

COVID-SAFE PLAN

Summary

Name of business	Flamboyance Tours
Business or activity	Hospitality Entertainment
Address of business or activity	101 RUNDLE MALL ADELAIDE SOUTH AUSTRALIA 5000
Owner or Operator name	Katina Vangopoulos
Contact name	Katina Vangopoulos
Contact phone	0423285530
Date of acknowledgement	

People (excluding staff) capacity

Venue areas

Name	Area in m ²	Maximum number of people (excluding staff) in this area
		0
Stops in public spaces	80	20
Total number of people (excluding staff) allowed in indoor areas	20	
Total number of people (excluding staff) allowed on premises	<u>20</u>	

Note: no venue may have more than 300 people (excluding staff) on site, with a maximum of 75 per separate room or area, and provided that these have enough square metres. This can be indoors or outdoors, as long as you have enough and sufficiently large areas. However, exceptions apply for funerals and primarily outdoor-based sports venues.

Obligations

General principles

- A COVID-Safe Plan must be submitted by all venues/facilities that have previously been closed by an Emergency Management Direction. The form must be produced on request from an authorised officer.
- The maximum number of members of the public per room is not to exceed 1 person per 4 square metres of public space.
- A maximum of 75 members of the public per separate room or area applies regardless of the size of a room (Example: a room of 60 square metres can accommodate 15 people. A room of 300 square metres and a room of 500 square metres can both accommodate no more than 75 people).
- To be considered a separate room, a space must be enclosed by a ceiling, and substantially enclosed by floor to ceiling walls, regardless of whether the ceiling or walls or any part of them are permanent or temporary.
- A maximum of 300 members of the public (excluding staff) is allowed per venue, with a maximum of 75 per separate room or area, and provided that these have enough square metres. This number (300) can be indoors or outdoors, as long as you have enough and sufficiently large areas to accommodate this.
- Maintain the physical distancing principle of at least 1.5m separation where possible:
 - Between groups within each room
 - At entry and exit points
 - Note that this means there must be at least 1.5 m between tables, but not necessarily between people at the same table.
- No communal showers are to be made available, but toilets and change rooms can be used.

I understand that the above requirements are legal obligations under current Emergency Management directions. If I do not comply with these, I may face a fine of up to \$5,000

Hospitality

- Food and/or beverages are only to be consumed while seated at a table. Tables must be physically separate from any bar or other area for taking orders.
- Gaming rooms, arcade style games and children's games, games consoles and play equipment areas and dance floors are not allowed
- Recreational spaces using shared equipment (e.g. billiards, darts) must be separated from seated dining/beverage consumption
- No communal food or beverage service areas can be used (e.g. no buffets, salad bars, or communal water or beverage dispensers/stations).

I understand that the above requirements are legal obligations under current Emergency Management directions. If I do not comply with these, I may face a fine of up to \$5,000

Entertainment (standing) (galleries, museums)

- Any entertainers providing live entertainment must comply with the physical distancing principle in relation to attending members of the public
- Keep attendance records, including name, phone number or email address, and date and time.

I understand that the above requirements are legal obligations under current Emergency Management directions. If I do not comply with these, I may face a fine of up to \$5,000

Recommendations

General

Physical distancing

- Consider venue layout and move tables and seating to comply with physical distancing (1.5m separation) and density requirements (1 person per 4 square metres).
- Dedicate separate bathroom facilities for each separate room or area of a venue, where possible. Install signage to make members of the public aware of which bathroom to use.
- Dedicate separate entry and exit doors from separate rooms, and pathways to encourage “one-way traffic” where possible.
- Minimise mixing between separate rooms or groups of people as much as possible.
- Display signage at the venue entrance to instruct members of the public (and staff) not to enter if they are unwell or have COVID-19 symptoms.
- Encourage contactless payments to be used where possible.
- Encourage online bookings, reservations and pre-ordering where practical.
- Consider using physical barriers, such as plexiglass screens, in areas that involve high volume interactions (e.g. point of sale).
- Consider placing floor or wall markings or signs to identify 1.5 metres distance between people, particularly for queues and waiting areas.
- Monitor compliance with physical distancing requirements, with particular regard to areas where members of the public might congregate.
- Consider limiting the duration of the activity to 2 hours or less where possible.
- Encourage and support downloading of COVID-Safe App.

Hygiene

- Conduct frequent environmental cleaning and disinfection especially of touch-points (door handles, push plates including bathroom, EFTPOS facilities, counters, table tops, backs of chairs, food preparation areas etc).
- Frequency of cleaning will be determined by the turn-over of patrons – the more patrons over a period of time, the more cleaning required.
- Clean bathrooms more frequently than lower traffic areas, especially taps, door handles and other frequently touched points.
- Ensure bathrooms have soap and running water for handwashing.
- Hand drying facilities must be made available. Provide disposable paper towels or hand dryers only. Cloth towels should only be provided if they are for single use.
- Provide hand sanitiser on entry and exit of the premises.
- Consider installing signage on hand hygiene and cough etiquette.

Staff

- Staff must stay home if they are sick, and go home immediately if they become unwell. Unwell staff with COVID-19 compatible symptoms should be tested for COVID-19 and remain in isolation until they receive a result. They can return to work once a test is negative and their acute symptoms have resolved.
- Minimise unnecessary contact between staff. Consider dividing staff into fixed teams or shifts that do not crossover to reduce the risk of transmission.
- Consider how you will minimise contact between staff and site visitors such as delivery personnel.
- Consider if staff need any additional training to be able to implement your COVID-Safe Plan.

Ready for business

- Print your COVID-Safe Plan and Record of Completion.
- Print and display SA Health COVID-Safe materials (such as signage/posters on hygiene, physical distancing).
- Check the condition of equipment and facilities to ensure they are fully functioning, such as gas, electricity, toilets.
- If relevant, check food and beverages have not been contaminated or are now out of date.
- Ensure all staff are aware of this plan and the requirements that are relevant to them.
- Review obligations under existing legislation which will continue to apply.
- Check that COVID-19 safety measures are risk assessed to ensure that any implemented do not create safety or security risks.

Response planning

- Ensure you and your staff have a basic understanding of how to respond to a case of COVID-19 at the workplace.
- A brief, step-by-step summary of actions to take is:
 1. Keep others away from the confirmed or suspected case. Talk to and assess the person concerned; if they need urgent medical help, call 000 immediately.
 2. If the person is at your premises when symptoms emerge, assess the situation and risks. Talk to the person about your concerns and next steps, and seek government health advice.
 3. If well enough, ask the person to go home, and seek medical advice and testing for COVID-19, and self-quarantine until a result is returned. Ensure the person has safe transport to get home; if not, you may need to arrange for a taxi.
 4. Close the premises, ask all patrons and unnecessary staff to leave and arrange for a full environmental and disinfection clean (refer to 6). Open doors and windows to increase airflow.
 5. Notify SA Health via HealthCommunicableDiseases@sa.gov.au to ensure they can trace any contacts of this person and contain the spread. SA Health may ask for any attendance records you may have kept to assist with this.
 6. SA Health will assess whether other staff, patrons or contractors may have been exposed to COVID-19, and direct them to self-quarantine at home. Note: this may include your staff; as such, it is recommended to have contingency plans in place.
- Update your COVID-Safe Plan when required, for example, when restrictions ease further at Step 3.

I understand these recommendations and will implement them where I can, to the extent possible, to ensure my operations are COVID Safe

Hospitality

Seated dining

- Prevent or minimise the use of shared items and equipment for patrons (kitchen equipment is excluded).
- Menus should be disposable, laminated or displayed on a board. Laminated menus should be cleaned between customers.
- Remove shared condiments at tables (i.e. pepper and salt, sauces) and remove shared water stations (excluding kitchen equipment).

Seated dining - hygiene

- Table dressings (table cloth, napkins) are to be replaced or cleaned after each customer.
- Ensure you comply regular food safety standard requirements for cleaning and sanitation of equipment. If you have a commercial dishwasher, make sure it is used for glassware, crockery and cutlery.
- Tables and chairs (particularly backs and arms of chairs and table tops) should be cleaned thoroughly between diners.

Seated dining – staff

- Consider allocating wait staff to serve customers in one separate room only to reduce the number of contacts within a venue.
- Kitchen staff must maintain extremely high levels of hygiene to avoid transfer of bodily secretions to food.

I understand these recommendations and will implement them where I can, to the extent possible, to ensure my operations are COVID Safe

Entertainment (standing) (galleries, museums)

Galleries, museums and other standing entertainment venues – physical distancing

- Monitor physical distancing by members of the public around exhibits.
- Monitor and prevent potential bottlenecks in areas.

Galleries, museums and other standing entertainment venues – hygiene

- Close interactive exhibits.

I understand these recommendations and will implement them where I can, to the extent possible, to ensure my operations are COVID Safe

Notes (optional, for use by owner/operator)

