# COVID Event Guidelines

## 23 October 2020

The WA Government is committed to helping businesses and the community enjoy vibrant and safe events.

While there are fewer active cases of COVID-19 within WA, other states in Australia have experienced elevated levels of community transmission recently. As such, it is important to maintain sensible public health measures including good hygiene, rigorous cleaning regimes and physical distancing. These practices will help to reduce the potential risk of COVID-19 transmission should community transmission occur in WA or a COVID-19 case, who is unknowingly positive, attend an event.

As the event organiser, you will need to prepare a COVID Event Plan for events involving more than 500 persons, including for events that require additional local government authority approval to proceed. A COVID Event Plan is not required for events that form part of the usual business of places for which there is an existing 'public building approval'.

Your COVID Event Plan will need to outline the public health measures you will put in place to reduce the potential risk of COVID-19 transmission, and be approved before your event can proceed. Submit your plan to the relevant Local Government Authority, along with the existing event application requirements. Local Government Environmental Health Officers, together with Public Health Officers at the Department of Health, will work together to review COVID Event Plans. You will also need to register the event on the [Department of Health Events Register](#).

You may be required to designate one or more COVID Safety Marshals at your event, whose role will be to monitor that the public health measures outlined in your COVID Event Plan are implemented and complied with. The role of the COVID Safety Marshal is discussed in these guidelines.

It is expected that with suitable public health measures in place, most events are likely to be permitted. However, COVID-19 can spread rapidly and some events may not be approved based on the broader risk of COVID-19 transmission and the risk profile of your event.

This document provides guidance on how to complete your COVID Event Plan and outlines a range of measures to manage the public health risks associated with your event.

The Directions related to COVID Event Plans take effect at **11.59pm on 24 September 2020**.

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# COVID Event Plan submission

COVID Event Plans must be submitted to the relevant [Local Government Authority](#) along with all other relevant documentation required for an application to hold a public event.

Once a COVID Event Plan has been submitted, an authorised Environmental Health Officer will determine whether the Plan can be assessed at the local government level or will need to be escalated to the Department of Health for further review. This will depend on whether the event is assessed as low, medium or high risk, according to a risk assessment tool developed for this purpose.

All events considered high risk will be escalated to the Department of Health on your behalf. The Chief Health Officer will make a final determination on whether the potential public health risks associated with the event can be adequately managed, and therefore, if the COVID Event Plan will be approved. The outcome of this process will be communicated back to the event organiser and Local Government Environmental Health Officer, who will finalise the event approval.

# High Risk COVID Event Plans

## Submission lead time

High risk COVID Event Plans must be submitted to the Department of Health by local government (on behalf of the event organiser) a **minimum of 3 weeks prior** to the event being held. COVID Event Plans will be assessed in order of the date on which they were received. As such, event organisers are encouraged to submit their COVID Event Plans to the relevant Local Government as soon as possible.

This lead time ensures the Department of Health and Chief Health Officer have enough time to review each COVID Event Plan, the event organiser has sufficient time to implement any appropriate risk mitigation strategies, the local government can finalise the event application and WA Police can allocate required resources for approved events.

Plans submitted less than three weeks prior to an event **will not be reviewed** and the event cannot proceed.

## Resubmissions of rejected COVID Event Plans

Each COVID Event Plan will be reviewed by the Department of Health a **maximum of two times.** This includes the initial submission, plus an additional resubmission.

A Plan **will not be reassessed** by the Department **following two rejections.**

Event organisers are strongly encouraged to consult these Guidelines and refer to the checklist at the end of the document, to ensure COVID Event Plans are complete prior to submission.

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### Communication of review outcome

Following the Department of Health's assessment of a COVID Event Plan, the event organiser and local government will be formally notified by letter of the review outcome. This will be in the form of APPROVED or REJECTED.

If a COVID Event Plan is rejected, the event organiser may be offered an opportunity to resubmit the document, via the relevant local government, if additional public health measures can be introduced to adequately address the risk. In this situation, the outcome letter will also advise the event organiser and local government of the remaining number of times the COVID Event Plan will be reviewed by the Department of Health.

# Public Health Measures for Events

In addition to the requirement to maintain a minimum of 2 sqm per patron, organisers and staff will need to implement the following public health measures:

- carefully manage shared spaces to ensure physical distancing is maintained
- maintain hygiene standards and disinfection regimes
- ensure staff are informed and trained to implement public health measures
- ensure patrons are supported to implement public health measures
- maintain attendance records of patrons and staff for the purposes of contact tracing, where possible
- consider the use of COVID Safety Marshals to maintain adherence to your COVID Event Plan

By implementing these public health measures, you can help mitigate the risks of COVID-19 and help keep our community safe.

## About COVID-19

COVID-19 is spread from person-to-person through close contact and droplets including:

- direct contact with infected people;

- contact with droplets from an infected person's cough or sneeze; and

- touching contaminated objects or surfaces (e.g. doors, EFTPOS machines, shared condiments or tables), and then touching your mouth or face.

> The most effective measures to prevent the spread of coronavirus are good hygiene practices, additional sanitisation regimes and physical distancing.

Event organisers must remain vigilant by ensuring appropriate cleaning regimes are in place and adhered to, taking extra care to maintain and promote hygiene practices throughout the event, and by making sure that people who are unwell do not attend/remain at the event.

## Definition of an Event

While the principles in these guidelines are relevant to all events, the term 'event' in these guidelines refers specifically to gatherings of more than 500 people, including for events that require additional local government authority approval to proceed (under section 178 of the *Health (Miscellaneous Provisions) Act 1911 (WA)* or regulation 9 of the *Health (Public Buildings) Regulations 1992 (WA)*). The term 'event' does not refer to events that form part of the usual business of places for which there is an existing 'public building approval'.

## Public Health Principles Related to Events

The following table lists key public health principles that relate to events. Consideration should be given to addressing these when developing a COVID Event Plan:

| Consideration | Explanation |
|---|---|
| Anticipated crowd size | • Larger crowd sizes may increase the size of a potential outbreak or cluster, should a person at the event test positive for COVID-19.<br>• Larger crowds will have increased risk and are therefore more likely to require risk mitigation strategies.<br>• Crowd density must allow for 2sqm for person.<br>• Crowd sizes must not exceed gathering limits specified in the Directions in place at the time of the event. |
| Nature and duration of contact between patrons | • The longer individuals are in contact, and the closer the proximity to each other, the greater the risk of transmission of COVID-19. |
| Ability to maintain physical distancing between patrons | • Physical distancing reduces the risk of transmission of COVID-19. |

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| | |
|---|---|
| | • A minimum of 2 sqm is required per person, though allowing more than 2 sqm per person can assist with physical distancing.<br>• Some activities may present additional challenges in maintaining physical distancing (e.g. stages that encourage crowds, mosh pits, dancefloors, some amusement rides/inflatables, presence of alcohol).<br>• Risk mitigation strategies targeting key activities likely to lead to increased close physical proximity need to address how physical distancing (individuals to remain 1.5 metres apart) can be maintained. |
| Loud volume speech, chanting, cheering or singing | • Activities associated with loud volume speech, chanting, cheering or singing increase the risk of COVID-19 transmission. |
| Event venue | • Outdoor venues present a lower risk for COVID-19 transmission than indoor venues, provided physical distancing is practised.<br>• Indoor venues (and some enclosed outdoor marquees) with limited or poor ventilation present the greatest risk. |
| Contact tracing | • Registering patrons, with contact details, will ensure individuals can be contacted if a person attending the event tests positive for COVID-19.<br>• Allocated seating arrangements will be most effective for simple and efficient identification of close contacts.<br>• Event formats that are open to the general public and/or involve the ongoing mixing of patrons throughout will make timely contact tracing challenging.<br>• Ability to contact trace staff, volunteers and contractors is expected. |
| Alcohol / Drugs | • Access to alcohol and/or drugs may result in difficulties managing physical distancing and implementing other risk mitigation strategies. |
| Predominant patron demographic | • Patrons who are older, immunocompromised or with co-morbidities are at greater risk of serious illness, should they be infected with COVID-19.<br>• Individuals aged 18 – 30 yrs are the most common age group diagnosed with COVID-19 in Australia. They are also more likely to participate in activities/behaviour that leads to increased risk of COVID-19 transmission. |
| Shared equipment/high touch points | • Common use of shared equipment and high touch points increases the risk of COVID-19 transmission.<br>• Risk mitigation strategies need to target reduction of shared equipment/high touch points or frequency/ease by which they can be appropriately cleaned. |

