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Outdoor events | COVID-19 Safety Plan

Resources and guidance on how to complete a COVID-19 Safety Plan for COVID-19 safe outdoor gatherings and events with more than 1000 people.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

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- 1 **Keep your business COVID Safe** 
- 2 **Developing your COVID-19 Safety Plan** 
- 3 **How to complete the COVID-19 Safety Plan** 
- 4 **Keep your COVID-19 Safety Plan up to date** 

Effective 11 January 2021

Business details

Business name

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

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Select your business type

COVID-19 Safe outdoor gatherings

Wellbeing of staff and customers ^

Exclude staff, performers and attendees who are unwell from the event.

Explain how you will do this

Staff, members, volunteers, visitors and event participants will be advised to remain at home if they are unwell or have been advised to self isolate by NSW Health.

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

Explain how you will do this

Safety Shares, as a verbal reminder at every departmental team meeting regular CEO email communications Internal Standard operating procedures which include NUSport's COVID-19 Management and Response Standard Operating Procedure University Subject Matter Experts provide advice and information updates
All staff have completed the Government Infection Control Training.
PPE packs are located at all facilities

Display conditions of entry such as requirement to stay away if unwell.

Explain how you will do this

Managed internally via management and HR communications to staff via Safety Shares, as a verbal reminder at departmental team meetings and regular CEO email communications.
Staff, members, volunteers, visitors and event participants are informed of exclusion requirements via EDMs, The Forum Safety Standards, The Forum website, Terms and Conditions and social media communications, rolling

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

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An occupier of premises at which a music festival is being held in an indoor area must take reasonable steps to ensure that only fully vaccinated or medically exempt persons are allowed to attend the festival if there are more than 1,000 persons attending the festival.

For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance is available at: <https://www.nsw.gov.au/covid-19/business/covid-19-vaccinations-and-businesses> (<https://www.nsw.gov.au/covid-19/business/covid-19-vaccinations-and-businesses>).

Explain how you will do this

NUsport requests proof of vaccinations for anyone to enter The Forum facilities: - 16 years and above MUST be fully vaccinated to enter The Forum venues... either to participate in activities or as a spectator. - Children under 14 must be accompanied by a fully vaccinated adult to enter the facilities. - Children aged 14 – 16 who are NOT fully vaccinated themselves MUST be accompanied by an adult (from their household) who is FULLY vaccinated.

Review the 'COVID-19 safety guidance for large events' available at <https://www.nsw.gov.au/covid-19/business/covid-safe-events/large> (<https://www.nsw.gov.au/covid-19/business/covid-safe-events/large>) and consider which risks and mitigation measures are relevant to your event before completing this COVID-19 Safety Plan.

Explain how you will do this

- Promote physical distancing with signage
- Wearing of masks (where you cannot maintain physical distancing), practising physical distancing and good hand hygiene.
- It is a condition of entry that everyone is fully vaccinated and wear a mask.

Physical distancing



Capacity at a music festival must not exceed 20,000 people.

Note: Music festivals are defined in the Public Health (COVID-19 General) Order (No. 2)



2021 mitigation

Explain how you will do this

N/A

Support 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Explain how you will do this

• Limits on booking of classes • All areas will be marked appropriately to ensure distancing and signage is displayed throughout the facilities

Avoid congestion of people in specific areas where possible.

Explain how you will do this

• All areas will be marked appropriately to ensure distancing. • Encourage members to stagger the use of communal facilities or shower/change at home where possible. • Covid-19 Safety Marshalls employed to provide compliance during peak periods

Have strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.

Explain how you will do this

- All indoor and outdoor programs have been reviewed and restructured to manage social distancing, including staggered start nish times and clear drop off/pick up zones.
- Several large carpark options available to enter the premises. entry and exit points identied clearly and supervised by staff to ensure social distancing

Where practical:

- encourage private transport options to minimise crowding on public transport
- coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.

Explain how you will do this

N/A

Singing and dancing is not permitted at music festivals.

Note: this does not apply to a person performing at the festival, or a person rehearsing to perform at the festival.

Explain how you will do this

N/A

Ventilation



Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> (<https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe->

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way/ventilation-guidance) and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Explain how you will do this

- Doors and windows will be opened to increase natural ventilation
- HVAC system in the Aquatic Centre will be set to allow maximum ventilation during peak periods

Use outdoor settings wherever possible.

Explain how you will do this

Additional outdoor facilities are being built and outdoor spaces will be made available

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Explain how you will do this

- Louvres in indoor courts will be opened for ventilation
- Opening of windows and doors where possible.

In indoor areas, 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).

Explain how you will do this

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- Opening of windows and doors where possible.
- HVAC ventilation system in the Aquatics Centre will be set to allow for the maximum ventilation, particularly in peak period

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Explain how you will do this

regular scheduled maintenance of all air conditioning systems and HVAC

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Explain how you will do this

consulted with a broad stakeholder group including facility management, safety team and health professionals

Hygiene and cleaning

Face masks must be worn by staff and customers aged over 12 in indoor areas, unless exempt.

Explain how you will do this

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Masks will be enforced as per the Public Health Orders.

Medical exemptions will be verified by staff and or COVID-19 Safety Marshals. Regular information will be provided to staff and customers in all communications and signage and will be updated as the NSW Public Health orders change.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Explain how you will do this

Alcohol based hand sanitiser is provided at the entrance to facilities. Hand sanitiser stations are placed in prominent locations with dispensers checked regularly. Hygiene and handwashing signage implemented throughout facilities. Promotion and training programs of regular and thorough hand washing for employees, customers and contractors etc. All departmental cleaning standard operating procedures (SOPs) have been reviewed and updated in line with Safe

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

Explain how you will do this

NUsport staff regularly check stock levels throughout the facilities to ensure supply of soap, towels, hand sanitiser and dryers are available

Clean frequently used indoor hard surface areas (including children’s play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Explain how you will do this

Daily professional cleaning of facilities.

High traffic and communal surfaces, both staff and customer facing, are regularly disinfected. Cleaning wipes available near all equipment, signage implemented to encourage cleaning of equipment before and after use. Implementation of COVIDSafe Support Officers to provide additional cleaning throughout operations as required

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Record keeping



Consider having a NSW Government QR code available so that workers and customers can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.

The occupier of premises where a musical festival is being held in an indoor area of premises with more than 1,000 attendees must take reasonable steps to ensure that workers and attendees check-in using the NSW Government QR code system when they enter the premises.

Explain how you will do this

QR codes have been created and must be scanned before entry to all NUsport facilities and venues

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this

worker to return home directly and Ensure the safety of the workplace and workers, by cleaning and disinfecting all areas used by the person who tested positive for COVID-19.
Notify SafeWork. Assess how much contact other workers had with the person who tested positive for COVID-19, while that person was infectious in the workplace. - Use the Contact Classification Tool, - Advise workers and contractors of the situation in your workplace. Consult with workers about the

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 if a worker has tested positive. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> (<https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>) for more information.

Explain how you will do this

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NUSport will comply with national and state public health directions and cooperate with NSW health at all times.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 11 January 2022