



PARK BEACH BOWLING CLUB LTD.

Incorporating Park Beach Men's Bowling Club and Park Beach Women's

Bowling Club ABN 38 305 258 723 ACN 001 067 394

An important update for members, guests and visitors.

It brings me great pleasure in writing to our Members, their guests and visitors to advise that Park Beach Bowls Club will commence the re-opening of our venue in line with the State Government's conditions for re-opening Clubs and Hotels on Monday 15th June 2020.

As a condition of re-opening, members will be required to swipe their members card upon entry and exit of the Club. Every person entering the Club will be temperature checked and if you get a reading of 37.5 or higher you will not be permitted to enter.

Operating hours will be 11.00am to 10.00pm 7 days a week.

The opening times above will be applicable as we open and they are subject to change as and when the restrictions placed on the Industries operations are eased and we will advise members accordingly.

We will manage the below conditions that permit us to re-open as we take every precaution to ensure that all members, patrons and employees are safe in our venue:

- Each area in the Club has capacity limits that will be strictly adhered to.
- Maximum patron numbers allow patrons to access all of our Clubs' facilities such as Bars, Gaming, TAB, Keno, Bottleshop and our dining outlets whilst adhering to the following conditions

Physical distancing

- We will take all reasonable steps to ensure patrons and employees comply with Safe Work Australia's 'physical distancing' standards applying to hospitality venues including floor markings and Covid Marshalls.
- We will ensure that patrons do not stand around bar areas, walkways or in groups as you must be seated unless you are moving to another part of the venue
- We will prominently display any mandated CovidSafe signage that has been issued by relevant Government authorities
- We will manage physical distancing as part of all takeaway services

Groups

- Patrons are to be seated when ordering, unless using the facilities or going to another room in the venue – standing groups are not permitted
- Our venue needs to ensure that there is 1.5 metres between different Groups of customers
- Different Groups can sit back to back and the distance between the two chairs needs to be 1.5 metres
- Individuals in a Group are not permitted to move from one Group to another

Member Services

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PO Box 6094 Coffs Harbour Plaza NSW 2450
Phone: 02 66523622 | Fax: 02 6651 4209
Website: pbbc.com.au | Email: enquiries@pbbc.com.au



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- The courtesy bus will not be operational in this first stage of re-opening due to the physical distancing rules
- Raffles will not be operational during this first stage of re-opening.
- Members can use any Member points and/or vouchers they currently have
- All memberships due to expire on 30 June 2020 will be extended to 31 July 2020 with full membership privileges, with a further 1 month, grace period

Bowls

- Bowls will not be commencing until we can have 20 people on a green.

We will be monitoring all of our services and making changes to open the Club as the easing of restrictions permit.

Cleaning

- Whilst our venue has been closed, we have undertaken a deep clean of the entire venue in preparation for our re-opening
- We will be regularly cleaning areas and surfaces that are frequently touched, observing Safe Work Australia's 'cleaning' standards applying to hospitality venues

Hygiene

- We encourage patrons to adopt Safe Work Australia's 'hygiene' standards applying to hospitality venues, and we will be encouraging patrons to clean their hands regularly. Alcohol-based sanitiser will be made available at Club entries and exits, as well as other locations throughout the venue and we will be directing patrons to clean their hands at hand washing facilities
- We will encourage contactless payments at point of sale stations where signage will be displayed
- We will encourage employees to clean their hands every 30 minutes
- We have appointed employees to be Covid Marshalls, who have the responsibility to ensure employees and patrons maintain the above standards and ensure there are adequate waste management facilities including rubbish bins available

Restrooms

- We have always maintained clean restrooms in our venue and we will now be taking additional measures to clean and promote hygiene in our restrooms
- We will clean frequently touched surfaces more regularly and display signs demonstrating recommended hand washing methods

Patron Screening

- If we reasonably believe a person on our premises has a COVID-19 symptom (defined below), we must:
- Cause the person to be removed from the premises;
- Notify the person that they should be tested for COVID-19 at the nearest testing location

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The COVID-19 symptoms are:

- **cough;**
 - **fever;**
 - **fatigue;**
 - **sore throat;**
 - **shortness of breath**
- Record the names of all patrons entering the premises on any day
 - Strongly encourage patrons to download and use the CovidSAFE app
 - Notify NSW Health within 6 hours of becoming aware that a person with COVID-19 (including an employee) was on the premises

General Compliance

- We have taken measures to ensure employees understand and comply with Park Beach Bowls Club's work, health and safety duties
- All Staff have completed a short course in Hospitality Hygiene Safety "Working in Hospitality under the Covid-19 Restrictions"
- We will be displaying COVID-19-related signage by the Australian and NSW Governments throughout the venue

As a community-based organisation, we are continuing to take advice on COVID-19 (Coronavirus) seriously, and as a result we have implemented the measures outlined above to ensure the safety and wellbeing of our employees, members, guests and visitors.

Our primary concern is:

- To protect people,
- Ensure our obligations under the *Work Health and Safety Act 2011* (NSW) and
- Maintain our duty of care to our employees, and to persons on, or seeking to visit our premises.

Park Beach Bowls Club employees will be discouraged from engaging in personal contact, such as the shaking of hands with fellow staff, members, guests and visitors. Please do not take this in any other way than as a preventative and control measure to help prevent the spread of viruses.

The Club is also instituting frequent sanitisation of 'high touch areas' including bathrooms, door handles and buttons.

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The Club will continue to monitor the advice of ClubsNSW and implement changes as we are advised accordingly.

NSW Health has also offered the following advice for patrons:

- Stay home and do not attend if you are feeling unwell
- Stay home and do not attend if you have travelled overseas in the past 14 days

Should the advice from the NSW Government or Australian Government change, the Club will update its policies accordingly.

While onsite at the Club, employees, members, guests and visitors are encouraged to practise good personal hygiene including:

- Cleaning your hands regularly for at least 20 seconds with soap and water or use an alcohol-based hand rub
- Cover your nose and mouth when coughing and sneezing with a tissue or flexed elbow

The Club and its catering contractors are taking our re-opening seriously and we have implemented a number of measures in our dining facilities including:

- Removal of cutlery from all tables. Cutlery will be delivered with your meals
- Increased sanitation of all work and public spaces
- Additional staff training
- Increased use of gloves, including in the acceptance of deliveries
- Removal of 'help yourself' sauce and cutlery stations

Persons who do not cooperate with our advice in relation to COVID-19 will be asked to leave our premises.

We request your complete cooperation and understanding as we commence reopening post lockdown and continue our commitment to offering a quality community hub for all people of our community to enjoy.

Park Beach Bowls Club Board, Management and Staff will endeavour to ensure that our Club is a safe place of relaxation as we progress through this re-opening process, where we can regain some form of normality and enjoyment post this disruption to our lives.

Further updates and changes may apply. If you have any questions, please liaise with our management team.

Thane Duncan

Chief Executive Officer

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