

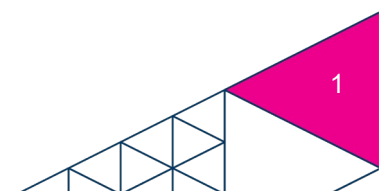
COVID-19 Safety Operations Plan

For Sport and Recreation Centres and Venues

Effective from 9 November 2021

Summary

The purpose of the COVID-19 Safety Operations Plan (the Plan) is to provide a framework for the safe recommencement of operation of the NSW Sport and Recreation Centres (the Centres) and Olympic Venues (the Venues). The Office of Sport (the Office) is working closely with government agencies to provide guidelines and principles for the sport and recreation centres to recommence activity in a safe manner, in adherence with the current NSW Public Health Orders (PHO).



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Related Documents and Forms: [Public Health \(COVID-19 General\) Order 2021](#)

Related Internal Policies/Procedures: [COVID-19 Incident Response Protocol](#)
[COVID-19 Safety Plans \(sharepoint.com\)](#)
[Office of Sport: COVID-19 Information](#)

Related External Policies or Links: [What you can do in NSW](#)

Version History	Amendments**	Prepared by	Date	Record No.
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V2.1	Updated with latest change from PHO and the NSW Govt Roadmap	Michael Toohey & Lachlan Clark	18 - 20 October 2021	
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1 PURPOSE

The Office of Sport's Sport and Recreation Centres and Olympic Venues are operating under the NSW Government requirements to ensure a COVID-19 safe environment. Further detail is available at:

- [Public Health \(COVID-19 General\) Order 2021](#)
- NSW Chief Health Officer approved [COVID-19 Safety Plans](#)
- [COVID-19 rules.](#)

The purpose of this COVID-19 Safety Operations Plan (the Plan) is to provide a framework for the safe commencement of operation of the NSW Sport and Recreation Centres (the Centres) and Olympic Venues, in adherence with expert advice from NSW Health. The Plan outlines some of the key considerations for sport and exercise activities from Monday 8 November 2021. This information applies to fully vaccinated adults, children under 16 years of age, and people with an approved medical contraindication certificate.

Those who are not fully vaccinated must still abide by pre-roadmap restrictions until the State reaches the 95 per cent double vaccination target, or 15 December, whichever happens first.

For the purpose of the Safety Plan, the Office of Sport's Venues are classified as recreation facilities (major) as defined in the [Public Health \(COVID-19 General\) Order 2021](#). Indoor facilities at Sport and Recreation Centres, such as pools and gyms, are classified as recreation facilities (indoor) under the PHO. All other facilities are categorised as outdoor public places.

[For the latest information visit the COVID-19 pages on nsw.gov.au.](#)

2 SCOPE

This Plan applies to:

- All Office of Sport, Sport and Recreation Centres and Olympic Venues
- All staff, contractors, volunteers, tenants, partners, hirers and clients who work, visit or have reason to be within the Centres or Venues

3 OBJECTIVES

This Plan

- outlines the mandatory steps to prevent infection and control of COVID-19, based on NSW Health recommendations.
- is an operational protocol for Centre and Venue staff and users setting out how they will operate under the current Public Health Order(s)
- is a resource for external organisations and clubs to develop their COVID-19 safety plans.

All roadmap freedoms at 70 and 80 per cent will continue to be for fully vaccinated people only.

4 NSW GOVERNMENT ROADMAP

The NSW Government has released its roadmap to follow out of the pandemic and lockdowns for easing restrictions as the state's adult population reaches milestone double vaccination targets. The roadmap has key stages: [Restrictions eased at 80% full vaccination](#) , [Opening up NSW from 8 November](#), and [NSW at 95% double vaccination or 15 December](#) .

The roadmap is subject to further fine-tuning by NSW Health if circumstances change drastically or cases remain too high.

Further details are available [here](#).

