Flood assistance is available.

See the latest information (/floods)

Outdoor events | COVID-19 Safety Plan

Resources and guidance on how to complete a COVID-19 Safety Plan for COVID-19 safe outdoor gatherings and events with more than 1000 people.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

Show all

①	**Keep your business COVID Safe**	⌄
②	**Developing your COVID-19 Safety Plan**	⌄
③	**How to complete the COVID-19 Safety Plan**	⌄
④	**Keep your COVID-19 Safety Plan up to date**	⌄

Effective 25 February 2022

Business details

Business name

Blackville Arts and Markets Day

Business location (town, suburb or postcode)
If your business has multiple premises, complete a Safety Plan for each location.

Blackville, 2343

Select your business type

COVID-19 Safe outdoor gatherings

Wellbeing of staff and customers ⌃

Exclude staff, performers and attendees who are unwell from the event.

Explain how you will do this

We will exclude staff, performers, stallholders and attendees who have known covid 19 cases

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

Explain how you will do this

We will provide committee members with information and training on COVID-19, including on when to get tested, physical distancing, wearing masks, and cleaning. This will take place in regular committee meetings as well as part of the bump in for the event

Display conditions of entry such as requirement to stay away if unwell.

Explain how you will do this

If required we will display conditions of entry including requirements to stay away if unwell. We will use sign posts and scoial media posts

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

An occupier of premises at which a music festival is being held in an indoor area must take reasonable steps to ensure that only fully vaccinated or medically exempt persons are allowed to attend the festival if there are more than 1,000 persons attending the festival.

For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance is available at: https://www.nsw.gov.au/covid-19/business/covid-19-vaccinations-and-businesses (https://www.nsw.gov.au/covid-19/business/covid-19-vaccinations-and-businesses)

Explain how you will do this

If required we will ensure posters outline vaccination requirements and check vaccination status pending the government recommendation in October 2022

Review the 'COVID-19 safety guidance for large events' available at https://www.nsw.gov.au/covid-19/business/covid-safe-events/large (https://www.nsw.gov.au/covid-19/business/covid-safe-events/large) and consider which risks and mitigation measures are relevant to your event before completing this COVID-19 Safety Plan.

Explain how you will do this

We have reviewed the guidance for large events and if required at the time we will promote physical distancing with signage or by asking people to stand on floor markers spaced 1.5 metres apart when queueing for tickets or to order food or drinks. Have separate entry and exit points wherever practical.
We note that alcohol can affect people's behaviour, increasing the risk of poor compliance with physical distancing, hand hygiene, mingling and louder speech. These factors can increase the risk of transmission and the number of people exposed. We will encourage a designated area with tables and chairs for the consumption of alcohol

Physical distancing ⌄

Support 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Explain how you will do this

Pending the requirments at the time committee members will be used to encourage physical distancing

Avoid congestion of people in specific areas where possible.

Explain how you will do this

Having a designated entry point to the event. Committee members will support with crowd control

Have strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.

Explain how you will do this

N/A

Where practical:
- encourage private transport options to minimise crowding on public transport
- coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.

Explain how you will do this

N/ A

Ventilation ⌄

Review the 'COVID-19 guidance on ventilation' available at https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance (https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance) and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Explain how you will do this

the event will be outdoors

Use outdoor settings wherever possible.

Explain how you will do this

The event will be outdoors

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Explain how you will do this

N/A

In indoor areas, 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).

Explain how you will do this

N/A

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Explain how you will do this

N/a

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Explain how you will do this

N/A

Hygiene and cleaning   ⌄

Face masks are encouraged in indoor settings where it is difficult to maintain physical distance from others.

Businesses can require workers and customers to wear face masks in line with their face mask policy.

Note: Face masks must be worn by workers and attendees at music festivals being held in an indoor area with more than 1,000 attendees, unless exempt.

Explain how you will do this

> The event will be held outdoors and is unlikely to exceed 1000 attendees

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Explain how you will do this

> Hand sanitiser will be available at key points around the venue. All stall holders are encouraged to provide hand sanitiser/ covid safe stalls

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

Explain how you will do this

> Bathrooms will be well stocked with soap, sanitiser and hand towels.
> Committee members will monitor the bathroom cleanliness.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Explain how you will do this

> frequently touched areas such as bathrooms will be regularly cleaned

Record keeping   ⌃

Consider having a record keeping method in place to support contact tracing if a person with COVID-19 visits the premises.

Note: Music festivals with more than 1,000 attendees must take reasonable steps to ensure that workers and attendees check-in using the NSW Government QR code system when they enter the premises.

Explain how you will do this

> If required at the time we will use a QR code for check in

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case (https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this

> tell the worker who has tested positive for COVID-19 to return home directly and follow the advice from NSW Health.
> Ensure the safety of the workplace and workers, for example by cleaning and disinfecting all areas used by the person who tested positive for COVID-19. See further information on cleaning the workplacelaunch.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW (https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcovid.safework.nsw.gov.au%2Fforms%2F9377&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C a worker has tested positive and is hospitalised or dies. Visit https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus (https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef97a68e8 more information.

Explain how you will do this

> We will co operate with NSW health

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 25 February 2022