

**> BE COVID SAFE.
HELP NSW 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	26 February 2021
Date completed	5 March 2021

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.

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.

Not applicable as there is no staff employed for these events.

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 in the park.

Physical distancing

Ensure the number of people does not exceed one person per 2 square metres of publicly accessible space (excluding staff) to a maximum of 500 people in Greater Sydney and 3,000 people outside of Greater Sydney. Attendees must be assigned to a specific seat or to a designated seating area. Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2021.

To ensure the number of people does not exceed one person per 2 square meters of publicly accessible space (excluding staff) physical prompts will be placed on the site.

No more than 30 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.

If singing is involved, we will ensure that singers 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.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as bars, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Organiser to ensure that all audience members do comply with 1.5 m physical distance where practical, using the provided markers - knowing that people living in the same household are not required to distance. Ensure of such audience behaviour - when relevant - 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, where practical. There should be no dancefloors.

Ensure audience members remain 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.

There is no queue area. Posters will be displayed in 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 accessible in the park.

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 of a different household 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 handled by the organiser.

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).

These are outdoor events.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, performers, audience members and contractors attending, where this is practicable,

for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Where possible, personal details will be collected.

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.

Collected information will be stored confidentially and securely.

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

Registering the organisation has been considered.

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.

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

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

Yes