

## **GUTHEGA INN COVID-19 SAFETY PLAN for Guests**

Guthega Inn is bound by the current legislation

[https://gazette.legislation.nsw.gov.au/so/download.w3p?id=Gazette\\_2020\\_2020-113.pdf](https://gazette.legislation.nsw.gov.au/so/download.w3p?id=Gazette_2020_2020-113.pdf)

### **Wellbeing of guests**

- *We will exclude guests who are unwell from Guthega Inn. This may include symptom screening on entry, signage, temperature checks.*
- In the event of a COVID-19 infection or contamination at Guthega Inn, please see # Appendix A.
- Guest conditions of entry will be on our website, social media and at the Inn entrance.
- Staff will complete training in relation to staying away from work when sick, physical distancing, cleaning requirements and managing sick customers

### **Physical distancing**

- Capacity must not exceed 30 guests in the Lounge & Cafe area.
- Capacity must not exceed 20 guests in the outside terrace area.
- Capacity must not exceed 13 guests in the Breakfast room.
- Capacity must not exceed 5 guests in the Guest TV room
- No more than 10 customers sharing a table.
- To reduce the movement of guests and the number of surfaces touched, guests are required to be seated when drinking and/or eating.
- Tables and seating will be moved as required to support 1.5 metres of physical distance. Members of the same household are not required to physically distance.
- To reduce crowding and promote physical distancing, we will have markers on the floor in areas where guests are asked to queue, such as at the bar.
- Alcohol can only be consumed by guests whilst seated.
- Drivers of our over-snow vehicle will minimise close contact with passengers.

### **Hygiene and cleaning**

- Self-serve buffet style food service areas, communal bar snacks, and communal condiments are not permitted. Plated breakfast & dinner will be served in the Café. Guests are not permitted to bring their own food or drinks into public areas.
- Hand hygiene facilities are available to all guests
- Sanitizer must be used on entry and exit to all areas including our public bathrooms
- Bathrooms are provided with hand soap and paper towels and have posters with instructions on how to wash hands.
- Non-disposable cutlery and tableware are washed using a commercial grade dishwasher and glasswasher.
- Menus will be displayed or be single use.
- Areas frequented by staff or guests will be cleaned at least daily with detergent & disinfectant. Frequently touched areas and surfaces will be cleaned several times per day with a detergent & disinfectant.
- Disinfectant solutions will be maintained at the appropriate strength and used in accordance with the manufacturers' instructions. Hard furnishings, condiments, and any laminated menus will be cleaned between guests with a detergent or disinfectant solution or wipe.
- Staff will wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
- Contactless payments are preferred
- Our sauna is closed.

### **Record keeping**

- Guthega inn will keep a record of name and a mobile number or email address for all guests, staff and contractors for a period of at least 28 days. Records will only be used for the purposes of tracing COVID-19 infections and are stored confidentially and securely.
- Guthega Inn recommends guests download the COVIDSafe app prior to arrival to support contact tracing if required. The Commonwealth Privacy Act 1988 must be complied with in relation to the COVIDSafe app.

## **# APENDIX A**

## **IN THE EVENT OF A COVID INFECTION OR CONTAMINATION**

If a guest staying in or visiting Guthega inn has or contracts COVID19, the following process will be undertaken:

- The infected guest will immediately be isolated and then transferred to suitable premises/ accommodation/ hospital. Transfer of the infected person will follow any specific requirements issued by the NSW Department of Health.
- Guthega Inn will be shut down as rapidly as possible and all occupants will be required to vacate the premises. All occupants will be advised to self-isolate and undergo testing.
- The Department of Health will be advised of the infection and the business will follow any direction issued by the Department or their delegate. The Department will be issued with a list of all occupants/contacts by Guthega Inn without delay.
- The NPWS will be advised of the infection and Guthega inn will follow any direction issued by the Service or their delegate.
- The Owner/ Manager will organise a deep clean of Guthega Inn. No subsequent occupation will be permitted until such cleaning is complete.

If a guest has symptoms of COVID but the infection is not yet confirmed, the following process will be undertaken:

- The guest & all guests sharing the room will be isolated in their room until such time as they are able to be tested for COVID-19. If that guest is a minor their parent or guardian will be responsible for the care of that minor and that parent/guardian will also be isolated,
- The guest who has the symptoms & all guests sharing the room &/or transport will be required to have a COVID test without delay and not return to Guthega inn.
- If the guests vacate the premises prior to the outcome of a COVID19 test, the guest will be required to inform Guthega Inn of the results of the COVID test.
- We will inform all guests staying in Guthega Inn of the potential risk of infection. Additional cleaning may be required in the areas the guest has accessed.
- Guthega Inn will monitor the COVID test status or be informed of the departure of the guest. The name and contact details of that guest will be supplied without delay to Guthega Inn.
- Guthega Inn will follow up the guest to confirm the results of the COVID test. If that test is positive, we will immediately inform all other persons that have occupied Guthega Inn in that week of that status and commence the process set out above for a COVID confirmed infection.