

COVID Transition (Public Health and Social Measures) Directions (No 2) are in effect as of 12.01am Thursday 31st March 2022.

You must do what you can to ensure the health and safety of staff/volunteers and others on the club premises by eliminating the risk of exposure to COVID-19 wherever reasonably practicable. If you are not able to eliminate the risk of exposure to COVID-19, you must minimise that risk as far as is reasonably practicable.

You should review your operations and practices and consider what additional measures need to be implemented to reduce the impact of virus transmission.

DENSITY AND CAPACITY LIMITS

DENSITY AND CAPACITY LIMITS

- 2sqm rule and a cap of 500 patrons for a limited capacity venue.
- hospitality and function venues - until 12.01am 14th April 2022
 - Hospitality Venue includes clubs that supply alcohol under a licence granted under the *Liquor Control Act 1988*
- nightclubs

MULTIPLE SPACES

- Number of patrons present in a single undivided indoor space or a single undivided outdoor space at the same time cannot exceed 500
- Where there are multiple spaces within a place and each is separated by a sufficient dividing structure, those spaces are separate spaces for the purposes of this requirement
- At least 2 square metres of publicly accessible space for each person at the gathering is required

INDOOR SPACE

- An area, room or premises that is or are substantially enclosed by a roof and a sufficient dividing structure, regardless of whether the roof or sufficient dividing structure, or any part of them, are permanent or temporary or capable of being opened or closed.

HIGH RISK VENUES

1. a hospitality venue other than the casino gaming floor of the Crown Perth Complex
2. a nightclub
3. a casino other than the casino gaming floor of the Crown Perth Complex
4. a gaming or gambling venue other than the casino gaming floor of the Crown Perth Complex
5. a cinema (including a drive-in cinema or outdoor cinema)
6. an entertainment venue of any other kind
7. a restaurant or cafe (including a food court)
8. adult entertainment premises (including but not limited to strip clubs, brothels and sex on premises venues)
9. a play centre, whether indoors or outdoors
10. an amusement park or arcade (including, for the avoidance of doubt, a wildlife park)
11. a museum or gallery
12. a theatre, concert hall or other live music venue
13. a function venue
14. Crown Perth Complex, including the gaming floor of the casino
15. a place of worship
16. a beauty parlour or salon
17. a hairdressers or barbershop
18. a nail salon
19. a tattoo parlour
20. a spa
21. a massage parlour
22. a community, recreation or youth centre or facility (including but not limited to community halls, clubs, Returned and Services League facilities and Police and Community Youth Centres)
23. a gym, indoor sporting centre, wellness centre, health club or fitness centre (including a centre offering yoga, barre, pilates, aerobics, dancing or spin facilities)
24. a place at which an event is at the time being held and which is not otherwise captured by this schedule
25. a place at which a specified gathering is at the time being held

DEFINITIONS OF PATRON AND STAFF

- Patron means a person who is not staff and, for the avoidance of doubt, includes spectators.
- Staff means a person who has responsibilities at a place as an officer or employee or in some other capacity (including a voluntary capacity) and includes in the case of a sporting activity, coaches and officials such as umpires, referees or scorekeeper

COMMUNITY SPORT

- There is no maximum number of persons who may be present at a community sporting activity.

COMMUNITY SPORTING ACTIVITY MEANS:

- an organised and scheduled amateur sporting activity that or undertaking; or
- an organised and scheduled training session relating to an organised and scheduled amateur sporting activity,

involving members of the community, and played or participated in other than for valuable remuneration but does not include a training session, sporting activity or undertaking at a major stadium.

SAFETY PLANS

- All places listed in Schedule 2 must:
 - have in place a current COVID safety plan; and
 - update the COVID safety plan as soon as possible after any change occurs; and
 - display a safety plan certificate in a prominent place visible to members of the public at the place while the place is open to the public.

SCHEDULE 2 - PLACES REQUIRING COVID SAFETY PLANS

1. a hospitality venue; or
2. a gym, indoor sporting centre, wellness centre, health club or fitness centre (including a centre offering yoga, barre, pilates, aerobics, dancing or spin facilities) or boot camp; or
3. a cinema (including a drive-in cinema or outdoor cinema); or
4. an entertainment venue of any other kind; or
5. a restaurant or cafe (including premises selling food or drink in a food court); or
6. a place of worship; or
7. an auction house; or
8. a beauty parlour or salon (including a hairdressers or barbershop); or
9. a nail salon; or
10. a tattoo parlour; or
11. a spa; or
12. a massage parlour; or
13. a gaming or gambling venue; or
14. adult entertainment premises (including but not limited to strip clubs, brothels and sex on premises venues); or
15. an amusement park or arcade (including, for the avoidance of doubt, a wildlife park); or
16. a play centre, whether indoors or outdoors; or
17. a community, recreation or youth centre or facility (including but not limited to community halls, clubs, Returned and Services League facilities and Police and Community Youth Centres); or
18. a child care facility; or
19. a sauna; or
20. a bathhouse; or
21. a swimming pool, whether indoors or outdoors; or
22. a gallery; or
23. a museum; or
24. an historic site; or
25. a library; or
26. Perth Zoo; or
27. a casino; or
28. a nightclub; or
29. a major stadium.

