

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

Your COVID-19 Safety Plan

Pubs and clubs (including small bars, cellar doors, breweries, distilleries, casinos and karaoke bars)

Business details

| | |
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| Business name | Helm Bar & Bistro |
| Business location (town, suburb or postcode) | Darling Harbour |
| Plan completed by | Daniel Altshuler |
| Email address | daniel@helmbar.com.au |
| Date | 28 September 2020 |

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

All staff complete a safety check in before signing in for work. All customers complete the same online sign in process before entering the premises. If the customer doesn't have a phone we will get their information and sign them in online. The online portal is the My Guest List sign in process.

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.

'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)

All Staff have completed the above course as well as the Australian Governments COVID-19 - Infection Training Control.

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

All staff have been made aware of their entitlements.

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

Conditions of entry are at the base of the stairs at the front entrance and a page on our website.

(You are required to stay at home if you are not feeling well and are showing any flu like symptoms. You are also required to sign-in on arrival, respect physical distancing guidelines (including tables 1.5 metres apart), no more than 10 guests per booking and table. and maintaining good hand hygiene).

Premises cannot operate as a nightclub (open late into the evening primarily for the purpose of providing a venue for patrons to dance), but may open to provide other services as long as the appropriate COVID-19 Safety Plan is in place where relevant.

Helm Bar & Bistro is open late for eating and drinking only. No dancing is allowed.

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 social distancing, cleaning and ensuring the accuracy of record keeping. If a venue has more than one separate area, there must be a COVID-19 Safety 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 Safe Hygiene Marshal/s must be present during peak operational hours (during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods).

Our capacity is 108 people. a Hygiene Marshall will be rostered during lunch 12pm to 3pm and dinner 5pm to 9pm, and other peak periods.

Premises with an indoor gym, such as some clubs, must complete the COVID-19 Safety Plan for gyms and also register this through nsw.gov.au.

We do not have a gym.

Physical distancing

Capacity must not exceed 300 patrons, or the number allowable by one customer per 4 square metres of space, whichever is the lesser. Children count towards the capacity limit.

Helmbar & Bistro area is 433 sqm which means our capacity is 108 people. Exact numbers are able to be monitored through our open table booking system, it will not let us exceed this number.

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 person per 4 square metres of space (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.**

Helm Bar & Bistro Currently has one area only.

Dancefloors are generally not permitted. However, there may be events where a dancefloor is permitted with a COVID-19 Safety Plan in place.

Helm Bar does not allow any event where dancing will be permitted in any way.

Bookings must not exceed 10 customers (except for weddings, funerals, corporate events at function centres). There should be no more than 10 customers at a table. Children count towards the capacity limit.

Our online Open Table booking system will allow tables greater than ten to be booked.

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.

We do not run any wedding or funeral events.

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

All tables are spread through out the venue at least 1.5m between seated people at each table to help minimise contact. A beacon ordering system has also been introduced to minimise contact when queuing to purchase food and drink from the bar.

Move or remove tables and seating to support 1.5 metres of physical distance where 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.

Tables are a minimum 1.5m apart person to person. Extra space has been allowed to spread out tables and guests on each table.

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

Stickers are placed on the ground in the bar area to minimise contact, they are also on the stairs to spread people out when queuing for entry as well as on the ground to aid in distancing whilst queuing for entry. A staff member will ensure at all times distancing is

adhered to.

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.

Staff are allocated work stations, breaks will be staggered when required.

Ensure gaming machines and gaming tables are spaced out to support 1.5 metres physical distance between players, where practical. This can be achieved by moving machines or turning off or blocking access to every second machine or every second table.

N/A

Alcohol can only be consumed by seated customers.

Anyone that is standing will be asked to be seated immediately at their allocated table.

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

Where practical start times and breaks will be staggered.

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

Barriers have been placed in front of the bar to aid in increasing the space between the staff member and patron.

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

Where practical contactless deliveries will occur. Invoices are mostly digital.

Ensure no more than 10 customers per tour group for wineries, breweries and distilleries.

N/A

Introduce strategies to manage gatherings that may occur outside the premises and in any designated smoking areas.

Markers have been placed on the ground to aid in distancing whilst queuing. A clear blind will be introduced to create a barrier for a smoking section, a capacity will be

added to this area specifically. During certain times the smoking area will be closed.

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers as much as possible and encourage passengers to wear masks whilst in the vehicle.

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand washing signage is placed next to every hand sink in the venue. Including all staff and public sinks. Hand Sanitising stations are placed around the venue including on at the main entrance.

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

All bathrooms have soap dispensers. All dispensers and sanitising stations are filled every morning and checked regularly throughout the day.

Reduce the number of surfaces touched by customers wherever possible.

Where possible all touched surfaces are wiped regularly by staff.

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

Buffet style = N/A, Communal Bar Snacks = N/A. Any S&P shakers will be given on request and sanitised immediately after.

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

A new commercial grade dishwasher was installed in August 2020. It is used to clean all cutlery and plates after each use.

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

Menus are cleaned between each use. The menu is also available online with contactless ordering also available. this form of service is the preferred service.

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. 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.

Hygiene staff will clean all tables, chairs, menus, water bottles, and condiments between each use. A digital check in service for all people entering the premises has been implemented.

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

All chemicals are used in accordance with their material data safety sheets.

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

Disposable gloves are used when cleaning all surfaces. Staff have been shown and instructed to wash hands thoroughly before and after cleaning with soap and water or hand sanitiser.

Encourage contactless payment options.

Signage is at each terminal encouraging contactless payment.

Record keeping

Keep name and a contact number for all staff, 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. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. QR Code sign-in is

encouraged.

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

Paper sign-in is permitted, but premises must digitise these within 24 hours and provide immediately on request.

All staff, contractors and patrons sign in using the MY Guest List sign in procedures. There are three different ways to sign into this system. The system keeps all data as per the requirement and can be reproduced immediately if requested.

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

All staff have been made aware of the COVID Safe app.

All venues must register their business through nsw.gov.au.

Helm Bar is a registered Covid Safe business.

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.

All staff will Co-operate as required.

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

Yes