

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



Your COVID-19 Safety Plan

Regional agricultural show

Organisation details

Organisation name	Goulburn AP & H Society Inc
Location (town, suburb or postcode)	Goulburn NSW 2580
Completed by	Jacki Waugh
Email address	info@goulburnshow.com.au
Effective date	21 December 2020
Date completed	9 January 2021

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.

Have reviewed the COVID-19 safety guidance for large events before completing this COVID-19 Safety Plan.

Exclude staff and customers who are unwell from the premises.

Stay at home if unwell.

Get tested if you have any COVID-19 symptoms (fever, cough, sore throat, shortness of breath).

Self isolate until you receive your results.

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

We are holding a Volunteers Briefing to cover all COVID-19 information.
Recommending on-line COVID-19 training.

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
<https://marshal.clickontraining.com.au/>

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

If unwell stay at home.

Financial support is available for individuals and households - go to

<https://www.service.nsw.gov.au/covid-19/financial-support-individuals-and-households>

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

Conditions of entry will be displayed on social media, website, facebook and gate entry points and around the grounds.

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 cancellations will be considered for a full refund.

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 contact details will be captured electronically at gate entries using the Service NSW QR Code.

The alternative will be to have a paper back-up system.

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

There will be no alcohol sold or consumed on the grounds.

No dance floors.

Physical distancing

Capacity must not exceed one attendee per 2 square metres of publicly accessible space (excluding staff and volunteers) In Greater Sydney, indoor areas must not exceed one attendee per 4 square metres. The density limit does not apply if there are 25 attendees or less at the premises. Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

We are not in the Greater Sydney area.

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

Children count towards the capacity limit.

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 have unstructured seating areas and will make sure that these areas do not exceed their seating capacity where possible.

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.

Calculate floor space and work out number of people who can safely occupy these spaces in all indoor areas.

Display signs at entrances with maximum number of people allowed.

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.

Where possible we will provide floor markers, separate doors, roped barriers, directional flow at entry and exit points.

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.

No security bag checks required.

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

All volunteers will be trained on physical distancing.

Use telephone or video for essential staff meetings where practical.

Have had limited meetings and practice physical distancing.

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

We will stagger times of volunteers for their breaks 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.

Where possible physical barriers will be erected, if not possible we will recommend they wear a face mask if practical.

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

All deliveries will be contactless and if not possible physical distancing will be maintained.

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

Have dedicated COVID-19 Marshals frequently moving around the premises to monitor

areas at all times.

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.

Contact public transport (taxi/buses) in our area to inform them when the Show is to be held and to make them aware of their responsibility to minimise the spread of COVID-19 if transporting patrons to and from Showground.

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 public parking is free on and around the showgrounds.
Consider walking or cycling where possible.

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 12 years and older should wear masks if singing or chanting.

There will be no singing performances to take place indoors.
Outdoor performing singers will face forwards and not towards each other and will physical distance 1.5 m from each other and be 5m from all other people including audiences and conductor, where practical.

Hygiene and cleaning

Adopt and support good hand hygiene practices.

Practice simple hygiene by washing hands often and thoroughly with soap and water or use an alcohol based hand sanitiser.

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

All bathrooms will be stocked with hand soap, paper towels and/or hand dryers and checked and cleaned regularly.

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

All gate entries and entrances to facilities will have hand sanitisers available.

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

All indoor hard surfaces used and touched will be cleaned several times per day with detergent and disinfectant.

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

All cleaning solutions will be used in accordance with the manufacturer's instructions.

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

Staff should practice personal hygiene and 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.

Where possible we will use contactless payment methods instead of cash and make use of online and self serve transactions.

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).

Where possible indoors we will open doors and windows to increase natural ventilation.

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.

Contact details of all patrons checking into the showground will be done by using the Services NSW QR Code electronic check-in method either by the use of their phone or a Tablet on site.

The alternative will be to have a paper back-up system if we have an internet outage.

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 records will be by electronic methods using the Services NSW QR Code which goes directly to them to be stored.

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

Time is recorded at entry to the showground electronically and we will ask patrons to record their time out when exiting the facility.

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

We will be making all Volunteers and patrons aware and encourage them to download the COVID Safe app, to support contact tracing if required.

Major recreation facilities should consider registering their business through

nsw.gov.au

We are registered with the Services NSW Government.

Completed a COVID-19 Safety Plan.

Keep a COVID-19 Safety Plan on the premises.

Registered as a COVID-19 Safe business.

Registered for a QR Code.

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.

We will cooperate with NSW Health if contacted in relation to any positive cases of COVID-19.

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

Yes