



## **The Ary Toukley is a Registered COVID Safe Venue:**

**Please note that rules and restrictions apply to the Greater Sydney region (including the Blue Mountains and Northern Beaches), The Central Coast and Wollongong to protect the community from COVID-19.**

**These areas are not considered hotspots but do have restrictions placed on patrons and venues as follows: -**

- **Separate Areas – each area has a capacity cap of 300**
  - **Area 1** – Ground Floor inclusive of all area's capacity - **300**
  - **Area 2** – Celebrations Function Room Capacity - **75**
  - **Children** count towards capacity limits
- **All Customer facing staff must wear a mask that is: -**
  - A fitted face covering
  - Fits securely around the face
  - Designed or made to be worn over the nose and mouth so as to provide protection against infection
- **On entry all persons must: -**
  - Have their temperature checked
  - Answer a series of questions re their health and whereabouts
  - Sanitise
  - Sign in via the Clubs Sign in rules
  - Register with the QR Code
  - Wear a face mask in the gaming area
  - Physical distance (1.5m) with people you do not live with where practical
  - Remain seated unless walking to an area, POS or bathroom facility
  - No singing or dancing (unless in a bridal party – 20max)

Please note that you will be updated if certain areas go into lock down and the need to refuse entry is sanctioned.

Any questions please ask a Duty Manager.

## The Ary Toukley is a Registered COVID Safe Venue:

Updated Monday, 11<sup>th</sup> January 2021



Updated COVID-19 Safety Plan enactment of Public Health Order imposing restrictions on Greater Sydney, Wollongong and The Central Coast.

**There are no restrictions on patron entering our Club other than to follow rules as stipulated in The Covid-19 Safety Plan.**

This is an amendment to the original safety plan to comply with the current Public Health Order No 7 in relation to the COVID-19 pandemic.

**Face Masks are mandatory in certain indoor settings, from 3<sup>rd</sup> January 2021.**

**The Ary Toukley's requirements are as follows: -**

- All staff who have a customer-facing role are required to wear a face mask (a fitted face covering that fits securely over the mouth and nose. (BOH employees are exempt, unless you are on the trading floor)
- Patrons in the Clubs gaming area (indoor and alfresco) must wear a mask.

**Mandatory Service NSW App:**

The Premier has announced that all hospitality venues are to provide their own unique QR code for all persons entering a premise from **12 noon, 1<sup>st</sup> January 2021**. The Club commenced educating our patrons re this new requirement from Wednesday, 30<sup>th</sup> December 2020.

**Capacity:**

Capacity is determined in accordance with caps of 300 patrons per "separate area" or 1 patron per 4 square metres, whichever is less.

**Area 1 – Ground Floor:**

**Capacity 300**

**Area 2 – Celebrations Function Room:**

**Capacity 75**

**Density:**

- 1 patron per 4 square metres in indoor areas
- 1 patron per 2 square metres in outdoor areas
  - No change to group and gathering size at this stage
  - No dancing, singing or chanting (20 members of a bridal party are permitted to dance)

**The Club will continue to ensure the following: -**

1. Restrict entry to any person if they reside in an area that has a **lockdown imposed on them by NSW Government. (Currently no area of NSW is in Lockdown)**
2. Compulsory Temperature checks for all staff, contractors and patrons entering the Club.
3. 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 – higher than 37.6)** if so, they will be encouraged to seek medical attention and refused entry.
4. 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.
5. All patrons are asked to sanitise on entry and exit of the Club.
6. Capacity of each area must not exceed 300 patrons, or the number allowable by one customer per 4 square metres of space, whichever is the lesser.
7. All employees have completed COVID-19 approved training.


## COVID-19 Detailed Safety Plan - The Ary Toukley is a Registered COVID Safe Venue:




The Club has an obligation to comply with the current Public Health Order (No 7) 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 by ensuring physical distancing, hygiene and cleaning as well as record keeping.

- 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:** Every person entering the Club premises will be required to check in using the Club's unique QR Code, have their temperature taken, asked to sanitise their hands and answer a few questions. Members will be asked and directed by the COVID-19 Marshall to swipe their Membership card through our Member Terminals. Non-members who visit the Club will need to sign in via the Clubs Sign in Terminals. Conditions of entry are displayed on the Club's, Website, social media and entry to the Club.
- 5. Conditions on exiting:** Every person should check out from the Services NSW app. 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:** Each area 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 COVIC 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.

- 
- 8. Capacity:** The capacity of the club has been calculated in accordance with the 4 sqm rule, and applies to all patrons on the club premises, irrespective of the reason why they are on the club premises. Capacity applies to patrons only, not to employees or contractors or patrons who enter the premises to collect takeaway food or drink. Capacity is capped at 300 for area 1 (Main Club Floor) and 75 for area 2 (Celebrations Function Room)
  - 9. Physical Distancing:** Contact between customer groups wherever possible will be limited to the 1.5 metre rule.
  - 10. Seating:** The club has moved furniture to support 1.5 metres of physical distance where possible.
  - 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:** Functions are subject to the four-square metre rule and guests need to remain seated; no singing or dancing (bridal party only up to 20)
  - 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:** Measures have been taken to apply 1.5 metres is maintained where possible between patrons by reducing machine numbers. All patrons in the Gaming area of the Club (both indoor and alfresco) are required to wear a mask unless eating to drinking.
  - 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.

- 
- 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:** No more than 5 performers can sing indoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience where practical. In indoor areas, audience members should not participate in singing or chanting.
  - 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. Face Masks:** Masks are mandatory in certain indoor settings from 3<sup>rd</sup> January 2021. The Ary Toukley's requirements are as follows: -
    - All staff who have a customer-facing role are required to wear a face mask (a fitted face covering that fits securely over the mouth and nose. (BOH employees are exempt, unless you are on the trading floor)
    - Patrons in the Clubs gaming area (indoor and alfresco) must wear a mask.
  - 28. 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.
  - 29. Children's play areas:** Currently the Ziva play area is closed and will remain so until further notice.
  - 30. Record Keeping:** The Service NSW App is now being used for record keeping as well as The Club's usual sign in processes. Records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.
  - 31. 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.
  - 32. Keno Caddies:** Keno caddies have been sanitised and stored away; customers can request one at any POS, each caddie will be sanitised upon return.
  - 33. Bowls Smoking Area:** Anyone wishing to smoke is encouraged to have a quick cigarette break and not inter-mingle.
  - 34. 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 14<sup>th</sup> July 2020


35. 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.
36. Licenses provided at point of entry that have a Victorian address will not be permitted to enter our Club.

### Amendment as at 19<sup>th</sup> July 2020

37. Premier Gladys Berejiklian has tightened restrictions on all indoor hospitality venues to take effect from **Friday, 24<sup>th</sup> July 2020**
38. To ensure the health and safety of our patrons and staff we have implemented additional entry conditions from **Sunday, 19<sup>th</sup> 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 24<sup>th</sup> July 2020:

39. 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 2<sup>nd</sup> September 2020:

### 40. Changes to Postcodes Restrictions.

- Postcodes restrictions have changed as at Wednesday, 2<sup>nd</sup> 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 29<sup>th</sup> September 2020:

### 41. 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:

### 42. 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:

### 43. 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. (Refer Separate Update for more details)
    - The service must comply with the COVID-19 Safety Plan for funerals, memorial services and wakes.

**Amendment as at 7<sup>th</sup> December 2020:**

**44. 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.**

**Amendment as at 10th December 2020:**

- 45.** ClubsNSW advised that dance floors in a Club can have the 2 to 1 rule applied up to 50 people.

**Amendment as at 18th December 2020:**

- 46.** Premier Gladys Berejiklian warned that all of Greater Sydney should be on "high alert" as the cluster on the Northern Beaches grows.
- The Ary Toukley will restrict entry to any person who has visited or resides in a known hotspot as listed on the NSW Health website.

**Amendment as at 20th December 2020:**

- 47.** The Ary Toukley will be restricting entry to anyone from Northern Beaches or any other known hot spots as they occur.

**Capacity:**

Capacity is determined in accordance with caps of 300 patrons per "separate area" or 1 patron per 4 square metres, whichever is less. The same capacity rules that were in place from late July to 7th December 2020 once again apply.

**Area 1** – Ground Floor: Capacity 300

**Area 2** – Celebrations Function Room: Capacity 75

**Density:**

- 1 patron per 4 square metres in indoor areas
- 1 patron per 2 square metres in outdoor areas

No change to group and gathering size at this stage

No dancing, singing or chanting (20 members of a bridal party are permitted to dance)





**Amendment as at 30<sup>th</sup> December 2020:**

**48. Changes to customer record keeping for all hospitality venues including Clubs:**

Mandatory Service NSW App:

The Premier has announced that all hospitality venues are to provide their own unique QR code for all persons entering a premise from 12 noon, 1st January 2021.

The Club commenced educating our patrons re this new requirement from Wednesday, 30th December 2020.

**Amendment as at 3<sup>rd</sup> January 2021:**

**49. Face Masks are mandatory in certain indoor settings, from 3<sup>rd</sup> January 2021.**

**The Ary Toukley's requirements are as follows: -**

- All staff who have a customer-facing role are required to wear a face mask (a fitted face covering that fits securely over the mouth and nose. (BOH employees are exempt, unless you are on the trading floor)
- Patrons in the Clubs gaming area (indoor and alfresco) must wear a mask.

**Amendment as at 11<sup>th</sup> January 2021**

**50. Northern Beaches lock down rescinded**

- Consider the same as Greater Sydney for restrictions

## 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 14<sup>th</sup> July 2020**  
Version 3  
**Updated 19<sup>th</sup> July 2020**  
Version 4  
**Updated 24<sup>th</sup> July 2020**  
Version 5  
**Updated 2<sup>nd</sup> September 2020**  
Version 6  
**Updated 29<sup>th</sup> September 2020**  
Version 7  
**Updated 16<sup>th</sup> October 2020**  
Version 8  
**Updated 23<sup>rd</sup> October 2020**  
Version 9  
**Updated 7<sup>th</sup> December 2020**  
Version 10  
**Updated 10<sup>th</sup> December 2020**  
Version 11  
**Updated 18<sup>th</sup> December 2020**  
Version 12  
**Updated 21<sup>st</sup> December 2020**  
Version 13  
**Updated 30<sup>th</sup> December 2020**  
Version 14  
**Updated 3<sup>rd</sup> January 2021**  
Version 15  
**Updated 11<sup>th</sup> January 2021**

**Original Date:** 1<sup>st</sup> 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 @ 23<sup>rd</sup> 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 Cenotaph area is greater than 400m<sup>2</sup>.

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.



## **The Ary Toukley is a Registered COVID Safe Venue:**

**Please note that rules and restrictions apply to the Greater Sydney region (including the Blue Mountains and Northern Beaches), the Central Coast and Wollongong to protect the community from COVID-19.**

**These areas are not considered hotspots but do have restrictions placed on patrons and venues: -**

- **Area 1** – Ground Floor capacity is **300**
- **Area 2** – Celebrations Function Room Capacity is **75**
  - Children count towards capacity limits
- **On entry all persons must: -**
  - Have their temperature checked
  - Answer a series of questions re their health and whereabouts
  - Sanitise
  - Sign in via the Clubs Sign in rules
  - Register with the QR Code
  - Wear a face mask in the gaming area
  - Physical distance (1.5m) with people you do not live with where practical
  - Remain seated unless walking to an area, POS or bathroom facility
  - No singing or dancing (unless in a bridal party – 20max)

Any questions please ask a Duty Manager.