COVID SAFETY PLAN REQUIREMENTS

- Addresses (for the purposes of preventing the spread of COVID-19) how the owner, occupier or person apparently in charge of the place to which the plan relates, and their staff, intend to ensure that:
 - physical distancing protocols will be implemented; and
 - the ventilation guidance will be taken into account; and
 - required hygiene standards will be maintained; and
 - staff will be appropriately trained or educated; and
 - an exposure or suspected exposure of a person to COVID-19 will be managed appropriately.
- Information about preparing safety plans, as well as safety plan certificates, are provided at the following website: <https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-business-and-industry-advice#covid-safety-plan>

PHYSICAL DISTANCING PROTOCOLS MEANS:

- generally maintaining a distance of 1.5 m from other persons (save for members of the relevant person's own group); and
- generally being in areas with a population density of less than 1 person per 2 square metres.
- Note: fleeting breaches of the above protocols (e.g. passing or brushing past a stranger while walking on a footpath) do not comprise a breach of physical distancing protocols.

EVENTS

- Event means any gathering of more than 500 patrons, whether in public or in private, and whether undertaken or engaged in on a for profit or not for profit basis, unless the gathering:
 - falls within the terms of an existing approval; or
 - is an excluded gathering or an exempt gathering.

CATEGORY 1 EVENTS (501 TO 1000 PATRONS)

- register the Category 1 Event on the events register; and
- complete a COVID event checklist and submit the completed COVID event checklist:
 - at the same time as any application for approval for the Category 1 Event to the local government authority for the local government area in which the Category 1 Event is being held; or
 - if no local government approval is required, the completed COVID event checklist must be submitted to the Department of Health at least 4 weeks prior to the event; and
- holds or conducts the Category 1 Event in accordance with the COVID event checklist.

COVID EVENT CHECKLIST

- A checklist which addresses each of the matters set out in the list which can be found at <https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-events>.

CATEGORY 2 EVENTS (1001+ PATRONS)

- register the Category 2 Event on the events register; and
- complete a COVID event plan and submit the completed COVID event plan:
 - at the same time as any application for approval for the Category 2 Event to the local government authority for the local government area in which the Category 2 Event is being held; and
 - if no local government approval is required, the completed COVID event plan must be submitted to the Department of Health at least 4 weeks prior to the event; and
- if the Category 2 Event involves more than 5000 patrons, has lodged that COVID event plan in accordance with paragraph 26 of the Directions; and
- holds or conducts the Category 2 Event in accordance with the COVID event plan.
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- At least 2sqm of publicly available space for each person present at the gathering is required; and
- No more than 500 patrons can be present at the gathering at the same time; and
- All persons present at the gathering are required wear a face covering at all times unless one of the face covering exceptions applies to them.

COVID EVENT PLAN

- A plan in writing that:
 - is prepared by or on behalf of the organiser of a Category 2 Event; and
 - for the purposes of preventing the spread of COVID-19, sets out the measures the organiser of the event proposes to put in place to address and mitigate any risks of the spread of COVID-19 that the event presents; and
 - is consistent with the COVID event guidelines and template; and
 - complies with the COVID safety marshal condition; and
 - is submitted to the local government authority for the local government area where the Category 2 Event is being held.
 - COVID event plan template and information about preparing a COVID event plan is provided at the following website: <https://www.wa.gov.au/government/document-collections/covid-19-coronavirusevents>

PROOF OF VACCINATION

Proof of vaccination requirements in certain settings are mandatory STATEWIDE.

- Proof of Vaccination is required at all times the Club is trading under their liquor licence and/or food service is being provided on any part of the premises.

PROOF OF VACCINATION REQUIREMENTS

- Proof of Vaccination is required for all patrons aged 16 and over at a specified vaccination venue.

