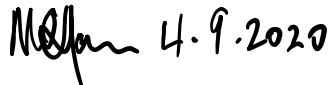


## Oak Flats Bowling & Recreation Club Covid-19 MANAGEMENT VENUE SAFETY PLAN

<b>PURPOSE STATEMENT</b>	<p>This Policy Statement defines the Clubs Policy on limiting the spread of the CoVID-19 Virus.</p> <p>The Policies contained within this document are designed to conform with the current Public Health Order and NSW specific restrictions.</p> <p>It is a condition of entry onto the Club premises that all employees, members, customers, contractors and other persons comply to the conditions contained here within.</p> <p>It is anticipated that these policies will change over time and as such this document will remain current until replaced by updated guideline from time to time.</p>									
<b>PREPARED BY</b>	CEO: Matt OHara									
<b>RESPONSIBILITY</b>	Board, CEO, Manager, Supervisors, all staff, members and guests.									
<b>Board Approval</b>	<p>Approval Date: <b>4 September 2020</b></p> 	<p><b>Previous Review &amp; Approval Date:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>30 May 2020</b></td> <td style="width: 50%;"><b>5 June 2020</b></td> </tr> <tr> <td><b>9 June 2020</b></td> <td><b>22 June 2020</b></td> </tr> <tr> <td><b>30 June 2020</b></td> <td><b>1 July 2020</b></td> </tr> <tr> <td><b>24 July 2020</b></td> <td><b>19 August 2020</b></td> </tr> </table> <p><b>Next Review Date: 14 September 2020</b></p>	<b>30 May 2020</b>	<b>5 June 2020</b>	<b>9 June 2020</b>	<b>22 June 2020</b>	<b>30 June 2020</b>	<b>1 July 2020</b>	<b>24 July 2020</b>	<b>19 August 2020</b>
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<b>30 June 2020</b>	<b>1 July 2020</b>									
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### Board & Management Policy Statement:

Oak Flats Bowling & Recreation Club (incorporating the Illawarra Yacht Club) is a place of work and public membership-based facility.

The Board and Management of Oak Flats Bowling & Recreation Club aim to provide a place of work that is safe, and one that minimises the risk of being infected with or spreading CoVID-19. This duty of care extends to all staff, club members, visitors, volunteers, contractors, and members of the general public associated with our business and covering all work locations.

As such, it is a condition of employment; membership; and entry on to the Club premises that all staff, club members, visitors, volunteers, contractors, and members of the general public (from here on referred to as **attendees**) comply to the policies contained in this CoVID-19 Management Policy Document.

To open and operate our business and sporting facilities the Board of Oak Flats Bowling & Recreation Club prescribed to the standards outlined in Safework Australia's national guidelines that detail techniques to prevent the spread of CoVID-19 combined with any current legislation, regulations, restrictions and standards applicable to the state of New South Wales.

These requirements are documented in the Club's CoVID-19 Venue Management Plan Folder.

In addition, it is our objective to achieve and maintain hygiene, health, safety, and welfare standards in excess of the stated minimum for the workplace. This is done with the implementation of effective systems for identifying, assessing, and reporting potential spread risks and eliminating or controlling the same as reasonably as is practicable.

All Managers, Supervisors and their team members are held accountable with clearly stated role responsibilities and measures of their performance in their position descriptions. Managers are held responsible for these accountabilities, through performance reviews, their commitment to the CoVID-19 Safety Committee and regular reviews.

To demonstrate the Club's commitment to this Policy, we will ensure that there is ongoing CoVID-19 training in the workplace combined with the provision of appropriate personal protective equipment and support for any staff members who have concerns.

The Club is committed to ensuring that there is CoVID-19 related consultation and participation amongst its Staff. Staff members are not expected to conduct any work that they reasonably consider places them at risk of contracting CoVID-

19. Every attendee at the Club is responsible for ensuring that measures implemented to prevent the risk of CoVID-19 spread are being followed.

This document has been prepared with consultation of the Clubs Risk Partner – Barringtons Group.

