

19 March 2020

Dear Members and Guests,

As per The Prime Minister's announcement on 18 March, there are new measures to control transmission of COVID-19 (coronavirus) which include a ban on all indoor, non-essential gatherings of more than 100 persons.

The Prime Minister announced that these measures commence immediately.

The Epping Club Management and staff are closely monitoring new developments regarding COVID-19 (coronavirus). The health and safety of our Members, guests and employees is of the utmost importance.

At this stage our venue remains open, we are committed to doing everything we can to make The Epping Club, including Level One Fitness, a safe and welcoming venue.

We have implemented several new policies and procedures, which follow recommendations from the NSW Health & Australian Government. We will advise changes as they come to hand.

#### **Communication & Hygiene processes**

We are in constant communication with our employees to reinforce our sanitisation and safety procedures in both front and back-of-house areas. We are sanitising all public areas at an increased frequency.

## Air conditioning

The Epping Club's air conditioning units are operating on 100% fresh air to improve the air quality in the Club and avoid contaminated air.

# Hand sanitisers & touch points

The Club's public areas are wiped and surfaces cleaned multiple times throughout the day.

All departments have implemented increased hand washing or sanitising procedures to take place multiple times during the employee's shift.

Hand sanitisers are located throughout public and back of house locations. Sanitisers are refilled and checked regularly. Simply ask our staff where you can find your closest self-serve station.

# Removal of cutlery, straws & condiments from open air environments

Cutlery, straws and condiments have been removed from the open air and will be provided to diners as needed in the ordering process and upon request. This will reduce the risk of airborne contaminants.

## Food handling & safety

Food production staff are wearing additional safety equipment in food preparation areas.

# More protective personal equipment for staff

We are equipping staff to be protected, so from this week they will be wearing disposable gloves to reduce their risk.

## Helping each other

We are encouraging staff & Members to follow advice from the Department of Health which involves practising social distancing.

We can all do this by avoiding the shaking of hands, hugging and kissing. If you need to cough, do so in your elbow. Regularly wash your hands with soap or an alcohol hand sanitiser



Public touch points, such as hand-rails, lift buttons, door handles and knobs are cleaned multiple times throughout the day.

Surfaces such as Concierge, restaurant counters and dining tables are wiped regularly.

Our Club gaming areas undergo a daily deep clean while we are closed.

## Hand sanitisers & touch points

Employees are instructed to wash hands after every break before returning to their Department.

Proper procedures are posted in all back-of house work areas.

All Epping Club employees are prohibited from reporting to work with any COVID-19 symptoms. They are requested to self-isolate and call the National Coronavirus Health Information Line on 1800 020 080 for further assistance.

especially before and after eating, and after using the bathroom or other public spaces.



#### Websites & Social Media:

Our websites and social media will be updated accordingly to reflect any changes we may make so that you can enjoy visiting our Club.

#### Number of people at any event:

The Epping Club are following guidelines from the NSW Health & Australian Government, by including a ban on all indoor, non-essential gatherings of more than 100 persons.

I would like to assure you we are doing everything possible here at The Epping Club to ensure you enjoy your time with us.

We thank you for your continued support of your Club.

We look forward to seeing you soon.

**Peter Saez Chief Executive Officer** The Epping Club