



COVID-19 Safety Plan Template

For Showgrounds and Showground Users

How to complete the COVID-19 Safety Plan

- **Record the actions you will put in place** under the Safety Plan sections
 - Wellbeing of staff/volunteers/patrons
 - Physical distancing
 - Hygiene and cleaning
 - Record keeping
- **Each requirement must be addressed** in each section. If a requirement does not apply to your premises and event, briefly describe why

Remember to always keep an up-to-date copy of your COVID-19 Safety Plan on your premises

Please record the actions/steps you will put in place for your organisation or event, to meet the requirements for this Safety Plan and to ensure that your organisation has taken all manageable steps to minimise the risk.

Strategies for meeting these requirements can be found in the 'Framework for Rebooting Country Shows' document. Please see the link below:

https://www.agshowsnsw.org.au/files/Resources/ASC_framework_for_rebooting_country_shows_V1.1.pdf

For individual Risk Assessments to be completed by Chief Stewards as part of a COVID Safe Plan, please see the link below:

https://www.agshowsnsw.org.au/files/Agricultural_Show_Society_Safety_Plan_Checklist_COVID-19_1.pdf

Organisation name:

EXAMPLE Show Society Inc

Location (town, suburb, or postcode):

Example Town
New South Wales

If your business/organisation has multiple premises, please complete a Safety Plan for each location. Provide contact details for the person responsible for the COVID-19 Safety Plan at each location

Plan completed by:

Gary Garyson

Email address:

Email: ggaryson2020@example.com

Requirements for business/organisation

Wellbeing of staff/volunteers, patrons, and exhibitors

Review the COVID-19 safety guidance for large events available [COVID-19 safety guidance for large events | NSW Government](#) and consider which risks and mitigation measures are relevant to your event before completing this COVID-19 Safety Plan

A person infected attends the event

- Exclude staff and attendees who are unwell; flexible cancellations/bookings; masks, physical distancing, and hygiene

Multi-Day Events

- Adjust event to a single day program or the same event program over multiple days to reduce repeat attendance; reduce events that involve overnight stays that could lead to activities such as camping

Large Crowd numbers

- Establish a maximum crowd using the publicly accessible space available divided by the 2m squared rule; utilise zoning to reduce mixing; a single day program with staggered attendance times

Crowds/proximity

- Adhere to social distancing (1 person per 2 square meters); measures to direct the flow of people; seated events; COVID Marshals

Queues

- Signage; floor markers; separate entry and exit points; virtual queues where waiting is done elsewhere or a time-based entry

The mingling of individuals/groups

- Restrict crowd numbers; ensure people remain seated; restrict cross-zone migration of competitors and volunteers; COVID Marshals

Loud volume speech, cheering/singing

- Reduce or restrict singing/cheering; ensure 1.5 metres of physical distancing

Dancing

- No dancing unless restricted to specific areas, e.g., entertainment activities such as dance groups
- Provide areas for people to sit with physical distancing at musical performances

Intimate contact such as hugging

- Restrict hugging, handshakes, or other intimate forms of contact; enforce by Marshals

Alcohol

- All bars need to complete their own COVID Safety Plan; COVID Marshals.
- Ensure alcohol is only consumed by seated patrons.
- Enclosed bar areas.

Illicit Drugs

- No drugs

Poor ventilation

- Host events outside wherever possible; if not possible, implement procedures to ensure better airflow such as opening windows or doors

High use touchpoints

- Regularly disinfecting and cleaning of high touch areas; have enough cleaning staff and COVID Marshals; eliminate as many of these points as is feasible

Attending multiple events over a short period

- Work with the local community to space out the timing of larger events to minimize multiple large events within a close timeframe

Wide geographical area

- Consider whether attendees may have been to, or come from, areas with active cases and/or hotspots; consider collecting postcode data via QR codes

Managing unwell attendees

- Allocate space for isolating and assessing people with COVID-19 symptoms and safely transporting them to testing facilities/hospital

Contract tracing

- Keep records electronically; possibly incorporate record collection in zone-specific areas to decrease the number of individuals who may need to self-isolate

Exclude staff and customers who are unwell from the premises

- Communicate new operational procedures to staff/volunteers/patrons prior to their arrival, on the website, social media and at all entry/exit points
- Ensure that staff/volunteers who are feeling unwell or who have travelled from or to any potential hot spots are not allowed to assist in the set-up, running or pack down of any event
- Display signage of symptoms of COVID-19 at all major entry points
- COVID Marshals on all entry/exit points must be aware of the plan in place if someone does present with symptoms to the event
- Ensure that a procedure is in place to isolate patrons/volunteers/staff who take ill i.e. First Aid Tents
- Limit volunteers/staff to specific roles and responsibilities to manage the risk of cross-contamination from hubs