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# 1. Physical distancing

[Evidence demonstrates](#) that mass gatherings facilitate the spread of [infectious diseases](#). Physical distancing is one of the most effective methods of reducing the spread of viruses. The more space between patrons, the harder it is for the virus to spread.

If a person at an event is found to be positive for COVID-19, the risk of transmission to the other patrons, staff and volunteers is decreased if people have been practising physical distancing appropriately.

Good practice physical distancing principles are to:

- maintain 1.5 metre separation between people who are not from the same household; and
- maintain a minimum of 2 square metres (2 sqm) per person.

**Managing physical distancing between patrons during the event**
To promote physical distancing between patrons at events, organisers must consider the following as a minimum:

- ensure a minimum of 2 sqm per person is available at the venue
- leave spaces between different household groups or individuals in seated areas and amusement rides
- adequately space queues by clearly indicating 1.5m distances
- provide seating for staged performances to avoid crowding
- minimise likelihood of congregating at sanitary stations, toilets, food and water distribution areas by increasing availability and spreading them around the venue
- designate COVID Safety Marshals to encourage people to maintain physical distancing

If an appropriate level of physical distancing cannot be achieved, consider reducing the number of patrons, or increasing the size of the available event space.

Maintaining physical distancing and the **flow of patrons at entrances and exits**, particularly for events with a large number of patrons, can be a challenge. The following measures can be considered:

- increase frequency of public transport or chartered vehicles related to the event, to prevent unnecessary crowds/queues
- provide additional entry points to spread entry load
- manage entry queuing by clearly indicating 1.5m distances
- stagger the arrival and departure of patrons
- allocate specific timeframes or sessions for patrons with sufficient time in between to avoid a cross-over
- implement automated, digital ticket checking
- have fixed ticket scanners or turnstiles where feasible
- divert departures through separate, dedicated exits to ensure one directional flow of patrons

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# 2. Hygiene and cleaning regimes

**Personal hygiene for patrons and staff**

It will be important to ensure patrons, staff and volunteers are provided with the ability to maintain high personal hygiene standards. The following measures can be considered:

- Display signage at event entry and throughout the venue to remind individuals of the need to maintain good hand hygiene and respiratory etiquette.
- Ensure signage is easily visible to maximise engagement. Consider signage which is easily understood by the anticipated patrons of the event.
- Keep main thoroughfare doors open or use automated doors to reduce touch points.
- Provide adequate, secured hand washing/sanitiser stations, and encourage all patrons, staff and volunteers to use the facilities regularly.
- Ensure alcohol-based hand sanitiser with at least 60% alcohol is available.
- Provide hands-free basins (if possible), with liquid soap and single-use paper towels, in toilet facilities.
- Consider the use of Perspex counter (sneeze) guards where staff are positioned at static points and are regularly interacting with patrons. If installed, these screens should be regularly cleaned and disinfected.

**Increased cleaning and disinfection regimes for event venue**

The presence of the virus in the environment can be a source of infection. This risk can be reduced through the following measures:

- Increase the frequency of cleaning in all areas and undertake more regular inspections of facilities.
- Establish a thorough and regular cleaning regime of common contact surfaces, 'high touch' items and shared amenities, such as handles, taps, handrails, break room facilities, EFTPOS keypads, counter tops and toilets.
- Keep a cleaning log to ensure the cleaning regime is being strictly adhered to.
- Consider having a COVID Safety Marshal monitor the cleaning log to ensure it is current. The Marshal must be provided with a list of management contacts who can act on any lapses in the cleaning regime.
- Develop a specific cleaning regime for shared equipment (e.g. amusement rides/inflatables, arcade games, silent disco headphones, sporting equipment etc).
- Ensure patrons have access to hand sanitiser in the immediate vicinity to any shared equipment to enable them to perform hand hygiene after contact.

