

# COVID SAFETY PLAN

This COVID SAFETY Plan adopts an operationally focused approach to minimizing the risk to members, participants, coaches, officials, staff, volunteers, visitors and spectators of exposure to the hazards of COVID-19. This Plan seeks to emulate the better practices of similar recreational bodies whilst complying with the guidance and directions issued by the relevant peak bodies and regulatory authorities in particular the ACT Public Health.

Name of business	Canberra Bowling Club Inc
Business or activity	Recreation; Outdoor and indoor sport
Address of business or activity	25 Hobart Avenue FORREST ACT 2603
President	Geoff McKay
Contact phone	0418 166939
Version; Issue Date	V2; 18 August 2020

## Venue areas : MAXIMUM CAPACITIES

Name	Max people (excluding staff)
<i>CANBERRA Bowling Club</i> Main/Dining Room (144 sqm.)	36
Outdoor Seating - Green Northside (7 rinks)	100
Outdoor Seating - Green Southside (7 rinks)	100

## Ready for business

- Print or download the latest COVID Safety Plan.
- Print and display relevant Health COVID-Safe materials (such as signage/posters on hygiene, physical distancing and maximum capacities).
- Ensure Attendance Register is set up to record all attendees' names and contact. Visitors must also sign in.
- Check the condition of equipment and facilities to ensure they are fully functioning, e.g. gas, electricity, toilets.
- Ensure all staff are aware of this plan and the requirements that are relevant to them.
- See 'COVID Safe Playing Rules' for social competition, roll ups and practice.
- Review obligations under prevailing legislation.
- Check that COVID-19 safety measures do not create new hazards.

## Physical distancing

- Maintain and encourage others to maintain the physical distancing principle of at least 1.5 metres separation, to the maximum extent practicable;
  - o This includes between groups within venue area.
  - o At entry and exit points.
- Consider venue layout and move tables and seating to comply with physical distancing (1.5m separation) and density requirements (1 person per 4 square metres).
- Ensure patrons are seated whilst inside, and must not overstay the 2 hour limit.
- Dedicate separate entry and exit doors from separate rooms, and pathways to encourage "one-way traffic" where possible.
- Display signage at the venue entrance to instruct members and visitors (and staff) not to enter if they are unwell or have COVID-19 symptoms.
- Encourage contactless payments to be used where possible.
- Encourage online bookings, reservations and pre-ordering where practical.
- Consider placing floor/wall markings or signs to identify 1.5 metres distance between people, particularly for queues and waiting areas.
- Monitor compliance with physical distancing requirements, with particular regard to areas where members and participants might congregate.

## Hygiene

- Conduct frequent environmental cleaning and disinfection especially of touch-points (door handles, push plates including bathroom, EFTPOS facilities, counters, table tops, sides and backs of chairs). Ensure disinfectants are of suitable standard.
- Frequency of cleaning will be determined by the turn-over of patrons – the more patrons over a period of time, the more cleaning required.
- Clean bathrooms more frequently than lower traffic areas, especially taps, door handles and other frequently touched points.
- Provide hand sanitisers on entry and exit of the premises as well as on tables and every rink. Ensure sanitisers are of suitable standard.
- Consider installing signage on hand hygiene and cough etiquette.
- Ensure bathrooms have soap and running water for handwashing.
- Hand drying facilities must be made available. Provide disposable paper towels or hand dryers only.
- Staff must stay home if they are sick, and go home immediately if they become unwell. Unwell staff with COVID-19 compatible symptoms should be tested for COVID-19 and remain in isolation until they receive a result. They can return to work once a test is negative and their acute symptoms have resolved.
- Consider how you will minimise contact between staff and delivery personnel.
- Consider if staff need any additional training to be able to implement your COVID-Safe Plan.

### Hospitality protocols (Barefoot Bowlers and Others)

- Prevent or minimise the use of shared equipment for patrons
- Patrons must observe bowls cleaning rules when on the green.
- Remove shared condiments (if any) at tables, like pepper and salt, sauces.
- Menus (if used) should be disposable, laminated or displayed on a board. Laminated menus should be cleaned between customers.
- Other recreational spaces using shared equipment (e.g. billiards, darts) should be separated from dining/beverage consumption areas.
- Comply with food safety standard requirements for cleaning and sanitation of equipment. If you have a commercial dishwasher, use it for glassware, crockery and cutlery.
- Tables and chairs (particularly the backs and arms of chairs, as well as table tops) should be cleaned thoroughly.
- Staff or volunteers preparing food and/or drinks must maintain the highest levels of hygiene.

### Response planning

- Ensure you and your staff have a basic understanding of how to respond to a case of COVID-19 at the workplace.
- Keep others away from the confirmed or suspected case. Talk to and assess the condition of person concerned; if they need urgent medical help, **call 000** immediately.
- If well enough, ask the person to go home, seek medical advice and testing for COVID-19, and self-quarantine until a result is returned. Ensure the person has safe transport to get home; if not, you may need to arrange for a taxi.
- Close the premises, ask all patrons and unnecessary staff to leave and arrange for a full environmental and disinfection clean. Open doors and windows to increase airflow.
- Notify ACT Health (phone: **02 6207244**) directly that they can trace any contacts of this person and contain the spread. Be ready to handover attendance records you have kept to assist with this.
- ACT Health may issue instructions, which must be followed.

## ADDENDUM TO CBC COVID SAFETY PLAN

Effective Date 18 Aug 2020

### COVID-19 restrictions– Step 3.1

Effective **immediately**, the following changes will come into effect for our Club, under Stage 3, Step 3.1 of Canberra's Recovery Plan:

#### What will change:

The Club needs to comply with the following restrictions:

- There are no more than 100 customers seated in each indoor space and each outdoor space or one customer per 4 square metres, whichever is lesser.
- The requirement to display a sign at the entrance to the premises, as well as additional signage for each individual space, stating the maximum occupancy based on one person per 4 square metres, up to a maximum of 100 customers (in each indoor and each outdoor space).

The Club will continue to maintain, as far as practicable, the following risk mitigation measures:

- Carefully manage the entry, exit and flow of visitors through their premises.
- We will require everyone (e.g. members, officials, visitors, spectators included) to provide first name and contact phone number (for contact tracing purposes).
- All attendees are required to maintain strict hygiene standards.
- Patrons should remain for no longer than two hours in the same areas of a Club Premises (i.e. main area, gaming area).
- Patrons are to remain seated as much as possible.
- Increased the cleaning frequency of high touch areas (tables, chairs, door handles, poker machines) and restrooms.

#### Ongoing compliance and Response Planning:

- Compliance with the current Public Health Direction is critical in supporting community safety. Access Canberra, the Health Protection Service and ACT Policing continue to undertake proactive checks at businesses to support compliance and community safety against the current Public Health Direction. Non-compliance with the public health directions can result in regulatory action and serious penalties may apply.
- Ensure you and our staff have a basic understanding of how to respond to a case of COVID-19 at the workplace.
- Keep others away from the confirmed or suspected case. Talk to and assess the condition of person concerned; if they need urgent medical help, call 000 immediately.

- If well enough, ask the person to go home, seek medical advice and testing for COVID-19, and self-quarantine until a result is returned. Ensure the person has safe transport to get home; if not, you may need to arrange for a taxi.
- Close the premises, ask all patrons and unnecessary staff to leave and arrange for a full environmental and disinfection clean. Open doors and windows to increase airflow.
- Notify ACT Health (phone: 02 62077244) directly so that they can trace any contacts of this person and contain the spread. Be ready to handover attendance records you have kept to assist with this.
- ACT Health may issue instructions, which must be followed.
- Poker Machine policy all machines 1.5m apart and one patron per machine at any time.
- Poker machines to be disinfected and cleaned regularly.

Procedures to be complied with while playing bowls.

- All mats and jacks to be sanitised before use.
- Only handle own bowls.
- Nominated player to use the scoreboard.
- Frequent use of supplied hand sanitiser.
- Maintain social distancing at all times.
- Position jack using foot.