

A FRAMEWORK FOR OPENING YOUR CLUBHOUSE

The Regulations in respect of the opening for “sit down restaurants” were published on the 25th June 2020 and the directions pertaining to these regulations were published in the Government Gazette no 43487, dated 29th June 2020.

For the complete set of Regulations, as well as Directions, go to:
<https://www.gov.za/>

Below are guidelines for consideration as Clubs begin to open their Clubhouse facilities, including a more complete functioning of the halfway house. Your procedures should be included in your Club’s overall Risk Mitigation Strategy as a comprehensive Risk Mitigation Plan. (RMP)

Guidelines still indicate that locker-rooms should remain closed.

REGULATION	DIRECTIONS	GUIDELINES AND PROTOCOLS
<p>37. (1) All gatherings are prohibited except a gathering at:</p> <p>d) conferences and meetings, subject to:</p> <p>(i) a limitation of 50 persons, excluding those who participate through electronic platforms;</p> <p>(ii) restricted to business purposes; and</p> <p>(iii) strict adherence to all health protocols and social distancing measures as provided for in directions that must be issued by the responsible Cabinet member, after consultation with the Cabinet member responsible for health;</p>	<p>DIRECTIONS FOR CONFERENCE AND MEETING VENUES:</p> <p>7 Conference and meeting venues must comply with the following directions:</p> <p>7.1 The number of persons entering a conference and meeting venue must not be more than 50, and the person managing the venue or organising the conference or meeting must ensure compliance with the requirement relating to physical distancing, which is at least one and a half metres.</p> <p>RECORDS TO BE KEPT</p> <p>7.2 The organiser of a conference or meeting or the person managing the venue must:</p> <p>(a) keep a daily record of the full names, identity number or passport number, nationality, nature of position (i.e. temporary, casual or permanent), residential address, and cell phone numbers of employees and persons who enter their premises. In the case of an employee, the record obtained on the first day and as updated when necessary, remains valid for the duration of the employment;</p>	<p>Conference or a meeting limited to 50 persons and ensure each delegate remains 1,5m apart.</p> <p>Record keeping at the entrance of your facility for golf or other non-contact sport will be sufficient – follow GolfRSA guidelines in this regard.</p>

REGULATION**DIRECTIONS****GUIDELINES AND PROTOCOLS****SCREENING, SANITISATION AND MASKS**

7.3 The person managing the venue or the organiser of the conference or meeting must:

- (a) at reservation, conduct a screening questionnaire for every delegate and take precautionary measures to protect the delegates and others on the premises. Such measures may include denying a delegate access to the premises before the arrival of that delegate at the premises;
- (b) set up screening stations before or after entrances, at the front of queues to facilitate screening of delegates at each and every entry;
- (c) after screening, where necessary, isolate a person in a facility within the premises designated for isolation.
- (d) not allow onto the premises a person who is not wearing a cloth mask, or homemade item, that covers the nose and mouth or another appropriate item to cover the nose and mouth;
- (e) ensure that delegates wear masks at all times, except when eating or drinking;
- (f) sanitise delegates before they enter the premises;
- (g) frequently sanitise delegates during their stay on the premises or provide delegates with sanitisers for frequent use;
- (h) provide to delegates pens and papers upon request, and delegates must keep any such pens and papers in their possession. Any pens left must be wiped or disposed of, and paper left must be disposed of;
- (i) only provide individual water and individual mints/condiments. The use of containers or bowls is prohibited;
- (j) sanitise the microphone and podium after use by every person; and
- (k) designate a seat for each delegate and not allow a delegate to change their seat.

Screening of delegates will be the same as for golf or other non-contact sport at the entrance of the facility. Follow GolfRSA Guidelines in this regard.

Please follow directions in respect of conference goodies, including pens, writing paper, water, mints, etc.

Sanitise all equipment and furniture regularly and ensure seats are designated.

REGULATION	DIRECTIONS	GUIDELINES AND PROTOCOLS
<p>37. (1) All gatherings are prohibited except a gathering at:</p> <p>l) restaurants, subject to the strict adherence to all health protocols and social distancing measures as provided for in directions that must be issued by the responsible Cabinet member, after consultation with the Cabinet member responsible for health.</p>	<p>DIRECTIONS FOR RESTAURANTS:</p> <p>RECORDS TO BE KEPT</p> <p>5.1 Restaurants, fast food outlets and coffee shops must:</p> <p>(a) keep a daily record of</p> <p>(i) the full names, identity number or passport number, nationality, nature of position (i.e. temporary, casual or permanent), residential address, and cell phone numbers of employees, delivery persons (including third party delivery agents);</p> <p>(ii) every delivery, including the name and address of the person to whom the delivery is made.</p> <p>(b) make such record available, should it be required in terms of the Regulations;</p> <p>(c) keep the record for the duration of the national state of disaster and retain the record for a period of six weeks after the end of the national state of disaster.</p>	<p>Record keeping at the entrance of your facility for golf or other non-contact sport will be sufficient – follow GolfRSA guidelines in this regard.</p>
	<p>SCREENING, SANITISING AND PERSONAL PROTECTIVE EQUIPMENT</p> <p>5.2 In addition to applying all COVID -19 health protocols, before and during every shift, restaurants, fast food outlets and coffee shops must:</p> <p>(a) ensure that every employee and delivery person is screened on arrival for shifts and on departing after shifts;</p> <p>(b) ensure that the workplace, delivery transport, containers, are regularly sanitised and follow cleaning procedures;</p> <p>(c) provide employees with masks to wear and hand sanitiser;</p> <p>(d) ensure that every employee wears the relevant Personal Protective Equipment; and</p>	<p>Screening of patrons, delivery personnel and employees must take place at the entrance of the facility. Follow Golf RSA Guidelines for golfers in this regard.</p>

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	<p>(e) ensure that delivery persons sanitise before and after handling card or cash payment.</p> <p>(f) ensure that employees and delivery persons practice hand washing:</p> <ul style="list-style-type: none"> (i) when an employee or a delivery person arrives at a restaurant, fast food outlet or café /coffee shop; (ii) before and after every delivery; (iii) after touching shared surfaces; (iv) after a meal or a break; (v) after a bathroom break; (vi) after cleaning the restaurant, fast food outlet or cafe; and (vii) when the employees and delivery persons leave at the end of a shift; <p>(g) ensure that where hand washing is impractical, the employees and delivery persons sanitise regularly and sanitise regularly the surface on which they work and the delivery vehicle.</p>	<p>Record keeping at the entrance of your facility for golf or other non-contact sport will be sufficient – follow Golf RSA guidelines in this regard.</p>
	<p>SOCIAL DISTANCING, SANITISATION</p> <p>5.3 Restaurants, fast food outlets and coffee shops must, in respect of employees and delivery persons ensure that:</p> <ul style="list-style-type: none"> (a) employees and delivery persons (where applicable) maintain a distance of at least one and a half meters apart at all times; (b) employees occupy scullery areas, and use hand wash basins, one at a time; (c) employees that work in clearly defined spaces stay in their space as far as possible; (d) employees move about using clear pathways with care and attention not to come in close contact with one another; and (e) where contact between employees takes place, employees wash hands and go back to safe-spacing as quickly as possible. 	<p>Keep the 1,5m distance requirement.</p>

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	<p>COLLECTIONS</p> <p>5.4 Restaurants, fast food outlets and coffee shops must:</p> <p>(a) ensure that an area is demarcated for the collection of orders for delivery that is separate from the place where food is prepared; and</p> <p>(b) ensure that a contactless pick up zone for customers whose orders are ready to be collected is designated</p>	
	<p>DELIVERIES</p> <p>5.5 Restaurants, fast food outlets and coffee shops must ensure that when taking an order from a customer, the customer is informed to:</p> <p>(a) wear a mask when accepting orders from the delivery person; and</p> <p>(b) sanitise hands after handling the package.</p>	
	<p>ENTRY AND SIT DOWN</p> <p>5.6 Restaurants, fast food outlets and coffee shops must, in respect of guests or customers:</p> <p>(a) conduct a screening questionnaire and take precautionary measures to protect the person and other persons on the premises. Such measures may include denying such a person access to the premises;</p> <p>(b) not allow any person onto their premises if that person is not wearing a cloth mask, or a homemade item, that covers the nose and mouth or another appropriate item to cover the nose and mouth;</p> <p>(c) ensure that customers or guests wear masks at all times while they are on their premises, except when eating or drinking;</p> <p>(d) ensure that all customers or guests are sanitised before entering the premises;</p> <p>(e) demarcate, in a visible manner, a distance of a line of at least 1.5 (one and a half) metres:</p> <p>(i) from the point of sale or serving counter towards the guest or customer;</p>	<p>Screening already done for entry to Clubhouse or Facility. Follow GolfRSA Guidelines for Golfers.</p> <p>Ensure 1,5-metre distance between patrons</p>

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	<ul style="list-style-type: none"> ii) between customers or guests queuing next to each where two payment tills are opened; (f) ensure that customers or guests queue at least one and a half metres apart (g) remove excess chairs /stools and tables or tables combined to enlarge the floor space while reducing and spreading seat capacity to enforce distancing of one and a half metres between guests or customers; 	
	<p>FOOD SERVICE</p> <p>5.7 The following measures must be implemented:</p> <ul style="list-style-type: none"> (a) No buffets may be offered to guests for self-service; (b) Food may only be plated and/or provided in covered single portions; (c) Guests may pick-up pre-portioned items and any other buffet service should be handled by food service employees only from behind Perspex or similar protective shields; (c) Menus to reduce complexity e.g. reduced buffet options, Table d’Hôte meals, offering deli-type takeaway /grab-and-go style meals and option, with disposable containers, crockery, cups and cutlery should be instituted where possible; (d) Menus must be replaced with non-touch options or sanitised after each guest use; (e) Tables must be sanitised before and after each guest use; (f) Where possible, and for instance while taking orders, waiting staff must stand at least a metre from tables; (g) Where possible, tablecloths should be removed from tables. Only essential items such as salt and pepper, should remain on tables and be sanitised after each guest; (h) Items on waiting stations must be minimised; (i) Clearing and cleaning systems with designated containers for different items and sealable refuse containers for food waste must be implemented and used; 	

V3: 3 July 2020

