

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

## Your COVID-19 Safety Plan

Restaurants and cafes (including food courts and other food and drink premises)

### Business details

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| Business name                                | Bicher & Son Pty Ltd trading as Machiavelli Ristorante Italiano      |
| Business location (town, suburb or postcode) | 123 Clarence St SYDNEY 2000  |
| Completed by                                 | Rosanna Riccio   |
| Email address                                | <a href="mailto:info@machiavelli.com.au">info@machiavelli.com.au</a> |
| Effective date                               | 22 October 2020  |
| Date completed                               | 23 October 2020  |

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### Wellbeing of staff and customers

**Exclude staff and customers who are unwell from the premises.**

\*staff are asked not to come in if sick

\*customers & staff temperature is checked on arrival

Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning. Train staff in the process of how to collect and store

contact details of patrons if your venue is dine-in.

'COVID-19 awareness for food service' is a free, voluntary online course which covers all measures required to become a COVID Safe retail and food service business in NSW. It is available through the NSW Food Authority website [foodauthority.nsw.gov.au/covid-training](https://www.foodauthority.nsw.gov.au/covid-training)

All staff have received training, print outs are issued to keep them up with updates

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

Staff receive weekly payslip noting the number of hours they have in sick leave

**Display conditions of entry (website, social media, venue entry).**

conditions of entry is displayed at the

\* Entrance of restaurant - \*Outside the restrooms- At the tables on menus - Website

**Ensure COVID-19 Safety Plans are in place, where relevant, for corporate events (if hiring out space).**

Safety plan is included in our terms and conditions and signed off to validate the reservation

Venues must assign one staff member as a COVID-19 Safe Hygiene Marshal 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 physical distancing, cleaning and ensuring the accuracy of record keeping. If a venue has more than one separate area, there must be a COVID-19 Safe Hygiene Marshal in each separate area.

If the venue has a capacity of 250 patrons or more, the identified Safe Hygiene Marshal/s must always be present while the venue is operational; for venues with a capacity of less than 250 patrons, the identified Safety Marshal/s must be present during peak operational hours (during lunch 12pm to 3pm and dinner 5pm to 9pm, or other peak periods).

Food courts are exempted from the requirement for a COVID-19 Safe Hygiene Marshal, but should still have strategies in place to ensure the venue COVID-19 Safety Plan is implemented.

Safe Hygiene Marshall has been assigned and is present during services: lunch 12pm to 3pm / dinner 6pm to 9pm

Duties:

- \*Temperature check clients & Staff
  - \*Identify staff are healthy
  - \*Control and maintain social distancing rule
  - \*Sanitation and hygiene practices are observed
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## **Physical distancing**

Capacity at the venue must not exceed 300 patrons, or the number allowable by one customer per 4 square metres indoors and one customer per 2 square metres outdoors, whichever is the lesser. Children count towards the capacity limit.

Capacity must not exceed 150 patrons for wedding services, and 100 patrons for funerals, memorial services, or wakes. Please see separate checklists for these events.

In food courts, the maximum capacity is one customer per 4 square metres of space.

**300 SQUARE METRES**

with new restrictions for tables of 30 it allows for 100 guests in the venue

**If the premises has more than one separate area, each separate area can have up to 300 persons, or the number of persons that is equivalent to one customer per 4 square metres indoors and one customer per 2 square metres outdoors, whichever is the lesser, provided that each separate area is:**

- **separated from other areas on the premises**
- **designated a separate area by the occupier of the premises**
- **has staff that are providing food and drink only in that area**

- **does not allow people in different areas to mingle**
- **monitored by a designated COVID-19 Safe Hygiene Marshal at required times.**

Not applicable we do not have separate areas

**Dancefloors are generally not permitted. However, there may be events where a dancefloor is permitted (e.g. a wedding reception). Venues taking bookings for these events should ensure there is a COVID-19 Safety Plan in place.**

Not applicable we do not have a dance floor

**Bookings must not exceed 30 customers (except for weddings, funerals and corporate events). There should be no more than 30 customers at a table. Children count towards the capacity limit.**

ONLINE BOOKING PLATFORMS HAVE BEEN LIMITED TO 10 PERSON BOOKING. Groups over 10 are received via web enquiry and contacted or by telephone. Therefore the reservation is controlled by our administration team

**Venues taking bookings for weddings, funerals and school events should ensure there is a COVID-19 Safety Plan in place for this event. Bookings can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.**

