

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



Your COVID-19 Safety Plan

Regional agricultural show

Organisation details

Organisation name	Armidale & New England Show Society
Location (town, suburb or postcode)	Armidale
Completed by	Kelso Looker
Email address	armidaleshowociety@outlook.com
Effective date	12 February 2021
Date completed	22 February 2021

Wellbeing of staff and customers

Review the 'COVID-19 safety guidance for large events' available on nsw.gov.au and consider which risks and mitigation measures are relevant to your event before completing this COVID-19 Safety Plan.

A person infected attends the event:

- Exclude volunteers and attendees who are unwell
- Masks are available from the Secretaries Office
- Physical distancing in all seatings and event areas
- Additional cleaning
- Hand sanitizer stations around the grounds
- All 3rd parties, such as Trade Sites, Guild, and St Johns need to provide a COVID Plan

- A COVID response plan is in place should a positive case attend the event

Multi-Day Events:

- Pavilion has been adjusted to a one-day event with entries displayed online
- Stud Beef Cattle has been reduced to a one-day event for Saturday
- Horse section has been reduced to a one-day event for Saturday

Large Crowd numbers:

- Using publicly accessible space - 3,500 people can attend the showground at any one time
- Movie Night on Friday night is limited to 500 people at any one time
- Echidna Gully event is limited to 500 people at any one time
- Major entertainment, like Demolition Derby, has been dropped this year to reduce the risk of large crowds
- All patrons will be given a wristband when they have completed their QR sign-in to keep track of numbers and to provide an easily identifiable way for marshalls to see who have not entered the grounds correctly

Crowds/close proximity:

- Social distance markers in Grandstands and for queues at gates
- Separate entry and exits are clearly marked with signs, for entry points onto the Showground but also for Grandstands
- COVID Marshals will be present at all gates and in seated areas on Friday and Saturday

Queues:

- Signs at all entry points and throughout the grounds and into and out of the grandstands
- Use of pre-sale tickets to attempt to reduce queues for the movie night and echidna gully
- All Traders need to provide a COVID plan and utilize queues

The mingling of individuals/groups:

- Crowd numbers have been reduced to a maximum of 500 people at the Movie night and at the Echidna Gully event.
- Movie night will feature 2 grandstands for walk-in's all of which are marked for social distance
- Cars will be parked to ensure social distance allows families to watch safely
- Stewards are limited to helping in only 2 additional sections for each day
- COVID marshals will be present over both days to ensure that patrons and volunteers follow the rules

Cheering/singing:

- via P/A announcements and signage, patrons are encouraged to limit cheering or signing
- This will be enforced by Marshals

Dancing:

- No dancing unless involved in an entertainment act

Intimate contact:

- via P/A announcements and signage patrons are encouraged to limit hugging, handshakes, or other intimate forms of contact
- This will be enforced by Marshals

Alcohol:

- There will be no bar at the 2021 Show
- The Show has the right to check bags when entering the Showground
- Police will be present over the weekend

Illicit Drugs:

- No drugs as per conditions of entry signs
- Police will be present over the weekend

Poor ventilation:

- All events, with the exception of the Pavilion judging will be outside
- While the Pavilion is being used, doors will be open to allow for airflow, but will also be barricaded to prevent people from entering and exiting outside of the nominated points

High use touchpoints:

- High touch areas, particularly amenities blocks on the Showground have been identified and these will be regularly disinfecting and cleaned
- Cleaner has been made aware of the additional requirements for cleaning
- Entry points have been reduced, as have the BBQ and bar areas.
- Surfaces such as tables at gates and seating will be cleaned regularly

Attending multiple events over a short period:

- Reminders via social media about feeling unwell and symptoms of COVID-19 in the lead up to the event
- Use of Postcodes for entrants in Ute Show in case of potential hot spots

Wide geographical area:

- Use of Postcodes for entrants in Ute Show in case of potential hot spots

Managing unwell attendees:

- St John's Ambulance will be present at all sites (Main Showground and Echidna Gully)
- They will have a COVID safe plan in place
- Should someone with symptoms appear, the Secretary has a COVID response plan in the Office
- Hospital has been notified that the event is on and that the COVID plan is in place

Contract tracing:

- All patrons, volunteers, and competitors need to sign in via a QR Code to access the Ground
- Those that do not have a phone or are unable to electronically check-in, need to manually sign in via the available form. This will be converted to a digital copy within 12 hours.
- Volunteers all need to sign the Sign-on sheet for insurance
- Guild and Traders will similarly be required to check-in when they arrive on the showground

Exclude staff and customers who are unwell from the premises.