5 MAXIMUM NUMBER OF PERSONS PERMITTED ON PREMISES

5.1 General Limits

The current [Public Health \(COVID-19 General\) Order 2021](#) sets the following general limits on the maximum number of more persons on the premises as 1 person per 2 square metres of space.

Organisers are permitted to host a **COVID-19 safe outdoor public gathering**, with a maximum capacity of 1 person per 2 square metres.

These restrictions do not apply to the following

- a. a person who is carrying out work,
- b. a gathering to carry out work

Specific restrictions on the maximum number of people at a facility follow:

5.2 Maximum number of persons—recreation facilities (major)

The occupier of premises in the general area that is an indoor recreation facility (major) must ensure the maximum number of persons on the premises does not exceed the greater of—

- a. the number of persons equal to 100% of the fixed seating capacity of the facility, or
- b. the number of persons equivalent to 1 person per 2 square metres of space in the facility

The occupier of premises in the general area that is an outdoor recreation facility (major) must ensure the maximum number of persons on the premises does not exceed the greater of—

- a) the total of—
 - i. 100% of the fixed seating capacity of the facility (where admission is controlled by way of a ticket), and
 - ii. the number of persons equal to 1 person per 2 square metres of space of any unfixed seating areas of the facility,
- b) the number of persons equivalent to 1 person per 2 square metres of space in the facility

5.3 COVID-19 safety plans

5.3.1 Outdoor public gathering

It is not mandatory for an outdoor public gathering to have a COVID-19 safety plan, and the associated requirements, unless it is

- expected to have more than 1,000 people.
- held at recreation facility (major)

There must be enough space to accommodate 1 person per 2 square metres. This includes community sport and recreation activities.

Only fully vaccinated adults, children under 16 years of age, and people with an approved medical contraindication certificate are permitted to attend.

More resources and guidance on how to complete a COVID-19 Safety Plan for outdoor community sport are available here: [Community sport | NSW Government](#).

5.3.2 Indoor recreation facilities

The maximum capacity for indoor recreation facilities is 1 person per 2 square metres.

Gym classes and dance classes remain capped at **20 people**.

Masks must still be worn at indoor facilities when not participating in exercise.

Facility operators must have a 'Gyms and indoor recreation' COVID-19 Safety Plan in place.

5.3.3 Indoor Pools

Indoor pools are permitted to reopen for all activities, with a maximum capacity of one person per 2 square metres.

Public swimming pools (both outdoors and indoors, but not natural swimming pools) in the general area will need to use the updated Gyms and indoor recreation COVID-19 safety plan

More information is available in the current [Public Health \(COVID-19 General\) Order 2021](#)

6 ACCOMMODATION

6.1 Accommodation under the Public Health Order

Centre accommodation is considered under Schedule 3 of the current [Public Health \(COVID-19 General\) Order 2021](#) as an exempt gathering as an accommodation facility. The implications are therefore:

- Accommodation capacities are exempt from the 1 person per 4sqm rule under Schedule 3 – Exempt gathering i.e., Operation is at full capacity in Centre lodges
- No requirement to exclude unvaccinated clients from Accommodation. This is only required where clients or contractors are entering areas within the Centre or Venue that require persons to be vaccinated to enter e.g., indoor pools, hospitality venues (i.e. dining areas), indoor recreation facilities and gyms.

6.2 Accommodation Guidance

The NSW Government [COVID-19 Safety Plan for Accommodation](#) provides guidance for managing accommodation:

- Wellbeing
- Physical Distancing
- Ventilation
- Cleaning and Hygiene and
- Record Keeping.

Relevant components have been included from the [NSW Department of Education Boarding Schools Advice](#).

Centres and venues should use the Centre / Venue COVID-19 Safety Plan Template to prepare for Lodge and Self-Contained accommodation operation..

7 HOSPITALITY

7.1 Food Service Guidance (Hospitality)

The Public Health (COVID-19 General) Order 2021 defines any food or drink premises as Hospitality and a COVID-19 Safety Plan is mandatory for food and drink premises. The Centre / Venue COVID-19 Safety Plan Template which is to be completed for each site is based on the COVID-19 Safety Plan Hospitality and includes the areas of focus of Wellbeing, Physical Distancing, Ventilation, Cleaning and Hygiene and Record Keeping.

7.2 Food Service and the Food Safety Program

As the Centre / Venue COVID-19 Safety Plan Template considers hygiene and cleaning, food service at a Centre or Venue should also refer to the NSW Office of Sport Food Safety Program to ensure measures are appropriate. To this end, Centres and Venues may need to consider completing a Risk Assessment specific to the centre / venue operation covering key aspects of cleaning and hygiene for COVID-19. Please use **Appendix 3 Food Handlers Skills & Knowledge Checklist**.

8 VENTILATION

Ventilation is the deliberate introduction of fresh air and removal of stale air from a space. Open or well-ventilated spaces reduce the risk of transmission of COVID-19 because infectious particles are more quickly diffused in the open air than in spaces with less ventilation. Ventilation Guidance should be reviewed prior to the completion of the Centre / Venue COVID-19 Safety Plan Template. Ventilation is considered in the template and relates to Accommodation, Food Service (Hospitality) and Indoor Recreation Facilities, Gyms and Swimming Pools.

9 ACTIVITIES

Activities are explicitly considered under a COVID-19 Safety Plan for Activities.

10 RECORDS AND EXCHANGE OF INFORMATION

Each person who enters a Centre or Venue, must electronically provide their contact details. This can be done either through Service NSW, Homebase booking data, or an electronic roll maintained by the event hirer.

Any visitors that have not registered via Homebase must register via the Service NSW app as they enter the facility.

The hirer must

- a) keep, for at least 4 weeks, a record of the contact details in a way that ensures the record is readily accessible and in an appropriate form to provide to the Chief Health Officer
- b) on request, provide the record, in electronic form, to the Chief Health Officer as soon as practicable, but no later than 4 hours, after the request is made, and for at least four weeks.

The provided contact details are to be used or disclosed only for the purposes of contact tracing during the COVID-19 pandemic

11 VACCINATION

A fully vaccinated person means a person who

- a) has had 2 doses of a COVID-19 vaccine, or
- b) has a medical contraindication certificate issued to the person.

Details of how to show proof of COVID-19 vaccination are available [here](#).

Until 1 December 2021, all eligible staff, clients, visitors and contractors must be fully vaccinated in order to enter the following Office of Sport locations:

- Sydney International Regatta Centre
- Sydney International Equestrian Centre
- Sydney International Shooting Centre
- Southern Highlands Regional Shooting Complex
- Dunc Gray Velodrome

For these locations, a person under 16 years of age and who is not fully vaccinated is not permitted on the premises unless the person is accompanied by a member of their household who is fully vaccinated.

Until 1 December 2021, all eligible clients, contractors and visitors must be fully vaccinated in order to enter an indoor Office of Sport recreation facility.

12 UNVACCINATED ADULTS—ADDITIONAL RESTRICTIONS

The occupier of the following premises in the general area must take reasonable steps to ensure that an unvaccinated adult is not on the premises

- a) recreation facilities (major)
- b) recreation facilities (indoors)
- c) public swimming pools
- d) Food Service areas that are classified as Hospitality under the PHO

13 ROLES AND RESPONSIBILITIES

The person principally responsible for organising an event that is a controlled outdoor public gathering or COVID-19 safe outdoor public gathering must take reasonable steps to ensure that—

- a) an unvaccinated adult does not attend the event, or
- b) more persons do not attend the event than the maximum number of persons permitted by this Division

13.1 Staff

Staff will follow the obligations of the [Public Health \(COVID-19 General\) Order 2021](#), this Safety Plan and the Office of Sport's **COVID-19 Returning to the workplace** policy.

Staff are not responsible for enforcing the Public Health Order beyond reminding site visitors of their legal obligations. Where a member of the public, visitor or contractor refuses to comply with their legal obligations, staff must call the NSW Police.

13.2 Visitors

Visitors are required to follow all directions and request issued by facility staff

13.3 Hirers

The event organiser is the body required to develop a COVID-19 Safety Plan for the event under Part 4 of the [Public Health \(COVID-19 General\) Order 2021](#), and is taken to be the occupier of the premises for the purposes of this Part.

More resources for businesses are available here: [COVID Safe business | NSW Government](#)

14 WORKPLACE SAFETY REQUIREMENTS

Under WHS law, all employers or businesses are required to manage the risk of COVID-19 to workers and others in the work environment.

The Office of Sport Employees and Contractors must:

- Comply with national guidelines and NSW Public Health Orders and CHO guidelines.
- Undertake COVID safe online training
- Promote the physical distancing and hygiene measures
- Not report to work if they are feeling unwell or experiencing any COVID – 19 symptoms
- Raise any concerns about the risk of contracting COVID-19 immediately with the employer and work with them to identify solutions.
- Monitor the extent of COVID-19 in your community and share advice from [state](#) and [federal](#) authorities regularly.

Up to date information is available at [COVID-19 rules](#).

15 GENERAL COVID-19 INFORMATION

The [NSW Government COVID-19 webpage](#) provides the latest information on rules and restrictions, interstate travellers, resources for businesses and employers, health and wellbeing, employment and financial support, and the latest COVID-19 statistics.

For more information call [13HEALTH](#) (13 43 25 84).

16 OPERATIONAL PROCEDURES FOR USE OF A CENTRE OR VENUE

All activities must observe the latest CHO guidelines and comply with the current NSW Government Public Health Orders.

Booking Organisers are responsible for ensuring their group complies with the current Public Health Order on Gathering, observes the COVID Safety plans and supplies Personal Protective Equipment (PPE) to protect their participants and others. (e.g. hand sanitiser, gloves).

Booking Organisers must

- have a COVID-safety plan to help manage the safety of their activity. Template plans/checklists are available from COVID Safe Businesses.
- be able to produce an up-to-date version of the COVID-safety plan, meeting the requirements of the Public Health Order in force at that time, if requested to do so by any Office of Sport employee.

Each Centre and Venue has a site-specific plan for the areas available for separate use and booking process.

Primary responsibility for ensuring the group's compliance with these requirements rests with the group organiser and the participants.

Centre and Venue Management personnel may monitor the numbers within any allocated areas / zones. If group sizes are being exceeded or other COVID-safe measure being ignored, at the discretion of Management, a SINGLE WARNING may be given or for serious / further breaches ALL MEMBERS OF THE GROUP may be asked to leave.

Group organisers and activity supervisors are responsible for making sure that every member of a group conducts themselves in a COVID-safe manner.

More information is available at [COVID-19 rules](#).

16.1 School Groups

The Office of Sport liaises closely with the Department of Education and is committed to providing a COVID-safe environment for school camps and excursions when overnight excursions are permitted under the PHO. At the 70% and 80% levels of restrictions, this is not a permitted school activity.

16.2 Shared equipment

Shared equipment should not be used by more than one person between cleaning for community groups and adults.

16.3 Cleaning

Each Centre and Venue will prepare a cleaning plan that specifies the additional cleaning cycles, methods and areas needed to promote a COVID-safe environment and requirements for specific areas as per the COVID-19 Safety Plans.

16.4 Gyms, Indoor Recreation Facilities and Swimming Pools

Where the Centre of Venue is deemed to be the occupier of any Gym, Indoor Recreation Facility, Indoor Hall or Swimming pool under the Public Health Order that Centre or Venue must comply with the requirements under the relevant [COVID-19 Safety Plan. This is considered in the Centre / Venue COVID-19 Safety Plan Template.](#)

17 FIRST AID

Standard precautions should be adopted when providing first aid

Items such as oral thermometers should be substituted with non-contact thermometers in First Aid Kits.

18 PROCEDURE FOR ACTUAL OR EXPECTED COVID-19 EXPOSURE

18.1 Staff member tests positive for COVID-19

Notification	<ul style="list-style-type: none">• If a staff member tests positive for COVID-19 they must inform their manager.• Whether they are vaccinated or unvaccinated, the staff member must
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	<p>self-isolate for 14 days and follow advice from NSW Health.</p> <ul style="list-style-type: none"> • The workplace manager must notify Human Resources. • The Office of Sport must inform NSW Health if 3 or more employees test positive for COVID-19 in a 7 day period. Further advice regarding actions required will be provided by NSW Health.
Clean	<ul style="list-style-type: none"> • The workplace manager is to organise a deep clean of any areas where the infected staff member has been. This may require the workplace to close.
Assessment	<ul style="list-style-type: none"> • The NSW Health document: Contact Risk Assessment for Community and Workplace Settings will enable workplace managers to assess workplace risk if a COVID-19 case is identified, and confirm actions to be taken. • The Service NSW QR Code check-in system will remain in place and will be used to notify people who were in the same venue as a positive case.
Notifying other staff and tenants	<ul style="list-style-type: none"> • The Office of Sport will notify staff and contractors at the location where there is a confirmed case of COVID-19. • Workplace managers are to discuss this with their director and Human Resources prior to notifying other staff and contractors. • Where there are other businesses operating on site (tenants), the Director may determine that they should be notified of the positive case.

18.2 Visitor, client or contractor tests positive for COVID-19

Notification	<ul style="list-style-type: none"> • As soon as becoming aware of a positive COVID-19 case being at the workplace, the workplace manager must notify their Director.
Clean	<ul style="list-style-type: none"> • The workplace manager is to organise a deep clean of any areas where the infected person has been. This may require the workplace to close.
Assessment	<ul style="list-style-type: none"> • The NSW Health document: Contact Risk Assessment for Community and Workplace Settings will enable workplace managers to assess workplace risk if a COVID-19 case is identified, and

	<p>confirm actions to be taken.</p> <ul style="list-style-type: none"> The Service NSW QR Code check-in system will remain in place and will be used to notify people who were in the same venue as a positive case.
Notify other staff and tenants	<ul style="list-style-type: none"> The Office of Sport will notify staff and contractors at the location where there is a confirmed case of COVID-19. Workplace managers are to discuss this with their director and Human Resources prior to notifying other staff and contractors. Where there are other businesses operating on site (tenants), the Director may determine that they should be notified of the positive case.

19 TRANSPORTATION

Clients of Centres and Venues will be encouraged to provide their own private transport and manage their risks accordingly.

Where transport is required to be provided by Centres and Venues, transport capacities, physical distancing, and good hygiene will be in place.

Separate areas/transport for schools will be provided while on any OOS organised transport, where travel time is greater than 15 minutes.

20 CONTRACTORS AND DELIVERIES

The following applies for contractors and deliveries:

- The number of contractors and people making deliveries will be minimised
- Contactless deliveries should be used wherever possible
- Contractors or delivery drivers will be asked to maintain physical distancing whilst on site
- Handwashing facilities or alcohol-based hand sanitisers will be readily available for staff after physically handling deliveries as well as drivers and contractors
- Electronic paperwork will be used where possible, to minimise physical interaction. Where possible, alternatives to requiring signatures will be put in place – for example, a confirmation email or photo of the delivered goods.
- If a pen is required for a signature, careful hand hygiene must be practised before and after using the pen.

21 STAFF TRAINING, EDUCATION AND SUPPORT

All ongoing and temporary employees, casual staff and regular contractors required to undertake the [Australian Government COVID-19 Infection Control Training](#) .For the duration of the COVID-19

pandemic in Australia, 'WHS – COVID-19' must be a standing agenda item on relevant team meetings as a means of promoting continued good practice and identifying areas for improvement.

Staff MUST NOT attend work if they have COVID-19 symptoms or suspect they might have been infected. Staff must report illness in accordance with Office of Sport policies and procedures.

Staff must be kept up to date

- on the required workplace hygiene standards
- on changes and updates of policies and procedures prior to first interaction with clients
- on the current response plan to dealing with a suspected COVID-19 case on site.

22 RESPONSE PLAN TO A SUSPECTED CASE OF COVID-19

The Office of Sport has developed a COVID-19 Incident Response Protocol . that outlines how it will respond in the event of a confirmed or potential COVID-19 case at one of our sites.

The Protocol should be followed in the event of a suspected case of COVID-19 to a member of Staff, Contractor or Client.

23 COMMUNICATIONS STRATEGY TO CLIENTS AND THE COMMUNITY

Children attending a centre that feel sick must tell a responsible adult (teacher / coach) or an Office of Sport staff member.

24 FOR INDIVIDUAL FACILITY PLANS

Each facility has published a COVID-19 safety plan showing what is in place to keep customers, Contractors and staff safe.

25 APPENDIX 1: CHECKLISTS

[Workplace Checklist - COVID-19](#)

[Physical distancing checklist - COVID-19](#)

[Cleaning Checklist - COVID-19](#)

[Health, hygiene & facilities checklist - COVID-19](#)

APPENDIX 2: COVIDSAFE RESOURCES

COVIDSafe resources for businesses

Resources for businesses and organisations to support reopening

To support and guide businesses in becoming COVID Safe and operational at 70% double vaccination, the NSW Government has resources available for download, including:

- [Proof of vaccination](#) requirements
- Guidance on [vaccination compliance and obligations](#) for businesses
- Details on [what to do if your business becomes an exposure site](#)
- Information on [vaccination of your staff and customers](#).

APPENDIX 3 FOOD HANDLERS SKILLS & KNOWLEDGE CHECKLIST

Frequency: On commencement of employment. The staff are to sign only after going through this document and fully understanding the requirements within. This includes all food handling staff and agency staff.

Obligations		
As a food handler, I must take all reasonable measures not to handle food likely to come into contact with food in a way that is likely to compromise the safety and suitability of food.		
As a food handler, if I have a condition or a symptom that indicates that I may be suffering from a food borne disease, or if I know I am suffering from a food borne disease, or that I am a carrier of a food borne disease, whilst at work I must:		
<ul style="list-style-type: none"> • report this to my supervisor; not engage in any handling of food where there is a likelihood that I might contaminate food as a result of the disease or condition; • take all practicable measures to prevent food from being contaminated as a result of the disease or condition if my supervisor allows me to do other work on the food premises. 		
As a food handler, I must notify my supervisor if I know or suspect that I may have contaminated any food that I have handled.		
As a food handler, when engaging in any food handling operation, I must:		
<ul style="list-style-type: none"> • take all practicable measures to ensure my body, anything from my body, and anything I am wearing does not contaminate food or surfaces likely to come into contact with food; • take all practicable measures to prevent unnecessary contact with ready-to-eat food. Where food grade gloves when handling ready to eat foods directly; • ensure my outer clothing is of a level of cleanliness that is appropriate for the handling of food that I am involved with; • cover any exposed bandages and dressings with highly visible blue waterproof coverings; • not eat within the kitchen or other food areas; • not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food; • not spit, smoke or use tobacco or similar preparations in areas in which food is handled; and • always use the designated toilet facilities. 		
As a food handler, I must wash my hands:		
<ul style="list-style-type: none"> • whenever they are likely to be a source of contamination of food; immediately before working with ready-to-eat food or after handling raw food; • immediately after using the toilet; before commencing or re-commencing handling food; • immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco; and after touching my hair, scalp or a body opening. 		
As a food handler, I must wash my hands in the manner described below, when engaging in a food handling operation that involves unprotected food or surfaces likely to come into contact with food with warm running water and using soap.		
NAME:	SIGNATURE:	DATE: