeling well and not experiencing any respiratory symptoms (such as cough, sore/scratchy throat or shortness of breath or unexplained fever) if so, they will be encouraged to see a Doctor and refused entry.
2. Compulsory Temperature checks for all staff, contractors and patrons entering the Club.
3. Anyone entering the Club will be asked if they have been exposed to anyone who has been unwell with flu like symptoms in the last 14 days.
4. All patrons are asked to sanitise on entry and exit of the Club.
5. Each Member is to swipe their membership card through the Player Elite terminals on entry and exit which digitally records their attendance and details. This allows for contact tracing.
6. Guests are to provide proof of identification on entry and sign in through the Circle Scan terminals which digitally records their attendance and details and sign out on exiting. This allows for contact tracing.
7. All employees have completed COVID-19 approved training.




COVID-19 Detailed Safety Plan


The Club has an obligation to comply with the current Public Health Orders in relation to the COVID-19 pandemic, but must also manage risks (including COVID-19) to staff and other people in accordance with the Work Health and Safety Act 2011

Our COVID Safe plan includes our commitment to the wellbeing of members and employees, physical distancing, hygiene and cleaning as well as record keeping.

The Ary Toukley is a Registered COVID Safe Venue:

- 1. Exclusion:** Staff and customers who are unwell will be asked to leave the premises and advised to seek medical attention, even if they only have mild symptoms.
- 2. Advice:** Staff who have respiratory symptoms or fever will be advised to be immediately tested for COVID-19 and remain in isolation at home until they have received their result. Staff will be made aware of their leave entitlements if they are sick or required to self-quarantine.
- 3. Physical Environment:** The Club only has one door in and out, however we are encouraging Members to enter up the ramp and leave via the stairs. Non-members will need to approach the Welcome desk. The COVID -19 Marshall will always be on hand to direct customers appropriately. Order and collection points are separated where possible. Upon entry there are sanitiser stations as well as numerous sanitising stations throughout the Club.
- 4. Conditions on entry:** Members will be asked and directed by the COVID-19 Marshall to swipe their Membership card when they arrive through our Member Terminals which will record their details, have their temperature checked and asked to sanitise their hands. Non-members who visit the Club will need to sign in via the sign in terminals which will record their telephone number. Conditions of entry are displayed on the Club's, Website, social media and entry to the Club.
- 5. Conditions on exiting:** Members will be required to swipe their Membership card when leaving the Club through the Members Terminal. Non-members will need to advise the Welcome desk that they are leaving and be signed out. The conditions of entering and exiting the Club is for contact tracing if required.
- 6. COVID-19 Safety Marshalls:** The Club has a dedicated COVID-19 Safety Marshall as required. On entry a dedicated Marshall is on duty to screen, scan and question everyone who enters the Club. Additional Marshalls can be found throughout the Club to ensure compliance with the Clubs COVID Safety plan.
- 7. Staff training:** All employees have been asked to complete the Infection Control Training – Covid 19 through the Department of Health. A Covid-19 Best Practice Guidelines Manual has been distributed to all employees together with this Safety Plan. All employees prior to a shift will be asked a series of questions relating to their own well-being and if they have been in contact with anyone showing signs of illness. A toolbox training session will then take place on the importance of staying away from work if they are sick, physical distancing, hygiene and cleaning requirements, managing customers who appear unwell and the use of PPE. At this time, it will give employees the opportunity to consult and ask questions.

