



Your COVID-19 Safety Plan

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

Business details

Business name	Macleay St Bistro Pty Ltd
Business location (town, suburb or postcode)	Potts Point
Completed by	Phillip Fickers
Email address	phillip@macleaystbistro.com.au
Effective date	22 October 2020
Date completed	17 November 2020

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Agreed, All staff who are sick are told to stay home and get COVID tested
Visitors, Suppliers and Customers who are sick are told not to enter the premises and self isolate
All reports send to COVID Officer

Provide staff with information and training on COVID-19, including when to get tested,

physical distancing 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

Complete COVID -19 Awareness for Food Service

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

All staff will be paid to stay at home and isolate, and get tested for a period of 14 days regardless of whether they have annual leave entitlements or not. Staff leave printed on payment advice

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

Covid Safety Management Plan displayed upon entry

Covid Safety Statement on Website

Covid Safety Statement displayed at supplier and staff entry

Ensure COVID-19 Safety Plans are in place, where relevant, for corporate events (if hiring out space).

Business Registered NSW Covid Safety plan in place, and when relevant for exclusive use events

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.

If the venue has a capacity of 250 patrons or more, the identified Safe Hygiene Marshal/s must always be present while the venue is operational; for venues with a capacity of less than 250 patrons, the identified Safety Marshal/s must 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.

Covid 19 Safe Hygiene Marshals assigned on each shift and responsible for physical distancing, cleaning and accuracy of record keeping.

Covid 19 Safe Hygiene Marshall to wear "MSB COVID MARSHALL" Badge at all times, so they are readily identified.

Physical distancing

Capacity at the venue must not exceed 300 patrons, or the number allowable by one customer per 4 square metres indoors and one customer per 2 square metres outdoors, whichever is the lesser. Children count towards the capacity limit.

Capacity must not exceed 150 patrons for wedding services, and 100 patrons for funerals, memorial services, or wakes. Please see separate checklists for these events.

In food courts, the maximum capacity is one customer per 4 square metres of space.

No separate dining areas

Indoor dining area and small outdoor terrace

If the premises has more than one separate area, each separate area can have up to 300 persons, or the number of persons that is equivalent to one customer per 4 square metres indoors and one customer per 2 square metres outdoors, whichever is the lesser, provided that each separate area is:

- separated from other areas on the premises
- designated a separate area by the occupier of the premises
- has staff that are providing food and drink only in that area
- does not allow people in different areas to mingle
- monitored by a designated COVID-19 Safe Hygiene Marshal at required times.

Premise only has one inside dining area

Dancefloors are generally not permitted. However, there may be events where a dancefloor is permitted (e.g. a wedding reception). Venues taking bookings for these events should ensure there is a COVID-19 Safety Plan in place.

NO dance floor at venue - not relevant

Bookings must not exceed 30 customers (except for weddings, funerals and corporate events). There should be no more than 30 customers at a table. Children count towards the capacity limit.

No bookings exceed 30 customers, venue is very small

Venues taking bookings for weddings, funerals and school events should ensure there is a COVID-19 Safety Plan in place for this event. Bookings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

NO weddings or funerals at venue, small restaurant

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

customers are greeted at the door and seated upon entry at tables to prevent groups of customers mingling

Move or remove tables and seating to support 1.5 metres of physical distance wherever possible. Household or other close contacts are not required to physically distance. Groups of friends may not necessarily all be household-like contacts and so may require additional space at a table so that they can physically distance.

4 tables removed and 2 not in use

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

No bar service, all drinks ordered from the table, full table service for each table, there is no need for customers to queue for any reason

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.

Meal breaks taken at separate tables where possible

Alcohol can only be consumed by seated customers.

Alcohol is only consumed seated at tables, this venue is a small restaurant, does not have bar and does not provide bar service, all service from tables.

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

Roster start times are staggered where possible

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

Customers pay bills at tables, therefore customers do not gather at the bar/ counter to pay bills.

Full table service is provided

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

Where possible this is done, suppliers who are able have been asked to do this
Suppliers to use rear entry only, which is separate from customer front entry.

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

Customers are asked to farewell at the tables, so they do not stand outside the venue
farewelling each other.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand washing guidelines and training provided to staff

Hand washing guidelines provided to customers on display wall

Hand sanitizer is available throughout the venue

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

bathrooms stocked and checked twice daily

Reduce the number of surfaces touched by customers wherever possible.

Customers orders and bills taken at table, reducing surfaces touched by customers

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

NO self service buffet areas at venue.

Table salt changed for each setting/ customer group

Pepper shakers are cleaned between customer tables

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

All cutlery and table ware cleaned in two commercial dishwashers

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

Menus are ALL single use

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.

Indoor surfaces and outdoor surfaces cleaned between every customer service.

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

All disinfectants supplied by commercial grade cleaning company, Environ chem, as certified in Sydney City Council Health Audits

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

Staff instructed to wear gloves when cleaning

Staff instructed to wash hands according to NSW Handwashing guidelines regularly during service

Encourage contactless payment options.

Contact less payments preferred

Record keeping

Keep name and a contact number for all staff, dine-in customers and contractors for a period of at least 28 days. Each person that attends a venue MUST provide their name and contact details. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. QR Code is strongly encouraged.

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

Venues using capacity calculations of one per 2 square metres outdoors MUST use electronic methods such as QR Code for collecting contact details and ensure these are captured for EACH person.

Staff Contact Log in place

Each customer must provide their contact details

Paper records are put in electronic excel format within 24 hours

QR code is requested from NSW government, to be in use via QR code implementation date

Venue has a Covid-19 Safety Marshall in place, identified by a "MSB Covid Marshall" Badge

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

Staff have been advised

**Except for food courts, all venues must register their business through nsw.gov.au.
Food courts should consider registering their business through nsw.gov.au.**

Business registered on NSW government website

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.

Covid Marshal agree to inform Covid Officer

Covid Officer agree to notify government authorities

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

Yes