

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



Your COVID-19 Safety Plan

Functions and conferences

Business details

Business name	Gunnedah Show Society Inc. - Country Music Muster
Business location (town, suburb or postcode)	Gunnedah
Completed by	Tammie McGarvie
Email address	admin@gunnedahshowsociety.com.au
Effective date	15 January 2021
Date completed	4 February 2021

Wellbeing of staff and attendees

Exclude staff and attendees who are unwell from the event. Ensure attendees and staff are aware they should only attend if they are feeling well and do not have any respiratory or COVID-19 symptoms.

Before participating in any events, meetings, or activities, we have advised all volunteers, staff, visitors, and performers, that they must not attend the Gunnedah Country Music Muster, if in the past 14 days they have:

- been in a hotspot, a "red zone", or
- been unwell, high temperature or had any flu-like symptoms, or
- been in contact with a known or suspected case of COVID-19, or

- have had sudden loss of smell or loss of taste.

All visitors, whether volunteer, spectator or competitor are reminded to follow the advice of NSW Health at all times. Do not attend any events/activities if you have even the mildest of symptoms or if you have visited any of the locations as listed at www.nsw.gov.au/covid-19/latest-news-and-updates#latest-covid-19-case-locations-in-nsw

Keep each other safe, err on the side of caution.

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

We will be providing staff/volunteers information and training on COVID-19, including 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.

Whilst our Incorporation's workforce is made up of mainly volunteers, we have made them aware of the mentioned symptoms and stipulated that they should stay away from the grounds and self-isolate in the event that they experience any symptoms.

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

We will display posters, distribute and "share" information about COVID-19 across our digital channels and at appropriate locations around our venue.

Where appropriate, we will identify and address potential language, cultural and disability barriers associated with communicating COVID-19.

Think about ways attendees can be involved through a video broadcast or live stream, if they cannot attend due to illness or travel restrictions, or are a vulnerable person and wish to avoid gatherings. Consider options to stream the event.

Will be considered

Consider including arrangements and options for virtual attendance, such as a live stream, for attendees who are at high-risk of developing COVID-19 complications such as elderly people or people with conditions affecting their immunity.

Will be considered

If you intend to serve alcohol consider ways to encourage responsible use, such as

limiting bar tabs or drink packages.

N/A

Physical distancing

Capacity at functions and conferences must not exceed one person per 4 square metres of publicly accessible space (Greater Sydney) and one per 2 square metres (other regions).

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

Capacity at our function has been calculated per 2 square metres our Covid Safe 75% is Maximum of 262 people.

For conferences, consider allocating people to topic-specific streams to minimise co-mingling between groups, and allocating specific seating areas to these streams for larger plenary sessions.

N/A

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

The below strategies will be in place at event:

- There will be COVID-19 Crowd Inspector to maintain visitors are abiding by COVID-19 Safe Rules.
- Spectators, performers, Volunteers should maintain social distancing (1 person per 2m²) and between seated groups.
- At areas of queuing, ticketing entry, canteen and office, we will promote physical distancing with markers on the floor to ensure 1.5m physical distancing people.
- Separate Entry and Exit.
- COVID-19 Messages and advice announced regularly.

- Monitor queues so they do not block access to toilets and other facilities.
- Display conditions of entry on website. Social media and at all entry points

If a conference has multiple sessions, consider staggering the start and finish times of different sessions to minimise crowding around the venue.

N/A

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 for food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.

At areas of queuing; ticketing entry, canteen and office areas, we will promote physical distancing with markers on the floor to ensure 1.5m physical distancing people and mark entry and exit wherever practical.

Consider strategies to decrease mingling between groups during networking events such as restricting these to allocated stream groups or conducting virtually.

N/A

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

We do not have alcohol at our event and we will not be having a dancefloor.

Promote online ticket purchasing and electronic ticket checking where possible. Consider whether event registration and information packs can be provided online, such as through an app or via post.

We have online ticketing available, and where possible we encourage visitors to book online for their events and have COVID-19 safety plans in place for where contact with cash is needed.

Consider presenting event posters virtually, such as through an app or website, to prevent crowding in these spaces at the event.

We will display posters, distribute and “share” information about COVID-19 across our digital channels and at appropriate locations around our venue.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms. 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.

Where reasonably practical, we will be ensuring staff/volunteers maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or kitchen etc. We will have face masks available for our staff/volunteers and will strongly be recommending they wear a face mask if practical.

Use telephone or video for essential staff meetings where practical.

N/A

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

Where practical start times and breaks for staff/volunteers are staggered to minimise the risk of close contact.

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

We will regularly review deliveries/invoicing to be contactless where practical.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

We have strategies in place with our COVID-19 Crowd Inspectors to discourage any gatherings occurring immediately after events are completed.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger events if crowding on public transport may occur.

N/A

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.

N/A

Hygiene and cleaning

Adopt good hand hygiene practices.

We will wipe down key spaces, surfaces, and objects (such as benchtops, door handles, rails, keys etc regularly).

Further we will promote and provide the following to all members, staff, spectators and performers:

- Promote and provide hand washing guidance signage;
https://www.who.int/gpsc/clean_hands_protection/en/
- Provide sanitising hand rub within the venue and refill regularly;
- Replace/refill soap and paper towel in toilets regularly;
- Place bins around the venue.

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

We will:

- Refill soap in toilets regularly.
- Refill paper towel dispensers in toilets when required.
- Place bins around the venue.

We will promote and provide hand washing guidance to all participants and volunteers, www.who.int/gpsc/clean_hands_protection/en/ and display hand washing guidance in all toilets, office and kitchen within our facility.

Have hand sanitiser at key points around the facility, such as entry and exit points.

We will provide hand sanitiser at key points around the facility, such as entry and exit and ensure it is regularly refilled.

We will encourage members, staff, spectators and performers to carry personal hand sanitiser to enable good personal hygiene.

Avoid self-serve or buffet-style food service.

N/A

Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available.

We will clean cutlery and tableware with detergent and hot water.

Menus should be laminated (clean between use), displayed or be single use.

All menus will be laminated and cleaned between use.

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

We will clean frequently used indoor hard surface areas at least daily with detergent/disinfectant, such as benchtops, door handles, rails, keys etc).

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

We will store sanitisers, disinfectant solutions, and detergents appropriately and use in accordance with the manufacturer's instructions.

Develop strategies to address cleaning of very high-touch surfaces such as door knobs and chair arms. Consider having disinfectant wipes available for patrons to use.

For very high-touch surfaces such as door knobs and chair arms, we will have disinfectant wipes available for patrons to use.

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

We will encourage volunteers and staff to wear gloves when cleaning and wash their hands thoroughly before and after with soap and water.

Encourage contactless payment options.

Where possible, we encourage contactless electronic payment.

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).

We have strategies in place to increase natural ventilation by opening windows and doors where possible.

Record keeping

Functions and conferences should consider registering their event through nsw.gov.au

The Show Society has a main COVID-19 Safety Plan registered with nsw.gov.au and this event COVID-19 Safe Plan will be forwarded to our Local Government, Gunnedah Shire Council.

Keep a record of the name, contact number and entry time for all staff, dine-in 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.

All members, staff, volunteers, visitors, and performers are required to register upon arrival with either our QR Code, displayed via at office and at entry point. There will be staff and volunteers available to assist those that are not electronically savvy.

We have also recommended all patrons download the COVIDSafe App.

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

All records collected are used for the purpose of COVID-19 contact tracing and will be collected and stored confidentially and securely. We have followed advice from the 'Customer record keeping' page of nsw.gov.au

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 staff/volunteers aware of the COVIDSafe app and the benefits of the app to support contact tracing if required as to further aid the fight against COVID-19,

Gunnedah Show Society supports the Australian Government's COVIDSafe app and will encourage all members to get behind this initiative, downloading the app from the Apple App store and Google Play.

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.

The Gunnedah Show Society commits to cooperate fully with NSW Health if contacted in relation to a positive case of COVID-19 and notify SafeWork NSW on 13 10 50.

We understand the approved process is as follows:

1. If a members, staff, visitor, and/or competitor tests positive;
2. NSW Health determines and initiates communication with potential close contacts;
3. NSW Health will contact our organisation if contact information of potential at risk volunteer, visitor, and/or competitors are required;
4. As the Gunnedah Show Society we will inform members, staff, the Agricultural Show Council and Gunnedah Shire Council following receipt of written advice from NSW Health;
5. Gunnedah Show Society provides NSW Health with requested contact details from Membership register and QR Reports and other relevant record keeping;
6. Gunnedah Show Society responds to advice from NSW Health including potential postponement of events; and
7. Gunnedah Show Society informs relevant stakeholders only at the direction of NSW Health.

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

Yes