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8. **Capacity:** Capacity must not exceed one customer per 2 square metres of publicly accessible space.
 9. **Physical Distancing:** Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as bars, toilets and entrance and exit points.
 10. **Seating:** In accordance with the 2 to 1 rule The Club has moved furniture to support 1.5 metres of physical distance where practicable.
 11. **Crowding:** Numerous floor decals have been positioned to reduce crowding and promote physical distancing where people are asked to queue (EG: Bar, Café, Ziva).
 12. **Functions:** All types of functions and events can now be held; however, the following applies: -
 - 1.5m physical distance between seated groups where reasonably practicable
 - Capacity on dancefloors must not exceed one person per 4 square metres to a maximum of 50 people at any one time.
 - Alcohol is not to be taken onto dancefloors
 - Reduce contact or mingling between tables where reasonably practicable
 - Alcohol can only be consumed by seated customers
 13. **Service of alcohol:** Customers may line up at the Bar on the floor decals. Once served customers must return to their seats and remain seated.
 14. **Gaming machines:** The Club will support 1.5m physical distance between gaming machines players by limiting the capacity of the gaming area in accordance with the density limit in the Public Health Order of one patron per two square metres.
 15. **Employees:** All employees are asked to be mindful in relation to physical distancing in the Staff Room and Duty Managers Office when accessing Betty.
 16. **Work stations:** Where reasonably practical and possible the Club will ensure that staff maintain 1.5 metres physical distancing (including at meal breaks) and assign workers to specific work stations. Staff are asked not to enter any area that is not required during their shift.
 17. **Deliveries:** Regular deliveries have been requested to be mindful in relation to COVID-19 contactless delivery and invoicing where practical.
 18. **Courtesy Coach:** Due to physical distancing it is not viable to continue the service of our Courtesy Coach at this stage.
 19. **Hygiene facilities:** Sanitiser stations are numerous throughout the club – all patrons are asked to sanitise on entry and exit, all POS areas have sanitiser. Employee's will be constantly encouraged to practise good hygiene skills and the use of PPE's.
 20. **Restrooms:** All restrooms are well stocked with hand soap and paper towels, and the appropriate signage has been placed in every restroom.
 21. **Cutlery:** Cutlery and single use items such as straws, napkins, sugar, menus, salt and pepper are not to be stored in communal areas. All non-disposable cutlery and tableware is permitted and will be washed using a commercial grade dishwasher and glasswasher at the hottest setting. Single use items will be disposed of immediately once customers have finished their meal.

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- 22. Menus:** Poppies laminated menus are to be cleaned after every customer use. Single use menus are to be disposed of after each use.
 - 23. Coasters:** Customers will need to ask for coasters, they are now single use and must be thrown out after being used.
 - 24. Live music:** Duos will practice social distancing from each other and together with solo artists will face forward and be 5 metres from all other people including the audience. Capacity for a nightclub must not exceed 1 person per 4 square metres, with a maximum of 50 people on the dance floor.
 - 25. Cleaning:** Frequently touched areas and surfaces will be cleaned several times per day with a detergent then disinfected with a solution or wipe. This includes electronic gaming machines, ATMs, CRTs, EFTPOS equipment, Gaming Machine reserve signs, Player cards, elevator buttons, handrails, countertops, door knobs, and sinks. Table and chair hard furnishings will be cleaned between customers in the same manner. Other areas frequented by staff or customers will be cleaned at least daily with detergent then wiped with disinfectant.
 - 26. PPE:** Employees are to wear gloves when cleaning and wash hands thoroughly before and after with soap.
 - 27. Cash:** Whilst contactless payments is to be encouraged, there will still be the need to touch cash from time to time as required; this is when constant hand washing and sanitising is paramount for all employees.
 - 28. Children's play areas:** Currently the Ziva play area is closed and will remain so until further notice.
 - 29. Record Keeping:** The Club has processes in place to keep a record of the name and mobile number or email address for all staff, customers and contractors for a period of at least 28 days and ensures that the records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.
 - 30. COVIDSafe App:** The Club will continue to encourage staff and customers to download the COVIDSafe app and make them aware of the benefits in assisting contact tracing if required. The Commonwealth Privacy Act 1988 will be complied with in relation to the COVIDSafe app.
 - 31. Keno Caddies:** Keno caddies have been sanitised and stored away; customers can request one at any POS, each caddie will be sanitised upon return.
 - 32. Bowls Smoking Area:** Anyone wishing to smoke is encouraged to have a quick cigarette break and not inter-mingle.
 - 33. General:** Notwithstanding the availability of COVID-19 Marshalls, staff are required to direct patrons at all points of sale locations to line up accordingly on the floor decals and social distance. If patrons are waiting for their order, staff are to direct patrons to sit and wait until their order is ready.



