CITY LIFE FACILITY
COVID SAFE PLAN
March 2021

Business Name:	Encore Events Centre		
Site Location:	80 Derrimut Road, Hoppers Crossing VIC 3029		
Contact Person:	James Mavros	Contact Number:	0447 163 846
Date Prepared:	13 October 2020	Review Date:	10/03/2021

This Plan outlines measures Wyndham City Council has taken to protect our staff, customers and the public from COVID -19 while continuing to operate the site. This plan is to be used in conjunction with service specific COVID safe plans.

Note all requirements stated within this document mirror advice from the Australian Government as of the 08/03/2021. This information is therefore subject to be overridden by the latest official coronavirus, updates and advice from the Australian Government. Check the Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) on legislative requirements and specific restrictions that may apply.

wyndhamcity
city. coast. country

Guidance	Action to mitigate the introduction and spread of COVID-19
Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	

Hygiene	
	- Social distancing 1.5 metres - Masks to be worn when away from home - as per https://www.coronavirus.vic.gov.au/ advice - Masks required when more than one person in a vehicle or windows are open - Limited access to building, Encore is currently open by appointment only. - All staff are required to sign in using QR application - COVID Sign in process (QR or manual) completed at the beginning of each shift - One workstation per person - Rotating rosters and altered lunchbreaks for staff - Products to assist with hygiene e.g. hand sanitisers, automatic sanitizing stations, alcohol-based cleaners' min 60% ethanol wipes etc. - Gloves must be worn when handling waste - Any staff member or staff living with anyone positively confirmed with COVID-19 required to self-isolate for 14 days. Act immediately to isolate and restrict contact -isolate known areas and conduct an immediate clean of areas - Staff who have been in contact with any confirmed positive worker to undergo testing before return to work - Avoid touching eye, nose, mouth and gloves with hands - Anyone showing signs of a cold/flu like symptoms leave work, do not attend work and obtain test. Stay at home until results available

	- If become ill during the day to wear a mask and commence strict social distancing until off site. Seek further advice from doctors and advise supervisor of outcome. - Information including handwash posters, cough hygiene posters, social distancing, COVID-19 updates displayed on noticeboards and high traffic areas - Use of PPE – masks, goggles, gloves & face shield used as required by guidelines for tasks. - Maintain regular PPE ordering on a monthly basis - COVID outbreak contingency plans & incident management team established (IMT) - All meetings to be done via video conferencing where possible. - Reduce operating hours & closure to the public as advised and assessed by management/IMT and the Victorian Government - Influenza vaccination offered to all staff - Social distancing floor markings where required - During weekly team meetings reinforcement of reminders for social distancing and COVID safe practices. - Those able to work from home do so or limit number of days worked at site where possible. - When applicable and as directed by DHHS, it will mandatory that all staff and members of the public wear a fitted face mask at all times inside the centre (unless a lawful exception applies). Refer to https://www.coronavirus.vic.gov.au/ **All staff working in the Encore Events Centre back of house operations, are expected to comply with the following guidelines:** - Uniforms are not to be worn to work - Staff are required to change into uniform at work - Clean washed uniform with hat and hairnet - no exceptions - Comfortable, flat, rubber sole, leather sturdy shoes - All staff are to wear disposable gloves and change after each job

	- Staff also provided with 2 reusable masks – staff to follow mask wearing & washing protocols as supplied with masks - All staff are to thoroughly wash their hands before commencement of shift after each glove change after each job - No jewellery is to be worn including wristwatch/wedding band etc - studs are acceptable - Minimal makeup - No nail polishes - Please ensure gloves & masks are disposed of appropriately in the dedicated bin upon exit. - All personal effects are to be stored in back of house storage area - No coffee or foods to be consumed in the kitchen - all staff are to remove protective gear before amenities break - all staff are to thoroughly wash their hands and replace protective gear as demonstrated before commencement of work after amenities break.
Provide and promote hand sanitiser stations and wipes for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	- Automatic hand sanitizing stations to be made available at all entry and exit points within the venue - sanitiser that is made up of over 60% alcohol - Wash hand for 20 second with soapy water - Clean hands before eating and touching face and cover mouth when coughing or sneezing. - Hygiene – Touch point cleaning of buildings and equipment - Level 3 and touch point cleaning completed when required by site access. - Cleaning of suspect surfaces - Immediately tape off and restrict access to potential affected areas. Further isolate potentially affected areas and equipment for quarantining including plant in the event of a known case of COVID – 19 for up to 7 days. - Supply paper towels in all kitchen and kitchenettes and back of house areas. Staff will be required to wash hands thoroughly with soap & water for at least 20sec: - On arrival at work

