

# Event COVID-19 Safety Plan

**This Event COVID-19 Safety Plan applies to events with 5 000 or more patrons and music festivals with 2 000 or more patrons in attendance at any one time.**

Your Event COVID-19 Safety Plan will detail how your organisation will reduce the risk of COVID-19 transmission at your event.

It is important when completing this template that you provide as much detail as possible when describing how you intend to implement the various measures.

This template can also be used if you are holding a series of similar type events at one venue.

Complete and submit this Plan at least 30 business days before the earliest key decision date.

To submit, upload this form along with any supporting documents at:

[www.business.tas.gov.au/eventsframework](http://www.business.tas.gov.au/eventsframework)

## Event details

Event name	
Event location	<Address where the event will be held>
Date (s) of event	
Indoor / Outdoor / Combination	<Is the event held indoors, outdoors or a combination of indoor and outdoor areas?>
Seated / Free moving / Combination	<Will patrons be mostly sitting, free moving or will there be a combination of seated and free moving areas?>
Duration of the event	<Event start and finish time>
Event description	<Please describe the key details of your event>
Accommodation at the event site	<Will patrons be staying overnight at the event site? If so, will they be camping, staying in permanent accommodation facilities or a combination?>

	Refer to the Guidance note for COVID-19 safe camping at events and attach a short summary of your event camping details, <a href="http://www.business.tas.gov.au">www.business.tas.gov.au</a>
Serving of alcohol	<Will alcohol be served?> Yes / No <How long is alcohol service? e.g. over 4 hours>
Event website	<Include a link to the event website, online ticket page and social media pages if available>
Key decision date	<List the key dates e.g. date for ticket sales, infrastructure builds or contract requirements>
Do you need any permits or licenses for your event?	<E.g. Liquor Licence, Traffic Management Plan, Occupancy Permit, Place of Assembly Licence, Smoke Free Management Plan>

## Contact information

<p>Responsible person</p> <p>Designate a person to be responsible for COVID-19 safety before, during and after the event. This person will be the contact for Public Health, including if any issues arise during the event.</p>	
Name and title / position	
Phone number	
Email address	
Event Organiser Details (if different from responsible person)	<Name, title, email and phone>

## Venue details and crowd numbers

Venue name	
Venue contact, if different from Event Organiser	<Name, title, email and phone>
Venue site size (in square metres)	<Full site size including public, worker and external access areas>
Venue publicly accessible floor area (in square metres)	<Includes publicly accessible areas only, both indoor and/or outdoor area. A site map may help demonstrate this>
Requested maximum number of patrons at the event (crowd capacity)	<Detail the number of patrons at your event at any one time> <Detail how the number of patrons has been determined, e.g. capped tickets, past experience, occupancy permit limit>
Requested maximum seated capacity (if applicable)	<Detail number of fixed/permanent seats, seating type and number of temporary seats that you will supply in forward facing theatre style arrangement.  <If bleacher style seating is used, allow at least 50 cm per person/seat base (two people per linear metre)>

## Workers, volunteers, vendors, performers and contractors

Event staff are essential to operate a COVID-19 safe event. They must have a thorough understanding of how COVID-19 safety is to be managed at the event as well as supporting attendees to behave in a COVID-19 safe manner, including physical distancing and hygiene practices.

### COVID-19 Marshals

The role of a COVID-19 Marshal is to support event organisers to implement COVID-19 safety at an event. The person does not need to be referred to as a marshal, this is just a term that is commonly known to the public.

A marshal should be visible, easily identifiable, appropriately trained and over the age of 18 years.

The types of things a marshal can help with include monitoring for unwell people, the availability and use of hand sanitiser or soap, maintaining cleaning logs, promoting physical distancing and monitoring for overcrowding and high risk activities. The number of marshals at the event will depend on the crowd size, event site size, event duration and style of event. Consider appointing a COVID-19 Marshal Leader who understands the COVID-19 Safety Plan and roles and duties of the team.

Number of event staff / volunteers / vendors / performers / contractors	<Detail the total number and breakdown of these personnel including roles,  e.g. 52 personnel; 8 ticketing staff, 8 COVID-19 Marshals, 8 security, 20 stallholders, 5 performers, 3 cleaners etc>
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Roles and responsibilities of event staff / volunteers / vendors / performers / contractors	<Detail roles and responsibilities of these personnel>
Training / briefing / communication	<Detail how will you will communicate with workers, volunteers, vendors, performers and contractors on COVID-19 expectations at the event>
Other businesses	<Will other businesses at the event operate under your COVID-19 Safety Plan? If not, can they provide their own COVID-19 Safety Plan?>
Non-complaint patron/s	<Detail what will be done if an individual or a group of patrons at the event do not cooperate with the COVID-19 Safety Plan>

## Communication and messaging

Positive messaging can help patrons to follow COVID-19 safe behaviours at your event. Plan how you will communicate with patrons before and during the event about COVID-19 safety.