- COVID plans and the new process of entering and exiting the grounds will be sent to all volunteers and members beforehand
- Changes to the show's format as a result of COVID-19 are listed on the website and have been displayed on our social media platforms for the general public
- Volunteers who are feeling unwell or who have traveled from or to any potential hot spots are not allowed to assist in the set-up, running, or pack down of any event. This will be communicated to all volunteers in the lead up to the Show
- Signage of symptoms of COVID-19 will be displayed all major entry points
- There will be COVID Marshals on all entry/exit points that have been briefed on the COVID response plan should someone present with symptoms.
- We have developed a procedure to isolate patrons/volunteers/staff who take ill
- A limit has been set for attendees on gates and in specific sections, while a roster has also been produced to record who is where and when over the weekend.
- Very limited volunteers working in multiple sections, as all sections are operating on separate days and in separate locations
- Third parties such as cleaners, traders, and St Johns are aware that if any workers feel unwell, they are not to attend the event and isolate

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

- COVID plans and the new process of entering and exiting the grounds have been sent to all volunteers and members beforehand.
- These changes have been listed on the website, social media, in our conditions of entry, and at all entry points to the Showground.
- All Show Members will act as COVID Marshals and will be easily identifiable with either a Committee shirt or a Vest
- All COVID Marshals have been briefed with the relevant information regarding the symptoms of COVID-19. social distancing and cleaning using NSW government and health resources.
- PPE is available for volunteers if required

- Each section (Pavilion/Horses/Cattle/Gates/Ute Show) have conducted a Risk Assessment of individual section using the ASC COVID Risk Assessment. These can be found in the Office

- All volunteers are aware of their roles through the use of an informal catch-up before and after the event

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

- There is no paid staff for the Armidale & New England Show Society

- The Society has a list of “backup” volunteers that can be called upon if volunteers become unwell and are unable to fulfill their roles.

- Third parties such as cleaners, traders, and St Johns are aware that if any workers feel unwell, they are not to attend the event and isolate

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

Conditions of entry are displayed on:

- The Website: A COVID-19 specific section, outlining the COVID-19 plans for the event, the changes made as a result of COVID-19, and information relating to the entry and exits points on the showground for the events

- Social Media: regular posting and information on COVID-19 requirements to attend the event, the symptoms of COVID, and what the COVID-19 plans are for the events

- Entries/Exits: Signage as patrons enter the event outlining the symptoms, and how to operate within the event (social distancing, etc)

- Terms and Conditions on entry forms and in schedules

Consider offering flexible cancellation or booking policies where customers need to cancel due to COVID-19 factors (such as being unwell or awaiting test results).

- If tickets are pre-purchased, and cancellations occur the cost can be refunded to the purchaser.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access

to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

- There will be no bar, nor a Show run Canteen available at the 2021 Armidale Show.
- The Meals on Wheels shed will not be opening during the event
- All food and drink will be supplied by either the Food Traders, who have to provide a COVID plan to secure a position, or the Showmen's Guild, who follow the ALARA document.

In indoor areas, alcohol should only be consumed by seated customers. There should be no dancefloors.

- There will be no bar, and therefore no alcohol at the 2021 Armidale Show.
 - At the Echidna Gully function, all alcohol will be served by the owners of Echidna Gully subject to their own COVID Plans.
 - There will be no dancefloors.
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Physical distancing

Capacity must not exceed one attendee per 2 square metres of publicly accessible space (excluding staff and volunteers). Children count towards the capacity limit.

- 3,500 people can attend the showground at any one time, not including volunteers
- Movie Night on Friday night is limited to 500 people at any one time, not including volunteers
- Echidna Gully event is limited to 500 people at any one time, not including volunteers

Outdoor stadiums within a showground can have 100% of seated capacity if ticketed and seated. Unstructured seating areas and grandstands within showgrounds must not exceed one person per 2 square metres.