**Summary (Please read in conjunction with detailed Rules for each area below):**

<p><b>VENUE CAPACITY</b> Oak Flats Bowling &amp; Recreation Club</p>	<p><b>Total: 300</b> <b>Refer to calculations table</b></p>	<p><b>VENUE CAPACITY</b> Illawarra Yacht Club</p>	<p><b>Total: 300</b> <b>Refer to calculations table</b></p>
<p><b>Café &amp; Brasserie</b></p>	<p><b>Open 3/6/2020</b></p>	<p><b>Groups allowed to max 10, can be seated within 1.5m in same group.</b></p> <p><b>Tables to be adequately spaced.</b></p>	<p><b>No co-mingling with other tables.</b></p> <p><b>Split bookings are not permitted – no co-mingling from table to table.</b></p> <p><b>Transit walking to other areas only, no walking around co-mingling.</b></p> <p><b>Customers can approach the bar and café to place and pay for an order and return immediately to their table.</b></p> <p><b>Brasserie customers will be told when to queue to avoid lines and congestion.</b></p> <p><b>Coffee customers can be called back to the servery to collect.</b></p> <p><b>Food will be delivered to the table.</b></p> <p><b>Bookings and walk-ins permitted.</b></p> <p><b>Keno – self placing of bets to terminal and return to table.</b></p> <p><b>Alcohol can be consumed by seated customers only.</b></p> <p><b>No food to be supplied or served on platters or finger food / buffet style.</b></p> <p><b>Where possible customer should seated on staged tables to allow maximum possible distance between groups.</b></p>
<p><b>Gaming Room</b></p>	<p><b>Open 3/6/2020 for carded play only.</b></p> <p><b>Only machines marked with a distance marker turned on.</b></p>	<p><b>Two people allowed to play together.</b></p> <p><b>No groups or loitering permitted.</b></p> <p><b>1.5m distancing applies to persons playing machines.</b></p>	<p><b>Customers can order and pay at bar and change box and return immediately to their machine.</b></p> <p><b>Management control procedure shows distancing markers between machines.</b></p> <p><b>Machines without a distance marker will be turned off. These machines can be turned on at the request of a member if the machine either side are vacant. In these circumstances the machines immediately next to the machine will be turned off and “request to play” place on the machine that is off.</b></p> <p><b>(see procedure below)</b></p>

Bar & TAB	Open 9/6/2020	<p>Customers can order and pay for drinks from the bar and return immediately to their table.</p> <p>TAB – self service to terminal and return to table.</p>	<p>Table max – 4</p> <p><b>Strictly</b> no co-mingling with other tables.</p> <p>Transit walking to other areas only, no walking around co-mingling.</p> <p>Maximum number of customers in line shown with distance markers.</p>												
Club Bingo	Open Monday 15/6/2020	<p>New times:</p> <table border="1" data-bbox="688 449 948 630"> <thead> <tr> <th>Day</th> <th>Tickets</th> <th>Times</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>9am</td> <td>10am</td> </tr> <tr> <td>Wed</td> <td>9am</td> <td>10am</td> </tr> <tr> <td>Friday</td> <td>9am</td> <td>10am</td> </tr> </tbody> </table> <p>Max function room capacity is 66 players.</p>	Day	Tickets	Times	Mon	9am	10am	Wed	9am	10am	Friday	9am	10am	<p>Function Room to be used for club bingo.</p> <p>From Monday 6 July bingo will be played in the function room with a max capacity of 66 players.</p> <p>Barriers and directional flow for ticket sales.</p> <p>Customers can be seated at normal table positions.</p> <p><b>Strictly</b> no co-mingling with other tables.</p>
Day	Tickets	Times													
Mon	9am	10am													
Wed	9am	10am													
Friday	9am	10am													
Charity (Cash) Bingo	<p>Re-commences:</p> <p>OFBRC Sat 4 July 2020</p> <p>IYC Sun 5 July 2020</p> <p>Wed 8 July 2020</p>	<p>Until further clarification, Cash Bingo will be treated as a corporate function with a maximum capacity of 150 players.</p>	<p><b>Strictly</b> no co-mingling between tables is permitted.</p> <p>Normal cash bingo table set up in brasserie area (Oak Flats) with overflow in the veranda, café and function room.</p> <p>Cash Bingo set up in IYC function room with overflow in the sailors wet area.</p> <p>Members entry at IYC will be via downstairs entrance. All customers are permitted to exit from downstairs entrance.</p> <p>Ensure venue capacities are not exceeded during these periods.</p> <p>Ensure lines and queue as per distance and directional markers.</p>												
Raffles	<p>Re-commence:</p> <p>Thursdays: 2 July 2020</p> <p>Sunday: 5 July 2020</p>		<p><b>Strictly</b> no co-mingling between tables is permitted.</p> <p>Ensure lines and queue as per distance and directional markers.</p>												

