

COVID-19 SAFETY PLAN

Restaurant Name : **Indian Bay**

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Purpose

The main purpose of COVID Safety Plan is to identify the risks posed by COVID-19 to staff (including contractors and volunteers), business and customers, and are aimed to be guided by this checklist. The development of a COVID Safety Plan is an important step in ensuring to keep staff and the broader community safe. COVID Safety Plan has developed after consult with staff to ensure they are aware of their responsibilities and are able to carry them out. COVID Safety Plan will be revisited and updated following further updates to public health advice, and any changes to the Public Health Directions.

Number of considerations has been taken into account while developing COVID Safety Plan as: -

- Check if your venue can re-open
- Ensuring physical distancing
- Cleaning, sanitising and hygiene activities
- Managing staff or customers presenting with illness
- Additional requirements for certain businesses and organisations, including those required to request contact information from patrons or visitors and record it if received
- Compliance and enforcement

Check if your venue can re-open

Before re-open or re-commence operations check for any changes to business restrictions and the Public Health Directions through the following link: <https://www.covid19.act.gov.au/>

Ensure physical distancing

To controls the number of people inside restaurant at any one time so that restaurant complies with the Public Health Directions. The Public Health Directions requires that gatherings do not exceed 100 customers seated in any indoor space and 100 customers seated in any outdoor space and where social distancing of one customer per 4 square metres of public seating area is observed. To ensure physical distancing as outlined in the Public Health Directions has been implemented by following: -

- there must be at least one person per 4 square metre of space available in an indoor
- appropriate social distancing measures are in place including maintaining a distance of 1.5 metres between people
- maximum number of patrons on premises sign at entry/exit door

Cleaning, Sanitising and Hygiene Activities

For appropriate hand and respiratory hygiene, we ensure to maintain appropriate cleaning and sanitising practices and supplies and ensure all staff are aware of safe food handling practices and heighten health and hygiene policies and procedures, such as the importance of practising good hand hygiene and regular sanitation of food preparation surfaces, equipment and customer and dining areas.

We are following the Work Safe ACT cleaning checklist.

1. **Routine Cleaning** – Using Detergent, either as a solution that can be mixed with water for floor, and wipes for tabletop and service counter area.
 - a. Clean workplace at starting and at the end of workday using a detergent, or a 2-in-1 detergent and disinfectant solution.
 - b. Focus on tabletops, entry/exit door handle, light switches, desk.
 - c. Toilet are is cleaned everyday by special cleaner team but during the business hours still keep checking and clean if required.
 - d. Clean tables with 2-in-1 detergent and disinfectant solution using wipes after every use and put new paper sheets, cutlery, hand sanitiser.
 - e. A bottle of hand sanitiser provided on each table, near pay pos, near takeaway menu for customers and on service counter and in kitchen for staff use.
 - f. Clean/wipe service counter regularly as customer touch during payment and takeaway orders.
 - g. Personal belongings (sunglasses, car keys, mobile phones) of staff needs to clean/wipe with 2-in-1 detergent and disinfection solution during work and breaks.
2. **How to safely clean**
 - a. Read the product label and safety data sheet for cleaning products and use personal protective equipment.
 - b. Wear gloves when cleaning and follow hand wash cleaning sheet near hand wash sink to wash hands thoroughly with soap and water, or to use alcohol-based hand sanitiser if cannot wash your hands, both before and after wearing gloves.
 - c. disposable gloves when cleaning and discard after each use. Otherwise, only use reusable gloves for routine cleaning and do not share gloves between workers;
 - d. rubbish bin at service counter and in kitchen needs to be empty and put new clean bin liner at the end of business day.
3. **Cleaning if someone in my workplace is suspected or confirmed to have COVID-19**

- **Following the planed sheet provided by work safe ACT**

Preparing to clean

- Prevent access to the areas that were used by the suspected or confirmed case as well as any common areas (break rooms, bathrooms) and any known or likely touch points;
- Open outside doors and windows if possible, to increase air circulation.

What do I need?

- A detergent, as a solution that can be mixed with water; and
- A disinfectant containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach (see the Department of Health website for more information on achieving the correct bleach solution); or
- A combined detergent and disinfectant solution;
- Appropriate PPE for cleaning staff, including disposable gloves and safety eyewear;
- Provide a disposable apron where there is visible contamination with respiratory secretions or other bodily fluids;
- A surgical mask if the person suspected to have COVID-19 is in the room.

What should I clean?

Thoroughly clean and then disinfect:

- all areas of suspected or confirmed contamination;
- any common areas (e.g. break rooms, washrooms), and

- any known or likely touch points in the workplace.

How to safely clean

- Read the product label and Safety Data Sheet for the cleaning product(s) before using and make sure you follow all instructions, including all required PPE. Also make sure the product is suitable for use on the surface you are cleaning;
- Ensure staff are trained in putting PPE on and taking PPE off, including washing or sanitising hands between steps;
- Use disposable gloves where possible, and discard after each use. Wash or sanitise hands before and after wearing gloves.

After cleaning

- Dispose of any single-use PPE, disposable cloths and covers in a rubbish bag and place it inside another rubbish bag and dispose of in general waste;
- Launder any reusable cleaning equipment including mop heads and disposable cloths and completely dry before re-use.

Manage staff or patrons/visitors presenting with illness

As the Government is urging everyone to stay home if they are unwell. This applies to staff and the broader community. Businesses and undertakings should also be prepared to turn patrons or visitors away if they have clear symptoms of illness.

More information about how to manage staff or patrons who are unwell can be found at: <https://www.covid19.act.gov.au/business-hub/workplace-health-and-safety>

If a direction is issued requiring workplace to close due to confirmed case of COVID19 contamination, WorkSafe ACT will be notified.

Request first name and contact details

Maintaining a register to collect name and contact details of each customer.

Signage

- Display and discuss COVID Safety Plan with staff and a printed copy has provided to each and every staff.
- Posters and signage have been printed and displayed on entry/exit door, service counter and in dining area as well.

Review and monitor

- Policies and procedures will be reviewed regularly to ensure they are consistent with current directions and advice provided by ACT Health.
- A pdf file will be available on business website www.indianbay.com.au