

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

Your COVID-19 Safety Plan

Outdoor gatherings for music rehearsal and performance

Organisation details

Organisation name	Pascale Stendell
Organisation location (town, suburb or postcode)	Cowra NSW 2794
Completed by	Pascale Stendell
Email address	pascale@itmatters.com.au
Effective date	12 October 2020
Date completed	13 October 2020

Wellbeing of staff and visitors

Exclude staff, performers and audience members who are unwell.

Ask each volunteer if they are well and send them home if they are unwell.

Display posters reminding attendees of their responsibility in regards to wellness and remind the attendees - over the microphone from time to time - that they should walk away from the site and self-isolate or seek medical attention if they are unwell.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, cleaning, and how to manage a sick visitor.

Provide volunteers and attendees with information on COVID-19 including physical

distancing and personal hygiene.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

This is a one-off volunteer based event and leave entitlements do not apply.

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

Display conditions of entry (website, social media, entry points via posters)

Display the maximum number of people allowed to attend the event clearly at each place of entry to the park.

Ensure processes are in place to exclude performers and audience members who have visited a location or venue at a time and date that requires them to self-isolate, in the 14 days prior. Locations with self-isolate alerts are listed on the NSW Government website.

Access the list of locations with self-isolate alerts from the NSW Government website, the morning of the event and ask performers and audience members who have visited such listed locations to self-isolate.

Physical distancing

Ensure the number of people does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people.

To ensure the number of people does not exceed one person per 4 square meters of space (excluding staff) physical prompts will be placed on the site - whether seats or marks on the ground and grassed area.

Ensure the rehearsal and performance, including physical distancing between performers and between the audience, complies with the most recent advice from NSW Health.

Regularly check the most recent advice from NSW Health up to the date and date of the event.

Ensure any audience members comply with 1.5 metres physical distance where

practical, such as through staggered seating or marked grass areas. People who live in the same household are not required to distance.

Organiser to ensure that all audience members do comply with 1.5 m physical distance where practical, using either the provided seating or marked grass areas - knowing that people living in the same household are not required to distance. Ensure of such audience behaviour by reminding the audience over the microphone and/or by physically moving the non-rule abiding members of the audience on so they either leave the site or abide by the rules.

Ensure audience members remain seated throughout the rehearsal or performance. Dancefloors are not permitted.

Ensure audience members remain seated and/or physically separated by 1.5m at all times even when moving away from the event to leave or accessing the near-by toilets. There is no dance floor.

Reduce crowding wherever possible and promote physical distancing with markers where people are asked to queue or stand.

Markers will be providing on the paved area of the park to promote physical distancing. There is no queue area. Posters will also be displayed on the entry points to the park to remind people of the distancing rule. If despite the posters and reminders over the microphone, crowding occurs immediately outside the park area, the organiser will gently move the crowd on.

Hygiene and cleaning

Adopt good hand hygiene practices.

Good hand hygiene practice will be promoted via posters to the audience and the performers will also be reminded to clean their hands at the local toilets next to the park prior to performing.

Ensure hand sanitiser is accessible at the venue entry and throughout the grounds.

Hand sanitiser will be provided for the players. A second hand sanitiser station will be provided to the attendees who will be in the park just in case they handle the chairs - if

any.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.

The public toilets are onsite and handled by the Council. The bathrooms are well stocked with hand soap and paper towels and comply to all COVID requirements.

Ensure performers clean their instruments between each performance (as appropriate to the instrument).

Performers will be reminded to clean their own instrument between each performance.

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use (as appropriate to the instrument).

Shared equipment such as keyboard and microphones will be cleaned in between each musical player with anti-bacterial wipe.

Staff and performers should wash hands thoroughly with soap and water before and after cleaning, including of instruments.

Staff and performers will be reminded to clean their hands with soap and water at the local toilets next to the park prior to performing.

Encourage contactless payment options.

The event is free. Any donation will be collated in a basket and remain untouched for many days thereafter - the organiser will be the only person to handle such basket.

Record keeping

Keep a record of name and a mobile number or email address for all staff, volunteers, performers, audience members and contractors attending, where this is practicable, for a period of at least 28 days.

Where possible, personal details should be collected in a way that protects it from

disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

A record will be kept of all performers and accompanying carer/s for a period of at least 28 days.

Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.

Volunteers will be made aware of the importance of the COVIDSafe app. Note that there is no staff.

Music groups and organisations should consider registering their business through nsw.gov.au

This is a one-off event for October Mental Health month - Blue Knot Day to promote prevention of child abuse. There is no music group to register.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

I, as the organiser, will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at the event.

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

Yes