

# COVID 19 SAFETY PLAN

The Tiers Tea Lounge / ABN: 12 252 744 983  
Shop 2, East Wing  
The Village Green  
Poatina 7302 TAS  
Proprietors: John West & Margaret Chilcott  
No employees or volunteers

This plan applies to both staff and customer impacts. It is based on the Work Safe Tasmania Small Business Template.

## Minimum Standard 1 - General Duty

- A. Drink-only orders will be take-away
- B. Dining-in for no more than 10 customers in total
- C. As restrictions are lifted numbers will be adjusted according to regulations and the total space of the Café.
- D. NOTICES are placed at the entrance, with the sanitizer and in the toilets.
- E. A copy of this COVID Safety Plan will be available on the website - [www.tierstealounge.com.au](http://www.tierstealounge.com.au)
- F. When a customer group sits to eat, the contact details of one of the group will be kept for tracing purposes.

## Minimum Standard 2 - Review

A. This plan will be reviewed by the proprietors each time there is a change or in anticipation of a change in government regulations.

## Minimum Standard 3 - Cleaning & Hygiene

### A. CLEANING

- a. All surfaces (tables, chairs, benches, POS) are cleaned and disinfected at the beginning of each day
- b. Front doorhandle is cleaned at same time as POS
- c. POS area is cleaned every hour
- d. Dining & Coffee Tables are cleaned after each customer has moved and before new customers take their place
- e. All kitchen operational areas are continually cleaned.

### B. HYGIENE

- a. Staff (proprietors) wash hands regularly and frequently and use paper towels to dry hands
- b. Hand sanitizer is available at the entrance with a physical direction/barrier and notice for all customers.
- c. Distancing is controlled by the proprietors managing customer movement to ensure that all are and feel safe according to distancing policy.

### C. SUPPLIES & EQUIPMENT

- a. Supply sufficient hand sanitizer to minimum alcohol level of 60% as recommended.

- b. Supply sufficient cleaning and disinfecting liquids and cloths.
  - i. Cleaning cloths
  - ii. Paper towels
  - iii. High temperature dish washing

## Minimum Standard 4 - Restrictions on Entry to the Workplace

- A. The Café / Tea Lounge will be closed if either of the proprietors show symptoms of possible cold / COVID and the proprietors will get tested and quarantine until the results are available.
- B. The proprietors will respond to all government regulations and the standards outlined.

## Minimum Standard 5 - Physical Distancing

- A. The proprietors are a married couple and are the only staff, reducing the need for staff to distance.
- B. To maintain safe distancing, the maximum number of people allowed in the Café space is 14.
- C. Café tables and chairs are all placed approximately 2.0 metres apart, with only 2 chairs place at each table providing only distanced options.

## Minimum Standard 6 + 7 - Provide Information & Supervision

- A. There are no employees to keep informed
- B. The proprietors ask customers who haven't on their own initiative to use the sanitizer available.
- C. Posters at the door and in the toilets advise on how to wash hands, keep safe distancing of at least 1.5 metres and other requirements to keep our workplace and customer space safe.

## Contact Details

21 May 2020

The Tiers Tea Lounge

Proprietors:

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