



COVID-19 Safety Plan
Outdoor gatherings for music rehearsal and performance
Tamworth Regional Council Australia Day Concert

As at 19 January 2021

Organisation details:

Tamworth Regional Council
Tamworth NSW 2340

Location Details:

Bicentennial park, Kable Avenue, Tamworth

Barry Harley

Manager Events, Tamworth Regional Council

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1. Wellbeing of staff and visitors

- **Exclude staff, performers and audience members who are unwell.**

Signage will be installed at entry point to venue and around the venue instructing staff, public, contractors and entertainers to stay home if feeling sick.

Messages advising the public not to attend the event if they are unwell will be included on ticket sales website and will be reiterated in messages to ticket holders prior to event.

All ticket holders advised that they should check the NSW Government website for advice regarding the full list of symptoms associated with COVID-19 infection: <https://www.nsw.gov.au/covid-19/symptoms-and-testing>

If Event Staff, Security or Ticket Staff identify someone as showing symptoms they are to advise Event Manager (Barry Harley) or Event Coordinator (Michaela Stevens) who will approach the individual, remind them of the Conditions Of Entry and advise if they are unwell they must leave the venue.

- **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.**

The event COVID-19 Safety Coordinator and other event staff where possible will complete the COVID-19 Infection Control Training <https://covid-19training.gov.au/login> prior to the event.

This COVID Safe Plan will be distributed to staff that are working at the event and COVID-19 information will be discussed at site induction with staff and contractors. At site induction reiterate COVID-19 information around distancing, wearing masks and cleaning.

Gloves and masks will be on hand should staff wish to wear them or likely that unable to maintain 1.5m distance.

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

If staff unwell if it expected they would advise prior to event of inability to work and then alternate staff rostered to replace. Any leave entitlements are as per the Local Government Award.

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

The conditions of entry will be placed on ticket sales website, on signs placed at the entry to the venue and will be included in a COVID-19 'housekeeping' email to all ticketholders just prior to event.

2. 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.
- Attendees must be assigned to a specific seat or to a designated seating area. Children count towards the capacity limit.
- Outside of Greater Sydney, there is a maximum of 3,000 people.
- **The Australia Day concert is a free ticketed event with a maximum of 3000 tickets to be issued. Adults and children must obtain a ticket to be permitted entry to venue.**

The music performance will be held in Bicentennial Park which will have a temporary fence installed to control and manage crowds entering the venue. The area fenced will create, at a minimum, 8,000 square metres of publicly accessible space.

The number of people at the venue will not exceed one person per 2 square metres.

Posters will be installed at venue entry and within the venue to remind everyone to keep a 1.5 metres distance.

Groups will be advised to sit 1.5m apart from the next group in the designated seating areas. This requirement will be communicated with signs at entry, by Event staff and announcements made by the MC.

The public will be advised to remain seated unless using the bathroom or purchasing food and drinks. This requirement will be communicated with signs at entry, by Event staff and announcements made by the MC.

Event staff will be spread over event site to monitor crowds throughout event and will be identified by green Event Crew vests.

Masks are not mandatory however they will be available should the public, staff or contractors wish to wear them. The public will be advised of this by ticket staff upon arrival and via MC announcements during event. Council Staff will have a supply of masks for public with majority to be made available at the entry gates.

- **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 older than 12 years should wear masks if singing or chanting.**

The performing stage is approximately 40 square metres with sufficient area to ensure 1.5m between singers. All band members will be advised to face forward while performing.

Only approved bands will be performing, with no choirs or large groups. It is expected that a maximum of 8 band members/performers on stage at any one time.

Stage plot to be obtained from each performance group and approved prior to the event to ensure this spacing of performers is adequate and adhered to at the event.

The back stage area used by artists will be large enough to ensure there is no more than 1 person per 2 square metres at any one time.

Posters will be placed around back stage area to remind performance groups and crew and to keep at least 1.5 metres distance between each other.

There will be a minimum of 5 metre between the performers on the stage and the audience. Barrier fencing will be in place to ensure this distance is maintained.

Signs will be installed at the entrances to back stage area and at the stage access/stairs promoting the 1.5m distancing requirement between performer groups.

- **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.**

Social distancing signs and where possible social distancing markers, will be placed in areas where event attendees will line up, including queues to access the venue, queues to purchase food and drinks and queues for toilets. These areas will be regulated by Event staff and security.

The importance of social distancing of 1.5 metres will be promoted and communicated to audience members. This will be done through PA announcements, social media, direct communication, and signage at the venue.

We will disperse spectator groups throughout the event site (Bicentennial Park) by using signage and PA announcements to advise of these requirements. Security and Event Staff will advise and guide groups as they arrive to keep 1.5m spacing between other groups.

- **Ensure audience members remain seated throughout the rehearsal or performance, where practical.**

There will be no dancefloors will be at the venue.

Audience will be advised to remain seated other than to purchase food and drink or to use the amenities. Signs placed around venue advising this is a requirement. Public will be advised in person as they arrive at the venue

Staff and security to roam throughout performance and enforce this as much as possible. MC announcements will also be made to advise public of this requirement.

- **Crowding will be reduced wherever possible and physical distancing controlled and promoted with markers where people are directed to queue or stand.**

Gates to the venue will open a minimum of 1 hour prior to concert commencing to allow sufficient time for the public to enter and to reduce crowds.

Sufficient ticketing staff will be working at entry gates to reduce congestion at peak arrival time.

Fencing/pedestrian control points and markings will in place for each ticket entry queue indicating 1.5m distancing.

All food stalls at the venue will be spread out to ensure queues for each are separated from each other and from other groups of people. 1.5m distancing signage will in place for each food stall along with bollards and bunting to create queues and where possible indicating 1.5m distancing.

3. Hygiene and cleaning

Attendees

High touch spaces, surfaces and objects (such as entry gates, door handles, trade site benches) will be wiped down regularly by dedicated cleaners and/or staff

Further there will be:

- Promotion of regular and thorough hand washing by staff, performers, contractors and audience members
- Provision of sanitising hand rub strategically position around the venue, which will be refilled regularly;
- Regular replacement and refilling of soap dispensers at toilets.

There will be sufficient and hygienic waste disposal receptacles around the venue.

Toilets will cleaned and sanitised regularly during the event, the timing of which will be based on risk and degree of use.

Each food or vendor stall will have its own Covid Safety Plan, consulted and coordinated with Tamworth Regional Council

Fencing at entry and exit points and for queueing areas will be sanitised frequently.

The back stage area tables and chairs will be wiped down after performers depart, hand sanitiser and hand washing station will be available for performers.

- **Adoption of good hand hygiene practices.**

Staff and contractors will be instructed to limit contact with others – i.e. no shaking hands, and not to touch items/objects unless necessary as well as to sanitise and wash hands regularly

Staff will be instructed to clean personal property that comes to the event such as mobile phones with disinfectant or disinfectant wipes.

Posters will be put up with instructions on how to hand wash in accordance at wash basins in bathrooms and within portable toilet cubicles.

Staff will be directed not to touch items/objects unless necessary and to sanitise and wash hands regularly.

Staff will be provided appropriate quality and quantity gloves and cleaning product depending on their roles.

Staff will be instructed and trained in the use, care and disposal of PPE.

Staff will be appropriately supervised to ensure there are complying with the requirements of the Safety Plan.

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

We will provide appropriate quality and quantity hand sanitiser within the venue at appropriate locations, and ensure it is regularly refilled.

Sanitiser will be located at a minimum at the following locations:

- at pedestrian entry and egress points;
- at toilet blocks;
- at the back stage artist entry point; and
- at each food stall.

- **Ensure bathrooms are well stocked with liquid hand soap and paper towels or hand dryers. Where possible, visual aids above hand wash basins to support effective hand washing will be provided.**

Regular checks will be undertaken by staff to ensure stock of soap at basins on existing facilities. Hand sanitiser and hand washing station with hand soap and paper towel will be available outside toilets. Hand wash station will be checked by staff throughout the evening.

Performers

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

Stage manager to advise of this requirement prior to event date and to remind artists upon arrival of this requirement. Each performer will bring their own instrument. No shared instruments.

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

Microphone/stand to be shared between performers. These will be cleaned between acts

Shared equipment will be wiped with antibacterial wipes or alcohol-based sanitiser between each performer.

Players of non-reeded woodwind instruments (such as flutes and recorders) should maintain

- a physical distance of 3 metres from others in the direction of airflow, and
- 1.5 metres in all other directions.

Players of all other musical instruments (including reeded woodwind instruments) should maintain a physical distance of 1.5 metres between each other and the audience/conductor. Ensembles and other musical groups should rehearse and perform outdoors or in large, well-ventilated indoor spaces.

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

Disinfectant/sanitiser will be made available in the green room/back of house areas for performers and staff to access.

Hand washing station will be available back stage for artists, crew and staff.

- **Encourage contactless payment options.**

We will encourage cashless payment options within relevant event promotions, such as the event webpage.

Stall holders to encourage contactless payments and include cashless payment options in their COVID Safe Plan.

- **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).**

The Green Room for artists is the only indoor space. It will be a temporary marquee that will not be fully enclosed, allowing easy access in and out of the structure and free air flow.

4. 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.**

QR Code will be at entry gates to the venue and attendees will be required to scan code prior to entry to the venue. Staff will ensure check in completed prior to entry to venue.

Paper option available for those that do not have smart phone. Paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

Artist contact details obtained and added to spreadsheet prior to event and QR code at back stage entry for all artists to scan before entry.

Sound and stage crew to scan QR code upon arrival to site as part of site induction.

Stall holders to scan QR code upon arrival as part of induction

- **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.**

Spectator contact details are collected when they purchase (a free) a ticket for the event. Tamworth Regional Council will use its existing ticket system for the distribution of tickets for the Australia Day event in order to collect contact detail of all public attending the event and to ensure no more than 3000 people are in attendance at the venue.

Personal information is collected in line with Council's privacy policy.

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

We will encourage all staff and contractors to download the COVIDSafe App.

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

We will encourage music groups and contractors to register their business through nsw.gov.au

- **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.**

We commit to cooperate fully with NSW Health if contacted in relation to a positive case of COVID-19 and notify SafeWork NSW on 13 10 50.