

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

Your COVID-19 Safety Plan

Function centres

Business details

Business name	Adorable Pony Parties
Business location (town, suburb or postcode)	2014
Completed by	Hannah Pikkat
Email address	hpikkat@gmail.com
Effective date	22 October 2020
Date completed	19 November 2020

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Staff will not be allowed to come to work if they have Covid-19 symptoms. Such as sore throat, cold, cough etc

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

'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)

Staff will be given a verbal information and training on how to protect yourself and the people you are caring for from infection with COVID-19.

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

Our management understand that most employees will be able to access unpaid leave if they are required to quarantine or self-isolate. We have ensured that all staff are familiar with such entitlements.

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

Signs relating to COVID-19 symptoms have been placed throughout the practice as a reminder to visitors as well as the host of the party has been advised to tell guests not to come if they show Covid-19 symptoms. Guests are not allowed to enter premises if they have symptoms of COVID-19 or transmissible diseases.

Function centres 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.

Participants are asked to perform hand hygiene on arrival and throughout the party duration. Social distancing of 1.5 meters is advised to guests.

Physical distancing

Capacity must not exceed one customer per 4 square metres of space. Children count towards the capacity limit.

Adorable Pony Parties venue is allowed a maximum of 46 people per the 4 square meter rule, including staff. Offsite parties at public parks and private properties are allowed the current capacity.

Dancefloors are generally not permitted. However, there may be events where a dancefloor is permitted (e.g. a wedding reception) with a COVID-19 Safety Plan in

place.

No dance floor at events centre

There should be no more than 30 customers at a table. Children count towards the capacity limit.

A table for 20 children maximum is setup at Adorable Pony Parties premises.

Venues taking bookings for weddings, funerals, corporate events and school events should ensure there is a COVID-19 Safety Plan in place for this event. Bookings for significant events 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.

Adorable Pony Parties does not take bookings more than a month away to ensure that events are held within the current Covid-19 guidelines.

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

Adorable Pony Parties guests are advised to minimise gathering at the venue and at offsite venues. Chairs are set up far apart so guests can't sit in large groups.

Move or remove tables and seating to support 1.5 metres of physical distance where 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.

N/A

Reduce crowding and promote physical distancing with markers on the floor where people are asked to queue, such as at the bar.

N/A

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.

Adorable Pony Parties staff are advised to maintain 1.5 meter physical distancing where appropriate.

Alcohol can only be consumed by seated customers.

Alcohol is not advised at our events.

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

Staff have adequate 1-2 hour break times between Adorable Pony Parties Events.

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

N/A

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

N/A

Introduce strategies to manage gatherings that may occur outside the premises and in any designated smoking areas.

N/A

Take measures to ensure drivers of courtesy vehicles minimise close contact with passengers as much as possible and encourage passengers to wear masks whilst in the vehicle.

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

Staff and customers are encouraged to use hand sanitiser that is provided onsite and at offsite event locations.

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

The outdoor bathroom provided at the Adorable Pony Parties venue is provided with soap and paper towels to prevent the spread of Covid-19.

Reduce the number of surfaces touched by customers wherever possible.

All surfaces are regularly sanitised to ensure that surfaces stay clean during the event and for future events.

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

N/A

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

All table setup and tea setup provided by the Adorable Pony Parties team will be washed with hot water after each event use to prevent the spread of covid-19.

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

N/A

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent and 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.

N/A

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

Disinfectant and hand sanitiser is used in an appropriate strength and used in accordance with the manufacturers instructions.

Staff are to wash hands thoroughly with soap and water before and after cleaning.

After cleaning party surfaces Adorable Pony Party staff are advised to wash hands thoroughly with soap and water before and after cleaning.

Encourage contactless payment options.

N/A

Record keeping

Keep name and a contact number for all staff, 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, and must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details is strongly encouraged.

At the gate of the Adorable Pony Parties customers are required to fill out a contact form that gives Adorable Pony Parties the customer name and contact details which allows staff to contact participants if any Covid-19 symptoms occur from either staff, customers or contractors within 28 days. All contact details collected are protected with disclosure to the customer.

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

N/A

Function centres hosting a significant event (e.g. a corporate event, funeral, wedding, or religious service) must register their business through nsw.gov.au.

N/A

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.

In cooperation with the NSW Health if Adorable Pony Parties has any reaction to a positive case of COVID-19 at Adorable Pony Parties staff are advised to notify SafeWork NSW on 13 10 50.

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

Yes