

English	Chinese Traditional (Cantonese)
FACTSHEET	概覽
HOSPITALITY VENUES	餐飲招待業場館
<p>From 12 noon on Friday 19 June, hospitality venues can have up to 100 customers seated in any indoor space and 100 customers seated in any outdoor space, or one person per 4 square metres, whichever is lesser.</p>	<p>從 6 月 19 日週五中午 12 時起，餐飲招待業的場館內，任何室內空間可容許多至 100 位就座顧客，任何室外空間可容許多至 100 位就座顧客，或以每 4 平方米僅容一人為原則，取人數較少者。</p>
<p>Staff are excluded from both the patron limit and the one person per 4 square metre rule.</p>	<p>職員人數不算入賓客限額及每 4 平方米一人的規定之內。</p>
<p>The back of house, kitchen preparation and service counter areas are not included in the calculation of the one person per 4 square metre to determine your maximum allowable number of seated customers.</p>	<p>商鋪的後面、廚房備料區及服務櫃臺區等面積，在以每 4 平方米一人來計算可容就座人數時，不得計入可用空間。</p>
<p>The Risk Mitigation Guidance attached to the Public Health Directions provides that in a given occupied space, there be a density of no more than one person per 4 square metres of floor space (taking into account objects and items that may impact the total free space). This means that businesses need to consider items and objects that may impact space for seating patrons, such as permanent fixtures (for example pylons, countertops, benches and gaming machines).</p>	<p>「公共衛生指示」(Public Health Directions)的附帶文件《減輕風險指南》(Risk Mitigation Guidance)中規定，在任一有人的空間，人數密度不得超過每 4 平方米地板面積有一個人(同時必須考慮到會影響可用空間總數的物件及和物品)。這意味著各商企在計算時必須顧及可能會影響就座賓客人數的各種物品和物件，如永久固定裝置(貨架、服務臺面、長凳及遊戲機等)。</p>

<p>How to calculate the number of people allowed in your premises</p>	<p>如何計算應允許進入貴商舖的人數。</p>
<ol style="list-style-type: none"> 1. Measure the length of available space for seated customers. 2. Measure the width of available space for seated customers. 3. Multiply the length by the width to calculate the area of your space in square metres. 4. Divide the space (calculated in square metres) by four to calculate the maximum number of seated customers allowed (excluding staff). 5. Consider items and objects that may impact the total free space of the premise such as pylons and countertops. 	<ol style="list-style-type: none"> 1. 丈量顧客就座區的長度。 2. 丈量顧客就座區的寬度。 3. 將長度乘以寬度，得出區域的平方面積數。 4. 將該空間(所得出的平方米數)除以四，則可得出應容許的顧客數量的上限數目(職員不計)。 5. 計算中應顧及可能會影響可用空間總數的物件，如貨架及服務臺面。
<p>For example:</p>	<p>實例:</p>
<p>10m wide x 18m long = 180 square metres. Divide 180 by 4 = 45</p>	<p>10 米寬 x 18 米長 = 180 平方米。將 180 除以 4 = 45</p>
<p>Maximum people allowed: 45</p>	<p>應容許的上限人數：45</p>
<p>Always round down to the nearest whole number.</p>	<p>任何時候都應祇取整數，捨棄餘數。</p>
<p>Remember to maintain physical distancing of 1.5 metres between tables and maintain good hand hygiene.</p>	<p>切記保證各餐檯之間有 1.5 米的距離，保持良好的潔手習慣。</p>

<p>How to determine how many people can get takeaway</p>	<p>如何確定應容許多少人來購買外賣</p>
<ol style="list-style-type: none"> 1. The number of people getting takeaway is unlimited as long as they can practise physical distancing safely. 2. Make sure anyone picking up takeaway is physically distanced from other people, including patrons who are dining in. 3. You may be able to have people wait outside on the footpath for a takeaway coffee or meal. 4. Ask people to wait outside if there is not enough space inside your premises for them. That is, if you have reached your limit for customers. 5. Consider floor markings to support queuing. 	<ol style="list-style-type: none"> 1. 允許前來購買外賣的人數沒有限制，前提是每個人都能夠遵循疏距原則。 2. 確保前來提取外賣的人與其他人保持疏距，包括與堂食賓客。 3. 你也許可以安排顧客在門外的人行道上等候外賣咖啡或盒餐。 4. 假如貴商鋪內的人客數量達到了限額，則應請求之後來的人在門外輪候。 5. 考慮在地板上做標記，以方便有序排隊。
<p>How to manage indoor and outdoor space</p>	<p>如何管理室內和室外的空間</p>
<ul style="list-style-type: none"> • Have a COVID Safety Plan. • Ask all patrons for their first name and phone number. If provided, record it along with the date and time they attended the venue. Details can be securely destroyed after 28 days. • Each indoor or outdoor space should have its own waitstaff if possible. • If possible, have separate restroom facilities for each dining area. • Manage bookings so patrons do not stay longer than two hours. • Increase cleaning of high touch areas and restroom facilities. 	<ul style="list-style-type: none"> • 備有一份「COVID 安全計劃」(COVID Safety Plan)。 • 向所有賓客徵詢其名字及電話號碼。若對方提供，應加以記錄，並一并記下其光顧貴商鋪的日期及時間。此資料在 28 天後可予以安全銷毀。 • 可能的話，每個室內或室外的服務空間均應有各自專用的侍應。 • 可能的話，各堂食區域均有各自專用的衛生設施。 • 有效管理訂座/預約，使賓客逗留的時間不超過兩小時。 • 增加清潔頻繁接觸區及衛生設施的次數。

<p>This information is correct as of 19 June 2020. For the latest advice on restrictions please check covid19.act.gov.au or call the COVID-19 helpline on (02) 6207 7244.</p>	<p>本資料於 2020 年 6 月 19 日時仍屬正確。若需限制措施的最新指示，請查閱 covid19.act.gov.au，或致電 COVID-19 幫助專線，號碼(02) 6207 7244。</p>
<p>The Business Resource Kit includes: guidelines for creating a COVID Safety Plan; posters for displaying in your business premises; fact sheets and case studies to provide up to date information and clear advice; and other useful resources. Find the kit at www.covid19.act.gov.au/resources</p>	<p>「商企資源工具包」(Business Resource Kit)的內容有：「COVID 安全計畫」；用於商業場館內的各式海報；含最新資訊及明確指示的概覽單張及案例研究；及其他有用的資源。工具包可見於 www.covid19.act.gov.au/resources</p>
<p>Canberra Business Advice and Support Service: Business owners can receive up to four hours of free, tailored advice and access online business development resources. Call (02) 6297 3121.</p>	<p>「坎培拉商業諮詢及支援服務」(Canberra Business Advice and Support Service)：各商主可獲取多至四小時的免費及適用於貴商舖的諮詢意見，還能使用網上的業務開發資源。請致電 (02) 6297 3121。</p>
<p>Information in this factsheet is for illustrative purposes only and is not an accurate representation of any particular business.</p>	<p>本概覽中的資訊僅屬說明性質，並非某一個別商家的具體準確情況。</p>
<p>For updates, visit covid19.act.gov.au</p>	<p>最新資料可見於 covid19.act.gov.au。</p>