If you think a surface may be contaminated, clean it with a common household disinfectant to kill the virus. Cleaning products should be appropriate for the surface to be cleaned. In general, combined detergent/disinfectant solutions or wipes are acceptable for hard surfaces. Some products such as bleach can damage fabrics, stainless steel and other surfaces. It will be important to continue to comply with any requirements regarding use of chemicals, including the use of Material Safety Data Sheets (MSDS) for chemicals utilised.

For most general cleaning tasks, a neutral detergent with pH between 6 and 8 should be used. The use of combined detergent/disinfectant wipes is acceptable, or solutions can be prepared fresh each day. If using a bleach solution, look for products which give you a 1000 ppm (0.1%)

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bleach solution either neat or when diluted with water. Always follow the manufacturer's instructions if any detergent or disinfectant products require mixing with water prior to use. Never mix different cleaning products as in some instances toxic gases can be generated. Refer to the Environmental cleaning in the workplace factsheet for further advice.

# 3. Staff management

**Staff health and safety**
Event organisers should employ the following strategies in the lead up to the event:
- Remind volunteers and staff not to attend if they are unwell, have been in contact with a positive COVID-19 patient, are awaiting COVID-19 test results or have been instructed to self-isolate.
- Maintain a register of contact details for all staff, contractors and volunteers to facilitate contact tracing if required.
- Encourage staff to maintain respiratory etiquette (e.g. sneezing/coughing into their elbow) and good hand hygiene through frequent washing or use of hand sanitiser.
- Staff could consider getting the annual flu shot, to reduce the chance of a staff member becoming unwell with symptoms resembling COVID-19.

**Managing physical distancing between event staff**
Consider the level of physical interaction between staff and, if appropriate, implement the following measures to enable staff to practice physical distancing more effectively:
- Review shift arrangements to reduce interaction between staff.
- Stagger breaks to ensure physical distancing occurs during break times.
- Maintain physical distancing in break room facilities by adequately spacing chairs etc.

Physical distancing for staff and volunteers is equally important when they are not working (e.g. on meal/toilet breaks, arriving work, leaving after a shift), as it is often when interactions occur which could lead to an increased risk of COVID-19 transmission. Staff and volunteers should be vigilant about maintaining physical distancing during work-related transition periods or activities as well as outside of work, including when socialising with each other.

# 4. Staff training and education

Staff and volunteers should be appropriately trained. The Federal Department of Health provides a free 30-minute online infection control training module which covers the fundamentals of infection prevention and control for COVID-19. Establish a process to obtain and record evidence from all staff and volunteers that they have completed the training.

It is also useful to communicate with staff pre-event and display health promotion material (e.g. posters) around the event site to remind individuals of the need to practice physical distancing, good hand hygiene and respiratory etiquette.

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# 5. COVID Safety Marshals

A COVID Safety Marshal is an individual engaged by the organiser of an event to monitor, carry out and promote public health measures detailed in an approved COVID Event Plan. The individual must meet the [Specification Criteria for a COVID Safety Marshal](#) outlined by the State Emergency Coordinator.

Event organisers should identify the need for, and number of, COVID Safety Marshals required in their COVID Event Plan, based on the event format and activities involved. As a general rule, organisers of high-risk events involving consumption of alcohol and close proximity between patrons, should consider designating one (1) COVID Safety Marshal per 200 – 500 people, in addition to security. The approving authority will then assess whether this is appropriate for the proposed event. This decision will be based on a review of individual COVID Event Plans. If COVID Safety Marshals have not been included in a Plan but are deemed necessary, the approving authority may assign a condition requiring their presence.

