

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



Your COVID-19 Safety Plan

Hospitality

Business details

Business name	Bella's Pizzahouse
Business location (town, suburb or postcode)	Narrellan nsw
Select your business type	
Restaurant and cafes	
Completed by	Massimiliano Macri
Email address	bellaspizzahouse@bigpond.com
Effective date	2 August 2021
Date completed	17 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

Insuring all staff members or consumers are told to immediately get tested and to self isolate if any symptoms are shown

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

Gather staff and perform

Training and provide knowledge on how to properly contain and maintain the spread of COVID-19. Every day go through the procedure on all was asking customers to sign in QR code and if they don't have a phone or a QR code card keep Records in writing on Daily basis. Have meeting with staff to Make sure the all staff and customers must comply with Covid-19 rules and have meetings with Staff to make sure that wearing mask is compulsory and also for customers.

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

Agree

Yes

Tell us how you will do this

Put up all appropriate poster and information as possible and visible to all customers and make sure they scan in or by booking on contact details.

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

Have your QR code's shown in every section and keep a record book if customers don't have a phone.advertising on your business social media and web page.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Educate staff on what could be the consequences of not being vaccinated and to seek medical information and pay them
If need day off to get vaccinated

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

Put appropriate viable signage of 4 square meter rule and make sure the space connect go beyond 4 square meter rule

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

Put floor poster showing 1.5m apart. Tell customers directly to stay 1.5 meter apart.
Advertising on your front of shop
Before entering.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Control customers at entrance of takeaway shop and explain the rules of Covid-19

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

Put up sign no smoking on these premises and all Appropriate signed due to COVID-19 1.5 m rule applies and 4 square meter rule applies.

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

Educate customers on entrance of your venue and have viable signage stating those 3 rules

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

Supply masks to all staff and Customers if they don't have one. If customers refuse to wear a mask, we won't be serving the customers and entry will be not allowed.

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

Agree

Yes

Tell us how you will do this

Adopt good hand hygiene practices. By all staff members upon entry need to sanitise and out gloves on and sanitiser dispenser place throughout

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

Agree

Yes

Tell us how you will do this

Notify strata to make sure that all power towels are full and dryers are all I'm Operational and sanitised.

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

All surfaces and all hard areas are sanitised every hour to insure the spread of COVID-19 is maintained.

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

Keep and windows open and make sure the return air system Is on

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

Have several QR code posters before entering and ask every customers and staff to sign in and sign out and have a record book if no phone is available

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

Delicate a staff member on a daily basis to control this procedure on entering.

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

Entry to premises won't be allowed. Customer must stay outside.

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

Yes