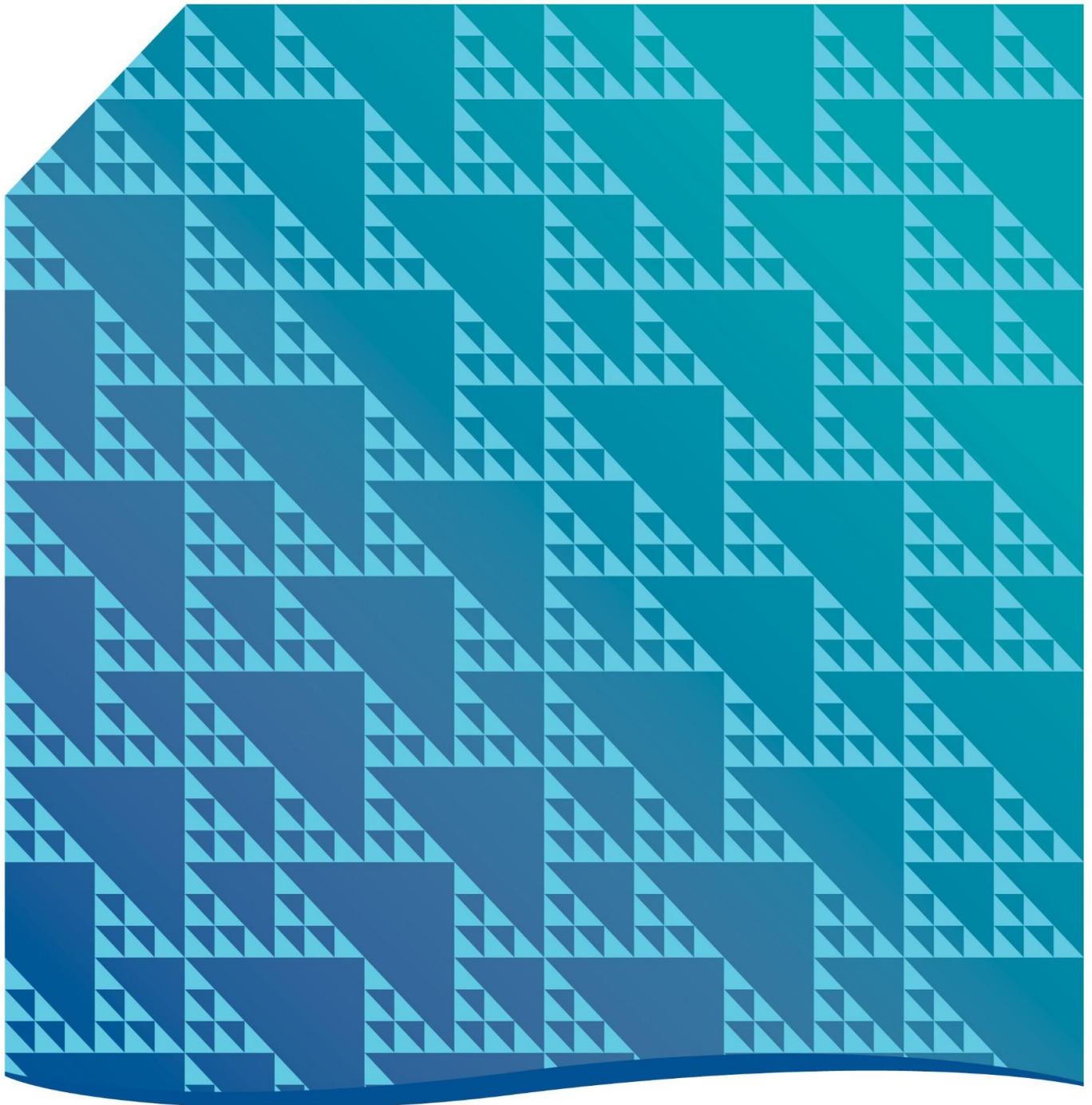


Guidance on Managing Events and Activities in a COVID-19 Environment

October 2020
Department of State Growth



Department of State Growth



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Acknowledgement of Country

In recognition of the deep history and culture of this Island, we would like to acknowledge and pay our respects to all Tasmanian Aboriginal people; the past and present Custodians of the Land upon which we meet and gather.

Disclaimer: The information contained in this document is a guide only. Event organisers should apply Tasmanian public health, and state and federal government directives and guidelines pertaining to COVID-19 in a manner specific to their own requirements. We anticipate that the relevant guidelines will be updated regularly, and on that basis will update this document accordingly. Thus, we encourage you to frequently check for the latest version at eventstasmania.com.au.

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Introduction

This Guidance is intended to assist organisers to plan events in a COVID-19 environment and should be read in conjunction with the *Framework for COVID-19 Safe Events and Activities in Tasmania (the Framework)*, which can be accessed at www.business.tas.gov.au. This document is prepared in advance of Directions being issued by the Director of Public Health which will enact that Framework.

The Framework implements a risk-based approach to assist event organisers to plan for a range of event types, and to identify and implement measures to address the relevant risks of the event or activity.

It has been developed to assist event organisers to plan for and host events in a COVID-19 safe manner, which may be delivered in a different way than they were prior to the impacts of COVID-19. As such, there may be some event types that will not be able to take place under the Framework.

When planning your event, you must develop an Events COVID-19 Safety Plan (see www.business.tas.gov.au) which takes account of the current Public Health Directions. The Events COVID-19 Safety Plan is an additional requirement to the COVID-19 plans required for workplaces including event venues. Your Events COVID-19 Safety Plan and/or event is subject to checks by, for example, WorkSafe Tasmania, and it is your responsibility to ensure your staff, volunteers, performers, athletes and patrons are aware of their obligations under the plan.

Hosting an event in a COVID-19 environment is at your risk, as the event organiser, and you should note that the Directions issued by the Director of Public Health may change at any time to respond to changing COVID-19 circumstances. Event organisers need to prepare for the possibility that changes to the Directions in the lead up to the event may mean that you need to restrict, modify, postpone, or cancel your event. It is therefore important that you regularly refer to the coronavirus.tas.gov.au website for the latest information.

Key Requirements for Events and Activities

Event organisers will be required to adhere to all Public Health directions current at the time of the event. The latest directions can be found on the [Coronavirus Tasmania website](#).

Gathering and Density Limits

Gathering limits are determined by the density of the area, currently up to a maximum of:

- 250 people for an undivided space in an indoor premises; and
- 1,000 people in the outdoor space of a premises.

However, under the Events Framework, from 1 December 2020, approval may be granted for higher attendance.

The maximum of 1,000 people outdoors of a premises at one time applies regardless of whether there are multiple outdoor areas.

Framework for COVID-19 Safe Events and Activities in Tasmania

From 1 December 2020, the new *Framework for COVID-19 Safe Events and Activities in Tasmania* will take effect (see www.coronavirus.tas.gov.au/eventsframework). The Framework enables organisers to apply to hold an event from that date, where patron attendance exceeds the relevant gathering restrictions. Depending on the risk profile of your event, it will be classed as Level 1, 2 or 3, and different controls will apply depending on the level of the event.

The increased attendee limits that may be approved are designed to reflect the relevant risk levels of different event types. For example, indoor events with large numbers of attendees that involve free movement of people are associated with the highest level of risk, and where an attendee is later confirmed to have COVID-19, the potential consequences could be severe.

The maximum number of people permitted on a premises includes staff, volunteers, participants, performers, spectators, staff, officials, athletes, children and babies.