Not applicable

**Reduce contact or mingling between customer groups and tables wherever possible.**

SIGNAGE DISPLAYED TO REMIND OUR PATRONS NOT TO MINGLE

**Move or remove tables and seating to support 1.5 metres of physical distance wherever possible. Household or other close contacts are not required to physically distance. Groups of friends may not necessarily all be household-like contacts and so may require additional space at a table so that they can physically distance.**

FLOOR PLAN IS DESIGNED TO ADHERE TO THE 1.5 METRE RULE. SMALLER TABLES HAVE BEEN PURCHASED TO CREATE THIS SPACING

**Reduce crowding and promote physical distancing with markers on the floor where**

**people are asked to queue, such as at the bar.**

Markers are placed strategically in areas where customers queue

Stairs/ Sanitising stations/ Bar/ Reception/ Kitchen counter

We offer table service for food and beverages, there is no queuing at the bar

**Where possible, ensure staff maintain 1.5 metres physical distancing (including at meal breaks and in office or meeting rooms) and assign workers to specific workstations. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.**

Areas are designated through the premises where staff can perform duties safely supervised by section managers

Bar / front & back of kitchen/ front reception / Antipasto table/ front -middle and back

Work stations / office / wine cellar

**Alcohol can only be consumed by seated customers.**

Contact-less Beverage Menu is provided to patrons in order to place their order at the table with our staff

**Where reasonably practical, stagger start times and breaks for staff members.**

appropriate breaks are administered by the section managers

**Consider physical barriers such as plexiglass around counters with high volume interactions with customers.**

Customers interaction is limited by sitting them at the table - taking and serving orders - collecting payment

**Review regular deliveries and request contactless delivery / invoicing where practical.**

Deliveries are received only and not paid, accounts are settled through the office, therefore delivery drivers to not hang around.

**Introduce strategies to manage gatherings that may occur outside the premises.**

hand rail barrier is placed before entering the premises with distancing markers identifying IN and OUT entry and exit point

## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Contact-less hygiene stations are placed at entrance of the restaurant and outside restrooms

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

ENGAGED CLEANER BEFORE AND AFTER EACH SERVICE

Wash and Disinfect all hard surfaces/toilet seats/bowls/sinks/door handles

Restock paper towels

Fill hand soap containers

Mop Floors

### **Reduce the number of surfaces touched by customers wherever possible.**

DOORS TO THE RESTROOMS ARE KEPT OPEN

CONTACTLESS HYGIENE STATIONS

**No self-serve buffet style food service areas, communal bar snacks, communal condiments, or hookahs. If condiments are on individual tables, such as salt and pepper shakers, these should be cleaned between each customer.**

Condiments on the tables are disposable, removed and replaced after each customer

**Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.**

All crockery and tableware are cleaned through our Commercial dishwasher at 80 degrees temperature according to sanitising industry standard

**Menus should be laminated (clean between use), displayed or be single use. Place takeaway menus outside the venue where possible.**

Digital food and Beverage menu is provided,

Guests access this through our QR code printed on individual paper, this is removed and replaced after each guest

**Clean frequently used indoor hard surface areas at least daily with**

**detergent/disinfectant. Clean frequently touched areas and surfaces several times per day. Clean tables, chairs and any table settings between each customer. If using a paper sign in system, ensure the pen is wiped down with a disinfectant solution or wipe between use.**

List of cleaning duties is displayed in staff room and supervised by section manager

**Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.**

Disinfectant supplied meet the hygiene standard required

**Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.**

All Staff handling food use commercial grade food safe gloves and signs are displayed

**Encourage contactless payment options.**

E-newsletter was sent to patrons to encourage eftpos payments

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## **Record keeping**

Keep name and a contact number for all staff, dine-in customers and contractors for a period of at least 28 days. Each person that attends a venue MUST provide their name and contact details. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are only to be used for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. QR Code is strongly encouraged.

It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records.

Venues using capacity calculations of one per 2 square metres outdoors MUST use electronic methods such as QR Code for collecting contact details and ensure these are captured for EACH person.

\*Staff Roster is recorded and filed

\* Individual Dine in customers information is recorded through our customized QR code system

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

Staff have been encouraged to download the app

**Except for food courts, all venues must register their business through nsw.gov.au. Food courts should consider registering their business through nsw.gov.au.**

We have registered our business with the NSW government

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.**

Should this apply the systems we have introduced will assist NSW health in the covid tracking

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

Yes