

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



## Your COVID-19 Safety Plan

### Function centres

#### Business details

|  |  |
|--|--|
| Business name                                | Parliamentary Catering   |
| Business location (town, suburb or postcode) | SYDNEY   |
| Completed by                                 | Lee Kwiez  |
| Email address                                | <a href="mailto:lee.kwiez@parliament.nsw.gov.au">lee.kwiez@parliament.nsw.gov.au</a> |
| Effective date                               | 3 January 2021   |
| Date completed                               | 13 January 2021  |

---

#### Wellbeing of staff and customers

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

Checked

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.

'COVID-19 awareness for food service' is a free, voluntary online course which covers all measures required to become a COVID Safe retail and food service business in NSW. It is

available through the NSW Food Authority website [foodauthority.nsw.gov.au/covid-training](https://foodauthority.nsw.gov.au/covid-training)

Checked

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

Checked

**Display conditions of entry (website, social media, venue entry).**

Checked

**Function centres are exempted from the requirement for a COVID-19 Safe Hygiene Marshal, but should still have strategies in place to ensure the venue COVID-19 Safety Plan is implemented.**

Checked

---

## **Physical distancing**

Capacity must not exceed one customer per 4 square metres of publicly accessible space (Greater Sydney) and one per 2 square metres (other regions). Children count towards the capacity limit.

*Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.*

Checked

**Venues taking bookings for weddings, funerals and school events should ensure there is a COVID-19 Safety Plan in place for this event.**

Checked

**Reduce contact or mingling between customer groups and tables wherever possible.**

Checked

**Support 1.5m physical distancing where practical, including:**

- **at points of mixing or queuing such as bars, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Checked

**Reduce crowding and promote physical distancing with markers on the floor where people are asked to queue, such as at the bar.**

Checked

**Where possible, ensure staff maintain 1.5 metres physical distancing (including at meal breaks and in office or meeting rooms) and assign workers to specific workstations. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask, if practical.**

Checked

**In indoor areas, alcohol should only be consumed by seated patrons. There should be no dancefloors.**

Checked

**Where reasonably practical, stagger start times and breaks for staff members.**

Checked

**Consider physical barriers such as plexiglass around counters with high volume interactions with customers.**

Checked

**Review regular deliveries and request contactless delivery / invoicing where practical.**

Checked

**Introduce strategies to manage gatherings that may occur outside the premises and**

**in any designated smoking areas.**

Checked

**Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers as much as possible and encourage passengers to wear masks whilst in the vehicle.**

Checked

---

## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Checked

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

Checked-facilities

**Reduce the number of surfaces touched by customers wherever possible.**

Checked

**No self-serve buffet style food service areas, communal bar snacks, or communal condiments. If condiments are on individual tables, such as salt and pepper shakers, these should be cleaned between each customer.**

Checked

**Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.**

Checked

**Menus should be laminated (clean between use), displayed or be single use. Place takeaway menus outside the venue where possible.**

Checked

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day. Clean tables, chairs and any table settings between each customer. If using a paper sign in system, ensure the pen is wiped down with a disinfectant solution or wipe between use.**

Checked

**Maintain disinfectant solutions at an appropriate strength and used in accordance with the manufacturers' instructions.**

Checked

**Staff are to wash hands thoroughly with soap and water before and after cleaning.**

Checked

**Encourage contactless payment options.**

Checked

**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).**

Checked-windows do not open other than Members dining room

---

## **Record keeping**

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. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

*Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.*

Checked

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](http://nsw.gov.au)**

Checked

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

Checked

**Function centres hosting a significant event (e.g. a corporate event, funeral, wedding, or religious service) must register their business through [nsw.gov.au](http://nsw.gov.au).**

Checked- registered.

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.**

Checked

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

Yes