Amendment as at 14th July 2020

34. Due to outbreaks of COVID-19 in Victoria and areas of Western Sydney; We ask if you have visited Victoria or any of the Sydney known hot spots in the last 14 days, please follow the Public Health Instructions to self-isolate for two weeks.
35. Licenses provided at point of entry that have a Victorian address will not be permitted to enter our Club.

Amendment as at 19th July 2020

36. Premier Gladys Berejiklian has tightened restrictions on all indoor hospitality venues to take effect from **Friday, 24th July 2020**
37. To ensure the health and safety of our patrons and staff we have implemented additional entry conditions from **Sunday, 19th July 2020** as follows:
 - Only allow Members and their Guests who reside within a Central Coast postcode
 - 2250, 2251, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263
 - New Membership is only available to people residing in the above postcodes
 - Continue with compulsory temperature checks
 - Cap our numbers at 300 – down from 508
 - Ask patrons if they have visited any known hotspots in the last 14 days and refuse entry if need be
 - Continue to ask patrons if they are well and not been in contact with anyone who has been sick and refuse entry if need be.
 - Encourage constant hand sanitising – there are numerous stations throughout the Club
 - All patrons are to remain seated unless ordering from a point of sale, there is to be no singing, dancing or inter-mingling
 - Continue to follow our Safety plan and encourage Members and guests to do the same

Amendment as at 24th July 2020:

38. Amendments to the Public Health Order was handed down today – changes as follows: -
 - Venue capacity for Clubs with a total floor space exceeding 1,200 square metres can admit more than 300 patrons into the club but only by dividing the club into distinct “separate areas” as designated by the club. The Ary’s has designated the following areas: -
 - Area 1 – Ground Floor – 300
 - Area 2 – Celebrations Function Room – 90
 - Only allow Members and their Guests who reside within a Central Coast postcode
 - 2250, 2251, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264
 - New Membership is only available to people residing in the above postcodes
 - Patrons must remain seated as far as practicable, irrespective of whether the patron is consuming alcohol
 - 10-person limit on the size of bookings, reservations and group size. Weddings and corporate events can have up to 150 patrons or 4 square metre rules.
 - Mandatory COVID Safe business registration. Tick
 - Recording patron details. Tick
 - Dedicated COVID Marshall per area. Tick
 - COVID Safety Plan for each area. Tick



Amendment as at 2nd September 2020:

39. Changes to Postcodes Restrictions.

- Postcodes restrictions have changed as at Wednesday, 2nd September 2020.
- Members, Guests and visitors from all areas of NSW are welcome to visit The Ary Toukley.
- Entry will be refused to any person who resides or has visited a known hotspot as listed on the NSW Health website. A list of hotspot postcodes will be updated daily at Reception.
- The whole of Victoria is a hotspot and borders are still closed.

Amendment as at 29th September 2020:

40. Changes to the Public Health Order

- **Maximum capacity of corporate events increased to 300**
 - Subject to the one person per four square metres rule (no change to The Ary Toukley's previous plan).
- **Patrons may stand to play a game**
 - The Public Health Order requires patrons to remain seated as far as practicable, irrespective of whether the person is consuming alcohol
 - Patrons are now permitted to stand to play a game (no change to The Ary Toukley's previous plan)

Amendment as at 16th October 2020:

41. Changes to the Public Health Order

- **Higher density capacity in outdoor areas**
 - The Minister for Health has now enacted legislation which permits 1 patron per 2 square metres in outdoor areas of hospitality venues.
 - A digital sign in system only must be used to capture and record each patron's information. (no change to The Ary Toukley's COVID Safety plan)

Amendment as at 23rd October 2020:

42. Amendment to the Public Health Order

- **As of Friday 23 October 2020, the Club can take up to 30 customers per booking and seat 30 customers per table.**
 - Children are counted towards the capacity limit
 - The NSW Government has increased the gathering limit from 10 to 100 persons for clubs holding a service to commemorate Remembrance Day 2020.
 - The service must comply with the COVID-19 Safety Plan for funerals, memorial services and wakes.