Key messages are:

- Stay home if unwell or if required to isolate.
- If you become unwell when at the event, please put on a facemask and leave the event immediately.
- Keep a distance of 1.5 metres from other people and social groups where practicable.
- Wash and sanitise your hands regularly.
- Wear a face mask when needed - such as if you develop symptoms during the event or when you cannot keep a distance from others.

Signage and social media tiles can be accessed at [Keep it COVID safe resources | Coronavirus disease \(COVID-19\)](#)

	Plans / actions	Responsible
Before the event	Tick applicable methods to be used prior to the event to communicate COVID-19 safe messages: <input type="checkbox"/> Event website <input type="checkbox"/> Social media <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input type="checkbox"/> Text message <input type="checkbox"/> Ticket information <input type="checkbox"/> Other:	

During the event	Signage	Responsible
	<p>Tick applicable COVID-19 signage/posters to be displayed at the event:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Do not enter if unwell</a></li> <li><input type="checkbox"/> <a href="#">Physical distancing</a></li> <li><input type="checkbox"/> <a href="#">Keep it COVID safe - behaviours</a></li> <li><input type="checkbox"/> <a href="#">Handwashing procedures</a></li> <li><input type="checkbox"/> <a href="#">Face masks recommended</a></li> <li><input type="checkbox"/> Other:</li> </ul> <p><u>Type of signage:</u> &lt;laminated, corflute&gt;</p> <p><u>Size:</u> &lt;recommended A3 or larger&gt;</p> <p><u>Location of signage:</u> &lt;display at prominent locations such as entry, food, bar and focal areas&gt;</p>	
	Other communication methods	Responsible
	<p>Tick applicable</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verbal messaging on a sound system by an MC or another person/performer (recommended these are scripted and reactive)</li> <li><input type="checkbox"/> Verbal reminders by event staff or volunteers (e.g. COVID-19 Marshals)</li> <li><input type="checkbox"/> Visual messaging on a large screen</li> <li><input type="checkbox"/> Event program/booklet</li> <li><input type="checkbox"/> Other:</li> </ul>	

## Managing patrons

### Physical distancing

COVID-19 spreads mainly between people who are in close contact with each other.

It is highly recommended patrons maintain physical distance of at least 1.5 metres from other people or other social groups.

Ways to help people maintain physical distance are:

- Use clear visual markings such as posters, ground markings or barriers to guide people where to stand and what direction to travel in.
- Consider the layout of entry and exit points, walkways, toilets, food and drink and bag checking areas, points of congregation.
- Provide verbal reminders over your sound system.
- Use visual reminders displayed on big screens or posters.
- Have staff or volunteers designated to monitor patron behaviour.

### Entry points

Plans / actions	Responsible
<p>&lt;Will the event have an entry? If not, how will entry be managed&gt;</p> <p>&lt;How many entry points will be at the event? Will multiple lanes or service points be in use at the entry?&gt;</p> <p>&lt;Will people need to queue? If so, how will this be managed?&gt;</p> <p>&lt;Detail measures to be used/set-up at entry points to limit queuing and encourage physical distancing, e.g. bollards and bunting, crowd control barriers, signage, ground markers, interaction with patrons e.g. by COVID-19 Marshals&gt;</p> <p>&lt;How will people be advised of COVID-19 safety messaging at the entry?&gt;</p> <p>&lt;Detail staffing to support the entry points? Think about ticketing and prompt entry&gt;</p>	

### End of event or patron departure for the event

Plans / actions	Responsible
<p>&lt;Specify the number of exit points and if sufficient for the crowd size and style of event. Staggered departure times may assist in managing congestion&gt;</p> <p>&lt;How will congestion be avoided when people depart the event? e.g. monitoring by COVID-19 Marshals&gt;</p>	

### Food and beverage service areas

Plans / actions	Responsible
<p>&lt;Are there sufficient food and beverage service areas to reduce queuing and congestion?&gt;</p> <p>&lt;Where will food and beverage areas be located to minimise congregation in one area? Think about providing space for queuing so that walkways are not blocked&gt;</p> <p>&lt;If patrons will need to queue, how will this be managed? E.g. temporary fencing or crowd control barriers, multiple service points, directional signage and 1.5m ground markers, staff or volunteers designated to monitor patron behaviour&gt;</p>	

