

Raglan Club Incorporated Covid 19 Management Plan

May 2020

Purpose:

The purpose of this document is to have an effective start up plan to allow the Raglan Club Incorporated to restart trading in the safest way possible under New Zealand alert level 2. Below outlines the process we plan to implement to open up trading.

This document is a living document and will be updated in line with changing requirements. Guidelines are provided by the New Zealand government and ClubsNZ.

Resources:

<https://www.clubsnz.org.nz/>

<https://covid19.govt.nz/>

<https://www.business.govt.nz/covid-19/>

Task	Controls
Entry to the Club	Members/guest and staff are required to sign in on the contact tracing register upon entry. <ul style="list-style-type: none">- Members/Guests and staff are required to sanitise hands before entry- Members to have priority entry to the club over guests, during gathering restrictions.
Seating	Members/guest are expected to follow seating instructions given by staff and keep 1m distancing from one another as set out by Ministry of Health (MoH) <ul style="list-style-type: none">- No more than groups of 10 people to a table will be allowed
Table and counter service	Members/guest will be required to stand 1m back from counter and from others when ordering or collecting food/beverages/services, and only approach when called forward. <ul style="list-style-type: none">- If members/guest are unable to use counter service, table service will be available, 1m distancing will still be required- Staff will be required to sanitise their hands between customers. The use of gloves maybe utilised at the bar.- Glassware and dishes will be required by members/guest to be returned by them to the 'return area'.- Eftpos machines and counter surfaces will be required to be sanitised before/between each customer
High touch areas	All high touch areas will be sanitised at least every two hours. <ul style="list-style-type: none">- Gaming machines will be sanitised between each user Sanitising stations for members/guests and staff will be set up throughout the club

In house activities	<p>Gaming machines will be sanitised between each user. Customers should use sanitising equipment when moving between machines.</p> <ul style="list-style-type: none"> - In house sports (i.e pool, snooker, darts). Please use your own equipment if possible, Club equipment will be sanitised at least every two hours or upon request. - Raffles: <ul style="list-style-type: none"> -Table service: The single server will come to each table and maintain 1m distancing - Counter: Raffles can be purchased from the counter when purchasing beverages. - Smoking in designated areas only. All cigarette butts are required to be placed in ash trays.
Bar Staff	<p>Staff must comply with the Sale and Supply of liquor Act 2012 and Gambling Act 2014 (class 4 gaming) at all times.</p> <ul style="list-style-type: none"> - Hands to be sanitised before and after each customer, along with counters, Eftpos, gaming machines. - Staff are required where possible to keep 1m separation with one another. - Staff communal areas (tea/coffee area) will need to be sanitised before use. - Staff are required to sanitise high touch areas at least every two hours
Cash handling	<p>Cash purchases are still accepted</p> <ul style="list-style-type: none"> - Member/guest are encouraged to sanitise their hands after cash handling - Staff must sanitise their hands after cash handling. - Cash room and safe rooms and equipment (including cash counting machines) to be sanitised before and after use.
Bathrooms	<p>All high touch areas will be sanitised at least every two hours.</p> <ul style="list-style-type: none"> - 1m social distancing is still to be maintained as practical. - Queueing /waiting is to be done outside of the bathroom with 1m distancing. - Hand washing/ hygiene is required by all.
Staff breaks	<p>Staff must not be within 1m of each other. If possible take staggered breaks. No sharing of food, drinks or utensils</p>