SPECIFIED VACCINATION VENUE

1. a hospitality venue;
 - that part of any business or premises, including one characterised as a pub, bar, club or tavern but not a nightclub, that supplies alcohol under a licence granted under the Liquor Control Act 1988 (WA) (but not including any part of the business constituted by a bottleshop); or
 - a hotel, whether licensed or unlicensed, except any part of the hotel constituted by a bottleshop or to the extent that the hotel provides accommodation.
 - Note: if particular premises consist of two or more separate parts and only one part is licensed, then only that part of the premises that falls within the definition of hospitality venue is a specified proof of vaccination venue. Proof of vaccination will be required if the person enters the hospitality venue, but will not be required if, for example, they access a part of the premises that is wholly outside the hospitality venue and is not otherwise captured as a specified vaccination venue.
2. a restaurant, cafe, dine in fast food store or other place of business selling prepared food or drink for consumption at the place (excluding an individual business selling food or drink in a food court or from an outdoor food or drink truck or cart), except to the extent that any food or drink is supplied in a drive through or as takeaway for consumption other than at the place from which it was purchased;
3. a nightclub;
4. a casino;
5. the Crown Perth complex other than any part of that complex providing accommodation;
6. a gaming or gambling house;
7. an indoor entertainment venue of any other kind;
8. a gallery;
9. a museum;
10. a cinema (including a drive-in cinema or outdoor cinema);
11. a theatre;
12. a concert hall or other live music venue;
13. the Perth Convention Exhibition Centre;
14. a major stadium;
15. a gym, indoor sporting centre, wellness centre, health club or fitness centre or dance studio (including a centre offering yoga, barre, pilates, aerobics, dancing or spin facilities), but not including any outdoor gym, outdoor skate park or playground;
16. an indoor play centre;
17. an amusement park (excluding a wildlife park) which has ticketed entry or a managed point of entry;
18. the Perth Zoo;
19. a place where an event, other than an excluded event is, at the time, being held;
20. a hospital (whether public or private); and
21. a residential aged care facility.

WHEN THE CLUB IS A SPECIFIED VACCINATION VENUE

- The club is a specified vaccination venue at any time the Club is trading under their liquor licence and/or food service is being provided on any part of the premises.
- The club is not a specified vaccination venue at any time the Club is not trading under their liquor licence and food service is not being provided on any part of the premises.

RESTRICTION ON ENTRY BY UNVACCINATED PATRONS

Other than when a patron enters/remains at a premises under s7 of the Directions:

- A patron who is 16 years of age or over must not enter, or remain at a specified vaccination venue unless that patron is:
 - fully vaccinated; or
 - an exempt person.

PROOF OF VACCINATION INFORMATION

- A responsible person must:
 - request that each patron entering a specified vaccination venue (or procure that each patron entering a specified vaccination venue is requested to) produce the patron's accepted proof information for sighting; and
 - take all reasonable steps to ensure that a patron does not remain at the specified vaccination venue for which the person is the responsible person unless they have provided their accepted proof information.
- A patron entering or remaining at a specified vaccination venue must produce a true and accurate copy of their accepted proof information to a relevant officer or a member of the staff of the venue for sighting upon request at any time while at the specified vaccination venue (except for a child under the age of 16 years or exempted under s7 of the Directions).
 - A patron who does not produce their accepted proof information as above must not remain at the specified vaccination venue.
 - A patron who is requested by a relevant officer or a member of staff of a specified vaccination venue to produce their accepted proof information must not act in a manner that is threatening, intimidating or offensive towards a relevant officer or any member of staff of the specified vaccination venue.

OBLIGATIONS FOR INDIVIDUALS

- Individuals must:
 - Present valid proof of vaccination at in-scope events and venues (aged 16+);
 - Present an acceptable form of ID where relevant alongside proof of vaccination status or exemption, as deemed necessary; and,
 - Not provide false or inaccurate vaccination information to gain entry to in-scope premises.

OBLIGATIONS FOR BUSINESSES

- Businesses are responsible for:
 - Sighting acceptable proof of vaccination or medical exemption on entry or employment, where reasonable;
 - Taking reasonable steps to deny entry to patrons who cannot present a certificate; and,
 - Reporting suspected false documents to the appropriate public authority.

PROOF OF VACCINATION – REASONABLE STEPS

- In-scope businesses and venues are required to take reasonable steps to prevent unvaccinated people entering the premises, including:
 - Signage at physical premises to inform patrons that proof of vaccination is required for entry.
 - Information and reminders on business websites, social media, and ticketing or booking sites that proof of vaccination required.
 - Informing workers of their obligations to check proof of COVID-19 vaccination status/valid medical exemption) and what to do if someone refuses or is not vaccinated.
 - Using existing security measures to do random checks of patrons.
 - Where there is existing managed entry i.e. nightclub, adequate resourcing at entry points to ensure proof of vaccination is checked.
 - Where there is no existing managed entry i.e. café or pub, vaccination certification is checked as soon as reasonable for example at the point of service.