### Toilets

<p>The number of toilets and hand washing facilities available should be sufficient to minimise queuing at the event.</p> <p>Consider the following to determine how many toilets will be needed:</p> <ul style="list-style-type: none"> <li>• Local council guides and Place of Assembly requirements (if applicable).</li> <li>• The <a href="#">Australian Disaster Resilience Handbook Collection - Safe and Healthy Mass Gatherings</a>.</li> <li>• The number of attendees at the event.</li> <li>• The duration of the event, including the duration of sessions (if applicable) and start and finish times of distinct activities.</li> <li>• Whether alcohol will be consumed.</li> </ul>
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Plans / actions	Responsible
<p>&lt;Detail the number and location of toilets and hand wash basins at the event (breakdown of male, female, unisex, disabled)&gt;</p> <p>&lt;Confirm that the number and location of toilets and hand wash basins is sufficient to limit queuing&gt;</p> <p>&lt;Detail how queuing at toilets will be managed and monitored during the event&gt;</p>	

### Reduce overcrowding and points of congregation

<p>Ensure there is adequate space within a venue to provide patrons with choices about where to go to maintain physical distance. Manage likely points of congregation. Local council requirements for capacity of outdoor areas and indoor building occupancy limits may also apply to the venue.</p> <p>Ways to minimise the potential for large numbers of people in the one space at a time:</p> <ul style="list-style-type: none"> <li>• Use a ticketing system so you know how many patrons will attend.</li> <li>• Patron counting apps or manual clickers.</li> </ul>
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- Zones with set capacity limits.
- Session times or “one-in one-out” attendance.
- Signage stating the number of people that can be in an area, this helps patrons to self-regulate and works well in small areas where it is easy to do a head count.
- Encourage patrons to be seated with bring your own chair, rugs or provide seating.
- Remind patrons to stay within allocated seats or spaces.
- Have staff or volunteers designated to monitor patron behaviour.

Popular areas at your event may include activities for children (face painting and competitions); time limited and scheduled displays (competitions, races, fireworks and woodchopping); side show carnivals and other interactive activities; races that draw crowds to a trackside or focus area; bonfires, stages and dance party tents.

Plans / actions	Responsible
<p>&lt;Detail how overcrowding will be managed at the event. Is there is sufficient space for the proposed crowd?&gt;</p> <p>&lt;Detail likely congregation points at the event and how these will be managed to encourage physical distancing&gt;</p>	

### Face masks

Face masks are encouraged as extra protection in situations where people cannot physically distance, work in a public-facing role, are vulnerable to COVID-19, or by any person that may develop symptoms during the event.

Plans / actions	Responsible
<p>&lt;Will you require people to wear a face mask at the event?&gt;</p> <p>&lt;Will people (patrons, staff) be encouraged to wear a face mask at the event? Particularly staff in customer-facing roles or interacting with vulnerable people&gt;</p> <p>&lt;Detail if a supply of face masks will be available at the event for patrons or staff?&gt;</p>	



*High risk activities (dancing, consumption of alcohol), if applicable*

Understand and consider how you can manage activities that may impact on a person’s ability to physically distance.

Dancing and moshing has the potential to reduce physical distancing behaviour, increasing the risk of disease transmission.

Alcohol consumption, particularly over long periods of time may be associated with deterioration in patron COVID-19 safe behaviour, such as physical distancing and personal hygiene.

Plans / actions	Responsible
<p>&lt;Detail management of high risk activities, consider:</p> <ul style="list-style-type: none"> <li>• Reducing the duration of the event and/or alcohol service period.</li> <li>• Designate areas for dancing to ensure there is sufficient space or have a cap on the number of people in a dancing area.</li> <li>• Have a VIP section in front of the stage - these areas generally provide patrons with space to spread out and may minimise congregation near a stage.</li> <li>• Verbal reminders over your sound system.</li> <li>• Visual reminders displayed on big screens.</li> <li>• PA messaging, big screen reminders.</li> <li>• Staff or volunteers designated to monitor patron behaviour.&gt;</li> </ul>	

## Cleaning and hygiene

### Hand hygiene - hand sanitiser and hand washing facilities

A strong defence against viruses is for people to wash or sanitise their hands regularly and to cover their mouth and nose when coughing and/or sneezing.

Alcohol-based hand sanitiser should be provided at key locations such as entry and exit points to the venue, at toilets, at all food service areas and other high touch/interactive points.

Toilets should be provided with hand washing facilities; running water for hand basins, liquid soap and disposable hand towels or dryers.

Plans / actions	Responsible
<p>&lt;Detail alcohol-based hand sanitiser facilities at the event, including location, number, type (automatic stations, pump bottles)&gt;</p> <p>&lt;Confirm hand washing facilities will be available at toilets supplied with running water, liquid hand soap, and hand drying facilities (disposable hand towels or dryer)&gt;</p> <p>&lt;Detail who will be responsible for replenishing hand sanitisers, and hand washing facilities during the event&gt;</p>	

### Venue cleaning and disinfecting

A regular and appropriate cleaning schedule must be implemented before, during and after the event to remove viruses from surfaces to prevent disease transmission.

