

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



## Your COVID-19 Safety Plan

### Hospitality

#### Business details

|  |  |
|--|--|
| Business name                                | Sails on Lavender Bay  |
| Business location (town, suburb or postcode) | McMahons Point   |
| Select your business type                    |  |
| Restaurant and cafes                         |  |
| Completed by                                 | Greg Anderson  |
| Email address                                | <a href="mailto:greg@thesugargroup.com.au">greg@thesugargroup.com.au</a> |
| Effective date                               | 11 September 2021  |
| Date completed                               | 5 October 2021   |

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#### Wellbeing of staff and customers

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

Agree

Yes

**Tell us how you will do this**

We will exclude any staff member or guest who are unwell from the premises.

**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 provided our team with information and training on COVID-19, including when to get tested, physical distancing and cleaning. In addition all our Managers have completed an online Covid-19 safety course.

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

Agree

Yes

**Tell us how you will do this**

Conditions of entry and record keeping requirements are displayed in the restaurant along with "Covid Safe" posters.

**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 no other facilities or venues within the premises.

### **Encourage staff to access COVID-19 vaccination.**

**Agree**

Yes

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

We have informed staff about the benefits of the vaccine and have posters in the venue highlighting the benefits of receiving a vaccine.

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## **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 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**

Our capacity under the 4 square metre rule is 50 people at any one time. The floor space of the venue is 197 square metres. Our online reservation system will ensure that reservations are allocated in a way that satisfies this requirement.

### **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**

Our team will allocate tables to bookings to allow for 1.5 metres of physical distance between tables. Our venue does not have any areas where customers will need to queue. Staff will be assigned different areas to allow for 1.5 metres of physical distance.

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

**Agree**

Yes

**Tell us how you will do this**

Our venue does not have a bar where customers order. All service is done from the table and our guests usually remain seated.

**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**

Our team will use our time-based booking system to limit the number of guests entering or waiting outside.

**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**

Alcohol is only to be consumed by seated guests and our team will advise guests of this. Our venue does not have a dancefloor so there is no singing and dancing within our venue.

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## **Ventilation**

**Review the 'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://nsw.gov.au) 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**

Our airconditioning is optimised and constantly running while the restaurant is open. When possible the front door is open to allow for fresh air to circulate.

**Use outdoor settings wherever possible.**

**Agree**

Yes

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

Our venue does not have an outdoor area.

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

**Agree**

Yes

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

When possible the front door is open to allow for fresh air to circulate.

**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**

Our airconditioning is optimised and constantly running while the restaurant is open.

**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**

Our air conditioning is serviced every month by a qualified technician.

**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 have discussed ventilation with our air conditioning contractor. We also have an outside 'return air' system to balance the kitchen extraction hoods.

## **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 who face the public will wear a face mask. Customers will be required to wear a mask unless eating and drinking.

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

**Agree**

Yes

**Tell us how you will do this**

Our team has adopted a high standard of hygiene practices. Hand sanitiser is available throughout the venue.

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

**Agree**

Yes

**Tell us how you will do this**

Our team ensures that the bathrooms are always well stocked with hand soap, sanitizer and paper towels.

**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**

Our team frequently clean areas at least daily with detergent or disinfectant as well as frequently touched areas and surfaces several times per day.

## 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 a Service NSW QR code on all tables for our guests to check in using their mobile phones.

The QR code records the time of visit, customer name and mobile phone number. In addition our reservation system will keep a name and mobile number or email address for all bookings.

**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 a Service NSW QR code on all tables as well as at the entry to the premises.

**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 electronic reservation system allows us to record the details of any guest who is unable to check in using the Service NSW QR code.

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

Yes