

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



## Your COVID-19 Safety Plan

### Hospitality

#### Business details

Business name	Star Hotel
Business location (town, suburb or postcode)	Newcastle West
Select your business type	
Pubs and clubs	
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Effective date	29 March 2021
Date completed	1 April 2021

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#### Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Agree

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

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

Agree

**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 indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

Agree

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## **Physical distancing**

**Capacity must not exceed the greater of one person per 2 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

**Support 1.5m physical distancing where possible.**

Agree

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

Agree

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

Agree

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## Hygiene and cleaning

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

Agree

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

Agree

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

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

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## Record keeping

Keep an electronic record of the name, contact number and entry time for all staff, dine-in customers and contractors for a period of at least 28 days. Hospitality venues must use the NSW Government QR code system.

Agree

Processes must be in place to ensure that customers provide the required contact information, such as by checking customer phones for the green tick to confirm they have checked in.

Agree

Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

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.

Agree

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

Yes