



COVID-19 Safety Plan - Effective 24th July 2020

Area 2 – Celebrations Function Room: Capacity 90

This broad scoped Covid-19 Safety Plan is intended for interested parties who are using the club to host groups of people. Organisers and Group Hosts must follow the current COVID-19 Public Health Orders, and also manage risks to patrons within their group and other people in accordance with Work Health and Safety laws. As restrictions and advice changes the plan will need to be updated or changed.

All Members, Contractors and Visitors must comply with The Ary Toukley's COVID-19 Safety Plan.

Details of the Organiser / Group Host are a requirement by The Ary Toukley.

Organiser / Group Host Name	
Address	
Email Address	
Mobile Phone Number	
Number of Attendees	
Date	
Signature of Host Organiser who is accepting and undertaking the responsibility of this plan	

The Organiser / Group Host is to ensure all attendees comply with this COVID-19 Safety Plan.

All people within the group are to be issued a copy of the COVID-19 Safety Plan.

Actions:

1. Any person who is unwell is to be excluded, seek medical attention and follow medical advice.
2. The Ary Toukley's Celebrations Function room has a capacity of 90 people and is based on the 4 square metre rule
3. A corporate event is an event, hospitality or social activity
 - a. organised, held or funded by a business or other organisation for staff, clients or stakeholders
 - b. and held at a function centre.
4. The Host Organiser will have available a hand sanitiser product for the free use of group participants.
5. All group participants are to sanitise their hands on each and every entry and exit of the room.
6. The Host Organiser will ensure Safe Social Distancing of 1.5 metres between group participants.
 - a. There is no requirement to ensure Social Distancing from members of the same household.
7. The Host Organiser will ensure that all patrons remain seated, with no singing, no dancing and no intermingling.
8. The Host Organiser is to have a contact register which records the name, telephone number or email address of all persons attending any and each event for a period of at least 28 days.
 - a. If required by an authoritarian body, the Host Organiser will produce the attendance and contact register which will only be used for contact tracing.
9. Currently only allowing entry to member and their guest who reside on the Central Coast (Post codes 2250 to 2264)

Host Signature..... Date.....

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