Amendment as at 7th December 2020:

43. The NSW Premier announced major easing of COVID-19 restrictions in hospitality venues and are as follows: -

- The 4 square metre rule has been removed;
- The club capacity is determined in accordance with one patron per two square metres, consistent with the density limit in the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (no 7) 2020
- The 2 square metre rule will apply to both indoors and outdoors.
- There is no longer any caps and all types of functions and events can now be held.
- Patrons are permitted to stand in outdoor areas; however, patrons must remain seated indoors.
- Up to 50 people will be permitted to dance at any one time.

The Club is still required to be registered and comply with our COVID-19 Safety Plan and provide **mandatory electronic sign-in and continue to have dedicated COVID-19 Safety Marshals.**

BUSINESS DETAILS	
Business name:	Toukley RSL Sub Branch Club LTD – Trading as The Ary Toukley
Plan completed by:	Deborah Condon
Approved by:	Trevor Haynes
Plan Update No:	Version 2 Updated 14th July 2020 Version 3 Updated 19th July 2020 Version 4 Updated 24th July 2020 Version 5 Updated 2nd September 2020 Version 6 Updated 29th September 2020 Version 7 Updated 16th October 2020 Version 8 Updated 23rd October 2020 Version 9 Updated 7th December 2020 Version 10 Updated 10th December 2020
Original Date:	1st July 2020



This plan is to help slow the spread of COVID-19 and reassure the Club's employees and customers that they can safely visit. We may need to update the plan in the future, as restrictions or advice change. All Employees have been sent a copy of this COVID-19 Safety Plan

Remembrance Day 2020

Update @ 23rd October 2020

Update to The Ary Toukley's Covid Safety Plan for Remembrance Day – 11/11/2020

The NSW Government has increased the gathering limit from 10 to 100 persons for clubs holding a service to commemorate Remembrance Day 2020.

The number of patrons permitted at a Remembrance Day commemoration is also subject to the 1 person per 4m². The Cenotaph area is greater than 400m².

The service must comply with the COVID-19 Safety Plan for funerals, memorial services and wakes.

Attendees who appear unwell and show any symptoms of respiratory or COVID-19 will be asked to leave and seek medical attention.

In addition to the usual COVID-19 sign in procedures, each person participating in the service must provide their name and contact details to the organiser of the service, irrespective of whether this event is held inside the club premises.

- Sub Branch President has confirmed that the Sub Branch will be responsible for recording names and contact details at the Cenotaph.

A small group of up to 5 people may sing together in a large well-ventilated (preferably outdoor) area if all singers face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers and 5 metres from all other people including the audience or conductor.

- Masks and sanitiser will be available and offered to each attendee at the service.
- Attendees are not to gather outside the Club, before or after the service – physical distancing applies.

Following the commemoration at the Cenotaph the Sub Branch will be hosting a corporate function in the Celebrations function room.

The Public Health Order and the Clubs COVID-19 Safety plan must be adhered to at all times;

- The Clubs Celebrations function room is area 2 with a capacity of 75, children count towards the capacity limit
- All attendees will be put through the Clubs entry and exit procedures
- Attendees must remain 1.5m from all non-household attendees
- Alcohol can only be consumed by seated patrons
- There is to be no more than 30 people per table
- A COVID-19 Marshall will be dedicated to Celebrations Function Room
- There are numerous hand sanitiser stations available for attendees to use
- The Club's Event Safety Plan will be signed off by the Host Organiser who is accepting and undertaking responsibility for this event.