

# RIEP CLASS CHEFS COVID-SAFE POLICY AT CUCINA 105

The safety and wellbeing of our guests, staff (school / restaurant / SWC) and students is our highest priority. COVID-19 measures will be implemented in accordance with the latest advice from NSW Department of Education, SafeWork Australia and the Australian Government Department of Health.

## **Our Approach**

All possible preventive measures are taken to ensure no transmission of the COVID-19 virus from:

- Staff to OR from Guest
- Guest to Guest,
- Staff to Staff, and
- Contractor, Supplier to OR from Staff.

Note: The term “staff” for the purpose of the Class Chefs event includes VET Class Chefs Teachers and Students.

## **Our Assumption**

To ensure maximum precautions are always taken, we assume everyone is producing or showing no symptoms of the COVID-19 virus at all times.

## **KEY PREVENTATIVE MEASURES**

- 1. RISK MANAGEMENT PLAN**
- 2. COVID-SAFE OFFICER**
- 3. REPORTING**
- 4. STAFF & STUDENT BRIEFING**
- 5. HYGIENE**
- 6. CLEANING & SANITIZING**
- 7. PAYMENTS**
- 8. SIGNAGE**
- 9. CONDITIONS OF ENTRY**

## **RISK MANAGEMENT PLAN**

From 1 July 2020, an updated and comprehensive Risk Management plan was implemented to incorporate COVID-19 safe measures in accordance with the latest advice from SafeWork Australia, NSW Department of Education, & the Australian Government Department of Health. This policy is based on the Risk Management Plan created, reviewed and approved by all three parties, the school, the restaurant and the facilitators, SWC.

## **COVID-SAFE OFFICERS**

For each Class Chefs event, a COVID-Safe Officer will be appointed for each organisations:

- (i) Teacher / Staff from the school
- (ii) Staff from the restaurant (Cucina 105)
- (iii) Staff from SWC

## **REPORTING**

Reporting and recording of:

- STAFF & STUDENT attendance and temperatures
- GUEST contact details, attendance and temperatures
- Cleaning checks
- Visitors register

Records to be kept on file for a minimum of 28 days

### **STAFF BRIEFING**

- All staff to complete RIEP Class Chefs COVIDSAFE Policy briefing prior to the event
- Regular monitoring of NSW Department of Education, SafeWork Australia and Australian Government Department of Health websites to ensure the latest advice is taken into consideration

### **STUDENT BRIEFING**

- Supervising Teachers to complete RIEP Class Chefs COVIDSAFE Policy briefing with the students prior to the event
- School to maintain regular monitoring of NSW Department of Education, SafeWork Australia and Australian Government Department of Health websites to ensure the latest advice is taken into consideration and advise students accordingly

### **HYGIENE**

- Sanitiser dispensers available at restaurant entry/exit, outside guest bathrooms and staff bathrooms/changerooms, and staff work areas
- Hand washing facilities readily available within guest bathrooms, staff bathrooms and staff work areas
- Food & Drinks menus: single use disposable food menus only
- All staff to wash and sanitise hands prior to clocking in/out for all shifts and breaks
- All staff to wash and sanitise hands before and after eating, sneezing, coughing, handling rubbish, handling guest glassware, crockery, or cutlery, handling cash, or receiving a delivery of goods
- Where possible, all staff to wash hands with soap and water for 20 seconds every 30 minutes
- All staff to avoid skin-to-skin contact with guests and other staff, for example, no handshakes
- All staff are to observe 1.5m social distancing whenever possible

### **RESTAURANT SEATING CONFIGURATION**

- Ensure the premise will allow for 4m<sup>2</sup> of space for each person, including staff
- A distance of 1.5m required between bookings/tables, measured from the back of each chair
- Maximum 4 guests per booking / table
- Table service only – no standing or drinks service

### **CLEANING & SANITISING**

Professional cleaning of the restaurant in its entirety prior to the event (no guests are to visit the venue after cleaning until the event starts).

Ongoing cleaning during restaurant service periods:

- Bathrooms – at 60 minute intervals – sanitizing of all surfaces
- High touch areas – at 60 minute intervals – sanitizing of all surfaces, i.e. doors, handrails, etc.
- Tables/chairs – sanitise after each guest seating
- Table condiments – on request only, sanitised after each use

## **PAYMENTS**

### Accepted

- Electronic payments made in advance through Eventbrite

### Not Accepted

- Cash transactions
- Walk ins (with no prior booking)

## **SIGNAGE**

- RIEP Class Chefs COVIDSAFE Policy
- Hand washing and sanitizing instructions
- Social distancing instructions
- COVID-19 symptoms information
- Condition of Entry information
- Stop the Spread

## **CONDITIONS OF ENTRY**

Entry denied if COVID-19 symptoms are evident or if the following conditions are not met.

### **Guests**

- Confidential contact detail collection for ALL guests required upon entry (records to be kept on file for a minimum of 28 days)
- Temperature checks for ALL guests required (under 37.5 degrees Celsius) upon entry taken by COVID-Safe Officer
- Guests denied entry due to the RIEP Class Chefs COVID-Safe policy will receive a full refund within 7 days of event

### **Staff (including VET Class Chefs Students and Teachers)**

- Staff are to stay home if they are sick or have symptoms and should go home if they become unwell
- All staff to have temperature checked prior to starting shift (by COVID-Safe Officer)

### **Delivery Drivers/ Sales Reps/ Tradesmen**

- All non-staff/guest visitors who enter the premises to provide name and contact details, plus in and out time – recorded in the visitor register

### **Acknowledgements:**

This policy has been adapted and sourced from:

(<https://www.quay.com.au/quay-covid-safe-house-policy/>)

QUAY RESTAURANT 2018. ALL RIGHTS RESERVED

# RIEP CLASS CHEFS COVID-19 TERMS AND CONDITIONS

The wellbeing of our participants remains our highest priority. COVID-19 measures will be implemented in accordance with the latest advice from NSW Department of Education, SafeWork Australia and the Australian Government Department of Health.

By entering the premises, all guests, students and staff agree to the following:

- Physical Distancing (1.5m apart & 4m<sup>2</sup> rule)
- Temperature screening (anyone with a temperature greater than 37.5 Degrees Celsius upon entry of the event will not be permitted inside)
- Up to date cleaning, disinfecting and hygiene practices
- Anyone incubating / suspected of incubating / have been in contact with anyone incubating COVID-19 / showing flu like symptoms will not be allowed entry or asked to leave the premises immediately
- Anyone returning or having been in contact with someone from overseas / COVID-19 hotspots within Australia in the last 14 days from the event date will not be permitted to enter the premises
- COVID-Safe procedures will be implemented in accordance with the Risk Management Plan and RIEP Class Chefs COVID-Safe policy
- Guest contact details, attendance and temperature details will need to be provided and will be used solely for the purpose of tracing COVID-19 infections. You and your guests' information will be stored confidentially and securely for a minimum of 28 days.
- Guests denied entry due to the RIEP Class Chefs COVID-Safe policy will receive a full refund within 7 days of event

**If you purchased a ticket on behalf of someone else, you are liable to communicate the above Terms and Conditions to them or they may be denied entry upon arrival.**