

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



Your COVID-19 Safety Plan

Hospitality

Business details

Business name	The Quirky Baker
Business location (town, suburb or postcode)	2218
Select your business type	
Restaurant and cafes	
Completed by	Larisa Mabei
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Effective date	2 August 2021
Date completed	28 August 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Agree

Yes

Tell us how you will do this

My business is an home and online based business and I have no staff/other people working for myself. While working alone I follow my Covid 19 plan and make sure I stay safe and well. If I feel unwell in any time I will advise the customers that I cannot complete their orders and refund the money paid. I have curbside pickups and deliveries but they are all contactless and I always wear gloves and mask for protection. Also, I am almost fully vaccinated and if I am unwell I will take the test.

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.

Agree

Yes

Tell us how you will do this

I don't have staff employed by me but I am using the COVID Safe app for safety.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

My customers are ordering online so I will have a details of everyone who purchase from me and collects the product from pick up points. I don't have customers visiting the premises where I prepare their orders but I am delivering to their doors where needed or they are picking up their orders as per my curbside delivery/pick up rules.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

N/A I don't have any staff and people/customers are not visiting my premises.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

N/A . I don't have any staff but I am vaccinated.

Physical distancing

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

This does not include a vessel used for commercial tours for scuba diving, snorkelling or whale, dolphin or marine animal watching if there are 50 or fewer persons on the vessel.

Agree

Yes

Tell us how you will do this

N/A. I have no staff and no one visits my premises

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**

- **between staff.**

Agree

Yes

Tell us how you will do this

I am cooking in my own home, I am alone in the kitchen when I am preparing food at all the times. I follow my Covid 19 plan and is ensuring the 1.5m distancing is in place at all times when I do deliveries or curbside pick ups. But I have no staff and no one is visiting my premises.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

N/A no one is visiting my premises.

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

Agree

Yes

Tell us how you will do this

N/A no one is visiting my premises.

Singing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Dancing is not allowed in indoor hospitality venues or nightclubs (except for weddings, where no more than 20 people from the wedding party are permitted to dance).

Agree

Yes

Tell us how you will do this

N/A I don't have any staff and people/customers are not visiting my premises. I am online based business

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, and by public facing staff in outdoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

I have no staff and no customer is visiting my premises. I wear mask at all times, when preparing orders and when I do deliveries.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

I don't have any staff and people/customers are not visiting my premises. I am making sure I clean while wearing gloves on clean hands and disposing the gloves and washing hand after cleaning with soap and water.

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

Agree

Yes

Tell us how you will do this

N/A I don't have any staff and people/customers are not visiting my premises.. however, my bathroom of the premises is up to Covid safe standard stocked with hand washing facility, sanitizer and paper towels.

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

Clean frequently touched areas and surfaces several times per day, and clean tables, chairs and any table settings between each customer.

Agree

Yes

Tell us how you will do this

I have no staff and no one is visiting my premises. I use the Northfork Food Surface Sanitizer and I am diluting it as per Northfork instructions which is 3 mL to a 750 mL spray bottle, top up with water, before applying to the desired surface and leaving to dry.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

N/A I don't have any staff and people/customers are not visiting my premises.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

I do have QR code for my business, but since I don't have any staff and people/customers are not visiting my premises I only keep the record of people ordering online.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

N/A I don't have any staff and people/customers are not visiting my premises.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

N/A I don't have any staff and people/customers are not visiting my premises.

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

Yes