- Both fixed grandstands will be usable for the 2021 Show

- Each Grandstand will be marked out with the 1 person per 2m to ensure that the capacity is not exceeded. Marshalls will patrol these areas and will be wiped down the seating
- Portable grandstands for the Movie night and the Cattle section on Saturday 6th March will be subject to the same restrictions and cleaning routine

Consider implementing timed ticketed entry to indoor areas, shows and exhibits to minimise crowding and queueing. Where people move through these areas, consider measures to support the unidirectional flow of people. Where people remain in place, consider providing physically distanced seating, where practical.

- All events, with the exception of the Pavilion on Friday 5th March will take place outdoors
- All queues into the rings and/or office will follow social distancing. This will be regularly announced during the day
- For the Pavilion on Friday:
 - A maximum number of people are allowed in the area at any one time. This will be displayed at the entry point
 - Hand sanitizer will be used before entry
 - A full list of volunteers will be available
 - Sections that involve lots of handling of entries have been reduced or not included for 2021
 - Stewards will sanitize between touching exhibits to reduce the risk of potential cross-contamination
 - All hard surfaces will be routinely cleaned
 - Sections will be spread out through the Pavilion during the taking, judging, and pick-up of entries to ensure that social distance is maintained
 - The side and far doors will be opened to allow airflow through the Pavilion, whilst not allowing individuals to enter.
 - Stewards and COVID Marshalls will be present during the day

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or to order food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.

- Signage directing patrons to maintain social distancing and follow queuing instructions at all entry points onto the grounds

- COVID Marshals are responsible for ensuring that markings, procedures, and queues are followed

- Events on the Showground will be far enough away from each other to allow for queues to form, but not to get in the way of foot traffic and other queues

If there are security bag checking arrangements in place, have strategies to minimise crowding such as additional staffing and asking people to open their bags for quick visual inspection. If staff need to touch the bag or items within, have hand sanitiser available for them to use before and after.

This relates to any third parties at the event (e.g. Security, First Aid, Traders, Showmen's Guild).

Security:

- If security contractors are engaged, they will have their own COVID safety plan, which will be supplied to the Society and kept on file.
- All personnel should remain socially distant during the roles.
- Where it is deemed necessary such as bag inspections, hands are sanitized before and after touching.

First Aid:

- If First Aid suppliers, such as St John's Ambulance are engaged, they will have their own COVID safety plan, which will be supplied to the Society, which will be kept on file.
- They should provide appropriate PPE for their volunteers
- The Society and the First Aid suppliers will develop an isolation area and procedure should an attendee present with symptoms.
- The First Aid tent will also be marked with appropriate signage and follow the necessary cleaning procedures.

Traders:

- All traders have provided their business's COVID Safety Plan as a part of their Trade Site Application.
- All Traders should display appropriate signage, for hand washing, social distance, and managing the flow of patrons.
- Traders are encouraged to utilize cashless payments and to provide sanitizer.
- The Show will have a COVID Marshal in the trade areas, as well as those that the Traders have.

Showmen's Guild:

- All Guild members have a COVID Safety Plan which they must provide should it be

asked for.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask, if practical.

- All volunteers in a specific area, such as the Pavilion will remain socially distant.
- Should the need arise for communication, mobile phones or group chats on Facebook can be used
- All breaks will be staggered

Use telephone or video for essential staff meetings where practical.

- Mobile phones or group chats on Facebook can be used
- 'Toolbox Talks' at the start of each day can be done via technology if necessary, otherwise, these can be done face-to-face with social distancing.
- Zoom is available for all meetings for volunteers/members who do not wish to attend in person

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

- Volunteers can stagger start and finish times to ensure that contact across sections/zones is reduced.
- A roster with set times and locations has been developed for volunteers working in the Pavilion on Friday, for the Movie Night, and for the Gates over the two days.
- Stewards are limited to assisting in 2 sections on one day to reduce the risk of COVID potentially being spread over multiple sections and zones

Consider physical barriers such as plexiglass around counters with high volume interactions with customers. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask at all times if practical.

- The Secretaries Office will be closed to the general public, with the window under the

awning being the main point of contact between the public and the secretary

- Only Stewards and Executive allowed into the Office, and only 2 at a time given its size
- Encourage membership renewals and payments to be done via electronic forms as opposed to face-to-face
- Hand sanitizer and other PPE will be available
- When handling ribbons and place cards, hands need to be sanitized between jobs
- No hardcopy schedules to be provided to the public for 2021
- Extra pens and equipment such as staplers and scissors are available
- The side window and front window will be opened to allow extra airflow since the door will be closed
- Signage for handwashing and social distance at the front of the office
- Queue marks on the floor under the awning
- Not having an enclosed office for horses and stud beef cattle offices at the 2021 Show

Review regular deliveries and request contactless delivery and invoicing where practical.

- There will be no deliveries for the canteen or the bar as neither of these are running in 2021. Deliveries for the Office are mostly done through Australia Post, so the Secretary is responsible for those.
- Where reasonable, we are asking for invoicing to be done electronically
- Traders and Guild that have deliveries of food or additional stock have been made aware of what they need to do in regards to the COVID plan. Their own COVID plans have strategies in place to reduce this.

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in staff meeting or break rooms.

- There will be COVID Marshals on all gates who are aware that they are responsible for dispersing any gatherings outside of the entry and exit points, and to try and minimize the chance of groups forming while waiting to get in.

- The Society has spoken with local police on strategies to minimize this and people standing around the fence on the outside.
- Communicate to all volunteers/patrons/members/staff that they have a responsibility to follow the rules and to ensure that others do as well through radio, social media, and signage at all entry points
- Stagger break times for volunteers and use a roster for the major areas and events at the Show
- 2m markers on the permanent grandstands. Temporary grandstands will only be available for Beef Cattle on Saturday and these will also be marked

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.

- We have not renewed the agreement with Edward's buses to pick up from the front gate and drop off patrons down the street, so there will be minimal public transport interaction with the patrons for 2021
- Hand sanitizer will be available at the main entry point for people to use before they sign in
- Through our social media platforms, we will communicate to the general public about the options available to attend the event, so that any changes are not a surprise
- We will encourage private transport or other alternatives such as walking and/or cycling to the Showgrounds.
- There will be no general public vehicles allowed on the Showground for the 2021 Show, to reduce the risk of individuals being allowed in and not being recorded

Encourage private transport options to minimise crowding on public transport where practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this, and support rapid streamlined access to car parks.

- Volunteers/members/officials are encouraged to travel to the event in private transport, and not to share rides unless they are from the same household. Walking or cycling is also being promoted as possible ways to get there

- Stewards/officials are able to park on the grounds
- Additional disabled parking on Dumarseq Street, and the option to add additional disabled parking to Kennedy Street.
- Overflow parking or additional parking areas nearby at the fields opposite O'Connor Catholic College
- Communicate effectively the process of where and when parking is available and how to get to the facilities via our social media platforms in the week leading up to the show.

No more than 5 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate in singing or chanting.

No singers at the Showground.

Charlie Fittler will be singing at Echidna Gully and will be following the directions in place to allow him to do so.

Hygiene and cleaning

Adopt and support good hand hygiene practices.

- 3 amenities blocks at the Showground: Main Block, Livestock Centre, and Kirkwood
- Have cleaners who will periodically check all handwashing areas are well stocked and re-filled. Between cleaning runs, COVID Marshals will also check these areas
- Additional sanitizer stations at all key points - All entry points, pavilion, horse and cattle offices, and the main office
- Highly touched areas such as bathrooms and counters are sanitized periodically, with an established cleaning procedure and timetable to be established.
- Should the rate of patrons attending be higher than expected, more frequent cleaning

will take place

- Appropriate signage for handwashing procedures in all amenities and around the event

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

- Additional hand soap and paper towels have been purchased for the cleaners for all 3 amenity blocks
- There are no hand dryers in the amenities areas

Have hand sanitiser at key points around the facility or event, such as entrances and exits, queueing points and waiting areas.

- Additional hand sanitizer stations around the facility and in all offices and section zones such as the Pavilion and Horses/Cattle/Ute Show
- At all entry and exit points to be used when arriving and departing the event/facility for all patrons
- Encourage patrons to bring additional sanitizer for their own personal use, if they feel it necessary.
- All trade sites and Guild members are to have sanitizer available while operating

Clean frequently used indoor hard surface areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

- We have established a cleaning timetable with the cleaning staff for the 2-day event
- More frequent cleaning is advised for high touch areas such as toilets and counters
- The following areas will be routinely cleaning, at least once a day: Hand sanitizer dispensers, sinks/hand basins, keyboards/iPads/phones, doorknobs/handles, hand and stair rails, chairs, tables and counters, door frames, blinds, and touch screens, and vending machines
- All staff/volunteers are to wear gloves when cleaning and these gloves should be discarded after each clean.
- Thoroughly clean surfaces using detergent and water, and cleaning staff/volunteers are aware that they need to clean from the cleanest surfaces to the dirtiest surfaces. Then

clean with a disinfectant with a disposable paper towel or disposable cloth.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

- Disinfectants have been purchased that are suitable for use on hard surfaces (chlorine bleach in a concentration of 1000 parts per million)
- These chemicals will be labelled as 'disinfectant' on the packaging and will be used as per the instructions on the packaging

Staff should wash hands thoroughly with soap and water before and after cleaning.

- Reusable gloves/clothes should be appropriately washed and left to dry
- Volunteers/staff must wash their hands immediately after removing gloves using soap and water or hand sanitizer.
- If non-disposable cloths are used, ensure they are clean and dry before reusing.
- Cleaning staff/volunteers should wear the appropriate PPE when mixing and using chemicals.

Encourage contactless payment options, including online ticket purchasing for entry to the event and electronic ticket checking.

- We have encouraged all traders and other parties to use contactless payment
- We are using pre-purchase tickets for our events on Friday and Saturday, with an additional gate available to those that have pre-registered, which will reduce congestion and speed up the process of entering.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

- There will be no indoor events, outside of the Pavillion on Friday which is not open to the general public.
- All seating will be marked out to ensure that the distancing is maintained. All moveable seating in the pavilion will also be set up to minimise the risk of groups

mingling

- All queues are marked on the floor
 - Single entry and exit points to manage the flow of attendees into the grounds and for the Pavillion on Friday for stewards
 - Improve ventilation by opening doors for airflow but these will be blocked to stop people entering
-

Record keeping

Keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

- We will use the Services NSW App and QR code to record all attendees.
- A hardcopy sign-in will be available if they are unable to access the app, do not have a mobile or their technology stops working. This will be converted to an electronic format within the timeframe required.
- The recording of details is required for ALL individuals who are present at any component of the event (set up, the main event, pack down, etc)
- Gates will be manned for as long as the gates are open to ensure that all attendees are recorded
- No public vehicles allowed on the Showground to reduce the risk of individuals being brought in without following the process
- All details (electronic and hardcopy) are to be kept secure and any information

recorded is confidential.

- The use of wristbands for patrons who have completed the check-in process to give a visible indicator that they have followed the procedure.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au

- By using the Services NSW app, as opposed to another provider, we are ensuring that all details taken are correctly collected and stored.

- Any details taken manually, will be securely stored with other legally obligated documentation until the necessary time period is completed and then disposed of correctly

Implement a process for collecting time in and time out in record keeping. This assists with contact tracing should someone attend whilst infectious.

- QR codes/hard copies can keep track of the arrival times for patrons to an event.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

- Social media posts, regarding the COVIDSafe App, and we encourage patrons to download it before attending

- Signage at the entry points regarding the App

- We encourage all volunteers/members/staff to have the app on their phones

Major recreation facilities should consider registering their business through nsw.gov.au

We have registered our organization as COVID Safe

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.

- As part of our discussions before the Show, we have ensured that all involved with running the 2021 Show are aware of the process if a positive case is detected and are

prepared to work with NSW Health.

- We have nominated a contact point should such an incident occur, Mrs. Lee Robinson as the COVID Co-Ordinator and the Secretary, Mr Kelso Looker as a back-up
- We have developed a COVID response procedure that can be found in the Secretaries Office to maximise the response should such an incident occur

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

Yes