Density limits

Density limits apply to both indoor and outdoor venues and in all cases require 2 square metres of floor space per person. To calculate your floor space and gathering limit, measure the length and width of the floor space. Multiply the length by the width to calculate the area in square metres and divide this by 2. The final number is the maximum number of people allowed in the premises (up to the maximum gathering size).

For indoor venues such as theatres, the relevant space used to calculate the floor space would include the footprint of the auditorium and stage, plus any the footprint of any dress circles or mezzanines in the auditorium, but not backstage or front-of-house spaces.

For example, a theatre with an auditorium of 10 metres x 15 metres, with a stage of 10 metres x 5 metres and a balcony (dress circle) of 10 metres x 5 metres would have a total floor space of 250 square metres and could therefore not exceed 125 people under the density limits (including staff and performers in that space).

Where the number of people permitted according to the density limit is less than the relevant gathering limit, the lower number applies.

Read more about gatherings, density limits, physical distancing and exemptions here: [Tasmanian Government advice on gatherings, density and distancing](#)

Capacity limits

The capacity limits for the three levels of events and activities under the Framework that will apply from 1 December 2020 are as follows:

CAPACITY LIMITS – all subject to density limits of 2 square metres of space per person			
Level One	Free moving and mixing: Indoor: max. 250 people Outdoor: max. 1,000 people	Seated (capped at 50% of seated capacity): Indoor: max. 500 people Outdoor: max. 2,000 people	Combination: Event with multiple separate areas or sites, max. of 2,000 people.
Level Two	Free moving and mixing: Indoor: max. 500 people Outdoor: max. 2,000 people	Seated (capped at 50% of seated capacity): Indoor: max. 1,000 people Outdoor: max. 5,000 people	Combination: Event with multiple separate areas or sites, max. of 5,000 people.
Level Three	Free moving and mixing: Indoor: max. 1,000 people Outdoor: max. 5,000 people	Seated (capped at 50% of seated capacity): Indoor: max. 2,000 people Outdoor: max. 10,000 people	Combination: Event with multiple separate areas or sites, max. of 10,000 people.

Important considerations for event capacity:

- The **density limit applies at all levels**, which requires a **minimum of two square metres per person**.
- The requirement for **physical distancing**, that **all people remain 1.5 metres** from each other applies where practicable.
- Seated patrons **must not exceed 50 per cent of the venue's total seated capacity**.
- **All people** in the venue (patrons, staff and performers) **count towards the capacity limit** at the relevant event level.

For example, a seated indoor Level Two event in a 900 square metre venue with 700 seats could have:

- 50% of normal seated capacity = 350 seated patrons; and
- Up to 100 other people (staff and performers, etc) by reference to the density limit (900 square metre venue permits a maximum of 450 people); and
- A 900 square metre venue isn't large enough to accommodate the maximum of 1,000 people at a seated indoor Level Two event.

'Free moving' events are those events at which patrons are not seated and are therefore able to mix freely. 'Combination' events are those which have a number of separate areas that may be indoor or outdoor, and/or a combination of seated and free-moving areas.

As noted, the 1.5 metre requirement for physical distancing is 'where practicable'. In a venue with fixed seating, it may not be possible in all cases for all seated patrons to be 1.5 metres apart. In such cases, flexibility may be available for venues to enable them to sell tickets efficiently. However, seated venues should note that there is an expectation that patrons are evenly distributed across the venue and not concentrated in any one part of it. Venues may wish to have their proposed seating plan assessed by the Tasmanian Government to ensure that it is consistent with Public Health Directions and requirements. Please contact the Department of State Growth's Cultural and Tourism Development Division at opsctd@stategrowth.tas.gov.au for assistance.

Event Location

The Framework establishes three event levels, and the numbers of people permitted at each level is specified by the characteristics of the event. For example, the extent to which patrons are able to

move around and mix is a key risk factor. Further, whether an event is held indoors or outdoors and whether it is seated or standing needs to be considered.

An indoor gathering is defined as one held in any area, room or premises that is substantially enclosed by a roof and solid walls, including temporary walls and temporary structures such as marquees.

An outdoor gathering is defined as one held in a space that is not indoors or in an area enclosed by a roof or walls.

Combination events may have multiple separate areas or sites, and may have a mix of indoor and outdoor spaces.

Ticketing and contact details

All events must **record contact details** for attendees to ensure they can be contacted if a person who attended the event later tests positive for COVID-19. If the event is not ticketed/booked, then event organisers will need to implement an alternative mechanism to record the contact details of patrons in attendance.

Physical Distancing

Physical distancing helps prevent the spread of COVID-19. Infected persons can spread COVID-19 through coughing, sneezing or talking.

Adult patrons and spectators must maintain a physical distance from each other of 1.5 metres where practicable.

Managing physical distancing between patrons/event attendees

To promote physical distancing, you should:

- Clearly mark standing areas in queues to encourage patrons to remain 1.5 metres apart.
- Implement heavy traffic protocols that ensure ground markings remain visible.
- Minimise congestion at sanitising stations, toilets, and food and water distribution areas by increasing the number available and by using appropriate signage.
- If applicable, stagger arrival and departure times of patrons and allow sufficient times between matches and performances.
- Ensure seating is adequately spaced out, which may include closing off individual seats or rows of seats.
- Liaise with relevant transport providers to facilitate your designated staggered arrivals and departures policy.
- Separate patrons on arrival and departure with dedicated entry and exit points as much as possible.

Managing physical distancing between event staff, volunteers and officials

- Consider staggered shifts and staff breaks.
- Use signage and/or markers to indicate 1.5m spacing.
- Maintain physical distancing in break room facilities by adequately spacing chairs etc.
- Consider allocating separate/specific break areas to discrete teams of staff, contractors and others.

There is an increased risk of transmission during staff breaks and when staff and others are arriving and leaving the site. Your Events COVID-19 Safety Plan should clearly outline your approach to minimising this risk.

We should ensure your staff and volunteers are aware of hygiene guidelines detailed here: [Tasmanian Government advice on containing the spread of COVID-19](#).

In the event that staff and volunteers do need to be within 1.5 metres of patrons or each other, you should ensure they avoid direct physical contact, minimise actual face to face time and/or consider the use of appropriate PPE.

We recommend you refer to this checklist as a guide also [How to keep your workers safe checklist - Worksafe Tas](#).

Entry, Exit and Queuing

You should implement procedures to maximise physical distancing and minimise direct contact between patrons. Consider:

- Encouraging online and phone bookings and limiting or removing opportunity for walk-in patrons.

Signage

- Using signs at the entrance to the venue, and at separate spaces within, to indicate the maximum number of patrons permitted at a time.
- Providing signage, floor decals and bollards to indicate distancing requirements wherever queuing might occur, including entrances to the building or performance areas and bathrooms.
- Using signs to designate single-direction entry and exit points.

Entry and Exit

- Opening the building and performance area entrances earlier than usual to reduce queuing for entry and washroom facilities.
- Opening additional entry/exit doors into the venue if possible (e.g. using emergency exit doors or adding exits for outdoor venues).
- Asking audiences to exit the venue in an order that allows those closest to the exit to leave first.
- Reducing crowding at 'choke' points or congregation points near amenities or food and drink facilities.

Physical layout

- Taking measures, or modifying venues, to ensure staff and patrons can enter, exit, and move around the event safely, e.g. through one-way flow, separate entry and exit points etc.
- Ensuring accessibility requirements are provided for when reconfiguring spaces and patron flow.
- Arranging any furniture to allow and encourage physical distancing (noting patrons are not required to distance from people from their family or friends).
- Setting up pre ordering and collection facilities for food and beverage service.
- Minimising the need to touch door handles by chocking doors open with foot operated doorstoppers, where safe and appropriate for emergency exit doors.