Busy areas such as toilets and high touch surfaces such as door handles, chairs, tables, food and drink facilities, EFTPOS machines, rubbish bin lids and bathrooms should be regularly cleaned and disinfected.

Cleaning and disinfection tasks should be carried out by trained or suitably qualified people.

There are two main cleaning and disinfection methods you can use:

- Two step - where the area is cleaned with detergent and water and then has a disinfectant applied.
- Two in one - where a product is used that cleans and disinfects in one.

Use products approved by the [Therapeutic Goods Administration](#).

Cleaning tips for workplaces can be found at Safe Work Australia [Cleaning | Safe Work Australia \(swa.gov.au\)](#).

Plans / actions	Responsible
<p>&lt;Prepare and provide a copy of the cleaning schedule (see below template)&gt;</p> <p>&lt;Detail who will carry out cleaning tasks, are they trained or suitably qualified?&gt;</p> <p>&lt;Detail chemicals, PPE and cleaning tools/equipment required at the event to carry out tasks&gt;</p>	

<Detail who will be responsible for confirming the cleaning schedule is being carried out during the event>	
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Complete the below cleaning schedule template, or attach a copy of your cleaning schedule.

Cleaning schedule template			
Surface	How	Time	Who
For example, toilets	For example, wipe with an all in one cleaning and disinfectant wipe (single use product) and dispose of after use	For example, every 30 minutes	For example, cleaning staff and how many

## Managing COVID-19

### Managing unwell people

Be aware of staff and patrons with cold and flu like symptoms such as coughing, sneezing, fatigue or signs of fever. This can be difficult to do but noticing and acting on signs of illness may make a difference to the spread of disease at the event.

Have a plan in case a person becomes unwell or receives a positive test result during the event. For example, direct the person to wear a face mask if they are not already doing so, remain at least 1.5 metres from any other person and ask them to leave the venue and travel home or to accommodation, preferably by private transport.

Plans / actions	Responsible
<Detail who and how staff and volunteers will report an unwell person to at the event, e.g. the responsible person or event organiser> <Will there be a supply of Rapid Antigen Tests (RAT's) for event staff, volunteers, performers, or patrons with symptoms?> <What will an unwell person or person who receives a positive test be required to do?>	

### Managing an outbreak

Organisers should check the Tasmanian Government's website [www.coronavirus.tas.gov.au](http://www.coronavirus.tas.gov.au) on a regular basis leading up to and during the event for important information and community updates on managing an outbreak.

Consider the following actions to plan and manage an outbreak:

- All efforts must be made to remind patrons, staff and volunteers not to attend an event if unwell, awaiting test results or required to isolate.

- Consider providing refunds when patrons are not able to attend due to being unwell. Ensure this refund policy is clearly communicated.
- Consider ways to distance and separate event staff and have them work more independently or in separate teams, particularly for multi-day events, utilise shift arrangements.
- Avoid key person dependencies or have a contingency plan for any critical tasks.
- Have a secondary responsible person familiar with the Plan in case the primary person is not available.
- If you do have an outbreak at your event, follow your normal cleaning schedule. There is no need to close the entire venue while cleaning and disinfection is underway.

Plans / actions	Responsible
<Detail how you will plan for an outbreak and manage an outbreak in according with Public Health advice>	

## Event site map

Attach an event site map and detail on the map:

- Perimeter of event site.
- Facilities/such as toilets, food and beverage vendors.
- Entry and exit points, including queue management measures.
- Suspected congestion area.
- Placement of hand sanitising stations.
- Placement of COVID-19 signage.
- Number and placement of COVID-19 Marshals.
- Zoned areas, if applicable.
- Camping areas or other areas where accommodation is provided onsite.

The LISTmap may be a useful to access an aerial image of your event site, and measure useable area, [LISTmap - Land Information System Tasmania \(thelist.tas.gov.au\)](http://thelist.tas.gov.au)

## Further support and information

The public health COVID-19 Safe Events Team are available to provide event specific advice and assistance to plan and manage COVID-19 safe events.

Team members can share learnings from other events and offer suggestions to assist with event planning.

If any changes to your COVID-19 Safety Plan are required after it has been approved by Public Health, you will need to inform the COVID-19 Safe Events Team.

Contact the COVID-19 Safe Events Team by email at [covidsafeevents@health.tas.gov.au](mailto:covidsafeevents@health.tas.gov.au)

To keep up to date with current information visit [www.coronavirus.tas.gov.au](http://www.coronavirus.tas.gov.au)