Bowls	<p>Open 3/6/2020</p> <p>Social Bowls Re-commence:</p> <p>Wed 1 July 2020</p> <p>Thurs 16 July 2020 (Ladies)</p> <p>Fri over 50+ 10 July 2020</p> <p>Sat 11 July 2020 (Men)</p> <p>Championships – Sat 4 July 2020</p>	<p>Maximum Green capacity at 1 per 4m<sup>2</sup> is 330, therefore distancing of 1.5m applies.</p> <p>Maximum of 40 persons in downstairs bowlers lounge.</p> <p>No outside spectators permitted – spectators are welcome to watch bowls from Club indoor areas.</p>	<p>All gates locked.</p> <p>All bowlers enter and exit through front Club entrance.</p> <p>Covid certificate required for all bowling activities including bowls meetings and bowls gatherings (including visitors).</p> <p>From 1 July roll ups permitted without booking.</p> <p>Competition will require the normal booking procedure – placing name on sheet.</p> <p>Ladies bowls and Over 50's bowls will be conducted in the downstairs bowlers lounge.</p>
Promotions	<p>Gaming Raffle to re-commence:</p> <p>Friday 19/6/2020 (OFBRC)</p> <p>Sat 20/6/2020 (IYC)</p> <p>All other promotions: re-commence Wed 1 July 2020</p>		
Kids Play Area (Yacht Club)	<p>Kids play area to re-open 1 July 2020.</p>	<p>Max 50 kids until CoVid risk is reduced.</p>	<p>A staff member will be supervising the area in peak times.</p> <p>Parents will supervise own children in non-peak times and will count in the 50 max persons in the area.</p>
Functions	<p>Weddings are deemed high risk activities (due to co-mingling and dance floors) and will not be offered until further notice.</p> <p>Wakes are considered high risk activities (due to co-mingling) and will not be offered until further notice.</p> <p>Bowling members are welcome to apply to the Board for exemption.</p> <p>Small group functions are permitted up to the room limit/capacity.</p>	<p>Small group functions:</p> <p>OFBRC function room capacity – 66pax</p> <p>IYC function room capacity – 100pax</p> <p>Other areas – venue limits apply.</p>	<p>Supervisor discretion to room limits based on venue capacity.</p> <p>These generally are smaller group up to 25pax who will use sports bar area or bowlers / sailors lounge.</p>

**Scope:**

It is a condition of employment; membership; and entry on to the Club premises that all attendees comply to the policies contained in this CoVID-19 Management Policy Document and the associated procedures.

Failure to comply with the policies may result in disciplinary action (employees); or being asked to leave the Club premises and / or member disciplinary action.

<b>Key Strategies</b>		
<b>1</b>	Risk Management	Adhere to the risk management process, identifying hazards; assessing risk; implement harm minimisation and mitigation strategies to minimise the transmission and spread of CoVID-19.
<b>2</b>	Good Hygiene	Promote and practise good hygiene, providing adequate wash facilities to minimise transmission and spread of CoVID-19.
<b>3</b>	Physical Distancing	Promote and practise physical distancing to minimise transmission and spread of CoVID-19.
<b>4</b>	Cleaning & Disinfecting	Promote and practice Standard Operating Procedures (SOP's) for regular and systematic cleaning of Club facilities by employees and those that use sporting facilities.
<b>5</b>	Consultation & Training	Continually review and consult with ClubsNSW, NSW Health Authority, staff, members and suppliers to ensure continual adherence to best practise guidelines to prevent the spread of CoVID-19. Ensure our staff and sport participants are trained in the best practise guidelines to prevent the spread of CoVID-19

**Policy - Common Responsibilities:**

The Club is following the following strategies to prevent the spread of CoVID-19 – Risk Management; Good Hygiene; Physical Distancing; Cleaning & Disinfecting; Training & Consultation.

The Board require all attendees at the Club to take reasonable care of their own health and that may adversely affect the health of others.

Workers or attendees who are displaying the signs of CoVID-19 must be isolated and remove themselves from the workplace (the Club).