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

- Communicate new operational procedures to staff/volunteers/patrons and competitors prior to their arrival, on the website, social media, terms of conditions on entry forms, and at all entry/exit points
- COVID Marshals have all been fully trained/briefed with the relevant information
- Volunteers/Staff have training to identify the symptoms of COVID-19
- Adequate PPE is available if required
- Chief Stewards have all conducted a Risk Assessment of individual section using the ASC COVID Safety Plan
- All volunteers are aware of their roles using 'Toolbox Talks'

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

- If a staff member requires leave because of illness, information relating to this has been passed along as necessary.
- If volunteers are unwell, have some additional "backup" volunteers that can be called upon if possible.
- As a volunteer event we do not have paid staff so no leave entitlements.

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

Conditions of entry are displayed on:

- The Website: as a banner or COVID-19 specific section, outlining the COVID-19 plans for the event and FAQs for patrons/volunteers
- Social Media: regular posting and information on COVID-19 requirements to attend the event, symptoms of COVID, and what the COVID-19 plans are for the events
- Entries/Exits: Signage as patrons enter the event outlining the symptoms, and how to operate within the event (social distancing, etc)
- Terms and Conditions on entry forms and in schedules and
- Communication is key

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)

- If tickets are pre-purchased, and cancellations must be had, due to
 - a) individual cancellations or
 - b) the event is cancelled,a refund policy should be established beforehand and be publicly available.

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.

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

- Provide signage on handwashing and social distancing at all food and drink facilities
- Clearly mark space for queues
- Servers/preparers need to wash their hand between tasks
- Implement a pre-planned delivery schedule for food/drink
- Alcohol can only be served to seated patrons
- Reduce seating to support physical distancing
- Tables, stools, and chairs should be sanitized after each use
- Only pre-packaged food should be used in self-service and no buffets
- Use cans/bottles over mixing/pouring drinks
- Bar areas are to be enclosed
- Separate entry and exits points/lines

- For information on COVID plans for restaurants/cafes: <https://www.nsw.gov.au/covid-19/covid-safe/restaurants-and-cafes-including-food-courts-and-other-food-and-drink-premises>

- For information on COVID plans for pubs/clubs: <https://www.nsw.gov.au/covid-19/covid-safe/pubs-clubs-small-bars-breweries-casinos>

Physical distancing

Capacity must not exceed one attendee per 2 square metres of publicly accessible space (excluding staff and volunteers). Children count towards the capacity limit.

- Operate separate entry and exit points where possible
- Establish a procedure for recording and maintaining the number of patrons
- Gates must be always manned to ensure that all attendees are recorded
- Clear signage relating to the 2m squared rule
- Stagger entry times
- All events (Young Judging, Classes, etc) need to maintain the 2m squared rule

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.

- Where possible, encourage family units to use the seating to maximize space
- Patrons can bring their own seating but must maintain social distance
- Utilise zoning to manage the event in smaller gatherings (section specific), and limit traffic between zones for volunteers, competitors, and patrons.

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.

- Where possible, reduce indoor events
- Ensure that events are all seated, with 1.5 metres between seating.
- Offer staggered timed performances, with enough time between sessions for adequate cleaning and readjustments where necessary.
- All queues to attend an event are marked on the floor with markers
- Single entry and exit points to manage the flow of attendees where feasible
- Improve ventilation by opening windows, increasing airflow supply from outdoors by using mechanical systems or breezeways such as doors, disable controls based on temperature

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

- Staggered entry times (e.g., every 15 minutes) to reduce queues at entry points
- Signage directing patrons to maintain social distancing and follow queuing instructions
- Signage for entry and exit points to showground, and seating areas
- Design a flow of traffic procedure to ensure that patrons follow a set path through the event/s
- COVID Marshals are responsible for ensuring that markings, procedures, and queues are followed

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 inspections. If staff need to touch the bag or items within, have hand sanitiser available for them to use before and after.

