

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



## Your COVID-19 Safety Plan

### Accommodation

#### Business details

Business name	Jamberoo Golf Club Limited (JGC)
Business location (town, suburb or postcode)	Jamberoo
Select your business type	
Major recreation facilities	
Completed by	Phillip Hahn (President)
Email address	<a href="mailto:utopia54@live.com.au">utopia54@live.com.au</a>
Effective date	2 August 2021
Date completed	24 August 2021

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### Wellbeing of staff and customers

**Exclude people who are unwell from the premises.**

Agree

Yes

**Tell us how you will do this**

Staff and Volunteer workers are required to QR code into the premises on arrival and out

on departure. Staff and volunteers have been instructed not to come to work if feeling unwell, showing any signs or symptoms of Covid-19. Supervisors have been instructed to check that staff and volunteer workers have checked in by QR, and to regularly remind their subordinates to stay home if unwell, get tested and not return to work until they receive a negative test.

Volunteer golf shop staff have been instructed to check that members and visitors to the course QR check in at the golf shop on arrival and that they are asked if they have a temperature or are feeling unwell, and if so that they are told to go home. Golf shop volunteers must also check each member and/or visitors licence or other suitable identification to see that they are from the correct LGA or live within the required distance of the course and ensure any other relevant regulatory requirements are satisfied before allowing such persons onto the golf course.

**Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.**

**Agree**

Yes

**Tell us how you will do this**

All staff and volunteers are provided with detailed notices as to the specific requirements associated with their particular work environment in order to keep themselves and others safe (e.g. physical distancing, mask wearing, anti-viral cleaning of work spaces and equipment etc.)

Jamberoo Golf Club uses its website newsletter "The Daily Cow" to keep staff, members and visitors up to date with Public Health Order requirements as they are released, and with all local rules implemented so as to comply with the Public Health Orders. Notices are also put on the notice boards at the club.

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

**Agree**

Yes

### **Tell us how you will do this**

Conditions of entry to the club and the course are displayed on the notice board and in "The Daily Cow" website newsletter.

Supervisors are instructed to tell staff to stay at home if unwell, get tested and not come to work until well and they have a negative Covid-19 test result. Similarly, shop volunteers are required to ask members and visitors wanting to play golf if they are unwell and to send them home if unwell or displaying any signs or symptoms of Covid-19.

**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**

All staff and volunteers are required to QR code in on arrival and QR code out on departure. Similarly, members and visitors are required to QR code in on arrival.

All areas of the premises are covered by the one QR code.

**Encourage staff to access COVID-19 vaccination.**

Agree

Yes

### **Tell us how you will do this**

All staff and volunteers have been asked to get themselves vaccinated when eligible and have responded favorably. A voluntary register of vaccination status is being maintained.

**Review the 'COVID-19 safety guidance for large events' available on [nsw.gov.au](https://www.nsw.gov.au) and consider which risks and mitigation measures are relevant to your event before completing this COVID-19 Safety Plan.**

Agree

Yes

Tell us how you will do this

Not Applicable - No events planned until circumstances dramatically change.

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## Physical distancing

**Capacity at an indoor major recreation facility must not exceed the greater of 50% of fixed seating capacity of the facility or 1 person per 4 square metres.**

**Capacity at an outdoor major recreation facility must not exceed the greater of the total of 50% of fixed seating capacity of the facility and 1 person per 4 square metres, or 1 person per 4 square metres of space in the facility.**

**Capacity at an agricultural show or agricultural field day must not exceed 1 person per 4 square metres of space of the premises at which the event is conducted.**

Agree

Yes

Tell us how you will do this

Not applicable

**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

All staff and volunteers have been instructed to maintain 1.5 metres physical distancing.

Golfers are instructed on before play on group size limits, numbers in a golf cart restrictions, physical distancing requirements and other local rules as may be applicable at the time to comply with Public Health Orders or more onerous restrictions imposed at Jamberoo Golf Club.

**Avoid congestion of people in specific areas where possible.**

**Consider zoning of areas for large events, such as by using alternate sections and access corridors.**

**Agree**

Yes

**Tell us how you will do this**

Golfers have no access to indoor areas apart from the toilets. They are served through a screened external window for the foreseeable future and required to comply with physical distancing rules while queuing to get served.

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

**Agree**

Yes

**Tell us how you will do this**

To avoid congestion golfers are asked not to arrive more than 15 minutes before their allotted tee time and to leave immediately on completion of their golf round. They are asked not to socialise, or congregate at the back of the first tee while they wait to hit off. They are asked to wear a mask up until hit off, and to put the mask back on when they leave the 18th tee.

**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

Singing and Dancing Not Applicable.

Service of alcohol was suspended when Greater Sydney went into lockdown and will not be reintroduced in the foreseeable future. When reintroduced rules requiring patrons to be seated while drinking or any other relevant rules will be enforced by the duty bar attendant.

### Where practical:

- **encourage private transport options to minimise crowding on public transport**
- **coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.**

## Agree

Yes

### Tell us how you will do this

Not Applicable, there are no public transport facilities to Jamberoo Golf Club and the club does not have a courtesy bus.

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## Hygiene and cleaning

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

### Agree

Yes

### Tell us how you will do this

All staff and volunteers have been instructed on the need to wear face masks (currently indoors and outdoors). Grounds staff while working on the course individually are not

required to wear masks.

**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 is provided for all staff and volunteers in their work space areas. Hand sanitiser is provided at the shop service window area for members and visiting golfers to access.

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

**Agree**

Yes

**Tell us how you will do this**

Bathrooms are stocked with liquid soap and hand dryers are available.

**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.**

**Agree**

Yes

**Tell us how you will do this**

Staff and volunteers are required to regularly clean common touch surfaces regularly with an anti-viral surface spray.

Hire golf equipment (e.g. carts) are regularly cleaned, sanitised. Hirers of golf carts are in

addition provided with sanitising spray and a suitable cloth and asked to ensure all touch surfaces are cleaned to their satisfaction before commencing their round.

**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**

Indoor areas and outdoor deck areas are currently closed to members and guests.

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## **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.**

**Note: QR code check-in is not required for people staying overnight who have checked in with reception, or for residents.**

**Agree**

Yes

**Tell us how you will do this**

The NSW QR code system is used for all staff, volunteers, members and visitors to record their attendance times.

**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**

Volunteer shop attendants have been instructed to check members and visiting golfers have checked in.

**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**

The Club has a concierge check in form available to record persons who have forgotten their phone or do not have one so that all golfers and visiting golfers are electronically QR recorded before teeing off.

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

Yes