



## Westwood Dining Room COVID Safe Plan

**The following regulations apply to all patrons and staff who enter the Westwood Lodge Dining area:**

1. Teachers, Drivers and Westwood Lodge Staff are to physically distance from each other and from students – students within a coach cohort do not need to physically distance from each other. Teachers, Drivers and Westwood Lodge Staff must observe the 1.5 metre distancing rule. Tables and chairs will be arranged to observe the 1.5 metre rule.
2. Staff, teachers and drivers are required to wear a mask in the dining room, except when eating or drinking.
3. The maximum number of people allowed in the Lodge dining room using the 2 square metre rule is 36 people.
4. Patrons joining the function are required to record their names and contact details using the Check In CBR app. If that is not possible, a written record of the person's name, contact number, time in and time out, will be kept for 28 days. The names of the supervisors will be recorded also.
5. The maximum time patrons can meet in the Dining room is 2 hours.
6. Staff and customers who are unwell should not enter the dining area. A sign encouraging people not to enter if they are unwell will be located at the entry.
7. Sanitizer wall dispensers and paper towels will be placed in the dining room and the kitchen. These will be clearly signposted with notices encouraging people to use them.
8. Only 4 people at a time are permitted inside each of the toilets. Adequate soap, and paper towels will be provided in each toilet. Signage will demonstrate how to wash hands.
9. Markers will be placed on the floor where people are asked to queue, (e.g. at food service and beverage stations). Physical distancing is required at these locations except in the case of students who are from the same cohort.

**The following regulations are to be followed by the Westwood Lodge Catering Staff:**

1. Adopt good hand hygiene practices and cough etiquette. Masks and disposable gloves must be worn at all times during food preparation and serving.
  2. Assign 1 staff member as a COVID-19 Safe Hygiene Marshal, who will wear distinctive clothing (e.g. a high vis shirt or badge) and be responsible for ensuring all aspects of the Westwood Lodge Dining Room COVID-19 Safety Plan are being adhered to, including overseeing physical distancing and cleaning, and ensuring the accuracy of recordkeeping.
  3. Self-serve buffet style food service areas, communal snacks, communal condiments, or self-service options are not to be used. Patrons are not to serve themselves and they will be served through the kitchen hatch. If condiments are offered they should be single-serve items.
  4. The catering staff will ensure that tables and chairs are disinfected after each meal.
  5. Function paraphernalia is to be handled by as few people as possible, and cleaned and disinfected before and after use. Ensure cutlery and crockery is cleaned with detergent and hot water, or with a commercial grade dishwasher. Kitchen ware/tools not to be shared by staff.
  6. Clean frequently used kitchen hard surface areas at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.
  7. All meals prepared for offsite activities (e.g. packed lunches) must be provided in single-use packaging for each person.
- 