- Is not limited to security checking. This relates to any third parties at the event (e.g., Security, First Aid, Traders, Showmen's Guild).
- **Security:** Any security contractors should have their own COVID safety plan. This needs to be supplied to the Society. All personnel should remain socially distant, and where it is deemed necessary such as bag inspections, hands are sanitized before and after touching.
- **First Aid:** Any First Aid suppliers should have their own COVID safety plan, that needs to be supplied to the Society. They should provide appropriate PPE
- Develop an isolation area and procedure should an attendee present with symptoms. Appropriate signage and cleaning procedures. There should be a COVID Marshal present in any First Aid Facility.
- **Traders:** All traders should provide their business's COVID Safety Plan, and display appropriate signage, for hand washing, social distance, and managing the flow of patrons. Traders should be encouraged to utilize cashless payments and provide sanitizer at the entry and exit. Each Trader should have their own COVID Marshal.
- **Showmen's Guild:** All Guild members have a COVID Safety Plan which they must provide. Individual agreements with the Guild are Show specific.

Where reasonably practical. Ensure staff always maintain 1.5 metres physical distancing (including at meal breaks). If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask, if practical.

- All volunteers/staff during events will remain socially distant. Utilise technology to allow for communication between stewards
- Lunch breaks should be staggered

Use telephone or video for essential staff meetings where practical

- Where practical use technology to allow for meetings
- Toolbox Talks

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

- Volunteers can stagger start and finish times to ensure that contact across sections/zones is reduced.
- A roster with set times and locations to be established for volunteers
- Reduce migration for individual stewards/volunteers working across multiple sections and zones

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 always wear a face mask if practical.

- Where practical, discuss the possibility of plexiglass in areas such as the Secretaries Office.
- If it is not cost-effective, implement other strategies to mitigate the risk (e.g., staff/volunteers wear a mask, business is conducted through windows, etc)
- Limit the number of individuals allowed into an office
- Where possible conduct as much business as is reasonable via phone, email, and electronic platforms
- Utilise contactless payment
- Staff/volunteers/patrons use hand sanitizer before and after all tasks
- Shared equipment is regularly cleaned
- Consider opening windows or reducing/adjusting air-con for more ventilation
- Provide signage for handwashing and social distance
- Place markers on the floor for queues
- For smaller offices, such as individual section offices, restrict access to nominated stewards only
- Hands to be sanitized before handling ribbons and place cards

Review regular deliveries and request contactless delivery and invoicing where practical

- Review deliveries for canteen/bar/offices and stagger arrival times for these
- Request contactless delivery, and where possible reduce interactions between volunteers/stewards and staff.
- Ask for invoicing to be done electronically

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

- Gatherings immediately outside your premises are your responsibility.
- COVID Marshals on all gates need to be aware that they need to move these gatherings on
- Speak with local police on strategies to minimize this happening
- Communicate to all volunteers/patrons/members/staff that they have a responsibility to follow the rules and to ensure that others do as well
- Stagger break times
- Limit areas that gathering can occur by reducing seating

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.

- Where practical speak with local transport to see how their timetables could potentially impact the strategies in place to reduce crowding and gathering.
- If necessary, look at changing pick up and drop off times to match the staggered start and stop times for your events
- Encourage patrons to use hand sanitizer before they board public transport
- Communicate to the public about the options available to attend the event, so that any changes are not a surprise
- Encourage private transport as an alternative option or other alternatives such as walking and/or cycling

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 streamlining access to car parks.

- Encourage volunteers/staff/members/officials to travel to the event in private transport, and not to share rides unless they are from the same household.
- Have procedures in place to manage an increase, such as overflow parking or additional parking areas nearby.
- Effectively communicate the process of where and when parking is available and how to get to the facilities

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.

Hygiene and cleaning

Adopt and support good hygiene practices

- Minimize the number of amenities available where sensible
- Ensure that all handwashing areas are well stocked and periodically checked and re-filled by COVID Marshals or cleaning staff
- Additional handwashing stations at all key points (sanitiser stations)
- The right chemicals and cleaning procedures are implemented for highly touched areas and these areas are sanitized periodically
- Establish a cleaning procedure and timetable
- Difficult to recommend a single approach to the cleaning frequency as several factors should be considered including the foot traffic, environment, location, surface/s being cleaned, and the cleaning agent
- Appropriate signage for handwashing procedures in all amenities and around the event

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

- Ensure that facilities are well stocked before and during the event, especially in relation to hand soap and paper towels.
- If you have electronic hand dryers, ensure that they have all be checked and are working before the event.

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

- Have additional stations around the facility and in all offices and section zones
- Crucial to have them at all entry and exit points to be used when arriving and departing the event/facility
- Encourage through communication for patrons to bring additional sanitizer for their own personal use if they feel it necessary.
- In all areas where queuing may occur, markers need to be placed showing 1.5m, this includes but is not limited to entry points, buildings, canteens, bars

Clean frequently used indoor hard surface areas at least daily with detergent and disinfectant.

Clean frequently touched areas and surfaces several times per day

- Establish a cleaning timetable
- For surfaces that are touched regularly by patrons, more frequent cleaning is advised
- The following areas (if relevant) should be routinely cleaning, that is, at least once a day:
 - Hand sanitizer dispensers,
 - sinks/hand basins,
 - doorbells,
 - floors,
 - keyboards/iPads/phones,
 - buttons (such as elevator or entry)
 - doorknobs/handles,
 - hand and stair rails,
 - chairs, tables, and counters,
 - door frames,
 - blinds,
 - touch screens, and
 - vending machines
- Wear gloves when cleaning. Gloves should be discarded after each clean.
If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning.
- Thoroughly clean surfaces using detergent and water.
Always clean from the cleanest surfaces to the dirtiest surfaces.
If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant. A disinfectant will not kill germs if the surface has not been cleaned first.
Apply disinfectant to surfaces using disposable paper towel or a disposable cloth.
- Allow the disinfectant to remain on the surface for the period required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

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

- Disinfectants that are suitable for use on hard surfaces (surfaces where liquid does not soak in) include:
 - alcohol in a concentration of at least 70%
 - chlorine bleach in a concentration of 1000 parts per million,
 - oxygen bleach, or
 - wipes and sprays that contain quaternary ammonium compounds.
- These chemicals will be labelled as 'disinfectant' on the packaging and must be diluted or used following the instructions on the packaging to be effective.
- Disinfectant is not suitable on fabric surfaces as it only works with extended contact time with the surface.

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

- Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser.
- If non-disposable cloths are used, ensure they are laundered and dried before reusing.
- Cleaning staff/volunteers should wear the appropriate PPE when mixing and using chemicals.

Encourage contactless payment options, including online ticket purchasing for entry to the event and electronic ticket checking

- Use contactless payment where possible and sensible
- Prize money should be electronic
- Encourage electronic ticketing if possible. This will allow patrons to pass through the gates with minimal interaction and reduce queues. If electronic ticketing is not possible, encourage pre-sale and pre-purpose options which can be recorded via excel or hardcopy
- Ask local suppliers to provide an electronic copy of all invoices
- Encourage all third parties such as traders to utilize contactless payments

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 maximising the intake of outside air and reducing or voiding recirculation of air)

- Where possible, reduce indoor events
- Ensure that events are all seated, with 1.5 metres between seating.
- Offer staggered timed performances, with enough time between sessions for adequate cleaning and readjustments where necessary.
- All queues to attend an event are marked on the floor
- Single entry and exit points to manage the flow of attendees
- Improve ventilation by opening windows, increasing airflow supply from outdoors by using mechanical systems or breezeways such as doors, disable controls based on temperature

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 the 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.

- Utilize a QR or contactless electronic recording method for all attendees, which should include the names, contact details (email/mobile), and the time they have arrived.
- If technology is a challenge, or an outside factor such as poor reception inhibits this open, a hardcopy version is acceptable (please see the above note).
- The recording of details is required for ALL personnel who are present at any component of the event (set up, main event, pack down etc)
- Gates must be manned for as long as the gates are open to ensure that all attendees are recorded
- All details (electronic and hardcopy) are to be kept secure and any information recorded is confidential.

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 that records are secure. Consider the 'Customer record keeping page of nsw.gov.au)

- All records will only be used for the purposes of contract tracing and will be stored securely and confidentially

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

- QR codes/hard copies can keep track of the arrival times for patrons to an event.

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

- Communications before the event should acknowledge the COVIDSafe App, and encourage patrons to download it before attending the event
- Signage at the entry points regarding the App
- Encourage all volunteers/members/staff to have the app on their phones

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

- Showgrounds that are privately owned should register the facilities through nsw.gov.au
- Societies who rent the grounds from Crown Land, or Council owned Boards, should check to see if this has been done by the Land Managers.

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

- Ensure that all involved are aware of the process if a positive case is detected and are prepared to work with NSW Health.
- Nominate a contact point should such an incident occur
- Have a COVID response procedure in the Secretaries Office to maximise the response should such an incident occur

SAMPLE