

ATTACHMENT 3

> GUIDELINES FOR LODGE ACCOMMODATION AND FOOD SERVICE

Guidelines for your Centre or Venue and the actions you will put in place to keep your customers and workers safe with the resumption of Lodge Accommodation and Food Services at Centres and Venues

Managers should make sure that their COVID safety plans include guidance on

- cleaning and sanitising routines, including between clients checking out and other clients checking in (timing)
- washing of eating utensils and kitchenware contained within unit to be dish washed between tenants by Staff or Contractors
- protocols for linen service for each unit and client group

Social Distancing and appropriate hygiene must always be maintained between clients.

The NSW Chief Health Officer advises that overnight accommodation settings where facilities are shared by people from different households and children require additional adult supervision and interaction, such as camps, may have an increased risk of COVID-19 transmission should someone attending be infected.

As the COVID-19 situation can change quickly, schools, facilities and overnight event organisers should:

- consider the level of community transmission in the local community just before the overnight event is to be held, along with the other risks associated with the event as part of a risk assessment process
- pay particular attention to excluding anyone with symptoms before the event, and
- consider arrangements for isolating and testing anyone who develops symptoms during the event.

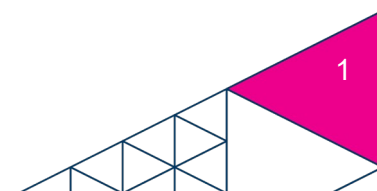
The Chief Health Officer's guidelines for COVID safe hotels and accommodation are available [here](#).

Centres' and venues' dormitory and shared accommodation facilities must ensure that beds are spaced apart by at least 1.5m. measured edge to edge.

Overnight activities may take place so long as accommodation facilities and overnight event organisers develop and implement a COVID-19 Safety Plan and event organisers consider the issues above. COVID-19 Safety Plan guidance is available from the NSW Government website for caravan parks and camping grounds, and for hotels and accommodation facilities.

The Chief Health Officer's guidelines for COVID safe hotels and accommodation are available [here](#).

| REQUIREMENTS | ACTIONS |
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| Physical distancing – Accommodation | |
| <i>Calculate the floor area in Accommodation open plan communal areas, such as common rooms, Bathroom areas or showers and changerooms, to determine the maximum number of people who can safely occupy the space (one person per 2 square metres).</i> | Floor areas have been calculated. (See Attachment) Signage in place at rooms and amenities. |
| <i>Display signs at entrances with the maximum safe capacity and have strategies in place to reduce crowding and contact between different household units or groups, such as a bookings system</i> | |



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| <i>In dormitory or shared accommodation, ensure beds are spaced apart by at least 1.5 metres measured from the facing edges. If an adult resident or guest is required to self-isolate, they must not share a room with anyone else. Consider how a single room might be used in this situation.</i> | Dormitory beds have been blocked off to limit capacity per room unless from the same household. |
| <i>Where practical, use separate doors for entry and exit, separate check-in, order and baggage storing points for Lodges and accommodation.</i> | Cottage entry will be through the front door and exit through back door in laundry. Baggage to be left in clients' room. |
| <i>Use contactless check-in where, reasonably practical, to reduce the movement of customers and the number of surfaces touched. If signatures are required, clean pens between customer use with a disinfectant solution or wipe.</i> | Room keys to be left in safe outside cottage. Access codes email to client so they can open safe. |
| <i>Move or remove tables and seating as required, including in waiting areas and communal lounges, to support 1.5 metres of physical distance. Members of the same household are not required to physically distance.</i> | Table and chairs placed 1.5m apart and limited to 4 people per table. |
| <i>Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as check-in.</i> | Floor markers are in place at reception office locations. |
| <i>Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick up or drop off zones.</i> | Outside the cottage and camping areas are captured in venue safety plan |

| REQUIREMENTS | ACTIONS |
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| Physical distancing – Food Service | |
| <i>Capacity of Dining areas.</i> | The capacity for the area has been calculated at one person per 2 square metres for the communal area and kitchen area. Room limit is displayed on the wall. |
| <i>The maximum number of people seated at a table is determined by the social distancing requirements of one person per 2 sqm and each chair 1.5 m apart. Children count towards the capacity limit</i> | The capacity for the area has been calculated at one person per 2 square metres for the communal area and kitchen area. Room limit is displayed on the wall. Members of the same household are not required to physically distance. |
| <i>Provide a time-based meal roster, to limit the number of people entering the Dining area or waiting outside.</i> | Client hiring responsibility |
| <i>Reduce contact between customer groups, i.e. schedule separate meal sittings for groups on-site.</i> | Room bookings will be restricted to one group hiring at one time. |
| <i>Move or remove tables and seating to support 1.5 metres of physical distance. (List number of tables and seating plan)</i> | Chairs removed to comply. Hirer's responsibility to comply. |
| <i>Reduce crowding and promote physical distancing with markers on the floor.</i> | Client hiring responsibility |
| <i>Where possible, ensure catering staff maintain 1.5 metres physical distancing and assign workers to specific workstations.</i> | Not applicable due to no catering staff |

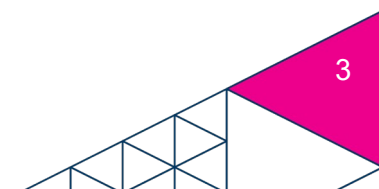
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| Alcohol can only be consumed by seated customers. (Centres / Venues with a licence) | Not applicable to the venue |
| Where reasonably practical, stagger start times and breaks for staff members. | Not applicable |
| Consider physical barriers such as plexiglass around counters with high volume interactions with customers. | Barriers installed at customer sign in locations |
| Review regular deliveries and request contactless delivery / invoicing where practical. | Deliveries left at cool room location and collected once delivery staff have left. Invoices are sent online |
| Centres and Venues must assign one staff member as a COVID-19 Safe Hygiene Marshall 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. The identified Safety Marshall/s must be present during peak operational hours (i.e. during meal service times) | No meal service offered by the venue. Contract Caterer and Event organisers to have their own safety plans. |

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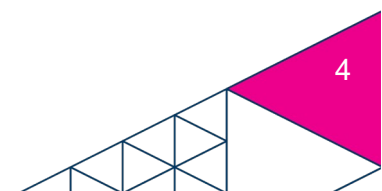
| Hygiene and cleaning – Accommodation | |
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| Ensure bathrooms within Accommodation are well stocked with hand soap and paper towels and have posters with instructions on how to wash hands. | Cleaning staff to restock after every cottage booking. Camping areas are communal amenities and protocols are captured in venue safety plan |
| Make hand sanitiser available at key points around the Accommodation facility and encourage frequent use. | Hand sanitiser place at entry to cottage and in kitchen and bathroom areas. |
| Consider strategies to reduce the number of surfaces touched by clients within Accommodation Lodges. | Client hiring responsibility. Post hire, cleaners to go through and clean and disinfectant surface areas. |

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| Hygiene and cleaning – Food Service | |
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| No self-serve buffet style food service areas, communal bar snacks, communal condiments, allowed. | Client hiring responsibility |
| Clean ALL cutlery and tableware with a commercial grade dishwasher if available. | Client hiring responsibility during hire. Client to leave cutlery and dishes in dishwasher so they can be put away by staff. |
| Menus / Food labels must be laminated (clean between use), displayed or be single use. | Venue does not supply a food service or menus |
| Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day. | Cottage – Client hiring responsibility. Post hire, cleaners to go through and clean and disinfectant surface areas. Camping – areas are communal amenities and protocols are captured in venue safety plan |



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| <p><i>Only trained Staff to be responsible for food service. Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</i></p> | <p>Only food service is provided by caterer or event organiser. Both require safety plans for their operations and staff must undergo training issued by the NSW Food Authority.</p> <p>While cleaning shop and sign on areas, staff will be wearing gloves and wash hands before and after cleaning.</p> |
| <p><i>Encourage contactless payment options (e.g. Centres and Venues with Liquor License)</i></p> | <p>All payments made by EFTPOS or invoice payment by direct debit, Credit Card or Bpay.</p> |



SYDNEY INTERNATIONAL SHOOTING CENTRE

Cottage Layout