Members will be required to show proof of their COVID-19 vaccination, either in a digital or paper-based form, along with approved identification if not using the ServiceWA app.

Venues, staff and patrons will have a shared responsibility when it comes to proof of vaccination, with venues required to take reasonable to ensure all patrons are double dose vaccinated, or exempt.

MASKS

Masks are mandatory STATEWIDE

- Masks are required for people aged 8 years and over, and in schools for children in year 3 and above, everywhere indoors, other than in the home, and unless an exception applies.
- Masks are required for people aged 8 years and over (year 3 and over for schools):
 - everywhere indoors, other than in the home
 - In a vehicle of any kind including when on public transport, in taxis and rideshare vehicles. Members of the same household do not have to wear masks if travelling in a private vehicle, without other passengers.
 - at major stadiums and organised public gatherings
 - at hospitals and residential aged care or a residential disability care facility
- Exceptions include:
 - the person is within or at their home unless another direction requires them to wear a mask at home; or
 - the person is attending a gathering of persons at a home, provided that the gathering is not prohibited by these or any other directions; or
 - the person is a child under the age of 8 years, except at any time the child is attending school in Year 3 and above; or
 - the person is at the time attending school as a student in Year 2 or below; or
 - the person has a physical, developmental or mental illness, injury, condition or disability which makes wearing a face covering unsuitable; or
 - the person is communicating with a person who is deaf or hard of hearing and visibility of the mouth is essential for communication; or
 - the nature of a person's occupation means that wearing a face covering at that time is impractical to perform that occupation or creates a risk to their health and safety; or
 - the person needs to temporarily remove their face covering so as to enable another person to appropriately perform their occupation; or
 - the nature of a person's work or the activity they are engaging in means that clear enunciation or visibility of the mouth is essential; or
 - the person is at that time consuming food, drink or medicine; or
 - the person is asked to remove the face covering to ascertain identity; or
 - not wearing a face covering is required for emergency purposes (other than emergency preparation or emergency preparation activities, unless another exception specified in this paragraph applies); or
 - the person is working in the absence of others in an enclosed indoor space (unless and until another person enters that indoor space) ; or
 - the person is a resident in a residential aged care facility or residential disability facility; or
 - the person is a patient in a hospital; or
 - the person is engaged in an activity involving swimming; or
 - the person is running or jogging or otherwise engaged in some form of strenuous or vigorous exercise or physical activity; or
 - the person is travelling in a vehicle and either is the sole occupant of that vehicle or is travelling in the vehicle with other persons provided that all the occupants of the vehicle are members of the same household; or
 - the person is undergoing medical, dental or beauty related care or treatment to the extent that such care or treatment required that no face covering be worn; or
 - the person is directed by a judicial officer or tribunal member in proceedings in a court or tribunal to remove their face covering to ensure the proper conduct of those proceedings; or
 - the person is a prisoner or detainee in a prison, detention centre or other place of custody; or
 - not wearing a face covering is otherwise required or authorised by law; or
 - wearing a face covering is not safe in all the circumstances,

PROOF FOR PERSONS WITH A PHYSICAL, DEVELOPMENTAL OR MENTAL ILLNESS, INJURY, CONDITION OR DISABILITY EXEMPTION

- A person is only excepted from the requirement to wear a face covering for the reasons above if the person produces a medical certificate that certifies they have an illness, injury, condition, or disability that makes wearing a face covering unsuitable.
- They must be able to present their exemption to an authorised officer upon request, or to a business owner, responsible person or by the staff of a premises that the person is at.

EATING AND DRINKING

- No face covering is required if the person is at that time consuming food, drink or medicine.
- Face coverings are required when not actively eating or drinking.