**Appointment of a COVID Safety Marshal**
In summary COVID Safety Marshals must:

- be over 18 years of age;
- have completed the online training course "COVID-19 Infection Control Training" provided by Aspen Medical and found at [https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training#registration](https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training#registration);
- have a National Police Clearance that is less than 12 months old;
- visually identify themselves as a COVID Safety Marshal to the public and any authorised officer (e.g. wear a distinctive safety (Hi-Vis) vest or uniform clothing);
- not simultaneously perform another role at the event, unless otherwise approved in the COVID Event Plan; and
- have a thorough understanding of the COVID Event Plan and its requirements.

In order to comply with the requirements above, event organisers are encouraged to obtain a record of each Marshal's National Police Clearance and completion of training certificate. It is expected that event organisers will provide the uniform or visual form of identification for Marshals at their event. Organisers are also encouraged to conduct a COVID Safety Marshal briefing prior to the event, to ensure the roles and responsibilities are clearly communicated to individuals performing this duty.

It is also recommended that a person appointed as a COVID Safety Marshal have:

- good customer service, people and communication skills;
- sufficient experience and authority to supervise event operations;
- the ability to provide clear directions and easily switch between overseeing different tasks and (physical) areas; and
- sound knowledge of the business or operation of the event.

## Role of a COVID Safety Marshal

The primary role of the COVID Safety Marshal is to ensure the public health measures outlined in the COVID Event Plan are implemented and maintained during the event by all patrons, staff, volunteers and contractors.

COVID Safety Marshals perform their role on behalf of the event organiser, who are responsible for the event. Marshals are expected to take reasonable measures to encourage individuals to adhere to measures outlined in the COVID Event Plan but are not responsible for the behaviour of other individuals or the event operator's overall compliance with the current Directions or conditions related to their COVID Event Plan.

COVID Safety Marshals have no formal enforcement role. If any enforcement action is required, this should be escalated to WA Police on 131 444.

The public health control measures to be carried out by the COVID Safety Marshal before, during and after the event are listed below, and may include additional measures as specified in the COVID Event Plan:

**Promote and take practical steps to ensure infection control practices are in place:**
- monitor the cleaning log and ensure the cleaning regime is maintained
- ensure hand sanitiser is provided at all high touch points
- regularly monitor and replace soap, hand towel and sanitiser, as required.

**Promote and take practical steps to encourage people to maintain physical distancing:**
- count patrons to monitor crowd density in event spaces with a maximum patron capacity
- where queuing/crowing occurs, encourage patrons to remain 1.5m apart
- redirect patrons to alternative food and beverage service areas that are less crowded.

**Observe patrons and staff for unwell individuals displaying cold or flu-like symptoms:**
- implement appropriate protocol for unwell persons as per COVID Event Plan.

**Identify individuals who are not complying with the requirements of the COVID Event Plan:**
- talk to the patron/staff and explain why their behaviour or action is causing a risk
- offer a way to resolve the issue/risk
- inform management or security of any issues that cannot be resolved
- if enforcement is required, contact WAPOL on 131 444.

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# 6. Compliance with legislation and regulations

In addition to the legal obligations arising from the *Emergency Management Act 2005* and the Directions made under that Act, businesses will continue to have obligations under existing legislation and regulations, including Worksafe legislation.

If food and alcohol is supplied at an event, please refer to the requirements in the COVID Safety Guidelines for Food and Licensed venues.

**Event approval by local government**

All event organisers must continue to apply for approval to the relevant local government authority in accordance with the requirements of the *Health (Miscellaneous Provisions) Act 1911* and the *Health (Public Buildings) Regulations 1992,* where applicable. Submission of a COVID Event Plan will be an additional mandatory requirement, as part of the standard approval process for public and private events with more than 500 patrons.

# 7. Response planning

**Managing unwell patrons/staff at events**

All efforts must be made to remind patrons, staff and volunteers not to attend the event if unwell, awaiting COVID-19 test results or under direction to remain in isolation/quarantine. However, it will be important to establish a protocol for identifying and managing unwell patrons that present during an event. This must be communicated clearly to all staff and volunteers PRIOR to the event.

In developing a protocol, consider the following:
- Any staff or volunteer identifying an unwell patron should report the incident to their team leader, who will escalate as appropriate.
- Adequately train all relevant first aid staff in how to safely attend to a symptomatic patient.
- Establish an area to isolate/assess symptomatic patients. A clear exit path should be established which does not involve passing through crowded areas
- Provide symptomatic patrons/staff with a mask to help contain respiratory droplets generated from coughing and sneezing.
- Ensure all staff attending symptomatic patients wear gloves, eye protection and a disposable surgical mask, and dispose of them immediately/appropriately after contact, followed immediately by hand hygiene. All staff must be trained in the correct donning, doffing and wearing of PPE and performance of hand hygiene.
- Equip all first aid posts/isolation areas with hand washing facilities and hand sanitisers.
- Establish a plan to remove potentially symptomatic patrons from the event as soon as possible, in a safe and appropriate manner.
- If you become aware that someone with a case of COVID-19 has attended your event, ring the COVID Public Hotline on 13 COVID (13 26843) or 9328 0553 (A/H) and follow the advice of public health officers.

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**Maintain attendance records**

Maintaining accurate and relevant records of patrons attending your event is not mandatory but it is recommended, where possible. You will be requested to provide this information to the Department of Health to facilitate efficient contact tracing if a positive COVID-19 case attended your event.

If the event is ticketed, then you should implement a process, consistent with privacy obligations, for obtaining and safely maintaining records.

**Review risk assessment**

All event organisers should regularly review COVID risk management measures, in consultation with staff and their representatives, with advice from the Department of Health or local government, and assess and decide whether any changes or additional control measures are required. Consider having regular discussions about safety and health issues in the lead up to the event.

# 8. Communications

**Stakeholder engagement**

Event organisers must continue to establish direct links and communicate regularly with local and state public health authorities, including the first aid provider for the event and the local government environmental health officer within the relevant jurisdiction. It will also be important to be aware of developments in the state response to COVID-19 as you progress with planning your event, and determine triggers that will indicate the need to reconsider or revise your plans. It may also be useful to establish a clear command structure, to facilitate rapid communication of information, and efficient decision-making during the event.

**Registering events**

From 11.59 pm on 24 September 2020, all event organisers will be required to register events with more than 500 patrons through the WA Health website. Alternatively, event details can be emailed to: Public.Events@health.wa.gov.au

Registration will ensure the Department of Health is aware of all proposed events of this size, and that local emergency and health services can determine how those events are likely to impact on their resources.

All events will be added to the 'events calendar', which is distributed to relevant stakeholders each month.

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**Increasing community confidence**

Appropriate risk communication is integral to the planning and running of successful events. It also provides the community with confidence in the safety of the events they are attending. Consideration should be given to the following:

- Establish a single point of communication. Public confidence will increase if messaging remains consistent, realistic, and reassuring.
- Increase public health messaging before and during events, provide reminders to:
    - stay home if unwell or have recently been in contact with a positive COVID-19 patient
    - practice hand hygiene, physical distancing and respiratory etiquette
    - leave/seek assistance if symptoms develop while at an event.
    - Ensuring refund policies are well defined on the event website, on social media and other communications. This should explicitly outline refund policies when someone is not able to attend due to illness and should, as far as practicable, not penalise someone for doing the right thing and not attending when unwell.
- Encourage staff and attendees to download the COVIDSafe app for contact tracing.
- Develop a good relationship with the media to assist communication efforts related to:
    - local risk assessment.
    - actions being undertaken to limit risk and maintain patron safety during event.

**Post event**

Event organisers should hold a debriefing session with all stakeholders (including health authorities for large, high risk events) to evaluate implemented risk mitigation strategies. As always, it will be important for the review process to identify improvements that can be made, to help future event organisers.

If public health authorities suspect that transmission of COVID-19 has occurred, it will be important for organisers and participants to support the response of authorities. Organisers must liaise with public health authorities and facilitate the sharing of any relevant information, including details related to any symptomatic participants.

# 9. Management of people and equipment from overseas and/or interstate

All efforts should be made to employ event performers, staff, contractors and equipment suppliers within WA. This will support the local economy and reduce the potential risk associated with a case of COVID-19 being brought into the State.

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**Managing event performers and/or workers from overseas/interstate.**

Only people classified as exempt travellers under the [Quarantine (Closing the Border) Directions](#) may be considered for entry into WA. Applications for travel into WA are managed through a process known as the [G2G Pass](#). Approval of an Event in no way guarantees, supports or endorses the entry of individuals to WA from interstate or overseas.

Individuals permitted to enter WA from interstate for the purposes of performing/working at an event can expect to be directed to spend 14 days in either self-quarantine or centre quarantine, as a condition to their entry. Unless in exceptional circumstances, International travellers will not be permitted entry in WA for the purposes of performing or working at an event.

**Cleaning and Disinfection of equipment from interstate or overseas**

If equipment is permitted to be brought in from interstate or overseas, it must be thoroughly cleaned and disinfected on arrival in WA. Hand hygiene must be performed after cleaning and disinfection. Any equipment that cannot be adequately disinfected (e.g. speakers, softly furnished items) should be quarantined in an allocated area for at least 72 hours prior to use. This could be inclusive of transit time if minimally touched during transit.

Once the event has concluded, workers will need to clean and disinfect equipment, in preparation for freight, and record these details in a cleaning register.

# Events into the future

The WA Government is committed to supporting event organisers in a way that also ensures public health and safety are prioritised.

Further decisions related to events in WA will be based on the best available health advice in response to the risk of COVID-19.

Event organisers must ensure that the event complies with the current Directions released by the WA Government. Should COVID-19 activity increase in the community, relevant Directions may change, potentially requiring the modification, postponement or cancellation of events.

While officers within local government and the Department of Health will continue to work with event organisers to manage the risks at events, it will be the event organiser's responsibility to ensure they are aware of any relevant changes to the Directions of the Emergency Management Act that may impact their event.

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# Key Contacts

**Keys contacts can be reached on the following phone numbers:**

- **Coronavirus Information Hotline: Call 13COVID (13 26843)** for information about coronavirus measures and restrictions, and what they mean for you.

- **COVID Public Hotline: Call 1800 020 080** if you suspect that you, a staff member, or another individual may have COVID-19 symptoms, or may have had close contact with a person who has COVID-19.

- **WA Police: Call 131 444** for police assistance (non-emergency).

# Further information

- Coronavirus - public information: www.healthywa.wa.gov.au/Articles/A_E/Coronavirus
- COVID-19 information for business, industry and local government: https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus/COVID19-information-for-business-and-industry
- Resources on physical distancing: https://www.health.gov.au/resources/publications/coronavirus-COVID-keeping-your-distance
  https://www.health.gov.au/resources/videos/coronavirus-video-social-distancing
- Occupational safety and health information is available on the WorkSafe website www.dmirs.wa.gov.au
- Infection, Prevention and Control training: https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training

# Additional resources

How to Handwash poster – World Health Organization
How to Handrub poster – World Health Organization
Keeping Your Distance poster – Australian Government
Change of Business Hours poster – Australian Government

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# APPENDIX A – Checklist: Items to consider prior to submitting your COVID Event Plan

1. **Physical distancing**

   ☐ Physical distancing. Numbers will be limited to 1 patron per 2 square metres.
      - Has a plan of the site, including layout, infrastructure, public toilets, sanitiser stations etc been provided?
      - Have you calculated the total area of your public spaces and determined the maximum number of patrons permitted?
      - Have you identified potential pinch points, including at entry and exits, and have adequate risk mitigation strategies been put in place?
      - Will physical distancing markers be placed on the ground in areas where patrons queue?
      - Has a counting system been implemented (e.g. pavilions, marquees, bars) to prevent exceeding the maximum allowable number of patrons in each space?
      - Have adequate strategies been put in place to maintain physical distancing for activities/event formats that include dance floors, mosh pits, inflatable amusements etc?
      - Have adequate toilets, food/drink and water distribution areas, hand sanitiser stations etc been provided to prevent crowds forming?
      - Are toilets, food/drink and water distribution areas appropriately spaced to prevent crowding?
      - Has adequate shade been provided to accommodate extremes of weather on the day of the event?

2. **Hygiene and cleaning regimes**
   ☐ Good hygiene
      - Are adequate hand washing and hand sanitising stations being provided?
      - Is there a protocol in place to check at regular intervals that hand washing/sanitiser facilities are in good working order and adequately stocked (soap, warm water, paper towels, hand sanitiser)?
      - Has signage about hand hygiene and respiratory etiquette been considered?

   ☐ Cleaning and disinfection regimes
      - Have you considered the frequency of cleaning for public areas?
      - Are procedures in place for thorough and regular cleaning of common surfaces, 'high touch' items and shared amenities e.g. handles, tables, chairs and toilets?
      - Has a specific cleaning regime been developed for shared equipment (e.g. arcade games, amusement rides, inflatable amusements etc)?
      - Has an appropriate cleaning and quarantine regime been developed for equipment being brought in from interstate/overseas?
      - Has a cleaning team been organised and appropriately trained?
      - Has detail been provided on PPE to be worn by cleaners and who will provide this?

□ Cleaning and disinfection regimes cont.
  o Has a cleaning log been developed, with adequate measures put in place to ensure it is completed/adhered to?
  o Have traditionally shared items (e.g. cutlery and condiments) been removed/replaced with alternatives, where possible?
  o Have appropriate cleaning products been identified to perform cleaning and disinfection e.g. detergent, disinfectant, food grade sanitiser, PPE and provided?

## 3. Staff Management

□ Will you remind staff before the event, not to attend if unwell?
□ How will you communicate to staff of the need to practise physical distancing?
□ Have you reviewed shift arrangements to reduce interaction between staff?
□ Have you reminded staff to ensure physical distancing is maintained during break times?
□ Have you staggered shift breaks to reduce overcrowding in break rooms?

## 4. Staff training and education
□ Have you provided information to staff on your COVID safety procedures and what is expected of them?
  o Where appropriate, have staff completed appropriate COVID Safety training and is there a record of this?

## 5. COVID Safety Marshals
□ Has the need for, and number of, COVID Safety Marshals been identified?
□ Are all COVID Safety Marshals over 18 years of age?
□ Have all COVID Safety Marshals undertaken appropriate training (and evidence of this been obtained/documented)?
□ Has appropriate clothing/uniform been organised to ensure COVID Safety Marshals are easily identifiable?
□ Will all COVID Safety Marshals be provided with a copy of the COVID Event Plan and be familiar with its requirements?
□ Has a clear line of reporting been provided to COVID Safety Marshals if they need to raise issues particulary regarding compliance?
□ Have the roles of COVID Safety Marshals been clearly identified and communicated?
□ Do all COVID Safety Marshals have a Police Clearance that is less than 12 months old?

## 6. Compliance with existing legislation and regulations

□ Does your event meet obligations under existing legislation?
□ Have you applied for all other relevant approvals required for your event?

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## 7. Response planning

- ☐ Monitor symptoms
  - o Have you put up signs about the symptoms of COVID-19 in the workplace?
  - o Have you advised staff to stay home if they are unwell? Do you have a plan in place to reduce the risk of being short-staffed?
  - o Have staff been advised to disclose if they have been in close contact with a person who has or is being tested for COVID-19 or is awaiting results?

- ☐ Contact tracing
  - o Are you able to maintain a record of patrons for the purposes of contact tracing?
  - o Are you able to maintain a record of staff, volunteers and contractors for the purposes of contact tracing?

- ☐ Incident response
  - o Does your business have written instructions for staff about how to respond to a COVID-19 related incident?

## 8. Communications

- ☐ Stakeholder engagement
  - o Is there appropriate PRE-EVENT communication planned for patrons and staff to ensure they are aware of COVID related expectations including any refund policies?
  - o Is appropriate communication planned for DURING the event to ensure patrons and staff adhere to physical distancing and hygiene measures?
  - o Have all stakeholders been provided a copy of the COVID Event Plan and understand its requirements?

- ☐ Registering event
  - o Have you registered the event registered with the Department of Health? https://ww2.health.wa.gov.au/Articles/A_E/Events-registration

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