

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Accommodation

Business details

Business name	NOAH'S on the beach
Business location (town, suburb or postcode)	Newcastle East
Select your business type	Hotels accommodation backpackers hostels dormitories
Completed by	Debera Mackenzie
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Effective date	2 August 2021
Date completed	17 August 2021

Wellbeing of staff and customers

Advise staff and visitors who are unwell with COVID-19 symptoms to immediately get tested and place themselves in isolation until they have received their results.

Consider how customers could be isolated while awaiting their results, if they are sharing accommodation with others.

Agree

Yes

Tell us how you will do this

If guests have to isolate following testing they would have to be accommodated in an another guest room to separate them from their companion for the period of isolation.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.

Agree

Yes

Tell us how you will do this

There is signage at the hotel, all staff have completed the covid safety online training. All staff are kept updated through Employment Hero notifications.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

All guest details are recorded in our Property Management System, they are also asked to scan in using the Service NSW QR code when they enter and leave the hotel.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

we will continue to encourage staff to consider vaccination through our our Employment Hero notifications to staff

Physical distancing

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

We have signage throughout the hotel and markings on the floor in areas where guests gather eg Reception Desk. Seating is spaced at the hotel and staff are reminded to keep their distance and stay in their own areas wherever possible.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

We stagger check ins and check outs where possible and place QR codes in different areas of the foyer and all entry points. Signage in all public areas reminds people as do markings on the floors.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up and drop-off zones.

Agree

Yes

Tell us how you will do this

If we have any areas where this may occur we will use signage and markings to control

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

all staff are advised that they must wear a mask whilst working at the hotel unless they have a proper exemption.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

We have hand sanitiser throughout the public areas of the hotel and signage reminds guests and staff to use this regularly and also wash hands properly. There is also signage in the toilets.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

Our staff check toilets regularly to ensure they are clean and well stocked with all necessary items to maintain hygiene.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

We have a cleaning roster that ensures hard surfaces are cleaned and sanitised regularly each day.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

Our team open doors where possible and our air conditioning systems are regularly maintained to ensure they are optimised.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Note: QR code check-in is not required for people staying overnight who have checked in with reception, or for residents.

Agree

Yes

Tell us how you will do this

We have QR codes throughout the building and at all staff check in stations and checking in is mandatory for everyone that comes on site.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

Our team check the green tick on arrival of guests. QR codes are at all entrance points to the hotel, throughout the public areas and a staff check in terminals.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

If a person is unable to check in themselves, we do this for them in the government website. All staff also check in using Employment Hero system and guests are recorded in our Property Management System so these details can be provided quickly at any time if required.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes