

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



## Your COVID-19 Safety Plan

Restaurants and cafes (including food courts and other food and drink premises)

### Business details

Business name	Outback Astronomy
Business location (town, suburb or postcode)	Broken Hill
Completed by	Linda Nadge
Email address	<a href="mailto:linda@outbackastronomy.com.au">linda@outbackastronomy.com.au</a>
Effective date	7 December 2020
Date completed	7 December 2020

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### Wellbeing of staff and customers

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

If unwell do not enter workplace  
Get tested

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 if your venue is dine-in.

'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://www.foodauthority.nsw.gov.au/covid-training)

Complete COVID-19 awareness for food service at the NSW Food Authority website, [foodauthority.nsw.gov.au/covid-training](https://www.foodauthority.nsw.gov.au/covid-training)

Testing done at Broken Hill Health, Thomas St

The QR code used at Outback Astronomy is explained to staff

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

Staff who are sick are not to be on the premises

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

Plan is on website, and at our venue entry

Venues must assign one staff member as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing physical distancing, cleaning and ensuring the accuracy of record keeping. If a venue has more than one separate area, there must be a COVID-19 Safe Hygiene Marshal in each separate area.

The identified Safe Hygiene Marshal/s must always be present when there are more than 250 patrons at the venue. If there are less than 250 patrons at the venue, it is recommended that the identified Safe Hygiene Marshal/s should be present during peak operational hours (during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods).

Food courts 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.

Linda or Travis will be the Outback Astronomy Hygiene Marshall and will have a sticker on front of tee-shirt outlining this.

## **Physical distancing**

**Capacity must not exceed one customer per 2 square metres of publicly accessible space. The density limit does not apply if there are 25 customers or less at the premises. Children count towards the capacity limit.**

Indoor seating in the "west window" rooms is available for 22 persons

Indoor seating in the "middle earth" room is available for 18 persons

**Capacity on dancefloors must not exceed one person per 4 square metres to a maximum of 50 people indoors, or 500 people outdoors.**

N/A

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

N/A

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

Cafe designated seating areas reduces contact between groups.

**Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as bars, toilets and entrance and exit points. There should be 1.5m physical distance between seated groups where practicable.**

Social distancing for groups will be enforced at 1.5m

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

Markers and signage must be observed

**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.**

Will be enforced if new staff engaged

**In indoor areas, alcohol can only be consumed by seated customers. Alcohol should not be taken onto dancefloors.**

Customers must be seated to order alcohol when indoors.

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

Staff will stagger opportunities for breaks and hand hygiene.

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

Customers must not touch counter top at the till or coffee servery area. Customers must stay at the marker.

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

Staff manage deliveries by using contactless methods - online paperwork, contactless item checkoff.

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

Carpark - customers must not congregate outside the venue.

**Up to 50 performers can sing indoors with no cap on performers outdoors. All singers should face forwards and not towards each other, have physical distancing of 1.5 metres between each other and any other performers, and be 5 metres from all other people including the audience and conductor. It is recommended that audience members and congregants older than 12 wear masks if singing or chanting.**

N/A

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Hand sanitiser distributed throughout venue for customers' use.  
Posters on hygiene practices on display.

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

Soap and paper towels placed in all bathrooms.

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

Loose items removed as far as possible. Customers advised not to touch surfaces, walls, furnishings and fittings unnecessarily

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

*Note: under the Smoke-Free Environment Act 2000, smoking, including use of hookahs, is not permitted in certain public places including 'enclosed public places' and 'commercial outdoor dining areas' (within the meaning of the Smoke-Free Environment Act 2000).*

No self-service buffets or dinners will be hosted at our venue.

No communal condiments issued. If individual tables have condiments, these are cleaned between seated customer groups.

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

We use disposable spoons and cups where possible, and use detergent and hot water to clean all reusable cutlery, cups and plates.

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

We clean menu holders between groups. Refer customers to menu online at website.

**Clean frequently used indoor hard surface areas at least daily with detergent/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.**

All tables and chair sides and tops wiped in between customers' use. Door knobs and benches wiped multiple times per day. Pens and pencils are also cleaned between use.

**Maintain disinfectant solutions at an appropriate strength and use in accordance with**

### **the manufacturers' instructions.**

Disinfectant solutions used in final wipe processes in accordance with manufacturer's instructions.

### **Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.**

Staff wear gloves when cleaning. Hands must be washed thoroughly before and after with soap and water.

### **Encourage contactless payment options.**

Always suggest use contactless payment option. Accept cash as a last resort.

### **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).**

Natural ventilation is available on mild days. Use of air conditioning minimised as appropriate.

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## **Record keeping**

Keep a 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. 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. It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records. 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.*

Digitised records are maintained via QR code method.  
Paper records will be digitised immediately.

Hygiene Marshall is available to assist patrons with record keeping.  
Failure to provide details may result in attendance at our venue being refused.

**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](https://nsw.gov.au)**

Data is stored confidentially and securely via Outback Astronomy's website. Outback Astronomy's set up a QR Code that can be trusted and data is not accessibly by unauthorised persons.

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

Staff know about the COVIDSafe app and its benefits to support contact tracing, Other new staff will be advised.

**Except for food courts, all venues must register their business through [nsw.gov.au](https://nsw.gov.au). Food courts should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

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.**

Understood. Outback Astronomy will cooperate with NSW Health if required.

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

Yes