

COVID Safe Information Sheet: QUICK GUIDE FOR COMMUNITY EVENT ORGANISERS



Are you organising a community event such as a local market, school fete, or flower show?

Even if you don't expect your event to attract hundreds of people, you still need to develop a COVID-19 Safety Plan for your event.

Our COVID-19 Safety Plan Events Template will help you prepare your plan. Find the Events Template and further information at worksafe.tas.gov.au/coronavirus.

Density, mixing and physical distancing requirements

The [Public Health Directions](#) state:

- ▶ there must only be 1 person per 2 square metres
- ▶ people must maintain 1.5 metres from others, where practicable.

These requirements also apply to outdoor spaces.

Density

Density refers to the number of people allowed in your workplace. This must comply with the Public Health Direction.

Why is this important?

Having lots of people in an enclosed space increases the risk of the COVID-19 virus spreading from one person to another.

How to work out your allowed number

You can use a floor plan as a starting point, multiplying the length of the room by the width. But then you must calculate your useable space: that is, the space or area that's available for people to be in.

Once you've worked this out, divide this number by 2. This will give you your allowed number of people. Your allowed number will include your staff, and you must also count delivery people, couriers and contractors who enter or work in your space.

Then display your allowed number with signs or posters outside/ on the door of each room.

Distancing

Distancing is about ensuring there is 1.5 metres between people, and working out options when this cannot be achieved. You must apply the 1.5 metre rule unless there is no other way of performing an essential task.

Why is this important?

Ensuring people are separated by 1.5 metres reduces the risk of COVID-19 virus droplets being passed from one person to another.

How to maintain 1.5 metres between people

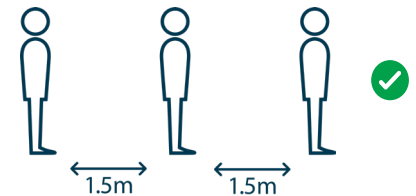
Examples include:

- ▶ space tables in eating areas so that patrons are seated at least 1.5 metres from those seated at other tables

- ▶ use floor markings to remind people to keep their distance. This includes where people order drinks/ food, make payments, queue to enter your premises, or in designated smoking area.

Mixing

Controlling mixing is how you reduce the movement of people in your premises.



Why is this important?

People moving around increases the risk of the COVID-19 virus being passed from one person to another, particularly where those people don't normally mix with each other. The more people come into contact with others, or surfaces where others may have left respiratory droplets, the greater the risk of COVID-19 spreading.

How to manage the movement of people

If people move between or into different rooms in your premises, make sure this movement doesn't cause the allowed number of people for each room to be exceeded.

About workers

Throughout this quick guide, we use the word 'worker'. But the guidance here will extend to any volunteers or community members you have working for free at your event, and suppliers and contractors providing goods and services too.

Managing risk: Your duty of care

You must manage the risks of COVID-19 entering or spreading at your event. You may not be able to eliminate the risk completely, so consider all the ways you can reduce the risk as far as reasonably practicable.

- ▶ Complete the COVID-19 Safety Plan Events Template with as much details as possible to show how you intend to implement the various controls.

Multiple businesses/employers COVID-19 Safety Plans

Your event may have multiple businesses providing goods and services to your patrons: for example, food or entertainment providers at a show.

As the event organiser, you must have an overall COVID-19 Safe Plan for the event — and each of these employers may need to have their own plan covering their own operations.

- ▶ Work out how you will determine that these other plans are of a sufficient standard consistent with your overall event plan, and what you will do if these plans are not sufficient to control the spread of COVID-19 at the event.
- ▶ Work out what you will do if they don't follow their plans.

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Resource your COVID-19 Safety Plan

You must be able to provide sufficient resources (this includes people) to implement your plan and ensure it is complied with at your event.

- ▶ List the people and physical things you need for your plan to be implemented effectively.

Patron management

You must comply with the current density limits that apply to indoor and outdoor venues.

- ▶ Work out how many people are allowed at your event and under the 2 square metre rule.
- ▶ Consider how you will control how many people can be at your event. This might include limited ticketing and gate control to count people in. You may simply need to count the people who enter and who leave.

Site access/egress

You must manage how people enter, exit and move around your venue to ensure physical distancing and minimise the contact patrons have with one another.

- ▶ Work out how you will manage congestion points at your events, and how queuing at entry points will be managed. Having multiple entry points will help you disperse crowds.

Facilities

You must manage the different rooms or facilities within your event: the numbers allowed in each, movement between facilities, and activity in areas where people eat or drink.

- ▶ Work out how you will manage patron behaviour (remaining seated, physical distancing requirements) in areas where food and drink are consumed.
- ▶ Work out what will be the busiest areas, where patrons are most likely to congregate, and how you will manage and minimise crowding and queuing in these areas.

Hygiene

You must provide sanitiser, soap and water, and handwashing facilities in toilet areas. Sanitiser should be readily available throughout the venue.

- ▶ List your hygiene controls and where these will be available at your event. You will also need to maintain them and replenish them as necessary.



Cleaning

You must draw up and follow a cleaning schedule for cleaning the facilities, equipment, furniture and frequently-touched points at your event.

- ▶ List the cleaning requirements before, during and after your event.
- ▶ List who is responsible for cleaning and how they will be trained in correct procedures. List the cleaning and disinfectant products you need.

Training

You must provide your workers with training on the risks of COVID-19, and your COVID Safe control measures.

- ▶ Work out what training you will provide, and who will provide it.

Information and instruction

You must communicate with patrons before and at the event so they know about your COVID Safe control measures: how to follow physical distancing requirements, and not to attend the event if they are unwell.

- ▶ Work out how you will communicate with patrons about your COVID Safe requirements and control measures.

Supervision

You must provide adequate supervision to make your COVID Safe control measures are being properly implemented by workers and patrons.

- ▶ Explain how you will supervise and instruct your workers.
- ▶ Explain how event controllers will make sure patrons are following COVID Safe requirements such as physical distancing.

Signage

You must provide your workers and patrons with information about your COVID Safe control measures. Signs and posters are a good way to do this.

- ▶ Work out what signs/posters you need to have, and where they should be put up.

Emergency procedures

You must ensure that in the event of an emergency, your emergency and evacuation procedures do not put patrons at risk of COVID-19 exposure.

- ▶ Review your procedures to ensure large numbers of people don't congregate closely together for extended periods of time.

Review

You must keep up to date with any changes in Public Health directions and restrictions, and if necessary review your COVID-19 Safety Plan to make sure it continues to control COVID-19 risks.

- ▶ Create a process for reviewing and adjusting your control measures if/when circumstances change: for example, if the weather changes and your outdoor event becomes an indoor event.
- ▶ Keep a copy of your plan handy.

Resources

See also:

- ▶ COVID-19 Safety Plan Events Template
- ▶ [COVID Safe Information Sheet: Managing density, distancing and mixing of people in your premises](#)