

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



Your COVID-19 Safety Plan

Hospitality

Business details

Business name	The Crossing Theatre - venue hire
Business location (town, suburb or postcode)	117 Tibbereena st Narrabri nsw 2390
Select your business type	
Function centres	
Completed by	Scott Pollock
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Effective date	2 August 2021
Date completed	17 August 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

All staff have been asked to stay at home if they are unwell or show any symptoms of COVID 19.

If any customers present with flu like symptoms they are asked not to stay

Provide staff with information and training on COVID-19, including 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

We have held many meetings to discuss all issues arising from COVID 19. A Risk Assessment has also been completed. We collect contact details of all patrons via a QR code or by hand - all contacts are kept digitally.

The link for the 'COVID 19 Awareness for Food service' online course has been distributed to all staff.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

Our conditions of entry are placed at our entry point, as is a hand sanitiser station. Our plan is also available on our website

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 have different QR codes for our different services

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

All staff are aware of the options for Covid vaccination via Health NSW

Physical distancing

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

This does not include a vessel used for commercial tours for scuba diving, snorkelling or whale, dolphin or marine animal watching if there are 50 or fewer persons on the vessel.

Agree

Yes

Tell us how you will do this

We have calculated the maximum numbers for all of our rooms used for venue hire - we have numbers for full capacity, for 2sm and 4sm rule

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

Floor markers will be used to support physical distancing at entry/exit points. Sinks in the bathrooms are already adequately spaced. Floor plans will be developed to keep 1.5m of distance between seated groups.

Tables are spread out to defer people from turning around and mingling with other tables. All tables are 1.5 meters apart.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Floor stickers provided and set up and entry points, in front of bar and at food stations.

We also separate larger groups and give them different times for breaks and meals

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

Where practical, place signs around the outside of the venue encouraging guests to move on and not hang around. Staff to periodically check the outside of the venue for gatherings. Place a limit on people allowed in the smoking area at a time.

Singing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Dancing is not allowed in indoor hospitality venues or nightclubs (except for weddings, where no more than 20 people from the wedding party are permitted to

dance).

Agree

Yes

Tell us how you will do this

None of the above are allowed - this is monitored by our staff and no bookings are taken which could include such activities

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

All staff are aware of this requirement and supervisors ensure it is adhered to

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

Agree

Yes

Tell us how you will do this

Staff are asked to wash hands for 20seconds with soap consistently throughout the day and especially after touching high-traffic areas. Posters on "how-to wash" are displayed in public bathrooms and staff areas.

There is also sanitizer available at all entry points

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

Agree

Yes

Tell us how you will do this

Soap, paper towel and hand dryers are provided in all bathrooms.

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

All doors, handles, tables, chairs and utensils are cleaned regularly throughout the day, especially between meals

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

When possible we try and keep good airflow throughout the venue

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

We have QR codes for all services and our staff also ensure patrons have checked in

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

We have QR codes for all services and our staff also ensure patrons have checked in

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

Our staff will check in for patrons who don't have the technology

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

Yes