Critical event spaces

Seating

For groups of people seated at the same table, or in some seated areas, it will not be practicable to maintain 1.5 metres distance between people. Organisers should arrange their event layout to ensure that where practicable, 1.5 metres is available between patrons from different groups.

Food and Drink Service

There are no restrictions on how food is consumed or served.

Read more about food handling requirements here: [Keeping-yourself-safe/food-and-drinks](#)

Attendees must remain seated when consuming alcohol. This also applies to wet areas at sporting grounds. People attending an event in a licensed venue can move around freely if they are not standing and drinking alcohol. Standing activities – like darts, pool, eight-ball, snooker and karaoke – in licensed venues are permitted.

Restrictions remain in place for dancing in all venues where food and alcohol is consumed because of the increased risk of close contact, particularly where alcohol is consumed, and difficulty of tracing contact among patrons.

Registering your event and the COVID-Safety Plan

The **Framework for COVID-19 Safe Events and Activities in Tasmania** takes effect for events from 1 December 2020. The Framework (www.coronavirus.tas.gov.au/eventsframework; www.business.tas.gov.au) is designed to assist event organisers and venue operators to begin planning for events post 1 December 2020 and may result in the approval of higher attendance caps than would ordinarily be the case.

COVID-19 safe events will be different to the way such events were previously held.

As a pre-requisite, all events must prepare and implement an Events COVID-19 Safety Plan, using the WorkSafe Tasmania template.

Assessment or approval

All level 2 and level 3 events **must** submit their Events COVID-19 Safety Plan to Business Tasmania, which will coordinate oversight to ensure that organisers have identified the risks and will implement measures to address the risks. Registration will also be useful if Public Health officials need to contact event organisers quickly, and can be completed on the Business Tasmania portal.

The COVID-19 Safety Plan for level 2 and level 3 events **must be assessed and provided with approval before the event can take place:**

- Level 2 – the Events COVID-19 Safety Plan will be assessed by the Department of State Growth or the Department of Communities, depending on the event, and
- Level 3 – the Events COVID-19 Safety Plan will be assessed by the Director of Public Health.

Level 1 events must prepare and implement an Events COVID-19 Safety Plan, but do not need to submit it for assessment.

Applications may be made for a 'series of events' operating under the same parameters. For example, a season of different theatre productions at the same venue with the same seating plan, or a season of cricket matches at the same arena.

The online registration portal will step you through the process for level 2 or 3 events. You will need to upload your Events COVID-19 Safety Plan for assessment, and you may also upload any additional information that may be useful for the assessment, such as site maps.

The assessment will be undertaken within 21 days, unless further information is required. Event organisers should factor the assessment and approval timeframe into their planning, and apply well before their event is due to occur.

Decisions

Assessment decisions for Level 2 and 3 events are final. However, applicants can re-apply should the event or its COVID-19 Safety Plan change substantially.

Event organisers must be aware that the Director of Public Health may effect changes to the Public Health Directions at any time, to reflect the current COVID-19 risk profile.

Throughout the planning process and in the lead up to the event, organisers should be mindful of any potential changes to Directions, which may require them to modify, postpone or cancel the event. Event organisers can keep up to date by regularly visiting the Tasmanian Government Coronavirus website at <https://coronavirus.tas.gov.au/>.

Table One – Framework Capacity Limits

All limits are subject to density limits of 2 square metres of space per person.

Event Type	Number limits (Subject to density limits)	Event Examples	Assessment of Event
Level One	<ol style="list-style-type: none"> 1. <i>Free moving and mixing events:</i> <ul style="list-style-type: none"> • Indoor: max. 250 people • Outdoor: max. 1,000 people 2. <i>Seated spectator events – seated patrons can occupy up to 50 per cent of venue’s seated capacity</i> <ul style="list-style-type: none"> • Indoor: max. 500 people • Outdoor: max. 2,000 people 3. <i>Combination events:</i> <ul style="list-style-type: none"> • Event with multiple separate areas or sites, max. of 2,000 people in total. 	<ol style="list-style-type: none"> 1. An indoor market of up to 250 people or an outdoor market or running event of up to 1,000 people. 2. A seated indoor musical or theatre performance of up to 500 people, or an outdoor seated concert of 2,000 people, subject to density limits. 3. A film festival held across multiple separate sites, including an indoor theatre with 250 people and two separate outdoor premises, one with 1,000 people and the other with 750 people, meeting the maximum total of 2,000 people. 	<ul style="list-style-type: none"> • Develop and implement an Events COVID-19 Safety Plan and ensure it is available for inspection upon request. • Identify a Responsible Person within the Events COVID-19 Safety Plan for the event, who is responsible for providing patron contact details to Public Health Services in the event that contact tracing is required after the event.
Level Two	<ol style="list-style-type: none"> 1. <i>Free moving and mixing events:</i> <ul style="list-style-type: none"> • Indoor: max. 500 people • Outdoor: max. 2,000 people 2. <i>Seated spectator events – seated patrons can occupy up to 50 per cent of venue’s seated capacity</i> <ul style="list-style-type: none"> • Indoor: max. 1,000 people • Outdoor: max. 5,000 people 3. <i>Combination events:</i> <ul style="list-style-type: none"> • Event with multiple separate areas or sites: max. total of 5,000 people 	<ol style="list-style-type: none"> 1. An indoor market of up to 500 people or an outdoor concert or running event of up to 2,000 people. 2. A seated indoor musical or theatre performance of up to 1,000 people, or an outdoor seated spectator sport of 5,000 people. 3. A large film festival held on one site with two separate indoor theatres of 1,000 people and one outdoor seated theatre with 3,000 people, which reaches the maximum of 5,000 people total on one site. 	<ul style="list-style-type: none"> • Register the event through Business Tasmania and receive an assessment before the event can take place; • Submit an Events COVID-19 Safety Plan to Business Tasmania for assessment, which identifies a Responsible Person for the event; and • Ensure the Events COVID-19 Safety Plan is available for inspection upon request.
Level Three	<ol style="list-style-type: none"> 1. <i>Free moving and mixing events:</i> <ul style="list-style-type: none"> • Indoor: max. 1,000 people • Outdoor: max. 5,000 people 2. <i>Seated spectator events – seated patrons can occupy up to 50 per cent of venue’s seated capacity</i> <ul style="list-style-type: none"> • Indoor : max. 2,000 people • Outdoor: max. 10,000 people 3. <i>Combination events:</i> <ul style="list-style-type: none"> • Event with multiple separate areas or sites: max. of 10,000 people 	<ol style="list-style-type: none"> 1. An indoor trade exhibition of 1,000 people or an outdoor concert or mass participation running event of 5,000 people. 2. A seated ticketed outdoor event, with up to 50 per cent of seated capacity for example 10,000 people at a cricket match. 3. A large agricultural show with four separate outdoor areas of 2,500 people, which reaches the maximum of 10,000 people in total. 	<ul style="list-style-type: none"> • Register the event through Business Tasmania and receive an assessment before the event can take place; • Submit an Events COVID-19 Safety Plan, which identifies a Responsible Person for the event. Business Tasmania will coordinate approval from the Director of Public Health; and • Ensure the Events COVID-19 Safety Plan is available for inspection upon request.

Detailed frequently asked questions, templates and other useful resources are available at www.business.tas.gov.au. For assistance, please contact Business Tasmania

Please note: The venue owner/operator is also required to have a COVID-19 Safety Plan in place for their venue, as are all workplaces and sporting organisations.

