

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Regional agricultural show

Organisation details

Organisation name

Location (town, suburb or postcode)

Completed by

Email address

Effective date

Date completed

Wellbeing of staff and customers

Review the 'COVID-19 safety guidance for large events' available on nsw.gov.au and consider which risks and mitigation measures are relevant to your event before completing this COVID-19 Safety Plan.

Reviewed and implementing appropriate measures.

Exclude staff and attendees who are unwell; or have visited or reside in 'hotspots' according to NSW Health updates

Online bookings and entries across the show, including prepaid ticket entry to limit cash transactions and also regulate numbers

Provision of masks, handwashing facilities and sanitiser at high touch point areas

Encourage physical distancing and good hygiene

Establish safe movement and restrictions of numbers through any indoor venues eg bathrooms, pavilions. Entry and exit points, floor markings will be enforced.

Train and have in place COVID marshals

Utilise QR Code at gate entry

Large outdoor space will allow us to meet social distancing requirements of 1 person per 2 square metres.

Competitors will be marshalled in their appropriate areas eg - horse events separate to cattle.

Employment of cleaning staff to regularly clean high touch areas, including outdoor tables, bathrooms, door handles.

Limiting multi-day events, most competitors will only be attending one day

Signage will be displayed eg on COVID symptoms, how to get tested, social distancing, correct handwashing procedures

Procedure is in place to isolate patrons/volunteers/staff who take ill i.e. First Aid Tents

All marshals aware of plan and procedures.

Exclude staff and customers who are unwell from the premises.

We will exclude staff and attendees who are unwell; or display any symptoms or have visited or reside in 'hotspots' according to NSW Health updates.

The online booking system for ticket purchases and event will include a health declaration for entry.

As a volunteer based event we encourage all volunteers to make their own choice as to whether they wish to attend/assist or participate in the event, according to their own level of comfort.

Gate staff will ask people on entry to exclude themselves if unwell.

All entry conditions will be on online booking form, our website, social media and in paper show programs distributed locally.

Provide staff with information and training on COVID-19, including on when to get tested, physical distancing, wearing masks, and cleaning.

All volunteers will have access to PPE, sanitiser and information about local testing sites for COVID 19.

Section stewards will attend a pre-event training session, highlighting our COVID plan, where to get information and walking through our social distancing policies, setting up procedures and installing signage.

Professional cleaning staff have been contracted to regularly clean high touch areas, including outdoor tables, bathrooms, door handles.

As a volunteer based event we encourage all volunteers to make their own choice as to whether they wish to attend/assist or participate in the event, according to their own level of comfort.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

As a volunteer based event we encourage all volunteers to make their own choice as to whether they wish to attend/assist or participate in the event, according to their own level of comfort.

Display conditions of entry (website, social media, venue entry).

Our COVID-19 restrictions and associated conditions of entry will be displayed on entry gate, our website, our Facebook and Instagram pages and in the programs and event leaflets being distributed in the local community.

Consider offering flexible cancellation or booking policies where customers need to cancel due to COVID-19 factors (such as being unwell or awaiting test results).

All competitor entries are to be paid in full before the event, and they are void if competitors do not attend as per our usual competition guidelines.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

All patrons entering will have details captured electronically on entry to the showground via Service NSW QR Code.

QR code will also be placed around the showground for patrons to check in during day to sections of the ground.

In indoor areas, alcohol should only be consumed by seated customers. There should be no dancefloors.

No indoor dancefloor. No indoor bar.

Physical distancing

Capacity must not exceed one attendee per 2 square metres of publicly accessible space (excluding staff and volunteers).

As a small community we do not believe we will exceed any large event restrictions on numbers and with ample outdoor space can adequately ensure patrons are maintaining social distancing. We will get an overall measurement and restrict numbers accordingly. We have also measured and will restrict any indoor venues according to square meterage, and will ensure the 1 person per 2 square metre rule is followed with building signage and floor markings.

Outdoor stadiums within a showground can have 100% of seated capacity if ticketed and seated. Unstructured seating areas and grandstands within showgrounds must not exceed one person per 2 square metres.

We will determine maximum number of people that can use the grandstands and sign them accordingly. Covid-19 marshals will also patrol the non-seated open area of the grounds to ensure social distancing being adhered to.

Consider implementing timed ticketed entry to indoor areas, shows and exhibits to minimise crowding and queueing. Where people move through these areas, consider measures to support the unidirectional flow of people. Where people remain in place, consider providing physically distanced seating, where practical.

Unidirectional flow will be in place in the pavilions that open. Smaller numbers of exhibits and no formal competitions will reduce level of community interaction in these spaces. Signage and floor markings will be installed on all buildings.

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or to order food or drinks. Use separate doors or rope barriers to mark the entry and exit

wherever practical.

Gate entry will be encouraged to be via online booking to reduce build up at showground entry and handling of cash.

Bar and canteen facilities will have eftpos machines to enable mobile transactions. Floor markings will be in place.

Food venues will be in the form of outdoor takeaway, as opposed to formal seated dining. Additional food supply venues being offered to reduce the need for queueing. Drinks venue is outdoors.

If there are security bag checking arrangements in place, have strategies to minimise crowding such as additional staffing and asking people to open their bags for quick visual inspection. If staff need to touch the bag or items within, have hand sanitiser available for them to use before and after.

Not generally required. Hand sanitiser and PPE will be available at the gate for volunteers.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).

Our volunteers will be working in small groups in outdoor areas with limited contact with patrons and competitors.

High touch areas will be regularly cleaned and due to online entries queues at the offices will be reduced.

Food for volunteers is provided outdoors and breaks are staggered.

Use telephone or video for essential staff meetings where practical.

All meetings have been conducted in a COVID safe manner with social distancing adhered to and no shared food or beverages.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Our volunteers will be working in small groups in outdoor areas with limited contact with patrons and competitors.

High touch areas will be regularly cleaned and due to online entries queues at the offices will be reduced.

Food for volunteers is provided outdoors and breaks are staggered.

Consider physical barriers such as plexiglass around counters with high volume

interactions with customers. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask at all times if practical.

Plexiglass can be installed in the money collection areas of the office, horse box and canteen. All other facilities have wide countertops that naturally create a 1.5m barrier.

Review regular deliveries and request contactless delivery and invoicing where practical.

NA

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in staff meeting or break rooms.

Security on hand to move people on once the event finishes. Outdoor area, no indoor drink or food venues provided.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.

No public transport available in our area, crowding unlikely as competitors leave post their events.

Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this, and support rapid streamlined access to car parks.

All parking included in entry fee, ample outdoor parking spaces available.

No more than 5 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate in singing or chanting. In outdoor areas, audience members older than 12 years should wear masks if singing or chanting.

No indoor singing will be occurring, a DJ will be providing music for children outdoors.

Hygiene and cleaning

Adopt and support good hand hygiene practices.

Signage will be located near all sinks and in all bathrooms and other high touch areas. Handwashing facilities or sanitiser provided and available to all volunteers. GLoves and PPE also available.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Professional cleaning company has been contracted to regularly clean and check all bathrooms and high touch areas, and ensure all high touch points are adequately stocked with appropriate cleaning and sanitisation products.

Have hand sanitiser at key points around the facility or event, such as entrances and exits, queueing points and waiting areas.

All entry and exit points, food and drink venue and places such as the office will have ample supply of sanitiser available to volunteers, competitors and patrons.

Clean frequently used indoor hard surface areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

Professional cleaning company has been contracted to regularly clean and check all bathrooms and high touch areas, and ensure all high touch points are adequately stocked with appropriate cleaning and sanitisation products.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

All disinfectant solutions will be made at an appropriate strength and used in accordance with the manufacturers' instructions.

Staff should wash hands thoroughly with soap and water before and after cleaning.

Professional cleaning company has been contracted to regularly clean and check all bathrooms and high touch areas, and ensure all high touch points are adequately stocked with appropriate cleaning and sanitisation products.

Encourage contactless payment options, including online ticket purchasing for entry

to the event and electronic ticket checking.

Prepaid entry for competitors and showground admittance is in force.

Contactless payment will be available at the gate, office, food venues and bar once inside the venue.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

All venues will be well ventilated, with minimal people inside and additional measures such as opened windows and doors where permissible.

Record keeping

Keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

We will utilise the NSW GOvernment QR Code for everyone entering the showground, as well as maintain an electronic record of all volunteers participating in the event.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au)

All event entry and gate tickets will be purchased via NOMINATE which has its own privacy records and will store details confidentially. Any records additional to this will be

stored confidentially in show office.

Implement a process for collecting time in and time out in record keeping. This assists with contact tracing should someone attend whilst infectious.

Using NSW QR code we will know the time in of all patrons and competitors, time in will also be able to be recorded at the bar and other pavilions around the ground.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

All volunteers and marshals will be made aware of the COVID safe app in prior training, signage will also be available on the ground.

Major recreation facilities should consider registering their business through nsw.gov.au

Showground and Recreation Park is registered. Agricultural Society is also a registered business.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

Agreed.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes