

IS YOUR EVENT COVID-19 SAFE?

Scope:

The following information is intended to support the development of COVID-19 safety plans of **outdoor mass gatherings (events)** open to the public. .

Event organisers should evaluate their event and ensure the strategies below are implemented for the elements which form part of the event. Event organisers are expected to contextualise the following strategies to their particular event and integrate these principles and strategies into their own event planning process.

Definitions:

Event staff: members of the organising committee, volunteers, stallholders, entertainers, participants
Attendees: members of the public or specific people attending your event

Table of contents:

1. Governance requirements
2. Communicate expectations of staff and attendees
3. Maintain physical distancing
4. Screening
5. Facilitate contact tracing
6. Regular and thorough cleaning
7. Hand sanitiser and hand washing facilities
8. Quick Tips

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1. Governance requirements

Before the event

- Check the NSW Government's COVID-19 website at <https://www.nsw.gov.au/covid-19> to confirm you can hold your event and whether any specific restrictions apply. Maintain awareness of any changes to the current Public Health Order.
- Identify key staff who are responsible for implementing and reviewing the strategies in this COVID Safe Events Checklist. Include names of responsible staff on your COVID-19 Safety Plan.
- Keep up to date with the legislative requirements and find additional guidance by monitoring the <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces> and <https://www.health.nsw.gov.au/>
- Where applicable, ensure that businesses operating at the event comply with their respective COVID Safe industry plans. Provide to the land/venue owner a copy of COVID-19 Safety Plans application to food vendors.
- Ensure staff attending the event are adequately trained to manage the COVID-19 requirements. This should include providing education or guidance on good hygiene and measures to control social distancing in accordance with standards and requirements set by the NSW Government.
- Adopt procedures to manage psychosocial risks (including patron aggression), in accordance with practices recommended by [Safe Work Australia](#).
- Areas at the event must have a minimum of 4 square meters of accessible space per person. This may require monitoring to ensure the maximum number of people in these areas is not exceeded. This is in line with current NSW Government recommendations and must be updated with any changes to recommended provisions.

During the event

- Monitor strategies during the event at regular intervals (e.g., at the beginning of the event, hourly, prior to and at the conclusion of main acts / performances, prior to expected increases in attendee movement)

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2. Communicate Expectations to Staff and Attendees

Before the event

- For ticketed events, ensure refund policies are well defined in social media and on the event website. Ticket holders should not be penalised for not attending when unwell.
- Include messaging prominently displayed on event website that people must not attend the event if they have COVID-19 symptoms.
- Ensure key health messages are scheduled via social media and are displayed on the event website
- Stay at home if unwell or have a cough, fever, sore throat, fatigue or shortness of breath.
- Strategies on how to seek assistance if becoming unwell during the event (locate security, event officials or first aid)
- Communicate security requirements via social media and event website to prevent crowding at entry points; ie expect delays as all attendees will need to sign in at the entrance point
- Place signs at entry points to instruct attendees not to enter the venue if they are unwell, have COVID-19 symptoms, have been overseas in the last 14 days, or have visited a current/identified hotspot. The sign should state that the event has the right to refuse entry and must insist anyone with these symptoms leaves the venue.
- Prominently display hygiene placards (e.g. hand washing and sanitising practices). Electronic copies of hygiene placards can be accessed from the [Safe Work Australia](#) website

During the event

- Use loud speakers and/or a megaphone to disseminate information about the public health measures implemented at the event
- Ensure signs about enhanced public health measures are maintained and visible

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3. Maintain Physical Distancing

Before the event

- Determine the total number of people permitted on site at any given time, as per the physical distancing requirements of 1 person per 4 metres squared per person
- Establish a system to monitor the numbers of people entering and exiting the event site, to ensure the site capacity or limit of people (whichever is least) is not exceeded.
- Develop and implement practices to manage the number of people inside discrete areas of the event (e.g., toilet facilities, retail spaces, food service areas) at any given time (e.g. using signage/barriers).
- Place floor markings, wall markings or signs to identify 1.5 metre distance between persons queuing at all relevant locations (e.g., at all entries, ticket offices, toilets, food areas, etc...)
- Use physical barriers in high foot traffic areas to separate crowds
- Ensure one-way flow of foot traffic is established where practical
- Use separate entries and exits within discrete areas of the event site
- Limit the use of cash transactions by encouraging customers to use tap and go, direct deposit or other contactless payment options.
- Where practical, direct delivery drivers or other contractors visiting the event to do so prior to the event and to minimise physical interaction with others. Use electronic paperwork where possible. If a signature is required, discuss providing a confirmation email instead, or take a photo of the goods onsite as proof of delivery.

During the event

- Monitor physical distancing as per government guidelines in each discrete area (metres squared per person; distance between household groups).
- Monitor queuing arrangements to maintain physical distancing

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4. Screening

Before the event

- Implement symptom screening for staff to be screened prior to entering site. This may include verbal/print questionnaire or electronic solutions.
- Establish areas where attendees who become unwell during the event can be isolated from other attendees

During the event

- At entry points that have event staff or security personnel, ask screening questions of attendees such as:
 - In the last 14 days have you travelled from overseas or a COVID-19 hotspot?
 - Have you been in close contact with a person who is positive for COVID-19?
 - Are you an active COVID-19 case?
 - Are you currently, or have you recently experienced cough, fever, sore throat, fatigue or shortness of breath?

If yes to any of the above:

- Isolate the attendee in the nearest designated isolation space.
 - Provide the affected person with appropriate personal protective equipment.
 - Refuse entry to the event and refer the person to first aid, medical or in-event health services if available.
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- Screening questions can be undertaken concurrently with other entry activities, e.g., during ticket purchasing or bag checking.

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5. Facilitate Contact Tracing

Before the event

- A record of all on-site staff must be established to identify the persons: name, phone number, email address, home address, areas of work (e.g., security at front gate, cleaner in retail space), time of entry to the event site, time of leaving the event site.
- Ask staff to install the COVID-19 safety app.
- Via communications ask attendees to install the COVID-19 safety app

QUESTIONS FOR YOUR TO CONSIDER?

- *What contact information will you be maintaining?*
 - *What will you do if someone presents with flu-like symptoms?*
 - *Is there a risk of staff or attendees being on site that have travelled from or via COVID-19 hot spots?*
 - *How can you control congregations of people in the parking and pedestrian areas?*
 - *How will you manage waiting lines?*
 - *Is there are drop-off zone for pedestrians? How will you manage congestion?*
 - *Have you got a copy of COVID-19 safety plans for food vendors? Have you provided copies to the owner of the land/venue?*
 - *You have a solid plan – who is managing actions under the plan on the day?*
 - *Do you have cleaning protocols for high touch areas, amusement devices, interactive games?*
 - *If someone presents with flu-like symptoms have you got stock of facemasks/gloves for when isolated?*
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6. Regular and Thorough Cleaning

Before the event

- Establish cleaning protocols for discrete areas of high foot traffic (e.g., bathrooms, catering areas). This should include a frequency of cleaning for the discrete area dependent on usage from attendees.
- Ensure there are enough supplies of cleaning products (e.g. detergent, sanitiser, bleach, etc) to last the duration of the entire event.
- Cleaning products, such as sanitizer and detergents must adhere to the standards set out by the <https://www.health.nsw.gov.au/>.

During the event

- Toilets - adopt and implement practices to ensure that frequently touched areas and surfaces are cleaned regularly with detergent or disinfectant (including shared surfaces such as taps, basins, benches, hand drying equipment/paper towel dispensers, doors/door handles, locks on toilets, cistern buttons, etc.).
- Cleaning practices to be implemented in accordance with <https://www.health.nsw.gov.au/>
- General cleaning – adopt and implement practices to ensure that the venue is frequently cleaned, with a particular focus on high contact areas, such as eftpos equipment, dining tables, counter tops and sinks are regularly cleaned, in accordance with standards set out by the <https://www.health.nsw.gov.au/>
- Increased frequency will be required during expected high usage times (e.g., at half-time in an event when more people use toilets; at meal times more people will gather in food service areas)
- Gloves should be recommended only for specific indications where the prospect of contact with heavily contaminated items is high, such as cleaning of toilet facilities. If gloves are worn, these should be considered single use and disposed of appropriately.
- Cleaning and disinfection after suspected or confirmed COVID-19 infection: Adopt and implement practices to ensure that areas that have been used by a person with suspected or confirmed COVID-19 infection are cleaned and disinfected and that appropriate personal protective equipment is worn by the cleaner, in accordance with the practices set out by the <https://www.health.nsw.gov.au/>

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7. Hand Sanitiser and Hand Washing Facilities

Before the event

- Establish hand washing / sanitising stations and practices for staff and attendees as they enter and exit the event site and discrete areas within the site
- Hand washing / sanitising stations must include clean running water, liquid soap and paper towel. If hand washing facilities are not available, an appropriate alcohol-based hand rub should be made available.
- Provide sanitiser stations outside of toilet facilities and throughout the event. Ensure that stations are adequately stocked and cleaned. Alcohol-based hand sanitiser containing at least 60% ethanol, or 70% iso-propanol is recommended.
- Hand washing facilities are required for food businesses.

During the event

- Ensure hand sanitiser and hand washing facilities are maintained throughout the event site for staff and attendees.
- Encourage staff to practice good personal and hand hygiene, in accordance with standards set by the <https://www.health.nsw.gov.au/>

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8. Quick tips

- Consult with relevant stakeholders to determine any specific requirements based on the type of event and the location where it is being held
- Ensure size of site meets government-led social distancing requirements
- Exclude stallholders/participants who are unwell
- Ask stallholders/participants to install the COVID-19 safety app installed
- Hold 'toolbox meetings' to reinforce stallholder/participant obligations set under your COVID-19 Safety Plan
- Provide the COVID-19 Safety Plan in stallholder/participant packs
- Signage at the site reinforcing handwashing/social distancing
- Messaging reinforcing handwashing/social distancing via digital, print and broadcast media
- Put in place measure to separate stallholders
- Restrict movement of stallholders between stalls and general public
- Measure attendance via counters – designated entry and exit
- Consider barriers or ground markers to help enforce social distancing
- Monitor site and ask general public to adhere to social distancing where required
- Hand sanitiser at multiple locations
- Regularly sanitise toilets
- Stallholders to ensure gloves are used to manage cash v produce –single use
- No touch policies including cashless points of sale, if possible
- Encourage 'shop and go'
- Sign location of hand washing stations for the general public
- Pre-bagged produce
- No taste testing and sneeze guards if possible
- Table coverings that can be wiped down regularly - remove cloth and replace with plastic
- Removal of community seating