FOOD, ALCOHOL AND OTHER BEVERAGES

SHARED FOOD

Department of Health advice is as follows:

Normal food handling processes are adequate. These include:

- Unwell people staying home and not preparing or sharing food.
- Food handlers perform hand hygiene (washing hands with soap and running water and then drying hands or using an alcohol based hand sanitiser) prior to preparing foods.
- Ensuring foods are maintained and served at safe food temperatures (cold food under 5 degrees Celsius and hot foods over 70 degrees Celsius).
- Providing hand sanitiser so all people sharing the food can perform hand hygiene prior to handling food or utensils. Please ensure hand sanitiser is supervised around small children to prevent accidental ingestion.
- Supplying utensils for serving food (tongs, toothpicks etc) to reduce direct handling of food.
- Providing plates so guests can serve a few items at a time to prevent 'double dipping'. Reusable plates and cutlery can be washed afterwards in a dishwasher. If a dishwasher is unavailable, washing in hot water with dish detergent, rinsing in hot water and drying with a clean tea towel is appropriate. Store dishes and cutlery in a closed cupboard/drawer once dried.
- Casseroles: Ensure the food is heated to the appropriate temperature and have hand sanitiser and clean utensils for serving available. For things like a lasagne/quiches, these could be pre-sliced first to make serving a little easier.
- For platters: Ensuring the food is in individual serves to reduce multiple people handling food (eg – if you are serving a cheese platter, have the cheeses pre-cut/sliced, pre-slice fruit, cakes and slices, pre-slice pizzas and breads).

SELF-SERVICE CUTLERY AND CONDIMENTS

- Businesses can consider limiting shared utensils and items to avoid the risk of contamination. Staff can provide the required amount of cutlery to patrons on the table or have staff hand over cutlery and condiments.
- Self-service areas like buffets, accommodation breakfast bars and aviation club lounges could suggest that customers use hand sanitiser pre-commencement of service.

SEATING RECOMMENDATIONS

Every effort should be made by venues to encourage social distancing while patrons are seated at a table.

- Staff/volunteers should advise that the group will be seated at the same table, unless the seating arrangement is specified by the patron/s.
- Patrons who are known to each other will then self-regulate their seated distance at the table.
- Patrons are encouraged to social distance whenever possible.
- Venues will not be responsible for patrons' seated distance at a table.

PHYSICAL DISTANCING

'Physical distancing' through ensuring there is 2 square metres of space per person **and** maintaining a physical distance of at least 1.5 metres from others where possible helps reduce the risk of a virus being transmitted.

Physical distancing at the club includes:

- Ensuring there is 2 square metres of space per person
- Keeping at least 1.5 metres away from others
- Avoiding physical greetings such as handshaking, hugs and kisses
- Using tap and go instead of cash
- Practicing good hygiene

2 SQM PER PERSON

To achieve 2 square metres per person:

- calculate the area of the room (e.g length of room in metres x width of room in metres = area of room in square metres), and
- divide the area of the room by 2.

This will be the total the number of people allowed.

Note: do not include kitchen areas, staff only areas, toilets and areas occupied by fixed furniture (counters/bars etc).

1.5M SOCIAL DISTANCING RECOMMENDATIONS

Adjust the layout within the club to enable everyone to maintain at least 1.5 metres:

- Spreading out furniture
- Floor and/or wall markings to identify 1.5 metres distancing requirements
- Signage

MANAGING PATRONS

- It is recommended that you display the maximum capacity of customers at all entrances.
- Queues should be avoided.
 - Where queues are not avoidable, provide social distancing markers markings on the floor 1.5m apart.

SEATING RECOMMENDATIONS

- Arrange tables to ensure a minimum distance of 1.5m between each table of different groups of patrons.
 - Adjust layout as required to accommodate different sized groups.
- Provide groups with sufficient table space to enable physical distancing.
- Patrons are required to self-regulate their distancing at the table, there is no requirement for the club to:
 - determine which patrons are from the same household; or
 - regulate physical distancing at the table

INTERACTION – STAFF/VOLUNTEERS AND PATRONS

To serve and interact with patrons, staff/volunteers may need to move within 1.5m in which case they should:

- avoid direct contact
- minimise face to face time
- wash hands/sanitise where direct contact occurs

TESTING AND ISOLATION

New protocols have been released for WA, including updates to the definition of a close contact and testing and isolation protocols.

CLOSE CONTACT

A close contact is defined as:

- A household member or intimate partner of a person with COVID-19 who has had contact with them during their infectious period; or
 - Someone who has had close personal interaction with a person with COVID-19 during their infectious period:
 - That have had at least 15 minutes face to face contact where a mask was not worn by the exposed person or the person with COVID-19; or
 - Greater than two hours within a small room with a case during their infectious period, where masks have been removed for this period; or
 - Someone who is directed by WA Health that they are a close contact.

TESTING AND ISOLATION PROTOCOLS

Confirmed positive case

- Self-isolate for a period ending 7 days after the day you took the test
- At Day 7, if you have symptoms, continue isolating until you no longer have symptoms
- If no symptoms after Day 7, you can leave self-isolation. No testing required.