Planning for Your Event

Your obligations

If you decide to go ahead with your event, having undertaken a thorough assessment of the commercial considerations, and COVID-19 (or other) risks specific to your event, you should first ensure that you fully understand your ongoing obligations under workplace and public health directions under the *Public Health Act 1997*. See <https://coronavirus.tas.gov.au/resources>.

You should then take particular care to regularly review the COVID-19 guidance from WorkSafe Tasmania, and the Director of Public Health, as this relates safely running your event.

Developing and implementing your COVID-19 Safety Plan

Consult widely with staff, volunteers, contractors, suppliers etc. in considering safety and risk mitigation measures relating to your event, in line with the recommended COVID-19 Plan content. Get their 'buy in' to developing, and then, implementing the Plan.

Once your COVID-19 Safety Plan is complete, you should actively engage with staff and other relevant stakeholders to ensure they understand their responsibilities around effectively implementing, and/or assisting you in implementing, the Plan before, during, and after the event.

Consider appointing a dedicated staff member as your Coronavirus Response Officer. This person could be responsible for ensuring policies and practices are being followed, that staff and others are trained, and appropriate records are kept.

Reviewing Commercial Considerations

The commercial risk(s) associated with COVID-19 will not be the same for all enterprises/venues, however, some relevant considerations may include:

Innovation

- Develop, work-shop, and test alternative event concepts and/or ways to deliver and commercialise your content/offering and or 'reopen' or reimagine your event.
- Assess the costs and opportunities around developing, and marketing, new revenue streams for your event e.g. online merchandise sales.
- Assess the costs and opportunities to implement technology solutions to reduce face-to-face contact, including online ticket or merchandise sales, cashless transactions and contactless entry.
- Review your waste management handling procedures and associated costs.

Adjusting to new requirements

- Examine the quantifiable impacts of physical distancing/gathering limits, and consider the impacts of a range of scenarios, including increased or decreased restrictions.
- Test a range of budget and cash flow impacts, over the short, medium and long-term.
- Plan the process for developing, implementing and overseeing COVID-19 protocols and procedures for your staff and patrons, and test these procedures.
- Analyse the cost of implementing your COVID-19 procedures, including the cost of training your staff and testing the protocols.
- Consider the purchase and implementation costs related to your proposed COVID-19 cleaning and safety protocols (e.g. thermometers, sanitising stations, masks for staff, etc.).
- Assess the cost and logistical impact(s) of a more onerous management of patrons, complaints handling, dwell times, booking lead in times, staggered entry times, filtered entry and exit etc.

Changing details

- Assess available human resources, including any costs associated with upskilling staff. You might consider the need for additional or new security/crowd management measures.
- Review current contracts with suppliers, contractors, and artists. Check for express provisions requiring parties to mitigate their losses in relation to possible force majeure or other events, such as obligations to use “reasonable endeavours” and then devise commercial workarounds.
- Consider reviewing and updating supplier contracts to include any appropriate COVID-19 protocols and/or cancellation or reschedule clauses, at the same time ensuring that they have developed their own COVID-19 Safety Plan(s).
- Understand your contractual postponement and related rights.
- Check related supplier contracts to consider impacts for other contracts.

Planning

- Review your patron refund policy and consider how you will inform patrons regarding cancellation, postponement and/or refund rights.
- Review all communications (social media, DM etc.) to patrons regarding refunds etc. to ensure consistency with original terms on issued tickets or on-line registration forms.
- Work with your sponsors to develop a policy for refunds and/or a plan to defer sponsorship to the following years if necessary.
- Closely examine any applicable business interruption insurance policies.
- If you your event proceeds, consider attendee waivers around cancellation or postponements, or an incidence of COVID-19 at your event.
- Understand your current legal obligations as these relate to directions from the Director of Public Health, the Australian Competition and Consumer Commission and WorkSafe Tasmania.

Considerations for framing up your COVID-19 Safety Plan

Using the Events COVID-19 Safety Plan template will highlight the issues which you have to consider, including areas such as:

- Reviewing current directives, recommendations and guidance relevant to your type of event
- Developing a process for continually reviewing the above – before, during your event
- Developing a process for how you will manage patrons or staff; showing symptoms of COVID-19, or suspected of having been exposed to COVID-19 within the preceding 14 days, or having been diagnosed with COVID-19, prior to and during your event
- Planning for how you will respond in the event of contamination event involving staff or patrons during or immediately after your event including relevant lines of responsibility
- A protocol for post-incident follow-up, including any obligations under the law
- A plan to manage staff shortages due to staff members being instructed to quarantine or self-isolate due to COVID-19, or in the event they are unwell
- A process for collecting and maintaining contact tracing records, including developing a protocol around rapid retrieval of information if required by authorities.
- Reviewing patron management e.g. handling incidents such as group bookings where one member is denied entry, dealing with difficult/unwell patrons etc.
- Reviewing your Terms and Conditions relating to refunds and cancellation policies i.e. in the event that a patron is unable to attend due to COVID-19, is asked to leave the venue due to suspicion of infection or inappropriate behaviour, or if the event is cancelled due to COVID-19
- Planning to access available advice, support and training around issues related to mental health, safety from infection, and increasing your businesses capacity around customer service

Managing Risk

You should identify and acknowledge risks specific to your event within your COVID-19 Plan. Apart from assessing risks related to patron and staff safety, we recommend you ascertain the commercial viability of your event based on aspects such as minimum and maximum numbers of patrons, increased costs of compliance etc. Templates and example risk registers can be found here: [Safework Australia Risk Register template](#).

Regularly undertaking a risk assessment process is advisable for all businesses in this rapidly changing environment. This activity should incorporate risk identification, measurement and assessment, risk mitigation, and risk reporting and monitoring. You can find useful resources here: [Business Tasmania Risk Management information](#).

We particularly recommend you review your current risk management plan, your terms and conditions, and your supplier contracts in order to ensure you are able to obviate any losses, and plan an immediate and strategic response, if you need to cancel your event with 24-48 hours prior to it taking place.

Communicating your COVID-19 Safe Event Plan

You should use tailored messaging to communicate your COVID-19 Plan via your website, social media, booking and ticketing communications, regular e-communications, on site messaging, pre and post event communications etc.

These communications could highlight:

- Density, gathering and distancing measures, to manage patron's expectations, especially if the event has been run in previous years and has been significantly altered
- The cleaning and hygiene measures you have in place to ensure patron safety and the ways, if any, these may impact on the customer experience
- Patron's own obligations in relation to taking responsibility for the health and safety of themselves, other patrons, and that of your staff
- Terms and Conditions relating to: refund and cancellation policies; patrons being asked to leave the venue; and/or, arrangements if the event is cancelled or postponed due to COVID-19
- Your particular approach to managing patrons and staff in the event that they are diagnosed with COVID-19 during or after the event, including who has ultimate responsibility with regards to actions taken on site

Guidelines and templates

- [Tasmanian Government COVID-19 Safe Workplaces Framework](#)
- [Framework for COVID-19 Safe Events and Activities in Tasmania](#)
- [COVID-19 Safety plan for Events](#)
- [Events Register and submission of COVID-19 Safety Plan for assessment](#)
- [COVID-19 Safety plan for small business template](#) - fewer than 20 employees
- [COVID-19 Safety plan for medium businesses template](#) - more than 20 employees
- [COVID-19 Safe Workplace Guidelines for different types of businesses](#)
- [WorkSafe how to keep your workers safe checklist](#)
- [WorkSafe Tasmania Employer resources](#)
- Further advice is also available at the [Business Tasmania website](#).

Please note that using the WorkSafe template for the Events COVID-19 Safety Plan does not indicate endorsement of your event. However, the template is useful in assisting you to develop a robust plan, and to communicate this to your patrons, staff and others.