	- Before preparing or delivering food and/or beverages to tables - After collecting/clearing used food & beverage items - Before returning to food or beverage preparation areas - At the start & end of each meal break - Before & after a guest or their belongings (i.e. assisting to bring in materials etc) - Before leaving work - After blowing your nose, coughing, sneezing or using the bathroom
Where possible: enhance airflow by opening windows and adjusting air conditioning.	- During break times rooms to be emptied and for ventilation and cleaning. - Air Conditioners are set to refresh air. - Additional offices and lunchrooms provide to spread out staff as required. - Limit/avoid closed in rooms to allow ample airflow and avoid unnecessary high touch surfaces of doors/handles
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	- Displayed signage on noticeboards and high traffic areas for PPE and how to use - Displayed signage on entry points used - Appropriate PPE secured and supplied onsite - Mask wearing guidelines provided to all staff on site - It is mandatory that all staff and members of the public wear a fitted face mask at all times inside the centre (unless a lawful exception applies) as and when required.
Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	- Onsite training session provided to all staff - Online e-learning module on COVID safe work practices to be completed prior to staff accessing site - All staff will be required to undertake & complete mandatory training. Including but not limited to: - Staff 'Return to Safe Workplace training to be held via e-learning task - Onsite induction on how to work in a CovidSafe environment provided by Wyndham City Council - Operating a hospitality business in a COVID-19 environment - Vic State Gov training module - Update all Food Safety training

	• Refresher training as required, with updates and changes as they are rolled out • FOH staff to undertake training on obligations on how to deal with guests & clients that may be unwell when required • All staff required to complete on site staff induction & guidelines of specific operations • Staff are encouraged to take breaks outside of the venue
Replace high-touch communal items with alternatives.	• Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment. Frequently touched surfaces to be cleaned multiple times throughout the day • Reduce the number of touch points by staff i.e. leave internal access doors open where appropriate
Guidance	**Action to mitigate the introduction and spread of COVID-19**
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	• WCC has appointed a full-time cleaner to do cleaning of all buildings, offices and touch surfaces as required. • A communication book is in place to ensure daily communications between centre staff and cleaners. • A level C clean is completed each day the site is used, and touch point cleaning is completed as required by the approved activity onsite. • Staff have access to gloves, disposable cleaning cloths and sanitiser product for additional cleaning • Thoroughly clean & sanitise all areas and surfaces used for food preparation and serving as well as ensuring utensils are cleaned & sanitised before use to ensure there is no risk for food safety. • Check all stocks of food packaging materials, such as take away containers are clean • Washing of crockery and cutlery etc. will be carried out in commercial dishwasher on the highest heat setting possible. • Members of the public are not permitted to share food or beverage at any time.

	- Hand sanitiser made available in public areas and in designated stations. - The building will be professionally cleaned in the middle of the day and again at the end of each day. - Staff are required to clean workstations with sanitizing spray at the beginning and end of each shift. - All shared office equipment (copiers, shredders, fridges, microwaves etc.) are to be sanitized after every use. - Staff are to bring in their own cutlery and crockery for personal use. - Hand sanitiser stations have been set up around the building at key locations. - All staff and members of the public will be required to use sanitiser as they enter the building.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	- WCC has a monitored stock of masks, gloves, face screens, cleaning fluid and hand sanitisers. - Stock is checked and topped up regularly. - Soaps and paper hand towel checked and replenished by the cleaners
Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	**Action to mitigate the introduction and spread of COVID-19**
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	- WCC implemented this policy in March 2020. - All staff that can work from home are doing so. - Essential staff for continued services will only be approved with a worker travel permit as and when required by state government guidelines. - Encourage staff to discuss any concerns they may have and provide information on Council's EAP if required

Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID-19
	• Stagger roster of staff so only 50% of staff are in the offices at any one time, unless otherwise directed by
Establish a system that ensures staff members are not working across multiple sets/work sites.	• Staff are required to be approved for access via IMT • Only permitted staff will be issued with an approved worker permit, as and when directed by government advice. • Staff are rostered to ensure there is limited crossover at sites • Sign in at each building/office is required • Pending staff availability & rostering one team-work bubble to be adhered to when two team system is not possible. • Staff may work at a different site for the purposes of carrying out the same operations
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	• Staff and members of the public are required to check in to COVID app via QR scan code to complete screening questions prior to commencing shift • Back up of manual screening forms are available & retained by the facility and will be made available as requested • Sanitiser stations at all entrances • Signage of sign in process clearly detailed & displayed at entrance • Required PPE supplied onsite • Sign in at all buildings is required for all staff/visitors/contractors - all records retained by the facility & will be made available as requested

Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID-19
	• All members of the public will be required to sign in at the concierge desk before entering further into the building. • These details will be recorded electronically via use of i-pads and stored securely for required period as per DHHS COVID requirements. • Staff are required to complete a COVID 19 screening declaration form before each shift stating that they do not have any COVID symptoms.

Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID-19
Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5 m apart. Consider installing screens/barriers.	• Teams are spread across the site to maintain social distancing. • Meal breaks and start times are staggered to minimise indoor space use. • Maximum numbers are adhered to be based on one worker per 4 square metre rules as and when required by current Government density rules • Workstation restrictions in place to allow maximum distance in office areas
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	• Floor decals installed where required • Directional arrows installed to allow access flow on entry & exit where required • Only essential or critical staff onsite • Signage on COVID safe work practices are posted in high traffic areas and on noticeboards, including digital signage

Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID-19
Modify the alignment of workstations so that employees do not face one another.	• Only essential and critical staff onsite for approved services • Workstation are not arranged face-face • Refer to Space Capacity & Signage Map
Minimise the build-up of employees waiting to enter and exit the workplace.	• There is staggered shift start times and rosters where required. • Only minimal and essential staff on site at any one time • One person to sign in at a time
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	• Staff required to complete online e-learning module on COVID safe work practices before entering the site. • Staff reminded of expectations at staff meetings and through onsite signage. • All staff will be required to undertake & complete mandatory training. Including but not limited to: • Staff 'Return to Safe Workplace training to be held via e-learning task • Onsite induction on how to work in a CovidSafe environment provided by Wyndham City Council • Operating a hospitality business in a COVID-19 environment - Vic State Gov training module • Update all Food Safety training • Refresher training every 3 months, with updates and changes as they are rolled out • FOH staff to undertake training on obligations on how to deal with guests & clients that may be unwell when required • All staff required to complete on site staff induction & guidelines of specific operations

Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID-19
	• Staff are encouraged to take breaks outside of the venue
Review delivery protocols to limit contact between delivery drivers and staff.	• Deliveries where possible are contactless • All staff required to sign specific delivery distribution JSA • Staff reminded of expectations at staff meetings and through onsite signage. • **Receiving Goods & Deliveries** • Delivery drivers should minimise interaction with staff. The process for receiving deliveries & good is clearly communicated to both staff & suppliers, this includes. • Define the Loading Dock door as the entry and exit point to the space for all delivery drivers • Only the assigned Goods Receivable staff member is to attend to loading dock door • All suppliers / drivers are to enter the building via kitchen loading dock only • When applicable suppliers / drivers to enter the kitchen for any reason • All goods are to be accepted/rejected by Goods Receivable and Supervisory staff member only • All deliveries will have temperature check recorded for high risk foods • All deliveries comments are to be recorded onto record sheet and on invoice signed clearly • Staff member receiving goods are required to use handwashing facility and alcohol-based sanitisers after handling and de-cantering goods just outside of kitchen

Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID-19
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	• Varying start times have been implemented where required • Only essential staff permitted on site - office staff are working from home wherever possible
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by	• Each area within the building has the number of people allowed inside along with space capacities for each room, refer to floorplan for sqm capacity restrictions for all spaces • Capacity signage to be displayed in all areas
Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	• Staff have designated entry to the site – check in process is conducted immediately upon entry with sanitising, QR scan COVID screening questions, together with temp check recorded on log sheet together with sign in & out times • All contractors are directed to separate entrance to sanitise on arrival and complete sign in & out form at front desk • All members of the public will be required to sign in at the concierge desk before entering further into the building. • These details will be recorded electronically via use of i-pads and stored securely for

Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID-19
	required period as per DHHS COVID requirements. • Option for using a QR code will also be available. • Staff are required to complete a COVID 19 screening declaration form before each shift stating that they do not have any COVID symptoms.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	• WCC has an incident reporting system - Rapid Incident • All employees are directed to report hazards, near misses and injuries. • All staff are trained on the Rapid Incident Reporting system • Reporting can be to the supervisor, by hard copy or direct online depending on circumstances and access • Incident reporting standard and SMS in place • Contractors are also required to report incidents • Staff reminded during regular team meetings regarding OHS updates • Regular OHS Inspections carried out
Guidance *Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.*	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	

Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID-19
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	• The business continuity plan has evolved rapidly over the past 6 months with wide range of actions to meet a range of scenarios including COVID—19 cases impacting on site operations.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	• In the event of a positive case at a centre staff are to refer to the document – WCC Step by step guide for management of a Confirmed Case or Outbreak. • We will support DHS with contacted tracing and have the sign in books. • Building entry logs and attendance sheets. • CCTV may be of further assistance if onsite.
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	• Where anyone reports flu like symptoms buildings/areas used will be quarantined and cleaned using full & disposable PPE • Should we have an infected case the Incident Management Team (IMT) will arrange for a deep clean of the affected areas by professionals.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	• The work area will be isolated and cleaned using full disposable PPE. • Workers are advised to immediately leave site for a test and provide result prior to returning to work.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	• Advise all staff via immediate contact tracing. • Notify WCC IMT, DHHS and Worksafe as required. • SMS messaging and email is available to notify staff, visitors and contractors • Team of suspected case will all be required to isolate and receive a test and clearance prior to returning to work.

Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID-19
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	• WCC IMT has developed a process for notification of Worksafe which will be followed. • David Gaul, Coordinator OHS will report all positive COVID-19 cases to WorkSafe on behalf WCC. • On confirmation of a COVID-19 case complete the COVID-19 Notification form and submit it to David Gaul -Coordinator OHS, cc'ing IMT@Wyndham.vic.gov.au – Subject: POSITIVE COVID-19 NOTIFICATION
Confirm that your workplace can safely re-open and workers can return to work.	• The site may have more than one approved activity onsite. Some operations may be able to continue while other areas receive a deep clean. • Reduce service, or close site • Rotate non-affected staff
Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID_19
Prepare and how to manage performances, performance spaces, Dressing Rooms, Back Stage, Bio Box and Stage areas.	• COVID Safe plan to be made available on Encore Website • Compulsory sign in register and COVI19 declaration for visiting crew, cast, tour managers and producers for the purposes of contact tracing • Inform all touring companies and hirers of the venues COVID safe plan and OH&S requirements before confirmation of booking will be given

Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID-19
	- Venue and Producers to consider the extra time that will be needed for bump in's, rigging, rehearsals and bump outs with the restrictions in place - Consider using the Stage loading bay as the entry and exit point for all show bump-in and bump-outs - Provide hand sanitiser in all dressing rooms and backstage area - Display hygiene signage throughout venue - Install 1.5m decals on stage where practicable - Signage of space capacities placed on dressing room/ green room doors - Wiping down of all change rooms including but not limited to touch points including handrails, entry & exit doors, benches and chairs - All equipment used by performers including microphones, microphone stands, lectures etc are to be cleaned and sanitized before being used by new performers or speakers. - Maximum of 50 people on each dance floor, subject to current government guidelines - Performers are recommended to be at least five metres from the audience were practical. - Performers are to adhere to current face mask restrictions (see **website (https://www.coronavirus.vic.gov.au)**). - Air conditioner set to optimum air flow at the start of each function/performance. - It is recommended a minimum interval of 15 mins every 2 hours is recommended, to allow cleaning and ventilation of space. - Ensure the number of tickets sold for each theatre performance aligns with the relevant density quotient or capacity limit. This may flow on to limiting walk-in or door sales

Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID-19
	• Recommended to maintain at least 1.5 metres between hair and makeup stations in dressing rooms. • Ensure chairs are cleaned after each patron use.
Prepare and how to manage Kiosk/Bar & Food Trucks.	• Ensure cleaning standards are adhered to strictly. • Ensure cleaners have the appropriate equipment, cleaning products and personal protective equipment (PPE). • Install CASHLESS Only Signs • Use POS – Kounta • Staff training for Kounta • Where practicable the installing of protective screens • Provide staff with PPE's, mask, disposal gloves • Wiping down of all touch points including counter, equipment, entry/exit door • Coffee/tea (hot beverages) to be served in takeaway cups • Sugar and milk to offered in single use sachets and containers • Wiping down of all touch points including EFTPOS terminal, counter & workspace • Client must apply for a Streatrader Licence through Wyndham City Council ensuring that they meet all the guidelines and requirements - https://streatrader.health.vic.gov.au and meet all other requirement as stated in the 'Guidelines for Food Trucks at Encore'. • Food Truck Vendor will be required to submit a COVIdSafe plan

Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID-19
Prepare and how to manage Hospitality & Catering.	• The standards and guidelines in the have been developed in line with the Victorian and Federal Governments' recommendations, it is highly recommended that our customers monitor the below organisations for the latest and up-to-date information. • Victorian Government • https://www.dhhs.vic.gov.au/coronavirus • https://www.coronavirus.vic.gov.au/ • AUSTRALIAN DEPARTMENT OF HEALTH www.health.gov.au • SAFE WORK AUSTRALIA www.safeworkaustralia.gov.au • Food provided by Encore is prepared according to the Food Safety Procedures described in the Food Safety Plan. Food prepared is under a Hazard Analysis and Critical Control Points (HACCP) accredited system • Encore staff will work alongside our customers to develop and implement event specific coronavirus (COVID-19) plans to reduce the risk of coronavirus. • Ensuring buildings are cleaned to the necessary standard • Encore's physical distancing measures are informed by the Department of Health and Human Services Victoria, 2020. Coronavirus (COVID-19). 1.5 metre physical distancing for all customers, visitors, employees and contractors by using digital signage, decal distance markers and Tensa barriers • Display COVID Safe plan on Encore Website • We have adapted our catering offering to provide a safe and secure environment for our visitors including additional sanitisation

Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID-19
	stations with signage in all designated catering areas. • Coffee/tea stations will be set with queuing decal distancing signage and sanitizing stations with signage encouraging sanitising hands before using any of these facilities • Shared plates will be offered and should be shared within a group • Currently Buffet style 'self-service' is not offered, this is subject to change according to State Government advice • Tailored menus to offer additional styles of meal service and an extended menu of pre-packaged food options for guests i.e. Bento box options • All customers completing an event risk assessment will need to include their COVIDSafe event plan incorporating health and safety measures to reduce the risk of coronavirus • Sharing Platters are discouraged, favouring individual plated options • All lounges and dining rooms have been set with 1.5m between each table/couch/ lounge in all seating areas • Increased cleaning schedule to include cleaning and disinfecting of all front of house furniture and surfaces • Disinfecting wipes available in seating areas • All 'grab and go' take away items available to purchase from our kiosk will be served to customers by our employees • All service staff are to thoroughly wash their hands as and replace protective gear as demonstrated before commencement of work after amenities break.

Guidance Information posted is current at the time publishing. Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) give current legislative requirements and specific restrictions which may apply.	Action to mitigate the introduction and spread of COVID-19
	• Onsite induction on how to work in a CovidSafe • environment provided • FOH staff to undertake training on obligations on how to deal with guests & clients that may be unwell when required • All staff required to complete on site staff induction & guidelines of specific operations