

COVID-19 Safety Plan

Regional agricultural shows

Effective 20 November 2020



How to complete the COVID-19 Safety Plan

Record the action/s you will put in place under all the Safety Plan sections:

- wellbeing of staff and customers
- physical distancing
- hygiene and cleaning
- record keeping.

Each requirement must be addressed in each section. If a requirement does not apply to your premises, briefly describe why.

Once you complete the COVID-19 Safety Plan, a confirmation email will be sent to you with a copy of your plan attached as a PDF.

To complete the COVID-19 Safety Plan offline, print a blank copy of the form using the print button.

Remember to keep a copy of your COVID-19 Safety Plan on your premises at all times.

Organisation details

Organisation name

Location (town, suburb or postcode)

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

Completed by

Full name

Email address

We will send a copy of the plan to your email.

Requirements for business

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.

Exclude staff and customers who are unwell from the premises.

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

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

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

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).

Any food and drink premises should prepare their own COVID-19 Safety Plan, using those already in place for restaurants and cafes or for pubs and clubs. Alcohol should only be consumed by seated persons.

Physical distancing



The capacity must not exceed one person per 4 square metres to a maximum of 5,000 persons at regional agricultural shows at any one time (excluding staff and volunteers).

Seated, ticketed stadiums or grandstands within a showground may have 25% of seated capacity to a maximum of 5,000 people. Non-ticketed or non-seated stadiums or grandstands have a maximum capacity of one person per 4 square metres to a maximum of 500 persons (whichever is the lesser). People seated in a stadium must be included in the overall capacity limit for the regional agricultural show.

Consider implementing timed ticketed entry to indoor areas, shows and exhibits to minimise crowding and queueing. Capacity in any indoor areas should not exceed one person per 4 square metres at any time. 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.

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.

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.

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

Use telephone or video for essential staff meetings where practical.

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

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.

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

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

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.

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.

Hygiene and cleaning



Adopt and support good hand hygiene practices.

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

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

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

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

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

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

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).

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.

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)

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

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

Major recreation facilities should consider registering their business through [nsw.gov.au](https://www.nsw.gov.au)

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.

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

Now that you have finished, send the plan as a PDF to the email address you provided.

Email as PDF