



COVID-19 Safety Plan

The Ary Toukley is a Registered COVID Safe Venue:

Updated 17th March 2021



COVID-19 Detailed Safety Plan

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 is maintained.

- 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.
- 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-19 Safety plan.



- 7. Staff training:** All employees have been asked to complete the Infection Control Training – Covid 19 through the Department of Health. The Club's mandatory Barringtons training WHS modules also includes training on COVID-19. 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:** Capacity in clubs will be determined in accordance with the 1 patron per 2 square metres, with no upper limit.
- 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 two-square metre rule. Up to 30 people can dance at any one time at a wedding only. No self-serve buffet style food service areas, communal bar snacks, or communal condiments are allowed.
- 13. Service of alcohol:** Customers may line up at the Bar on the floor decals to support the 1.5 metres of physical distance where possible.
- 14. Gaming machines:** Measures have been taken to apply 1.5 metres is maintained where possible between patrons by reducing machine numbers.
- 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:** Currently not in use, however when it resumes service; measures will be put in place to ensure drivers of courtesy vehicles minimise close contact with passengers as much as possible and encourage passengers to wear masks whilst in the vehicle.



- 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:** The number of performers singing indoors can be up to 30. 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 and conductor, 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:** Are no longer required, however anyone wishing to wear a face mask (patrons or staff) are welcome to do so.
- 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. 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. The Club will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at our workplace, and notify SafeWork NSW on 13 10 50.



- 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 Game Cards are now allowed to be displayed in Keno caddies, no pens or pencils are to be supplied to customers and used game cards are to be disposed of. Caddies are to be cleaned and sanitised often.
- 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.

- Postcode 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. (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 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.**



Amendment as at 10th December 2020:

44. 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:

45. 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:

46. 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 30th December 2020:

47. 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 3rd January 2021:

48. Face Masks are mandatory in certain indoor settings, from 3rd 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 11th January 2021

49. Northern Beaches lock down rescinded

- Considered the same as Greater Sydney for restrictions

Amendment as at 15th January 2021

50. Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020

- Notice specifying areas of concern
- Refer to the NSW Government website for areas of concern for COVID-19 transmission

Amendment as at 29th January 2021

51. NSW Premier, Gladys Berejiklian, has announced changes to the Public Health Order, which will come into force from 12:01am Friday, 29th January 2021.

- The 300 patron per area capacity limit has been removed.
- The Ary Toukley is subject to the 1 person per 4sqm rule.
- All functions must be fully seated with no singing or dancing (only the 1 person per 4sqm rule will apply)
- 20 nominated people in a wedding party can dance
- Masks will remain compulsory for front-of-house staff and patrons in the gaming rooms.

Amendment as at 12th February 2021

52. NSW Premier, Gladys Berejiklian, has announced changes to the Public Health Order, which will come into force from 12:01am Friday, 12th February 2021.

Please note changes in Clubs for Greater Sydney, Wollongong, Central Coast and The Blue Mountains bringing these regions in line with the rest of NSW.

Changes are as follows: -

- Capacity in clubs will be determined in accordance with the 1 patron per 2 square metres, with no upper limit.
- Face masks are no longer mandatory for patrons in indoor gaming areas.
- Face masks are no longer mandatory for customer facing employees.
- The NSW wide limitations on dancing and singing will remain unchanged.



Amendment as at 26th February 2021

53. NSW Premier, Gladys Berejiklian, has announced changes to the Public Health Order, which will come into force from 12:01am Friday, 26th February 2021.

- 30 people allowed to dance at weddings, with rotation on and off the dance floor
- Number of performers singing indoors increased to 30 (currently 5) subject to physical distancing requirements. Audience should not participate in singing

Amendment as at 17th March 2021

54. Restrictions have been lifted to allow patrons to stand while consuming beverages.



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
Version 11
Updated 18th December 2020
Version 12
Updated 21st December 2020
Version 13
Updated 30th December 2020
Version 14
Updated 3rd January 2021
Version 15
Updated 11th January 2021
Version 16
Updated 15th January 2021
Version 17
Updated 29th January 2021
Version 18
Updated 12th February 2021
Version 19
Updated 26th February 2021
Version 20
Updated 17th March 2021

Original Date: 1st July 2020



COVID-19 Safety Plan Remembrance Day 11/11/2021

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 - Updated 23rd October 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 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.