

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



## Your COVID-19 Safety Plan

Major recreation facilities, stadiums, showgrounds, racecourses

### Business details

Business name	The Australian Equine and Livestock Events Centre, Tamworth Regional Council Trading As
Business location (town, suburb or postcode)	503 Goonoo Goonoo Road, Tamworth, NSW, 2340
Completed by	Michael Rowland
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### Wellbeing of staff and customers

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

This COVID-19 Safety Plan refers to the operations of the venue. Specific event COVID-19 Safety Plans will also be provided by the relevant Event Organiser for each event that will reference this plan as their minimum.

### **Exclude staff and customers who are unwell from the premises.**

Signage in place requesting people do not enter the Venue if they're unwell.

Signage in prominent locations around Venue, noting that people can be asked to leave the Venue if appearing unwell.

Staff instructed not to come to work if they are unwell and follow all NSW Health guidelines before attending Venue again.

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

Venue Staff have completed a COVID-19 toolbox talk which provides relevant information.

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

All Venue staff are aware of leave entitlements and updates are provided monthly.

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

Conditions of entry signage to be displayed at all entry points relevant to the respective event. Conditions of entry are displayed on the venue website. Where the venue takes stabling/camping bookings, competitors agree to abide by conditions of entry at the time of booking.

### **Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).**

Event Organiser terms are agreed by contract prior to the event.

Cancellation of stabling/camping will see a refund less the applicable fee charged by our online booking system provider.

Where customers cancel a spectator ticket booking because of restrictions imposed by a Government body a refund will be provided.

**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.**

Contact details will be captured as people enter the Venue using the Service NSW facility. Individual COVID-Safe Plans will be provided by Food and Beverage contractors.

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

Where alcohol is served in the indoor arena customers will be directed by signage, staff and security to seated areas.

### **Venues taking bookings for weddings and funerals should ensure there is a COVID-19 Safety Plan in place for the event.**

These events are not planned for the venue.

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## **Physical distancing**

Outdoor major recreation facilities can have 100% of seated capacity if ticketed and seated. Unstructured seating areas must not exceed one person per 2 square metres of publicly accessible space.

Indoor major recreation facilities can have 75% of seated capacity if ticketed and seated, OR one person per 4 square metres of publicly accessible space (Greater Sydney) and one per 2 square metres (other regions).

If there are separate premises in the major recreational facility, such as a food and drink premises, the maximum capacity in those separate premises is one person per 2 square metres and one person per 4 square metres in indoor areas in Greater Sydney. Children count towards capacity limits.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Capacity limits for the various facilities, both indoor and outdoor available at the venue have been calculated on this basis and advised to event organisers. Ticket sales for ticketed events will be controlled to ensure they remain below the provided limits.

**In Greater Sydney, face masks must be worn by anyone 12 years and over in any retail premises and by staff in any hospitality premises, unless exempt.**

The Australian Equine and Livestock Events Centre is a Regional venue however, free disposable face masks will be made available for all venue attendees.

**Support 1.5m physical distancing where practical, including:**

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

Signage in place throughout the venue reminding customers of the need for physical distancing.

Floor stickers utilised in areas where queuing will occur, such as entry to main arena, bar and food.

Entry and exit doors marked and clear path delineated to assist in suitable separation during Venue access and egress.

One way traffic markers for service areas will be clearly indicated along with entry and exit locations.

**Have strategies in place to prevent co-mingling of spectator groups, such as by using alternate sections and closing access corridors. Each section should have a designated entry/exit, toilets and food/drink service.**

Signage in place throughout the venue reminding patrons of the need for physical distancing.

Amenities available in strategic locations around the venue to assist in reducing co mingling.

Food and Beverage facilities available in various locations to assist in reducing co mingling.

Ticketed event door opening times broadened to reduce the potential queuing and co mingling.

**Consider exiting each section in staggered times to avoid crowding outside the venue. If a venue has multiple grounds, consider staggering the start times of different shows/matches to minimise crowding.**

For ticketed events where there is a common finish time, event organiser announcers will be required to assist in controlling egress through ongoing announcements.

After ticketed events all public area facing doors will be opened to allow speedy egress.

**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 in place around Venue reminding customers of the need for physical distancing. Floor stickers utilised in areas where queueing will occur, such as entry to main arena, bar and food.

Entry and exit doors marked and clear path delineated to assist in suitable separation during Venue access and egress.

One way traffic markers for service areas to be clearly indicated along with entry and exit locations.

**Use signage at entrances to halls or exhibit areas to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow of visitors.**

Appropriate signage placed on buildings providing the maximum allowable number of people in that location.

**Consider implementing a time-based booking or ticketing system for showground events or popular exhibits to minimise crowding.**

Not applicable to events planned for this venue at this time.

**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.**

Where bag checking is required, security guards located to allow low levels of interruption to people traffic flow, as patrons enter Venue.

Floor stickers and signage will be utilised to co-ordinate social distancing as patrons enter Venue.

Sanitising stations will be made available in locations easily accessed.

**Consider strategies to manage crowding during breaks, such as allowing people to bring their own food and drinks into the venue, or hiring additional personnel to assist with crowd control.**

People are allowed to bring their own food and non-alcoholic drinks into the Venue.

Appropriate distancing markers indicate queuing locations and limitations.

One way traffic markers for service areas to be clearly indicated along with entry and exit

locations.

Contractor staff to monitor queues and control social distancing requirements.

Hand sanitiser to be available for all customers in appropriate locations.

### **Promote online ticket purchasing and electronic ticket checking.**

Online ticket purchasing encouraged, all pre-purchased tickets to be sent to the customer electronically to minimise queues at the ticket box.

Electronic ticketing checking system will be utilised.

### **Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).**

Staff desks located more than 1.5m apart.

Staff instructed to maintain physical distancing where reasonably practical, including in lunch and meeting rooms.

During event activity all staff will be provided with PPE to wear as required including face masks and disposable gloves, those in close situations such as door staff will be required to wear face masks at all times.

Hand sanitizer readily available to staff.

### **Use telephone or video for essential staff meetings where practical.**

Where practical, essential staff meetings to be held via phone or video.

Where staff meetings need to be in person, to be held outdoors where staff can be physically distanced.

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

Venue Staff on rotating roster, where reasonably practical start times and breaks will be staggered.

### **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 if practical.**

A barrier is in place at the front counter in main office, providing physical distancing.

During event activity all staff will be provided with PPE to wear as required including face masks and disposable gloves, those in close situations such as door staff will be required to wear face masks at all times.

Hand sanitizer readily available to staff.

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

All invoicing for venue is contactless.

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

Signage placed in relevant outdoor areas highlighting social distancing requirements. Ensure appropriate security staff are on hand to assist in moving groups where necessary.

At the conclusion of events, event organiser announcers to advise of need for orderly and socially distanced egress from the venue.

Where events have common completion times at indoor arena, such as rodeo, pedestrian traffic control to be provided to avoid crowding at crossings.

**Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue for larger shows/matches if crowding on public transport may occur.**

We are a regional NSW location and no public transport is available.

**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.**

Free public carparking available adjacent to the venue.

**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. In outdoor areas, audience members 12 years and older should wear masks if singing or chanting.**

Singers performing in the main arena will be more than 5 metres from all other people and in general will be single acts and ancillary to the main event.

Where acts of more than 2 people are performing, they will be asked to face forward when performing.

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Hand sanitiser made available in easily accessible locations throughout the venue.  
Hand hygiene signage in place in all amenities at Venue, all amenities stocked with hand soap, paper towels and hand dryers.  
Automatic hand sanitiser units in easily accessible locations.

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

Hand soap, paper towel and hand dryers in all amenities on site, Venue and cleaning staff to check levels regularly throughout events.

### **Have hand sanitiser at key points around the facility, such as entry and exit points.**

Fixed automatic hand sanitiser units at main entry doors, entry and exit at Gate 2, at entry point of Gate 7, at each level of the lift, entry to main office, event office, education building and general purpose room.  
Portable stands with automatic hand sanitiser units placed in key areas dependent upon event activity.

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

Cleaning contractors or staff with specific cleaning responsibility to be on premises and available throughout all event activity hours.  
All event staff to have immediately available to them appropriate disinfectant, wipe cloth and gloves.  
Between each event a major clean of all venue areas is to be conducted.

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

Disinfectant solutions mixed in accordance with manufacturers instructions.

### **Staff are to wash hands thoroughly with soap and water before and after cleaning.**

Staff advised to wash hands prior to and after cleaning.

### **Encourage contactless payment options.**

Contactless payment encouraged, signage in place asking for contactless payment where possible.

Competitors encouraged to pre-book online to minimise transactions once at the Venue.

No ATM on site, discouraging access to cash.

**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).**

Where possible, doors and louvres will be opened in main indoor arena, fans able to be operated in this area to help with ventilation.

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## **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.

Venue requires all staff, contractors and customers to check in and out with Service NSW QR code.

Suitably trained staff manning entry gates to ensure each patron has completed their

registration process.

**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](https://nsw.gov.au).**

Staff checking customers onto site advised that if they are unable to check people in (or out) electronically, the fillable PDF form provided by Service NSW to be completed. Service NSW QR code to be used, staff do not have access to these details.

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

Staff aware of COVID-Safe app and its benefits.

**Major recreation facilities should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

Completed as a part of this COVID-19 Safety Plan process.

**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.**

Staff have been instructed to co-operate with NSW Health if contacted and to notify SafeWork NSW.

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

Yes