Symptomatic close contact

- Self-isolate for seven days from the date of contact with positive case;
- Take a PCR or RAT test on Day 1 or as soon as possible
 - If positive – follow positive case guidelines (as above)
 - If negative – stay in isolation, take a RAT test in 24 hours and remain in isolation
 - If positive – follow positive case guidelines (as above)
 - If negative – and no new household members have tested positive – take a RAT test again on Day 7, before ending isolation.

Asymptomatic close contact

- Self-isolate for seven days from the date of contact with positive case
- If symptoms develop, take a PCR or RAT test
 - If positive – follow positive case guidelines (as above)
 - If still asymptomatic, take a RAT on Day 7; or PCR no earlier than Day 6
 - If positive – follow positive case guidelines.
 - If negative – and no new household members have tested positive – self-isolation ends after Day 7, and people should monitor for symptoms.

Symptomatic but not a close contact

- Get a PCR test immediately and isolation until result returned
 - If positive – follow positive case guidelines (as above)
 - If negative – you are not required to isolate but should stay home until symptoms clear.
- If you take a RAT, because a PCR test is unavailable:
 - If positive – follow positive case guidelines (as above)
 - If negative – continue to isolate and repeat RAT in 24 hours – if negative after this follow-up test, you are not required to isolate but should stay home until symptoms clear.

CASUAL CONTACTS

Casual contacts will no longer be identified and subject to testing and isolation, however people who experience symptoms should get a PCR test immediately.

ISOLATION

You must remain where you ordinarily reside or at premises specified by a relevant officer during your isolation period.

1. During your isolation period you must:
 - if you are directed or instructed to remain in specified premises:
 - go to those premises in the manner directed or instructed if you are not already in those premises (and if no manner is directed or instructed, as soon as possible, by the most direct route available and without stopping except as required by law or necessary for fuel); and
 - remain in those premises for your isolation period unless otherwise directed or instructed by a relevant officer; and
 - if you have not been directed or instructed by a relevant officer to remain in specified premises
 - go to the premises where you ordinarily reside, or other premises which are suitable for you to reside in while you are isolating, as soon as possible (if you are not already in those premises), by the most direct route available and without stopping except as required by law or necessary for fuel; and
 - remain in those premises for your isolation period unless otherwise directed or instructed by a relevant officer.

For further information, including exemptions, see:

- Schedule 4 of the COVID Transition (Testing and Isolation) Directions
- WA Health for further information and guidance in the workplace
- WA Health Publication: *Infection prevention and control advice on cleaning and disinfection in the workplace*

HYGIENE MEASURES

All hospitality venues are still required to have all workers complete a COVID-19 Hygiene course. Clubs WA has one available for free at our training website – www.hat.edu.au.

The risk of transmission of COVID-19 and other viruses can be minimised through a good standard of general hygiene, including:

- Promoting good hygiene protocols and practices.
- Promoting social distancing and other recommended public health practices.
- Training staff/volunteers on how and when to wash and dry their hands/use hand sanitiser.
- Providing adequate hand washing/sanitising stations around the club.
- Laminate menus and wipe down after use; or display menus on the wall
- Where possible, using only cashless transactions e-receipts.
- Maintaining appropriate cleaning and sanitising procedures and scheduling.
- Maintaining adequate waste management facilities and procedures.

Hand hygiene is the one of the most important ways to prevent the spread of infection, including:

- Soap and water can be used for hand hygiene at any time and **should** be used when hands are visibly soiled
- Alcohol-based hand rub (sanitiser) can be used if soap and water are not readily accessible, **except** when hands are visibly soiled.
- Cleaning hands regularly also helps to reduce environmental contamination.
- Wash your hands before and after eating, and after going to the toilet
- Persons wearing gloves should be mindful that gloves are clean and changed as necessary, and hands are washed between changes.
- Hand sanitisers can be used as an added measure but should not replace hand washing.

Sneeze/cough etiquette and respiratory hygiene is the best defence against respiratory viruses, including:

- Covering your cough or sneeze with a tissue and dispose of tissue immediately.
- Coughing/sneezing into the bend of your elbow.
- Washing/sanitising your hands after coughing or sneezing.

IMPLEMENTATIONS

- encourage contactless payment where possible
 - where not avoidable, ensure that hands are washed/sanitised after handling money
- laminate menus so that they can be easily wiped down after use, or have menus displayed on the wall where they cannot be touched
- provide alcohol-based hand sanitiser in appropriate locations for customers to use, such as entries and exits
- provide cutlery on the table; or hand over cutlery to customers
- train workers on the importance of washing their hands with soap and water for at least 20 seconds and drying them correctly, or using an alcohol-based hand sanitiser, before entering and exiting a common area
- place posters near handwashing facilities showing how to correctly wash and dry hands and clean hands with sanitiser, and
- inform workers of workplace hygiene standards that are expected when utilising common areas (cleaning up after yourself, placing rubbish in bins provided, avoiding putting items such as phones on meal surfaces, etc.).

FOOD SAFETY

There is no evidence that COVID-19 is transmitted via food, however you should adopt practical measures to reduce the risk of transmission.

It is important to continue good food hygiene practices such as taking care to prevent cross contamination and cooking meats, especially mince and chicken, thoroughly.

Under Food Safety Standards, basins that are easily accessible and located where food handlers need to wash their hands must be provided. The basins must be supplied with clean warm running water, soap or other cleaners and single-use cloths or paper towels. These basins are only for washing hands, arms and faces.

Contamination

Under Food Safety Standards, you are expected to ensure, as far as you can, that your food handlers and anyone else on the premises does not contaminate food.

In areas where food is exposed, practical steps include:

- Restricting people who are not food handlers from food handling areas.
- Supervise people who are not food handlers who have a legitimate reason for being in a food handling areas, ensuring they do not handle, sneeze, blow, cough, or eat over exposed food or surfaces likely to come into contact with food.
- Taking practical steps to stop people from smoking or spitting in food preparation areas or in areas where there is unprotected food, including:
 - putting 'No Smoking' signs on the walls
 - if spitting is a problem, put 'No Spitting' signs on the walls
 - ensuring there are no ashtrays in these areas
- Ensuring clean, tidy and appropriate attire is worn
- Washing hands at appropriate times using hand washing procedures
- Preventing unnecessary direct contact with ready to eat food

Self Service

Self-service areas (eg buffets) should be:

- well supervised
- require customers to use hand sanitiser before self-serving
- regularly monitored


HAND WASHING

Pay attention to dirt and germs caught under fingernails, tips of fingers, top of the hand and joins between fingers.

1. Use the hand washing facilities provided by the business.
2. Wet hands under warm running water.
3. Add soap.
4. Rub hands together to work up a lather.
5. Rub soapy bubbles all around for 20 seconds – on palms, fingers, wrists, between fingers, and under fingernails.
 - Use a clean nail brush if necessary
6. Rinse off soap by washing hands under warm running water for at least 20 seconds.
7. Dry well with paper towel then air dry.
 - Never wipe wet hands on clothes, uniforms or aprons to dry them.

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 **Duration of the entire procedure: 40-60 seconds**



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



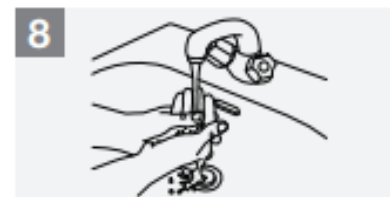
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



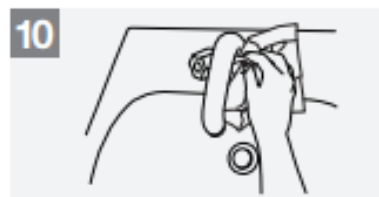
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health
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Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

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CLEANING AND SANITISING

Coronaviruses can survive on surfaces for many hours or more, with thorough cleaning followed by sanitising/disinfecting required to remove them.

Cleaning is a process that removes visible contamination such as food waste, dirt and grease from a surface, usually using water and detergent. During the cleaning process, microorganisms will be removed but the cleaning process is not designed to destroy microorganisms.

Sanitising is a process that destroys microorganisms, reducing the numbers present on a surface to a safe level. This is usually achieved by the use of both heat and water, or by specific sanitising chemicals (detergents are generally not sanitisers).

Sterilising is a process designed to destroy all microorganisms including microorganisms that have formed a protective coat (spores).

