

## **Business Safety Plan – On Licence - Alert Level Two**

With the move to Alert Level Two on Thursday 14 May 2020, Selwyn District Council are recommending Café's, Bars and Restaurant operators adopt robust safety plans in order to afford staff and customers a high degree of safety when they reopen. The following is not an exhaustive list but reflects some of the key criteria that Government is recommending for the hospitality industry. This includes:

- Ensure contact tracing sign-in sheets are placed at your principal entrance and are completed for each customer
- Hand sanitizer to be utilised at point of entry prior to entering
- Use the principal entrance door only (other doors to remain unlocked for fire egress)
- Staff to stay one metre apart from each other wherever practicable
- Customers must be kept at least one metre apart. Consider restricting numbers entering in order to meet this criteria
- The maximum number allowed is 100 customers - but only if the one metre social distancing requirement can still be achieved
- The maximum number per group is ten customers
- Have one server per group and keep the same server throughout wherever possible
- Everyone in the venue must be seated
- Remove shared water stations – provide water jugs/bottles to each individual table
- Ensure people do not need to queue to enter, pay, or go to the bathroom. If a queue cannot be avoided ensure social distancing is maintained
- Provide clean, safe facilities for people to wash their hands thoroughly and regularly
- Surfaces, eftpos machines etc to be regularly sanitised
- Monitor intoxication levels closely
- Closely monitor safe distancing – ensure distances are being observed
- Courtesy vehicles – if you plan to utilise your courtesy vehicle ensure a contact tracing schedule remains with the vehicle and is filled out. The vehicle is to be regularly cleaned and sanitised. Passengers must sanitise their hands before entering, and safe distancing is to be observed.

The restriction on bars opening only for persons partaking in meals lifts on Thursday 21 May.

This list may not necessarily be an exhaustive list. Please review the criteria and if there is anything further that you feel should be included for your safety plan then we welcome you to do so. There is also further information available on the Selwyn Council website for food premises. If you have any queries please contact the Chief Licensing Inspector Malcolm Johnston on Phone 021 480082. He is happy for you to ring for any queries and provide guidance and assistance where required.

Please remember Council does not administer Covid 19 rules. Any breaches will be handled by the lead agencies, which are: NZ Police, MBIE, MPI and WorkSafe NZ. We feel confident that there will be good compliance within Selwyn. We wish you all the best with your business moving forward.

Billy Charlton  
Secretary – District Licensing Committee  
Selwyn District Council