

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



Your COVID-19 Safety Plan

Hospitality

Business details

Business name	The Rhythm Hut
Business location (town, suburb or postcode)	135 Faunce St, Gosford NSW
Select your business type	
Pubs and clubs	
Completed by	Kristen Risley
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Effective date	2 August 2021
Date completed	21 August 2021

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 have included text with all ticket sales, class registrations, event listings, etc. advising patrons who feel unwell to stay home, and require patrons to agree with these terms and conditions upon purchase of event tickets. Ticket holders who cannot attend due to feeling unwell can be refunded or receive credit to future events. Signage posted at entry instructs patrons who feel unwell not to enter premises, and that by scanning the QR code and entering, they are agreeing to honour this. Staff and volunteers have been instructed not to stay home if feeling unwell and inform appropriate management immediately.

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 keep relevant information from the NSW.gov website available for review, and check that all staff and volunteers are familiarised with up-to-date information. Staff and volunteers are trained in proper protocol for admitting patrons to the venue, cleaning, and mask-wearing requirements. Protocol is also printed and posted in relevant locations.

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

Agree

Yes

Tell us how you will do this

Our COVIDSafe plan is available on our website, and Facebook events all feature conditions of entry. All venue entrances have been updated to include signage with conditions of entry.

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

QR Codes and conditions of entry are displayed at the entrance to sub-premises with the potential of public entry, i.e. the front office.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Staff have all been advised as to the available resources for COVID-19 vaccinations in our area, and informed that their vaccination status may affect their ability to return to work if any government mandates are issued concerning vaccination requirements for hospitality venues.

Physical distancing

Capacity must not exceed the greater of one person per 4 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

Yes

Tell us how you will do this

Total usable floor space venue allows for an absolute maximum of 50 patrons with 1

patron per 4 sq m. All activities are limited to a max of 40 ticketed patrons to ensure that this 50-patron threshold is not crossed.

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

Markers are placed on the floor to indicate queue lines for entry, bar, and toilets, with posted numbers on how many are able to be in queue at any one time. Seated groups are separated by furniture.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

In events with multiple sessions, the emergency/disabled/stage exit is opened after the first sessions to encourage patrons to exit directly onto the street rather than past the entry queue for the upcoming session. When practical and necessary, check-ins will occur outdoors so that the queue does not interfere with the queue for the toilets.

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

Signage indicates the allotted number of people in the smoking area and requests patrons to leave respectfully without gathering outside the premises. If necessary, the COVID marshal can indicate this signage to request that any gathering be disbanded.

Singing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Dancing is not allowed in indoor hospitality venues or nightclubs (except for weddings, where no more than 20 people from the wedding party are permitted to dance).

Agree

Yes

Tell us how you will do this

Ticket holders are informed that gigs are to be fully seated, and must agree to the terms and conditions upon purchase. Furniture is spaced such that dancing will not be possible, including signage where appropriate. COVID Marshals are instructed to indicate this signage and ensure that all patrons remain seated and indoors while consuming alcohol, and to discourage any dancing. Patrons who refuse to comply may be removed.

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

Signage will indicate masks as a condition of entry, and masks will be provided for anybody who does not have one.

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

Agree

Yes

Tell us how you will do this

Hand sanitiser dispensers have been placed in key locations around the venue, including all entries, toilets, check-in desk, and bar.

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

Agree

Yes

Tell us how you will do this

Volunteers are assigned to routinely check bathrooms throughout events to ensure that they are continuously well-stocked with paper towels and soap.

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

Frequently used indoor hard surfaces, including door handles, toilets interiors, and bar

surfaces are cleaned daily with a solution of 70% methylated spirits. In events with multiple sessions, all staff and volunteers do a sweep of the venue between sessions to sanitise furniture, tables, etc. with 70% methylated spirits.

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

Yes

Tell us how you will do this

During events or any form of public indoor gathering, the forced-air ventilation system is activated and aircon/fans turned on to encourage as much air flow as possible, in addition to keeping doors open when practical.

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

All staff, volunteers, and patrons are required to scan in upon entry.

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

QR codes are visibly present at every entry to the venue, and patrons are required to show the green tick before they may proceed into the venue.

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

Anybody struggling with the check-in process for any reason is highly encouraged to be checked by another patron or staff member through their ServiceNSW app. As a last resort, we will collect and retain information manually from patrons who are unable to check in through the app; however, we strongly encourage that patrons take all measures necessary to check in through the app before this route is made available.

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

Yes