

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

## Your COVID-19 Safety Plan

### Hospitality

#### Business details

Business name	Albury Entertainment Centre
Business location (town, suburb or postcode)	Albury, NSW 2640
Select your business type	
Function centres	
Completed by	James Poole
Email address	<a href="mailto:aec@alburycity.nsw.gov.au">aec@alburycity.nsw.gov.au</a>
Effective date	11 October 2021
Date completed	11 October 2021

---

### Wellbeing of staff and customers

**Exclude staff and customers who are unwell from the premises.**

Agree

Yes

### **Tell us how you will do this**

Staff and customers are advised on current PHO and are asked to stay home if unwell, as per NSW Health guidelines.

**Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning. Train staff in the process of how to collect and store contact details of patrons.**

**Agree**

Yes

### **Tell us how you will do this**

Staff and customers are advised on current PHO and are asked to stay home if unwell, as per NSW Health guidelines.

COVID safe marshals are present at every event and assist patrons to check in.

**Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**

**Agree**

Yes

### **Tell us how you will do this**

Staff and customers are advised on current PHO. Signage is placed throughout the venue as per NSW Health guidelines.

Staff will be checking QR code check in's and vaccination passports.

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers 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**

This has been communicated to all staff.

**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**

Staff and customers are advised on current PHO. Signage is placed throughout the venue as per NSW Health guidelines.

Staff will be checking QR code check in's and vaccination passports.

---

## **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. Note: This does not include a vessel used for commercial tours for scuba diving, snorkelling or marine animal watching if there are less than 50 persons on the vessel.**

**Bookings at hospitality venues must not exceed a group of more than 20 persons (except for weddings, funerals, and memorial services; and gatherings after these events). Note: Hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.**

**Agree**

Yes

**Tell us how you will do this**

As per the NSW health guidelines, 1 person in 4 square metres = 286 people. We have capped this for clients at 250

**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**

Staff and customers are advised on current PHO. Signage is placed throughout the venue as per NSW Health guidelines. Bollards are used to cordon off areas

**Avoid congestion of people in specific areas where possible.**

**Agree**

Yes

**Tell us how you will do this**

Staff and customers are advised on current PHO. Signage is placed throughout the venue as per NSW Health guidelines. Bollards are used to cordon off areas

**Have strategies in place to manage gatherings that may occur outside the premises and in any designated smoking areas.**

**Agree**

Yes

**Tell us how you will do this**

gatherings outside the venue are rare, but in this case bollards are used to create lines and signage placed accordingly

**Singing and dancing by audiences is not allowed in indoor areas.**

**Patrons can only consume alcohol when seated in indoor areas.**

**Agree**

Yes

**Tell us how you will do this**

Audiences are advised on the PHO.

Staff and security are advised on the PHO and assist in ensuring patrons abide by the rules.

---

## **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**

HVAC systems are maintained through scheduling and are serviced regularly

**Use outdoor settings wherever possible.**

**Agree**

Yes

**Tell us how you will do this**

Outdoor settings are rarely used, but taken in to consideration

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

**Agree**

Yes

**Tell us how you will do this**

Where windows or doors can be opened, they will.

**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**

HVAC systems are maintained through scheduling and are serviced regularly

**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**

HVAC systems are maintained through scheduling and are serviced 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**

HVAC systems are maintained through scheduling and are serviced regularly

## Hygiene and cleaning

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

**Agree**

Yes

**Tell us how you will do this**

Staff and customers are advised on current PHO. Signage is placed throughout the venue as per NSW Health guidelines. AEC staff wear masks at all times

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

**Agree**

Yes

**Tell us how you will do this**

Staff and customers are advised on current PHO. Signage is placed throughout the venue as per NSW Health guidelines. AEC staff wear masks at all times. Sanitiser stations are placed throughout the venue and cleaning is performed after every event.

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

**Agree**

Yes

**Tell us how you will do this**

Cleaners regularly check and restock as appropriate

**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, and clean**

**tables, chairs and any table settings between each customer.**

**Agree**

Yes

**Tell us how you will do this**

Staff clean frequently touched area's during shifts

---

## **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.**

**Agree**

Yes

**Tell us how you will do this**

QR codes are placed at every entry point and sign on station.

**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**

QR codes are placed at every entry point and sign on station. COVID marshal is to check

**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**

QR codes are placed at every entry point and sign on station. COVID marshal is to check and assist patrons to check in, via paper or through NSW concierge check in.

**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**

Other COVID safe plans will be completed as required.

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

Yes