

COVID-19 SAFETY PLAN

TEMPLATE

Public events held outdoors

This document has been prepared in reference to the NSW Government's Public Health Order and templates located <https://www.nsw.gov.au/covid-19/covid-safe-businesses>

If you are applying to stage a public event on a local park, reserve, road or footpath, you will be required to submit a COVID-19 Safety Plan. This template has been developed to help guide you through the current Government-led restrictions. It is important that this plan remains a fluid document and any actions be reviewed and amended in line with any changes to the Public Health Order.

Prior to completing your COVID-19 Safety Plan please refer to the document, *Is your event COVID-safe for guidance.*

It is important that you carefully consider what actions and measures you need to implement across your various event activities to ensure that your event has the greatest chance of proceeding based on restrictions currently in place under the NSW Government's Public Health Order.

Please ensure that you provide all details as Council will only approve your event if you can demonstrate that you have the capacity to arrange and deliver a COVID-safe event. All COVID-19 Safety Plans are reviewed and assessed by Council's Risk and Safety Team.

If you need assistance to develop your plan, please contact Dubbo Regional Council's Events Branch on 6801 4122.

<i>Event Name</i>	
<i>Venue</i>	
<i>Size of venue (square metres)</i>	
<i>For calculating social distancing requirements under COVID-19 Public Health Order</i>	
<i>Plan completed by</i>	
<i>Mobile no</i>	
<i>Who is responsible for maintaining and updating this plan?</i>	
<i>Contact number</i>	
<i>Contact email</i>	

COMMUNICATIONS

How are you going to manage the exclusion of persons who are unwell?

WHO	HOW <i>Please provide details including name of persons responsible for monitoring and managing actions</i>
------------	--

Committee, volunteers, participants, stallholders	
---	--

Members of the public attending your event	
--	--

How will you gain staff and attendee declaration of wellbeing?

How will each staff member attendee be questioned on arrival?

How will you ensure staff and attendees stay home if unwell?

COMMUNICATIONS	
How are you going to communicate need for people to meet social distancing and hygiene requirements?	
WHO	HOW <i>Please provide details including name of persons responsible for monitoring and managing actions</i>
Committee, volunteers, participants, stallholders	
Members of the public attending your event	
NOTE: COVID-19 Safety Plans for food vendors preparing food on site are required. These plans should be submitted and reviewed by you prior to the event. Copies are also required to be submitted to Council.	

Will you display signage to communicate infection control messages to attendees?

What communication will be provided prior to or upon entry for all attendees?

What strategies are in place for you to manage and control stallholders that are not adhering to social distancing or hygiene requirements?

PHYSICAL DISTANCING	
How are you going to manage physical distancing at your event?	
WHO	HOW <i>Please provide details including name of persons responsible for monitoring and managing actions</i>
Committee, volunteers, participants, stallholders	
Members of the public attending your event	

What strategies will you put in place to measure and control the number of attendees within the space?

What will your approach be in the event of non-compliance with distancing?

How will you control gathering of attendees at entry and exit points; toilets and car parking areas?

HYGIENE AND CLEANING	
How are you going to encourage good hygiene and cleaning at your event?	
WHO	HOW <i>Please provide details including name of persons responsible for monitoring and managing actions</i>
Committee, volunteers, participants, stallholders	
Members of the public attending your event	

What strategies will you use to minimise surface contamination? How often will high-touch surfaces be cleaned?

How will you encourage personal hygiene measures (eg cough etiquette, hand washing?)

How will you ensure cleaning materials/products include detergent and/or disinfectant?

Will cleaning be performed during the event?

CONTACT TRACING	
How are you going to facilitate contact tracing at your event?	
WHO	HOW <i>Please provide details including name of persons responsible for monitoring and managing actions</i>
Committee, volunteers, participants, stallholders	
Members of the public attending your event	

Should you ask all staff and attendees to instal the COVID-safe app on their phones?

What will you do if you discover that someone is ill or has visited a COVID-19 hotspot?

Additional information or actions taken as part of your COVID-19 Safety Plan:

--