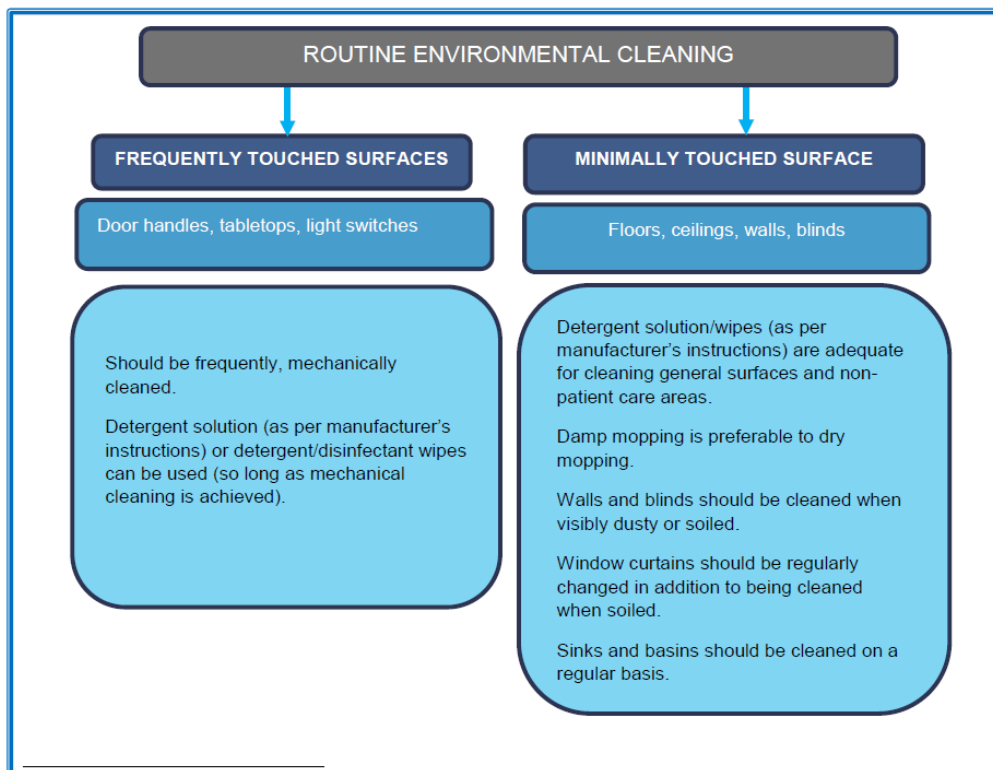
General cleaning should continue as normal, with additional cleaning and sanitising of all food contact surfaces and frequently touched surfaces such as door handles, light switches, work benches, equipment and any other surface identified by the business implemented.

CLEANING FREQUENCY

It is good practice to routinely clean surfaces as follows:

- Clean frequently touched surfaces with detergent solution.
- Clean general surfaces and fittings when visibly soiled and immediately after any spillage.

Routine environmental cleaning requirements can be divided into two groups:



¹ Adapted from Australian Guidelines for the Prevention and Control of Infection in Healthcare, Canberra: National Health and Medical Research Council (2019).

CLEANING STEPS

The six recommended steps for effective cleaning and sanitising are:

1. **Pre-clean:** scrape or wipe food scraps and other matter off surfaces and rinse with water.
2. **Wash:** use hot water and detergent to remove grease and food residue. (Soak if needed.)
3. **Rinse:** rinse off detergent and any loosened residue.
4. **Sanitise:** use a sanitiser to destroy remaining microorganisms (refer to manufacturer's instructions).
5. **Final rinse:** wash off the sanitiser if necessary (refer to manufacturer's instructions).
6. **Dry:** allow to drip dry or use single use towels.

EFFECTIVE CLEANING

The thorough cleaning of eating and drinking utensils and food contact surfaces is a critical step before sanitising. Food businesses must use a cleaning process that ensures the utensil or food contact surface looks clean, feels clean and smells clean.

Cleaning should start with the cleanest surface first, progressively moving to the dirtiest; and then left as dry as possible.

The following factors should be considered for effective cleaning:

- Warm to hot water is generally needed
- Detergents should be appropriate for the task
- Detergents containing sanitisers are not required
- The use of a mechanical washer for large volumes of washing up is preferred
- Cleaning without water may be necessary in some situations.

EFFECTIVE SANITATION

Sanitation of eating and drinking utensils and food contact surfaces should only be done after they have been thoroughly cleaned; otherwise it may not be effective. Sanitising can be achieved through the use of hot water, chemicals or other processes including:

- soaking items in very hot water
- soaking items in diluted bleach
- saturating items with 70% alcohol
- applying a commercial food-grade sanitiser according to the manufacturer's instructions, with particular attention to the required concentration and contact time.

The following factors are important for effective sanitation:

- All surfaces to be sanitised must be clean
- Sanitisers should be used at the correct concentration and temperature and for the correct contact time
- Some sanitisers require extended contact time to ensure pathogens are reduced to a safe level
- Diluted sanitisers often have a shorter shelf life than the concentrated form, so this should be checked before use
- All surfaces to be sanitised should be completely covered with the sanitising solution, using a dip or spray
- After sanitising, utensils and surfaces should be thoroughly dried, preferably air dried
- Care should be taken not to re-contaminate sanitised utensils and equipment