



Established 1897

COVID-19 Business Continuity Plan

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|---------------------------|--------------------------|--------------------------|------------------|
| Version | 1.0 | | |
| Drafted by | Bob Burton / Kylie Hurst | Approved by Board | 15 December 2021 |
| Responsible person | Club President | Scheduled Review | 28 February 2022 |

1. Purpose

Adelaide Bowling Club Incorporated (the Club) exists to serve the local bowls community and protect and preserve the game while ensuring the health and wellbeing of those involved in the sport of bowls at the club. The COVID-19 pandemic poses threats not only to the health and safety of all Australians but also the business of our Club.

In the event that a staff member, contractor, Club Member, Bowler or patron tests positive to SARS-CoV-2 (COVID-19) and that person has attended the Club, then there is the potential for usual business to be disrupted if all or some staff are required to quarantine.

This Business Continuity Plan (the Plan) has been developed to minimise the impact of such an event on our business and revenue.

2. Scope

This policy shall apply to Club business in the following areas:

| Pennants | Social Bowls | Corporate Events | Night Owls | Greens Maintenance | Catering |
|----------|--------------|------------------|------------|--------------------|----------|
| ✓. | ✓. | ✓. | ✓. | ✓. | ✓. |

3. The Plan

In the event that a staff member, contractor, Club Member, Bowler or patron tests positive to COVID-19 and that person has attended the Club, then this Plan will be initiated. It will mitigate the risk of disruption to our business and minimise impact to the club community, particularly if those testing positive are staff. Roles and responsibilities are outline below.

3.1 Communications

Once the Venue Manager or Club President becomes aware that that a person who has tested positive has been at the Club then the procedures at Attachment 1 and Attachment 2 are to be pursued immediately and the following communications will be enacted:

1. All staff will be advised verbally by the Venue Manager
2. The Board will be advised by email by the President.
3. The contact person for all events held 3 days prior and on the day of the COVID-19 contact and all days leading up to the positive test of the contact will be advised by the Venue Manager or delegate.
4. In the event that a Pennant round is in the scope of this contact (as described in 3 above), then the Club President will contact those Clubs whose players are potentially affected by the contact.
5. Bowls SA and the Metropolitan Bowls Association are to be advised by the President.



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3.2 Replacement of Bar Staff

In the event that all bar staff are in quarantine then the following persons have agreed and will be contacted to assist in continuing the business of the Club.

Bev Arnfield
Greg Arnfield
Alistair Behenna
Bob Burton
John Frangos
John Higgins
Simon Kelly
Ron Kuczmariski
Emil Nou
Scott Thulborn (alternative duties)

3.3 Alternative Catering Arrangements

In the event that the Caterer is required to quarantine, then booked events that include catering will be offered two options:

- a) arrange their own catering or
- b) a club run BBQ and salads, in a similar format to that provided at Night Owls.

3.4 Alternative Green Keeping Arrangements

In the event that the Green Keeper is required to quarantine then the Monday Morning Volunteers will take direction by telephone from the quarantined Green Keeper to maintain the greens.

Contract Green Keeper James Gregory has also been advised that there may be work for his business should this circumstance arise, particularly with regard to the application of chemicals and mowing.

3.5 Register of Standby Member Volunteers

A Register of Standby Member Volunteers has been established to assist with the continuity of the business. The Plan requires volunteers for the following tasks:

COVID Marshall
Bowls set up for events
Cleaning
Bar Service
Clean up after events
Barbecue
Food Service
Roller Operator
Mowing of Greens
Night Owls administration and coordination



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Attachment 1: General Procedures for Members, Staff and the ABC Community





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Attachment 2: Procedures if you test positive for COVID-19