You could also consider using stickers and posters, as well as your website and e-communications to share all, or part, of your COVID-19 Safety Plan. Details on available communication tools are

here: [Tasmanian Government COVID-19 resources](#), and you can register for stickers and posters here [COVID-19 Stickers and Posters - Registration](#). Resources are also available through Safework Australia.

Events – FAQs

What is the definition of a ‘gathering’?

A gathering number is the total number of people present in any single undivided space. All individuals – whether they are business operators, staff, volunteers, attendees, children or babies – are considered part of the gathering number.

What is the difference between an indoor or outdoor gathering?

An indoor space is any area, room or premises that is substantially enclosed by a roof and walls (this also applies to temporary structures, for example a marquee). Outdoor spaces are not enclosed by a roof or walls.

Do the gathering limits apply to the entire venue or individual spaces?

Until 1 December 2020, for mixed use venues with multiple indoor or outdoor spaces, the gathering cap (250 people for indoor, or 1000 people for outdoor) applies separately to each single undivided space. For example, a large hotel with multiple, separate indoor spaces (e.g. conference room, bar, restaurant, foyer, beer garden), is permitted to have up to 250 people for each of these spaces (the density limit applies).

The intention of the Public Health direction is that the indoor and outdoor spaces at multi use venues are utilised for different purposes. The individual groups in these spaces should not mix.

It is important to note that where the number of people permitted according to the density limit (one person per 2 square metres) is less than the gathering limit, the lower number applies.

From 1 December 2020, the new Framework considers such events to be ‘Combination Events’ and different restrictions apply, as outlined on pages 5-6.

Can I have multiple sessions of at an event outdoors?

You can have multiple sessions of up to the relevant limits on the number of people (on the same premises) that occur at different times of the day, for example a morning and an afternoon session. The density limits of two square metres of space per person applies and there must be no mixing of people between sessions. You should take into account the timing of patrons arriving, leaving and queuing when planning such events.

What about events that occur across a range of venues but are marketed as one ‘event’?

Consideration may be given to allowing one event to be held across multiple sites, each with up to 10 000 people, event that uses multiple and distinct venues on separate and distinct premises and is marketed as one event (umbrella) may apply under the Events Framework to have up to 10 000 at each site, where the Events COVID-19 Safety Plan demonstrates that the event has been designed to minimise the risk of mixing of people between the physically distinct sites. In these cases, the event will be assessed as a Level Three event, and you should consider whether each event/venue will need to have a separate Events COVID-19 Safety Plan.

However, where the events are at the same premises, they will be considered a single ‘Combination Event’ and must register under the Events Framework. The relevant gathering limits will apply.

What if my event is held in a venue not owned by me?

The property/venue owner will be required to have a COVID-19 Safety Plan. You should sight, review and understand this Plan. As the event organiser, you must comply with the property owner’s COVID-19 Safety Plan, as well as any other relevant COVID safety compliance matters which relate to your specific event. Ultimately though, the venue is responsible for implementing COVID-19 safety protocols.

For sports conducting events in venues not owned by the organisation, you are required to prepare your own COVID-19 Safety Plan that complies with the requirements set out in the venue owner's COVID-19 Safety Plan.

How do the indoor and outdoor gathering limits apply to events?

For all premises, other than private residences, the density limit means there must be a minimum of two square metres of space per person. For events, you must also abide by the gathering limits outlined on pages 5-6.

You can have multiple sessions on a premises that occur at different times of the day, which are treated as separate events, for example a morning and an afternoon session. The density limits of two square metres of space per person applies and there must be no mixing of people between sessions. You should take into account the timing of people arriving, leaving and queuing when planning your event.

How do I apply the rules to a multi-day event?

Multi-day events have not specifically been addressed in the current directions but can occur from 1 December under the new Framework. Multi-day events are permitted, subject to the gathering limits, but patrons are **not** allowed to stay overnight at the event site.

How do the gatherings limits apply to mixed use venues?

For mixed use venues with multiple indoor spaces the gathering caps apply to each separate undivided space, unless a single event is being held across those spaces.

The intention of the current direction is that the indoor spaces at multi use venues can be used for either different purposes (events) or if it is the same event then there needs to be active management in place so there is no mixing. The individual groups in the separate spaces should not be mixing.

If the separate spaces are being used for a single event, the event will be assessed as a 'Combination Event' under the Framework.

What event activities can occur at multi-purpose sporting and hospitality venues?

At multi-purpose venues, where there are multiple separate indoor spaces and an outdoor area (for example: a large outdoor sporting arena), events will be considered 'Combination Events'. Each space must meet the relevant requirement (for indoor and outdoor spaces) and the overall patronage must not exceed the maximum requirement for combination events outlined on pages 5-6.

What if my event is held on private property?

If it is privately owned and not licenced as an event venue, then it would be regarded as residential and is subject to the current maximum 20 person gathering limit (not including residents of the household). If it is licenced, the property/venue owner will be required to have a COVID-19 Safety Plan.

What if I hire a venue to host an event?

You can hire a venue, such as a community hall, for an event. As the person organising the gathering, you are responsible for complying with the requirements of the current *Management of Premises* Direction:

- maximum density limits and the permitted number of people at the venue,
- 1.5 metre physical distancing requirements (where practicable);
- the management of entry and exit requirements;
- the seated service of alcohol if the premises being hired is a licensed premises; and

- the dancing requirements (noting that dancing cannot occur at a party where food and alcohol is consumed).

There are no restrictions on self-catering. You can bring your own food and drink to a hired venue, such as a community hall, as long as you comply with the requirements outlined above. There are also no restrictions on how food is served, whether it be individual meals, the use of communal food areas such as buffets, or share plates/platters. Such an event is subject to the Framework and would need to register and/or apply in order to host the event,

You also need to comply with the venue's COVID-19 safety plan.

Should I publicise my COVID-19 Safe Event Plan before my event?

You should definitely use each interaction with your prospective patrons to highlight your COVID-19 Plan, especially in terms of your management of patron and staff safety. You should also highlight, through your marketing communications, those aspects of the event that will be most impacted by changes brought about by the advent of COVID-19, especially if you have run the event in previous years.

How should I communicate my COVID-19 planning at the event?

Ideally you should put in place prominent signage that detail aspects such as, not entering the venue if they are unwell and the maximum number of patrons able to enter the venue. If applicable, you should communicate policies related to actions that will be taken in the event patrons do not adhere to the guidelines and/or advise that patrons ignoring instructions may be contravening public health directions and will be asked to exit the venue.

What if a patron does not comply with my event's control measures?

If a patron at an event is not cooperating, an organisation or venue has the right to refuse entry to patrons or ask them to leave. You might consider the need for additional security measures.

Am I responsible for failure to comply with physical distancing requirements?

Event organisers are responsible for ensuring that staff and patrons are able to remain 1.5m from each other, where practicable, but you are not responsible for ensuring individuals maintain this distance. However, you should use your best endeavours to ensure physical distancing is maintained. In short, individuals have a level of personal responsibility in terms of limiting the transmission of COVID-19.

What is the safe distance between performers, participants and/or stall holders?

Performers should maintain 1.5 metres (or more) distance between themselves and other performers and from staff who work backstage. Where this is not possible, they should limit the duration of close contact. Stall holders should be 1.5 metres from the neighbouring stall holder.

For sporting events, there is no requirement for participants to social distance while competing. They should, where practicable, adhere to social distancing requirements during breaks, and avoid mingling with spectators. Spectators must adhere to social distancing requirements.

Are security staff, ushers, stagehands, event staff, performers etc. included in density and gathering limits?

