

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

Your COVID-19 Safety Plan

Significant events

Business details

Business name	NOAH'S on the beach
Business location (town, suburb or postcode)	Newcastle East
Select your business type	
Weddings and receptions	
Completed by	Debera Mackenzie
Email address	manager@noahsonthebeach.com.au
Effective date	18 September 2021
Date completed	25 October 2021

Wellbeing of staff and customers

Exclude attendees who are unwell from the event.

Agree

Yes

Tell us how you will do this

Signage throughout the hotel including our conditions of entry advise staff and any other persons that they must not enter the hotel if they are ill and they must be tested and isolate until they receive results. Our staff have been trained to enforce this at the hotel and request that these persons go home and do not return to the hotel until they have a negative test result.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, guests and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

Conditions of entry for all persons entering the hotel are displayed at all entrance points to the hotel which advise guests:

It is a condition of entry to this venue that you are fully vaccinated against COVID-19.

Proof of vaccination will be required.

In addition, all Patrons attending this licensed premises shall:

- Sign-in using the Service NSW QR code app
- While indoors, wear a mask other than when eating or drinking (or provide evidence of an age or medical exemption)
- Be refused entry if they display signs of illness
- Be requested to leave should they display signs of illness after entry
- Adhere to social distancing as required including at entry and exit points or where markings are in place
- Comply with reasonable directions from staff

Failure to comply with any or all of these conditions may constitute an offence under the

Public Health Order and the licensee, their staff or agents reserve the right to remove from the premises any patron not adhering to these conditions under Section 77 of the Liquor Act 2007.

Our team have been trained to ensure compliance with these conditions and to ask persons that do not comply to leave the building.

All of our staff have had at least 1 vaccination and will be fully vaccinated at 1 November or will not be allowed to return to work until 1 Dec 21.

People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.

Note: This does not apply to a person aged under 16 who is on the premises to carry out work.

Agree

Yes

Tell us how you will do this

Our staff have been trained ask younger people for their ID and if they are under 16 and not fully vaccinated they will not be allowed to enter the hotel without a fully vaccinated member of their household.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Agree

Yes

Tell us how you will do this

We will not exceed the capacity of one person per 4 square metres of indoor space and will ensure tables are spaced appropriately.

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

Signage reminds our team and guests to physically distance wherever possible. We have markers on the floor in areas where crowding or queues can form. We have no seated guests unless they are in the Restaurant or a function room where they are appropriately spaced. Our Team have been trained to manage this. Our working staff have been trained to physically distance from guests and other staff where possible.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Signage reminds our team and guests to physically distance wherever possible. We have markers on the floor in areas where crowding or queues can form. Our team have been trained to monitor congestion and manage this.

Singing by attendees is not allowed in indoor areas at funerals or gatherings after funerals.

Agree

Yes

Tell us how you will do this

Our team will ask guests to stop singing if they were to any time during an event.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

We reviewed the COVID-19 guidance on ventilation with our A/C maintenance provider Grosvener Engineering prior to completing our safety plans.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

We have no outdoor space at the hotel spaces at the hotel.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

We have no indoor areas in the function rooms with opening windows and doors.

In indoor areas, 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

All ground floor ducted air conditioners are connected to a large outside fresh air fan that introduces filtered fresh air to the ground floor when the A/C system operates. It is interlocked with the A/C system so when an A/C is turned on the fresh air fan is given a signal to start and operate.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Grosvener Engineering carry out monthly servicing to the air conditioning system. Filters are changed regularly.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

We engaged NEWMECH SERVICES PTY LIMITED to optimise our indoor ventilation and this is regularly reviewed by Grosvener Engineering.

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

Signage is displayed at entries to the hotel and throughout the hotel to ensure staff and customers wear a face mask as required by the current health orders. This is monitored by our management team and staff and anyone who does not comply will be asked to leave the hotel or show us their exemption. The staff have been trained to monitor and manage this.

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 in key areas of the hotel and encourage its use and the washing of hands throughout the hotel on signage.

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

Agree

Yes

Tell us how you will do this

Our bathrooms are regularly cleaned throughout the day and checked to ensure they are adequately supplied and also display signage regarding hand 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

Our serving areas are sanitised regularly 24 hours a day and all touch points are sanitised twice a day throughout the hotel, including all door handles, rails, lift buttons etc. We have cleaners on site everyday and every area of the hotel is fully cleaned at least daily. We use grade 5 appropriate disinfectant for sanitisation. All tables, condiments etc are sanitised after each use.

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, guests and contractors.

Agree

Yes

Tell us how you will do this

All of our guests, patrons, contractors, suppliers and staff check in using the Service NSW QR code, if they have difficulty our team will input their details into the service NSW website directly. We also can scan the Covid Check in Cards.

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

Signage with the Service NSW QR code is at all entrances to the hotel and throughout the hotel and every patron must have the green tick to enter the hotel and this is checked by a team member. Signage also reminds all persons to check in and maintain physical distancing which is reinforced with markings on the floor in areas of the hotel.

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, guests 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 provide contact details, for example due to age or language barriers, we will attempt to get the contact details on their behalf from another accompanying person. We can scan their Covid 19 Check in card, enter their details into the web portal or if technology is not working complete a spreadsheet and enter into the portal or provide to an authorised officer if required. If we cannot access the portal we will maintain a spreadsheet and enter the details into the portal when it is working again.

Record keeping venues and facilities

Yes

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

We will capture patron details separately at the Restaurant when patrons are proceeding straight to the Restaurant and into functions. We have separate safety plans for restaurant/functions, weddings and wakes.

We are not allowing any guests, suppliers or contractors into the hotel unless they are double vaccinated or have a valid exemption until the 1st December 2021.

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

Yes