If a worker or attendee tests positive to CoVID-19 and has visited or worked at the Club in the past 14 day they must inform the Club by contacting a Manager of the Club or member of the CoVID-19 Safety Committee.

All attendees at the Club are required to register on entry and exiting the Club. This will be recorded by the electronic sign in terminal for both members and non-members via the use of the membership card if a member and the sign-in slip if a visitor or guest of a member.

The Club is required to record (track) all attendees who have been in the venue, for how long and what areas they occupied. This information will be gathered by a booking system for café and brasserie attendees; carded play in gaming activities and a booking system for bowls activities.

This information will be provided to the Health Authority on requested and otherwise shall remain private and confidential.

Customers must remain seated whilst attending the Club – see specific area rules in section below.

Customers are not to gather or congregate and must not co-mingle with other tables or customers.

All attendees must always follow the standards below and obey the instructions of the venue CoVID-19 Safety Marshall / Committee, Supervisors and Management.

The supervisor on duty will be the designated CoVID-19 Safety Marshall and will wear a vest indicating the role.

**Strategy 1 – Risk Management:**

The health-related issues associated with CoVID-19 can be mild through to severe causing death.

The continual risk management framework will be applied to the CoVID-19 Hazard by members of the CoVID-19 Safety Committee. The committee's responsibility includes the regular review of public health orders and restrictions imposed by the Health Authority; and continuous consultation with employees.

The Board has determined, based on the current risk that residents of Victoria are not permitted to enter the Club until this condition is revoked by the Board.

The Board has determined that only members are permitted entry to the Club Premises until further notice. The Club is accepting membership applications from Wollongong, Shellharbour and Kiama LGA (local government area) residents who may join and enter the Club as a provisional member.

Bowling members from other clubs located in the Illawarra and Shoalhaven areas are permitted to enter the Club with reciprocal bowling rights, provided that they have completed and provided the Health Department certificate.

From time to time queuing, lines and congestion points will be monitored via the Clubs security cameras to assist with the management and control of this CoVID safety Plan.

Customers who do not follow the rules in relation to remaining seated and not to co-mingle or any other rules, will be requested to comply in the first instance. On refusal to obey to a reasonable compliance request or on the second breach of a rule the customer will be asked to leave the premises and an automatic one (1) month suspension issued to the customer.

The Board recommends the use of the CoVIDSafe app for all attendees whilst on the Club property.

#### **Strategy 2- Good Hygiene: Essential to limit the spread of CoVID-19**

1. Do not attend work or visit the Club if you are sick or showing any Flu like or CoVID-19 symptoms.
2. Report to the supervisor on duty if you or another attendee is showing Flu like or CoVID-19 symptoms whilst at work.
3. Regularly wash and dry hands with soapy water as per posters and training. A minimum of 20 seconds is required;
4. Use hand sanitiser after washing hands.
5. Dispose of hand towel and tissues in a closed bin.
6. Wash and Dry hands:
  - before and after eating;
  - after coughing and sneezing (including when using a tissue);
  - after going to the toilet;
  - after any physical interaction with any other person;
  - before and after a cigarette;
  - when changing tasks.
7. If working in an area that requires the collection of plates, cutlery, glasses or other items wash hand every 15 mins.
8. Wear disposable gloves for frequent collection of items taking longer than 15mins.
9. Cough and Sneeze into your elbow.
10. Avoid touching your face, eyes, nose and mouth.
11. Avoid all un-necessary touching of objects such as door handles, bench tops etc.
12. Wash your body (including hair), clothing on a daily basis.
13. Do not use shaking hands, hugging or kissing as a greeting.

14. Do not spit.
15. Dispose of all cigarette butts in canisters provided.
16. Use cashless, non-contact transactions where possible.
17. Provide additional PPE to employees who feel anxious about the frequency and proximity contact they may make with other attendees.

### **Strategy 3 - Physical Distancing: A key to minimising the spread of CoVID-19 is keeping your distance from others.**

The following distancing guidelines are required when attendees are at the Club premises:

1. Venue capacity limits have been calculated at 1 person per 4 sq m.
2. The supervisor on duty is the designated CoVID Marshall and will wear a vest indicating the roll.
3. **Additional CoVID Marshalls will be designated in peak times or sailing / bowls events.**
4. All supervisors and management must be mindful of not over crowding an area and good judgement should be considered based on the 1 person per 4 sq meters. Suggested room maximum have been indicated where is may be of concern.
5. Self-isolate and do not attend the Club if you have been tested for CoVID-19 and are awaiting the result.
  - You can attend the Club when you have received a negative result.
  - If you have tested positive to CoVID-19 you can attend the Club after you have received medical clearance from a medical professional.
6. If you have come in contact with someone who has CoVID-19 do not attend the club before a period of 14 days has passed (if self-isolating) or you have received medical clearance from a medical professional.
7. Limit the occasions that you interact closely with staff, customers or other attendees.
8. Follow and obey the distancing and spacing markers set out in the Club.
9. Follow and obey the directional markers set up in the Club.
10. As much as reasonably practical allow space between yourself and others of 1.5m.
11. If you work in close proximity to other employees or attendees at the Club, ensure you wash hands at intervals not exceeding 15 minutes.
12. Make a booking to attend the Club to ensure maximum customer limits are not exceeded.
13. The current maximum table booking is for 10 persons.
14. Customers are to strictly remain seated when at the Club – do not roam around, congregate or co-mingle with other customers
15. Gaming machines are 1 person per machine, except end bank location were 2 persons may play a machine if not encroaching on the 1.5m distancing of another “x” marker.
16. Ensure the maximum number of persons does not exceed the advertised limits – 1 person per 4 square meters for indoor areas (employees refer to the Risk Assessment for the Work Area).
17. Avoid meetings in small office areas that will exceed maximum person limits.
18. When working in pairs isolate tasks and remain on the task to maintain 1.5m distance for as often as possible (see individual Risk Assessment for Work Areas).
19. Use contactless delivery when available.
20. Employees are to follow the relevant SOP when required to isolate a person, for routine cleaning, for deep cleaning after the closure of an area, or other SOP's that may be applicable.

#### **Strategy 4 - Cleaning and Disinfection**

Cleaning and Disinfecting are different tasks that use different chemicals for differing purposes:

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces. Cleaning is performed with soap or detergent mixed with water.

Disinfecting means using chemicals to kill germs on surfaces. Surfaces need to be clean first for disinfecting to be effective.

Employees will be responsible for routine cleaning during opening hours. Staff will use a soapy detergent as the first cleaning agent that has a combined disinfectant.

Customers are welcome to use a wipe provided if they wish to clean the surface of a table or gaming machine. In these circumstances a customer must dispose of the cleaning wipe in the bin provided.

Gaming machines cannot be wiped or cleaned with alcohol or ammonium-based disinfectants – soapy detergents will be used to clean gaming machines.

The standards that apply for cleaning:

1. Frequently used areas will be routinely cleaned every 15mins. This includes areas such as door handles, tabletops, light switches, desks, toilets, eftpos machines, atms, gaming machines, cupboard handles.
2. Tables will not be immediately re-used as disinfectants can need up to 10 minutes on the surface to be effective.
3. Occupied tables will be cleaned immediately once the customer leaves.
4. Routine cleaning of many tables will require the use of gloves and separate, one use only clothes with soapy water.
5. Once a cloth has been used it must be stored for washing and not reused until washed and rinsed.
6. Any dirty or soiled area will be cleaned immediately on inspection / notification.
7. Regularly clean work items that are shared with others.
8. If a confirmed case of CoVID-19 results in the closure or all or part of the Club the area will be closed until a deep clean can be performed of all hard surfaces. A deep clean will require the cleaning and disinfecting of all hard surfaces before customers can return to the area. Employees are to refer to the SOP for the correct procedure and safety precautions when performing a deep clean after a confirmed case of CoVID-19.
9. Personal items such as glasses and mobile phones required to be used in the workplace or Club should be cleaned regularly depending on the use.
10. Disinfectant and Sanitiser are different chemicals. A disinfectant should be used with gloves to kill germs on a hard surface. A sanitiser is designed to be used on the hands and skin for personal protection.
11. Cleaning methods that disperse the virus should not be used. Examples include using a pressure water hose or drying an area with accelerated air.
12. Always refer to the manufacturers specifications and safety precautions before using a cleaning product.

Note: The Worksafe guidelines specify that disinfecting is only required in the event of a confirmed case of CoVID-19.

