

**Site facility /
capacity**

Chisolm's Restaurant / 43

**Site facility /
capacity**

Café / 21

COVID SAFETY PLAN

Completed by: Suzanne Webb, Administration Support
Mukul Sharma, Manager Hotel & Hospitality

- ✓ Stay home if unwell & get tested
- ✓ Check travel restrictions -vulnerable communities may be nearby

Wellbeing of staff & visitors

- ✓ A limit of 4sqm per person in communal areas and facilities
- ✓ Remain 1.5m apart where possible
- ✓ Stay behind screens when communicating with staff. Or maintain 1.5 meters distance

Physical & social distancing

- ✓ Visitors to practice good hygiene
- ✓ Masks are compulsory when in an indoor area of non-residential premises in NSW.
- ✓ Staff will wear a mask at all times.
- ✓ Ventilation will be increased where possible.
- ✓ All public areas are cleaned regularly

Hygiene & cleaning

- ✓ Records of visitors and staff will be recorded for the purposes of contact tracing. All visitors must register via the Service NSW QR code located around Jenolan Caves precinct. Registration will be confirmed by staff members on entry.
- ✓ Vaccination certificates are asked to be provided on check in.

Record keeping

Please follow the latest rules and restrictions from
NSW Health.

www.nsw.gov.au/covid-19/rules

Advice to staff and visitors

Jenolan Caves staff with respiratory symptoms or fever (>37.5°C) even if mild will immediately get tested for COVID-19 and place themselves in isolation until the results are known. Staff are aware of the leave entitlements if they are sick or require self-quarantine.

Visitors must not to attend Jenolan Caves if they have respiratory symptoms or fever (>37.5°C) even if symptoms are mild.

Staff are encouraged to be vaccinated if possible.

Staff are encouraged to be vaccinated if possible.

Visitors are required to be fully vaccinated (or hold an exemption certificate) to visit Jenolan Caves. You will be asked to produce your vaccination evidence. We encourage you to comply.

You do not have to produce your vaccination evidence however as it is a Public Health Order requirement, visitors will be refused entry.

Compliance with this plan is a condition of entry

All areas at Jenolan Caves are required to have a Covid-19 Safety Plan. This plan will be displayed in buildings and communal areas. It will also be available on the Jenolan Caves, online booking platforms and linked to social media.

Food Service

Cutlery and tableware are cleaned between each service. Menus are provided individually for customers to complete when ordering. There are no shared menus. We are constantly evolving to make our F&B offerings and service safer.

Staff preparation

Jenolan Caves staff follow the COVID-19 Risk Assessment series and job safety briefings. Staff must stay away from work if flu like symptoms develop.

Capacity

Site capacity will be managed through the Jenolan Caves booking system and monitored by staff. Visitors are encouraged to follow the one person per 4 square metre rules. COVID-19

Communication

Jenolan Caves will communicate COVID-19 safe rules through onsite signage, information on the website and on social media at the time of booking.

Communal areas

Communal areas include seating and toilet facilities. Capacity limits of one person per 4 square metres and physical distancing of 1.5 metres is encouraged. Markers are located on the floor where guests queue. Signs are located at entry and exit points.

Vulnerable communities

Visitors must check travel restrictions to vulnerable communities through the NSW health website or NSW Police before travelling. Further information from [NSW Health](#).

Hygiene facilities

Hand hygiene facilities are available to visitors and staff. This includes soap and hand sanitiser.

Amenities including bathrooms and seating

Posters with instructions on how to wash hands will be displayed. Social distancing is required at all amenities.

Cleaning

Visitors are advised when booking and through the Jenolan Caves website that while normal cleaning practices will continue (in line with Health NSW advice), visitors are responsible for their own hygiene. Posters with instructions on how to wash hands will be displayed. Disinfectant is mixed at the appropriate strength and in accordance with manufacturers' instructions. Staff wash hands thoroughly with soap and water before and after cleaning.

Personal Protective Equipment (PPE)

Jenolan Caves staff are issued with PPE to safely maintain facilities. Social distancing is required when engaging with visitors.

Cash

Cash transactions are discouraged. Preferred payment is via card. Plastic barriers are installed. Post any rare situations with cash transactions, staff need to sanitise hands and or wash hands as per current health guidelines.

Record keeping

Records of visitors will be maintained through the Jenolan Caves booking system. It is a condition of entry the names and contact details of all visitors are kept by the reservation holder for a minimum of 28 days. Records of workers and contractors will be maintained through existing rostering and procurement systems. Records must be kept for a minimum of 28 days.

Service NSW QR Codes are in operation. Processes are in place to check customer phones for the green tick to confirm they are checked in. Majority of bookings have been pre booked via accommodation or caves visits.



NSW Health

Full cooperation will be given to NSW Health if contacted in relation to a positive case of COVID-19 at Jenolan Caves. Jenolan Caves will also notify SafeWork NSW on 131050.