Yes. In each undivided space, the total number of persons present must not exceed, where practicable, the maximum gathering size and density allowed (applying the 2 sq m rule).

Are exemptions needed for performers, stall holders, exhibitors?

No. Specific exemptions are not needed. For work processes where it is not possible to maintain physical distancing or create physical barriers between workstations, try to limit the duration of close contact, and ensure good hygiene practices, including cough/sneeze etiquette and hand hygiene.

What is the safe distance between a stage and the performer and audience?

Audience members should be at least 1.5m from performers and from other patrons (who are not part of their household) at all times, where practicable.

What is the safe distance between performers?

Performers should maintain at least a 1.5m distance between themselves and other performers and staff. Where this is not possible, they should limit the duration of close contact.

Do I need an Emergency Evacuation Procedure?

You should update your emergency evacuation procedures for your event/spaces where practicable, noting that physical distancing between people becomes a secondary requirement if there is clear and imminent danger requiring an emergency evacuation.

Are there any rules regarding roving performers at events?

Roving performers must comply with the same requirements as other performers, that is: maintain physical distancing, practice good respiratory and hand hygiene etc. Performers also must operate in a way that ensures spectators do not mill and are able to maintain social distancing requirements.

How can we support patrons getting safely to and from their seats in narrow aisles?

Consider options to maintain 1.5 metres between groups who have not attending as a group, when seated. This may mean blocking off some seats, and strict seat allocations, which allow for space between groups.

How do I manage access to amenities?

Venues should put in place measures to ensure physical distancing is maintained by:

- Increasing the number of facilities and ensuring those facilities have markers to denote 1.5m.
- Ensuring toilets are equipped with warm running water, soap or sanitisers, and paper towels
- Increasing the frequency and standard of cleaning

Do I need to keep an Attendance/Contact Tracing Register?

In order to assist contact tracers you must maintain a register of all staff, patrons, contractors and volunteers on site, the dates and times they are at the event, including bump in and out. This register must be kept for 21 days. Where a group attends an event together, retaining contact details of one person within that group is sufficient.

What contact details should be collected from Patrons?

Ideally, contact details will be collected for all patrons. However, contact information is required from at least a single patron within a group which has attended together and are known to one another. You should collect:

- Full name
- Contact Telephone number and/or email address
- Date and time period of patronage

Where possible also record the space (i.e. the room or theatre) where the patron was seated, if a seated venue.

You should inform patrons that the information is being requested for contact tracing purposes, and ensure transparency in collection, use and storage of personal data, including privacy obligations.

You cannot use these records for any other purpose than contact tracing (e.g. you cannot use this information for marketing purposes).

These records must be kept for at least 21 days.

What contact details should be collected from staff, contractors, volunteers etc.?

Employers must implement a method to enable staff, contractors and volunteers etc. to sign in and out for each shift/delivery/session they attend at the venue/workplace/premises.

You must record and securely store these contact details by recording first name, a contact phone number and/or email address, and date and time of attendance of each person.

How should I store contact information?

This is a decision for the individual business. Contact information must be stored in a manner that ensures it cannot be reviewed or tampered with by other patrons or staff (e.g. a running list kept permanently on a dining table is not suitable). It must also be able to be efficiently retrieved (within one hour) and sorted under a specified date and/or time (e.g. batched per day).

What advice should I communicate to my patrons in relation to contact tracing?

You should advise them that it is a condition of entry and that you have a documented process for collecting, storing, producing and destroying their contact information, and that this process is available for them to sight on request.

Can I use a mobile app or QR code to collect and store contact information?

If you choose to use a mobile application or QR code to collect contact information, the minimum requirements to keep, store and produce contact information (within one hour) must not be jeopardised.

My event is held in the public domain and there is no designated access point. How will I collect records of attendees?

Event organisers must collect contact details in order to facilitate any required contact tracing. In relation to event sites with no managed/designated access points, you must still implement options to channel foot traffic so that contact details can be collected, or in effect, not hold the event.

What is the extent of my responsibilities if my event is held in the public domain e.g. public beach foreshore?

Where an event has the potential to attract large numbers of people including passers-by or other members of the general public, event organisers are responsible for implementing measures to limit the number of people in the area in accordance with physical distancing and density requirements. This may include defining the event site, installing signage, and/or assigning stewarding personnel to encourage people to move along.

What cleaning protocols should I implement?

Cleaning and disinfecting common contact surfaces will help to slow the spread of COVID-19. General requirements and suggestions on cleaning and disinfecting procedures can be found in the Safe Work Australia guide: [‘How to clean and disinfect your workplace’](#) document.

What ‘routine’ cleaning protocols should I plan for?

It is important to clean before disinfecting. Cleaning is essential because dirt and grime can stop disinfectants working. Coronaviruses can survive on surfaces for many hours but is made inactivate by cleaning and disinfecting processes.

You should ensure that surfaces that are visibly dirty are cleaned as soon as this is noticed, regardless of when they were last cleaned.

Cleaning should start with the cleanest surface first, progressively moving towards the dirtiest surface. When surfaces are clean they should be dried to prevent slips/falls and the spread of viruses and bacteria through droplets.

Disinfecting means using chemicals to kill germs on surfaces. These can be in the form of liquids/sprays or wipes, and are labelled as “disinfectant” on their packaging.

Disinfectants are usually only necessary if a surface is contaminated with potentially infectious material, or if your workplace has many people entering each day.

How often should I clean the venue?

You should clean frequently-touched surfaces, like desks, reception counters, keypads, benches, tables, door handles, railings, kettle and microwave handles, backs and arms of chairs more often, a minimum of every two hours is a good guide.

Do I need separate cleaning protocols for specific areas?

You should consider specific cleaning schedules for green rooms, rehearsal rooms, stage door etc. As well as specialist event items including props, exhibition stands, production equipment, etc. You should also regularly inspect venue seating and undertake spot cleaning as and when required.

Should I clean between shows/matches?

Cleaning between shows or matches remains important, but deep cleaning may not be feasible depending on the layout and surfaces that require cleaning (e.g. fabric furnishings). Frequently touched surfaces should be wiped between shows/matches. Consider leaving sufficient time between performances to facilitate the requisite cleaning protocols.

How can I clean fabric chairs?

For fabric chairs, use a HEPA vacuum cleaner and clean the touch surfaces of the item that can be wiped with a damp cloth and detergent. Not all surfaces are amenable to frequent cleaning. For soft or porous surfaces like fabric or leather, seek advice from the manufacturer of the item to be cleaned about which products can be safely used. Focus on frequently touched surfaces and consider regular inspections of seating and undertake spot cleaning as and when required.

If soft or porous surfaces require regular cleaning, it may be more effective to use a removable washable cover or a disposable cover and replace these as regularly as you would clean the surfaces. Disinfectant is not suitable on fabric surfaces as it only works with extended contact time with the surface.

What hand hygiene facilities should I provide?

Hand washing facilities with liquid soap (not soap bars) and paper towel are strongly recommended. Alcohol-based hand rub in common areas, entry and exit points and areas where hand washing facilities are not available, is also recommended.

What are the Food and Beverage distancing requirements?

Physical distancing protocols still apply where food and beverage is served. Consider extending the duration of meals session, and ensure sufficient numbers of staff are on hand to manage crowding safely. Pre-ordering facilities for food and beverage items should also be considered.

Can patrons dance at an event – including wedding receptions?

Dancing is only permitted when it is pre-arranged, held in a separate room to where food and alcohol is consumed and contact information is recorded. Examples include a pre-arranged dance class in a separate room of a pub or a dance class or dancing in a community hall. The only other exception is dancing at a wedding reception. The wedding couple, their parents/guardians and other bridal party members can dance.

Why do specific dancing and food and alcohol restrictions apply?

Restrictions remain in place for dancing in all venues where food and alcohol is consumed because of the increased risk of close contact, particularly where alcohol is consumed, and difficulty of tracing contact among patrons.

This restriction will be in place at least until the end of 2020. If the event is pre-arranged then water, tea, coffee and other non-alcoholic drinks can be consumed in the same room as a dance class or dancing.

If someone hires a venue, such as a community hall, they share with the venue owner/operator the responsibility for managing dance and other activities, including physical distancing and facilitating a safe entry and exit to the premises.

Can I serve alcohol?

The operator of licensed premises must ensure that alcohol consumed at the premises is only consumed by patrons of the premises who are seated where the alcohol is to be served. This has changed from previous directions which required consumption of food and drink whilst patrons were seated.

Can guests have pre-event beverages whilst standing up?

No. Event attendees and/or wedding guests must remain seated when consuming alcohol. A person who operates premises where alcohol is served must ensure that alcohol is consumed by patrons in seated areas; and must not allow non-seated activities (for example dancing).

Are there restrictions on how food is consumed at tables?

No. There are no restrictions on how the food is consumed at tables.

How close can patrons sit together at a table?

There are no restrictions on how close diners from the same group can sit at a table.

What, if any, children's activities are unsuitable e.g. hands-on craft activities and face painting?

Event organisers must apply public health principles to determine whether activities will be suitable at an event. For example, physical distancing cannot be maintained during face painting so this activity would not be permitted.

How should performance space, including on stage and in orchestra pits, be set up for safe physical distancing?

The performance space, including on stage and in orchestra pits, should be arranged to maximise physical distancing. When rehearsals and performances are conducted, performers should maintain a 1.5 metres distance from each other, and sharing of microphones or instruments that are played with a mouthpiece should be avoided.

Does the maximum capacity in the auditorium include performers on stage or in an orchestra pit?

Yes.

Does the maximum capacity in the auditorium include backstage personnel?

Yes.

Can patrons order drinks at a bar or is table service mandatory?

Guests can order drinks from a bar inside a venue, as they can in any licensed premises, but they must return to their table/take a seat and remain seated while consuming the beverage.

Can patrons order drinks from a pop-up bar or wet area?

Guests can order drinks from any bar inside a venue, but they must return to their table/take a seat and remain seated while consuming the beverage.

When there are children present, are they required to be seated?

All people, including children must be seated.

Is there a time limit on how long a patron can stay in the venue or food and beverage outlet?

No. This is a matter for individual premises to determine.

How many people in a group need to provide contact tracing details on arrival?

Ideally, all people need to provide contact details. However, where patrons are attending in a group and are known to each other, the contact details of one person within a group can be collected.

What are some of the mandatory requirements we should consider for event staff?

Event staff, volunteers, contractors etc. should be:

- Prohibited from attending the workplace if they are unwell or have been in contact with a positive COVID-19 patient.
- Registered on arrival at the event venue. Consider using a formatted questionnaire for this purpose.
- Required to sign out on departure.
- Complete requisite documentation in the event of a COVID-19 related incident on site to which they are potentially exposed, or if they themselves attend the workplace while infectious or unwell.

You may also consider encouraging event staff to maintain COVID-19 protocols and hygiene outside working hours for the duration of the event.

How many people can attend an outdoor market?

See the gathering limits outlined on pages 5-6.

COVID-19 Incident Management

Incident Notification – COVID-19 related – Patrons and staff

In the event of a medical incident or death where COVID-19 is suspected, a positive diagnosis of COVID-19, or suspected exposure to COVID-19 to patron and/or staff has occurred, you must immediately notify Public Health by phoning **1800 671 738** and follow their advice relating to:

- Helping the affected person to receive medical treatment.
- Identifying who has been in close contact with that person.
- Isolating the affected venue area or areas.
- Closing the event until advised it is safe to reopen.

Incident Notification – COVID-19 related – Employees

You must also notify WorkSafe Tasmania by phoning **1300 366 322** or by submitting WorkSafe Tasmania's [WorkSafe Tasmania Incident Notification](#) if it is confirmed that an employee has contracted COVID-19 through carrying out work at your event and:

- the person dies; or
- the person is required to have treatment as an in-patient in a hospital; or
- the reason the person contracted COVID-19 is reliably attributable to carrying out work that involves providing an event service, or involves contact with human blood or body substances during the course of their work. In notifying WorkSafe Tasmania, you should ascertain whether or not undertaking their work activities at your event was a significant contributing factor to the infection being contracted.

In either of the above cases, notification must be made immediately after you become aware of the incident. Notification is required regardless of whether you believe that the Department of Health/Public Health Services is already aware of the case. Regulation 699 is the relevant regulation for incident notification of a serious illness.

Fact Sheets

A summary of safety and hygiene measures to ensure staff and volunteers are complying with health advice, and are well, can be found here: [Coronavirus information for Employers](#)

A fact sheet on the requirements of developing your Safety Plan can be found here: [Tasmanian Government COVID-19 Safety Plans fact sheet](#)

A range of fact sheets from the Tasmanian Government, for community, businesses and health professionals can be found here [Tasmanian Government's Coronavirus Fact sheets](#)

Key Contacts

Tasmanian Government Public Health Hotline 1800 671 738

Use this number in the event you are made aware that your patrons or staff have a fever and respiratory symptoms (e.g. cough, sore throat), have recently travelled overseas or have had contact with someone known to have COVID-19, or if you have any queries in relation to managing the safety of event patrons or staff on site.

Business Tasmania Hotline 1800 440 026 or Australian Government Business Support 13 28 46

For further information on available support go to [Australian Government Covid-19 business support](#) and [Tasmanian Government Covid-19 business support](#)

Australian Government Information Line 1800 020 080

For nationally relevant information about coronavirus visit the Australian Government Department of Health website here: [Australian Government Health Alert and Corona Updates](#)

WorkSafe Tasmania 1300 366 322

To report an incident to WorkSafe Tasmania immediately phone 1300 366 322. You must follow this up within 48 hours, by lodging the Incident Notice form found here: [Notify WorkSafe](#)

Australian Competition and Consumer Commission (ACCC) 1300 302 021

For information on COVID-19 related rights and obligations for consumers and businesses go here: [ACCC Website](#).

Tasmania Police Assistance Line 131 444

A form for reporting non-compliance with self-isolation requirements or gathering restrictions can be found here: [Form for reporting non-compliance](#)

Appendix A - Example COVID-19 Health Questionnaire for Staff

Staff name:

Date:

Time of allocated shift:

Signature:

Contact number:

Time arrived at venue:

Time departed venue:

Name of Supervisor/Venue Manager advised of any COVID-19 related issue(s)

Are you currently required to be in isolation because you have been diagnosed with coronavirus (COVID-19)? Yes or No

OR

Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)? Yes or No

If you answered **YES** to either of the above questions you should not be attending this site today.

You should now immediately advise your Supervisor/Venue Manager of your attendance at our site today practising COVID-19 safe protocols in doing so. You will also need to seek the advice of the Department of Health and Human Services.

If you answered **NO** to the above questions, proceed to the symptom checklist below.

Are you experiencing these symptoms? (Tick any or all boxes as applicable)

- Fever or signs of fever, such as chills or night sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of taste or sense of smell

If you answered YES to any of the above questions you should not enter this workplace and will need to leave this workplace AFTER you immediately advise your Supervisor/Venue Manager. You will then need to arrange to get tested for COVID-19, stay home as directed and advise your Supervisor/Venue Manager of the outcome of your test as soon as possible.