#### **Strategy 5 - Training and Consultation: education and training employees and attendees, combined with consultation will help to minimise the spread of CoVID-19.**

1. Complete all training as prescribed by the CoVID-19 Safety Committee and approved by the Board.



Department of Health CoVID training

NSW Gov Food Venues CoVID training.

2. Consult with and recommend changes to your workplace to achieve compliance to distancing and hygiene standards as far is reasonably practicable.
3. Report any breaches of policy to the Club supervisor, manager or CoVID-19 Safety Committee.
4. Follow the instruction of supervisors and management on CoVID-19 matters.
5. Follow the training instructional posters located in and around the Club.
6. Explain instructions to persons who are visually impaired or cannot read warning signs, policies, posters and floor markings.

**Bowls Specific Rules – all policies in this document apply in addition to the following rules:**

Special Circumstances: 54% of Bowling members are classified as “Vulnerable” as defined by the Health Authority. As such additional safety measures will be required by the Club during the current stage of restrictions.

1. Bowling activities will commence from: 9:30am Wednesday 3 June 2020.
2. From 1 July 2020 bowlers can roll up without a booking provided the maximum capacity of each green allow for players to practice 1.5m social distancing.
3. The initial opening of the bowling greens will be in a staged manner to test the harm minimisation strategies and allow consultation with employees to refine and modify the SOP to achieve greater compliance with the Safework guidelines.
4. Organised bowls activities re-commence from 1 July 2020.
5. All bowlers must enter and exit the Club via the front entrance and sign in and out of the venue.
6. All members and visitors wishing to participate in bowling activities will be required to complete the Health Department CoVID-19 online course before being permitted to use / play on the Clubs greens and/or attend any bowls meeting or gathering. (this takes approx 10-12 minutes, see Kay for registration).
7. Scheduled bowls times have been varied to allow for the gradual arrival of players to avoid patron congestion.
8. No spectators permitted outdoors – spectators are welcome to watch bowls from internal club areas.
9. At the calling of the cards members are to strictly stay seated at their table and await the staff member to collect monies.
10. When in the Club Premises bowlers must strictly remain at their table when entering the Club not co-mingle with other tables.
11. Whilst routine cleaning will occur in high risk areas between session times, members are asked to wipe down seats and any other equipment if they wish to use before and after play.
12. There will be a blue and orange stripe on the end of each mat. Bowlers from each team to use one end of the mat only.
13. Members are to place mat in “used” tub after use.
14. Two jacks will be used at each game – one for each team. Leads are permitted to handle jack, skips are to position jack by use of their feet.
15. 1 person maximum at any time allowed in outdoor toilet areas.
16. Bowlers will be called of the greens in a staged manner to avoid congestion at entrance points.

17. All hygiene standards that are stated in this document will apply – wash hands regularly; cough and sneeze into your elbow; no spitting; washing hands before and after having cigarette and using the toilets.
18. 1.5m distancing applies.
19. Do not handle other members equipment.
20. Bowlers are requests to bring their own water bottle.
21. Access to bar and locker areas is open.
22. A maximum of 4 people is permitted in the locker area at any time.
23. A maximum of 40 bowlers are permitted in the downstairs bowlers lounge at any time.
24. Bowlers are requested to obey distance and directional markers at designated areas.
25. No bbq food or food served in public view is permitted.
26. The Bowls Co-ordinator will be the designated Marshall for Bowls events and will wear an orange vest to indicate the position.
27. Customers are encouraged to use the COVIDSafe app when using the bowling facilities of the Club.

**Café & Brasserie Specific Rules – all policies in this document apply in addition to the following rules:**

1. Food service through the café and brasserie will commence on: 10am Wednesday 3 June 2020.
2. A booking is recommended but not required to attend the café or brasserie area. During peak times, a reservation / booking is the only way to guarantee a table reservation.
3. The initial opening of the catering operations will be in a staged manner to test the harm minimisation strategies and allow consultation with employees to refine and modify the SOP to achieve greater compliance with the Safework guidelines.
4. The maximum table booking being 10 persons.
5. There are no restrictions relating to groups being from the same household.
6. Customers who use the café or brasserie area will be required to provide name, membership number and contact phone number (this is a requirement of the Authority during the current stage of restrictions). This information will be provided to the Health Authority on request and otherwise shall remain private and confidential.
7. Customers can place and pay for an order at the till and return immediately to their table. Food will be delivered to the customers table.
8. Customers will be seated by staff and told when to queue to place an order to ensure no lines or congestion.
9. Customers need to remain seated and are not permitted to roam throughout the Club or from table to table, except to visit the toilets or order a drink from the bar.
10. Customers must be seated at all times.
11. No food is permitted to be served on platters or finger food / buffet style.
12. Customers should observe and follow the distancing markers in the catering and toilet areas.
13. Customers can transit to the Keno terminal to place a bet or bar area to purchase a drink and immediately return to their table.
14. Café and brasserie customers are encouraged to use cashless payment methods.
15. Frequent café and brasserie customers are encouraged to purchase points to be deposited on their membership card to allow for future purchases via a cashless transaction.

16. Customers are encouraged to use the COVIDSafe app when visiting the café and brasserie areas of the Club.

**Gaming Specific Rules – all policies in this document apply in addition to the following rules:**

1. Gaming operations and service will commence on: 10am Wednesday 3 June 2020. Following the successful trial of procedures and consultation with staff, from Friday 5 June 2020 all members are welcome to attend the Club for the purpose of gaming up to the room and venue capacity.
2. The initial opening of the gaming operations will be in a staged manner to test the harm minimisation strategies and allow consultation with employees to refine and modify the SOP to achieve greater compliance with the Safework guidelines.
3. Seats have been removed on machines without a distancing marker and that has been turned off. A social distancing sign placed on these machines to ensure 1.5m social distancing between players. This is the normal set up of the gaming room.
4. If a customer wishes to play a machine without a distance floor marker and that has been turned off, they may do so, if the machines either side of this machine are not being used, by requesting the attendant turn the machine on. In this instance the staff member will turn off the adjacent machines and place a distancing sign on the “off machine(s)”.
5. Gaming customers requiring service are required to press the service button and wait for an attendant to serve them at their machine.
6. Gaming customers need to remain seated and are not permitted to roam throughout the Club, except to order and pay for a drink at the bar, visit the toilet, change machine, Keno terminal or cash out at the CRT terminal.
7. Gaming customers can also order beverages to their machine by gaming host service. This includes alcoholic and non-alcoholic beverages.
8. Gaming customers are encouraged to use the cashless gaming features available at the Club to transfer credits from one machine to another. This is achieved by using tickets or enabling the CardIT feature on their membership card (see service staff for details or phone reception to enable over the phone).
9. A couple or two persons are permitted to play a machine together provided that they do not encroach on the 1.5m spacing of the next machine and there is no congestion, loitering or co-mingling with other gaming players.
10. Customers should observe and follow the distancing markers in the gaming and toilet areas.
11. Customers are encouraged to use the COVIDSafe app when in the gaming room of the Club.

**Bar and TAB Specific Rules – all policies in this document apply in addition to the following rules:**

1. Drink service through the bar area will commence on: 9am Tuesday 9 June 2020.
2. The initial opening of the bar and TAB area is at a later date from the catering operations as part of a staged opening to test the harm minimisation strategies and allow consultation with employees to refine and modify the SOP to achieve greater compliance with the Safework guidelines.
3. Customers who attend the bar area can order and pay for drinks at the bar and return immediately to their table. This includes alcoholic and non-alcoholic beverages.
4. Customers must remain seated at all times.
5. Customers need to remain seated and are not permitted to roam throughout the Club or from table to table or co-mingle with another group, except to visit the toilets or to place a TAB bet.

6. Customers should observe and follow the distancing and directional markers in the bar and toilet areas.
7. Bar and TAB customers are not permitted in large groups. Maximum table group is 4.
8. Customers who wish to place a TAB bet may do so by transiting directly to the TAB terminal and transit directly back to their table after placing the bet.
9. Bar and TAB customers are encouraged to use cashless payment methods and their TAB app / account.
10. Frequent Bar customers are encouraged to purchase points to be deposited on their membership card to allow for future purchases via a cashless transaction.
11. Customers are encouraged to use the COVIDSafe app when visiting the café and brasserie areas of the Club.

**Charity (Cash) & Club Bingo Specific Rules – all policies in this document apply in addition to the following rules:**

1. Club Bingo will commence on: 9am Monday 15 June 2020 with all members are welcome to attend up to the room and venue capacity.
2. Charity (Cash) Bingo will re-commence from 4 July 2020.
3. The initial opening of Charity & Club Bingo is at a later date from the catering operations as part of a staged opening to test the harm minimisation strategies and allow consultation with employees to refine and modify the SOP to achieve greater compliance with the Safework guidelines.
4. Customers who attend Bingo can purchase tickets by queuing according to the distance markers and directional sectional ropes.
5. Bingo customers can order and pay for beverages and food at the till and return immediately to their table (see café, bar rules). This includes alcoholic and non-alcoholic beverages.
6. Customers need to remain seated and are not permitted to roam throughout the Club or from table to table or co-mingle with another group, except to visit the toilets, order food or beverage, to transit to gaming area or to place a TAB/Keno bet.
7. Customers should observe and follow the distancing markers when purchasing books, at the bar, cafe and toilet areas.
8. Customers who wish to place a Keno or TAB bet may do so by transiting directly to the Keno / TAB terminal and transit directly back to their table after placing the bet.
9. Yacht Club Customers, who are members, can enter the Cash Bingo downstairs area via the downstairs entrance. Members will need to provide membership number and mobile number which is to be entered into the sign in kiosk by and employee as soon as possible after the session starts. Visitors applying for provisional membership are to enter the club via the main club entrance to sign in and provide mobile phone number.  
All Yacht Club cash bingo players are permitted to leave by the downstairs entrance/exit, with visitors being required to leave their sign in slip on departure.  
An employee is required to enter the departed members and visitor numbers in the reception kiosk as soon as possible after the session end.
10. Bingo customers are encouraged to use cashless payment methods whilst in Club.
11. Frequent customers are encouraged to purchase points to be deposited on their membership card to allow for future purchases via a cashless transaction.
12. Customers are encouraged to use the COVIDSafe app when attending the Club.

**Sailing Events and Activities Specific Rules – all policies in this document apply in addition to the following rules:**

1. Club Sailing events will re-commence week commencing Monday 17 August 2020 with all Sailing members welcome to attend.
2. Sailing attendees, who are members, can enter the Yacht Club downstairs area via the downstairs entrance. If there is no sign in Kiosk downstairs, Sailing members will need to proceed immediately to the upstairs entry foyer to register their member number and mobile number which is to be entered into the sign in kiosk by an employee.
3. If a sign in Kiosk is available downstairs the sailing member can register at the downstairs entry as per #2 above.
4. Sailing members registering for sailing event will also be required to provide the membership number to the registrar.
5. Once sailing participants enter the water the Sailing CoVID marshal will sign out the member by recording the membership number as exited into the Kiosk.
6. Any registration or point of contact will require sailing members to que according to a 1.5m separation distance.
7. For sailing events with potential for congestion (increased numbers) 1.5m markers and directional sectional ropes will be used.
8. If a sailing member wishes to re-enter the club premises after sailing, they will need to re-register by swiping their membership card at the Kiosk and record their mobile number. This may be required for those who wish to use the showers or toilets or use the club for social activities.
9. Other Sailing members who are not involved in water sailing activities and who will be regularly entering and exiting the Club House are required to remain “signed-in” and only sign out at when leaving (the conclusion of their visit).
10. Prior to commencing sailing activities and at the conclusion of sailing events members should wash hands in accordance with good hygiene principles.
11. A designated Sailing CoVid Marshall will be allocated for all sailing events.
12. Members can use change rooms for the purpose of changing cloths and are encouraged to shower at home.
13. All Sailing Members are required to complete the Department of Health CoVID-19 Training certificate.
14. Customers are encouraged to use the COVIDSafe app when attending the Club.

**Directors, Managers, Key Personnel, Employee who work at both Illawarra Yacht Club & Oak Flats Bowling Club.**

1. The Board has determined from Monday 17 August 2020 there will be no employee, Director or key personnel permitted to work across both Clubs.
2. Employees will be designated their “Home Club” at which they are required to work exclusively.
3. Employees must consult with the Operations Manager (Toni Parkes), Venue Manager (Danielle Barnes), Finance Executive (Anissa Taylor) or the CEO (Matt OHara) if they require access to a club that is not their home club.
4. The administration team and operations managers will be split across both clubs to ensure key duties and tasks can be performed in the advent of an infection or closure.
5. This home club restriction will be reviewed on 30 September 2020 and will remain in place until formally revoked.