If you answered NO to all the above questions, you can enter this workplace.

Appendix B - Event Ready Checklist

- Have you registered your event and/or lodged your COVID-19 Safety Plan for assessment?
- Do you understand your legal obligations as these relate to directions from the Director of Public Health, the Australian Competition and Consumer Commission (ACCC), WorkSafe Tasmania and others?
- Have you planned to consistently review, and readily apply, directives, recommendations and guidance before, during and after your event?
- Have you examined the quantifiable impacts of physical distancing/gathering limits on revenue and expenditure?
- Have you scoped out your venue relevant to density, gathering and distancing requirements and separate entry and egress arrangements for staff, patrons and others?
- Have you developed alternative event concepts and/or ways to deliver and commercialise your content/offering and/or 'reopen' or reimagine your event?
- Have you explored options to develop and market additional revenue streams for your event?
- Have you assessed the cost and ROI of implementing potential technology solutions?
- Have you assessed the specific expenditures and implementation costs related to your proposed COVID-19 cleaning and waste management schedule(s)?
- Have you assessed available human resources, including any costs associated with upskilling existing staff and/or accessing supporting expertise, if required?
- Have you reviewed current contracts with suppliers, contractors and artists?
- Have you planned for additional staff training, before, during and after the event?
- Do you need to consider additional, or new, security measures and resources?
- Have you developed effective protocols and signage around enforcing the 1.5m distancing requirements for patrons, staff and others?
- Have you developed a system for managing contact tracing records?
- Have you developed a process for managing patrons or staff suspected of showing symptoms of COVID-19, being exposed to COVID-19 within the preceding 14 days, or being diagnosed with COVID-19, prior to and during your event?
- Have you planned for staff rostering e.g. staggered commencement and conclusion times and staggered breaks?
- Have you assessed the possibilities around separate and discrete areas for staff, volunteers and contractors to enter and exit the site, and for taking breaks?
- Have you planned to manage short notice reduction in staff availability prior to, and during, shifts?
- Have you put in place a plan to protect yourself, and your staff, in relation to mental health and other COVID-19 related issues?
- Have you developed tailored and integrated messaging regarding your approach to COVID-19, especially around your Terms and Conditions e.g. refunds etc. and any cleaning and hygiene measures that may impact the customer experience?
- Have you developed messaging related to patrons own obligation to take responsibility for the health and safety of themselves, other patrons, and that of your staff?
- Have you developed your COVID-19 Plan in consultation with staff, volunteers, contractors and suppliers, and obtained their 'buy in' to ensure the Plan is effectively implemented?

Appendix C - Protocols for performances

The following provides guidance that may be useful for the performance sector.

Cast/performers

- Require cast to perform own set checks and to dress themselves, where possible.
- Require cast to handle hand-held props out of a bag and return them to the same bag when finished, if possible.
- Encourage staff to adhere to physical distancing requirements during rehearsals where possible.
- Where cast cannot adhere to physical distancing requirements, try to limit the duration of close contact and ensure good cough/sneeze etiquette and handwashing.
- Limit block-throughs and rehearsals to essential personnel only.
- Limit direct person-to-person contact.

Rehearsals

- Minimise attendances at on-site rehearsals to essential personnel only and seek opportunities to rehearse separately or via electronic means.
- Rehearse in large, well-ventilated areas or even outdoors if practicable.
- Promote hand hygiene throughout and between rehearsals.
- Ensure rehearsal spaces are set up to facilitate physical distancing and avoid direct contact where possible.

Hair and makeup

- Guidelines are available for the beauty and personal care sector, at [WorkSafe Tasmania](#).
- Ensure all practices are in compliance with requirements under the COVID Safe Workplace Guidelines set out by WorkSafe Tasmania regarding infection prevention and control.
- Provide cast and performers with the option to do their own hair and makeup (including touch-ups and removal), including through virtual tutorials with hair and makeup personnel.
- Wash hands prior to beginning any work on a cast member or performer, during as needed, and immediately after.
- Sanitise and bag hair and makeup kits (tagging kits as such).
- Ensure makeup applicators and removal supplies are single use and disposed of.
- Purchase separate makeup kits for each cast member.
- Require cast and performers to touch up and remove their own makeup.
- Prevent makeup supplies from being handled by anyone outside of the makeup department.
- Require wigs and hair extensions to be deep cleaned before being applied.
- Maintain at least 1.5m distance between hair and makeup stations.
- Wipe down makeup chairs with disinfectant wipes between uses by different performers/cast members.
- Provide hygiene station near the entrance of the makeup area.

Costume

- Provide additional time after casting to allow online purchases, delivery and separate individual fittings.
- Conduct costume fittings remotely or virtually where possible or with only one stylist/designer.
- Clean and sanitise high-touch surfaces between fittings.
- Ensure costume fitters and cast members wash hands before/after fitting or dressing cast.
- Equip each individual with their own supply of an alcohol-based disinfectant and hand sanitiser.
- Prevent costume pieces from being shared.
- Colour code costume pieces (with tape/stickers) to identify when a costume/piece has been used and needs to be cleaned before next use.

Sound/orchestra

- Consider sneeze screens or mute shields between musicians and maintain physical distancing.
- Colour code equipment (with tape/stickers) to identify when equipment has been used and needs to be cleaned before next use.
- Prevent swapping of radio microphone belts and pouches between cast members.
- Require radio microphone transmitters be cleaned with disinfectant wipes.
- Require cast and performers to apply and remove their own lapel microphones, where their use is unavoidable.
- Require individuals to supply their own headphones.
- Provide additional time at the end of the day to ensure cleaning and sanitisation of equipment used.
- Consider reduced numbers of musicians and/or staggered arrival and departure.

Art department

- Minimise number of crew who will work in groups or pairs to install or move items (where safe to do so).
- Implement permanent separate teams to minimise cross-contamination.
- Plan purchases to minimise trips needed to brick and mortar stores and facilitate use of credit cards and online payment.
- Minimise the use of shared props and wipe down shared props between rehearsals.
- Colour code props/equipment (with tape/stickers) to identify when equipment has been used and needs to be cleaned before next use.
- Wipe down and disinfect goods in the prop store.
- Maintain an inventory trail of props for the purposes of contact tracing if there is a confirmed case.

Theatre/performance spaces

- Limit the number of tickets sold for each cinema screening or theatre performance to allow for requisite physical distancing and density limits and limit or refuse walk-in or door sales.
- Consider airline-type loading and unloading by row numbers.
- Consider allocated seating for all events and performances.
- Consider utilising timed ticketing to stagger arrivals if practicable.
- Encourage ticket purchases in household/family blocks and seat accordingly.
- People who are not from the same household should be seated at least 1.5 metres from other people in the venue.
- Apply the one patron per two square metre rule and adhere to the maximum number of patrons in each separate area.
- Consider allocating spaced seating and staggering that between rows. Other seats could be clearly marked that they are not to be used.
- Utilise a seating system where individual seat numbers are called up to minimise people needing to pass each other within the row.
- If there is an intermission, require the entire audience to leave their rows to reduce need for people to pass other seats with patrons who would normally remain seated.
- If there is an intermission, extend its length to reduce the need for people to feel the need to hurry and impose on physical distancing requirements.
- Reduce the number of sessions and allow time between sessions to minimise interactions between patrons arriving and leaving and allow for additional cleaning/sanitisation.
- Implement separate entrances and exits for patrons where possible, as well as separate walkways (with one-way flow) in lobby areas, including consideration of seat removal to facilitate additional pathways.
- Livestreaming a performance, without a live audience, can continue, however, ensure the performers and technicians involved maintain physical distancing whenever possible.