

COVID Event Plan

Please use the following form for all events **occurring from 12:01am on 5 February 2022**, where **more than 1,000 patrons** are expected to be in attendance.

Event name:

has a maximum number of _____ patrons and agree to the following conditions:

Undertake reasonable measures to check staff and patrons are vaccinated

Manage shared spaces to promote physical distancing where possible

Ensure staff and marshals are trained in COVID safety measures

Maintain cleaning and hygiene standards

Maintain mandatory contact registers

Request that unwell people not attend

Provide adequate hand sanitiser and soap

Register event with the Department of Health at health.wa.gov.au/eventsregistration

- 1** Refer to the accompanying COVID Event Guidelines for information on the safety considerations for your event, and for information on how to complete your plan.
- 2** Complete your COVID Event plan, including details of how you will implement the safety measures required, and attaching a site map that shows the layout and number of patrons across your event.
- 3** Discuss and share relevant details of your plan with staff so everyone is aware of what to do and what to expect.
- 4** Communicate and share relevant details of your plan with patrons of your event so they are aware of what to do and what to expect.
- 5** The COVID-19 pandemic is an evolving situation - review the restrictions prior to your event and make changes as required.

Event details

Date of event:	<input type="text"/>	Name of organisation:	<input type="text"/>
Event location:	<input type="text"/>	Contact for application:	<input type="text"/>
Event organiser:	<input type="text"/>	Contact number:	<input type="text"/>
Duration of event:	<input type="text"/>	Event type / category:	<input type="text"/>
Capacity:	<input type="text"/>	Local government / authority:	<input type="text"/>
Contact email (event organiser):	<input type="text"/>		

* For the sections below, please complete the form and attach additional pages or information as required.

1. Hygiene and cleaning regimes

- Describe the hand hygiene and sanitation measures put in place at event (particularly at entry points, toilets, food and beverage outlets, etc).
- How will you remind patrons, staff and volunteers of the need to practice good hand hygiene and respiratory etiquette?
- Describe your cleaning and disinfection regime of common contact surfaces, 'high touch' items and shared amenities.
- How will you ensure cleanliness and hygiene standards are maintained?

Consider: hygiene protocols and practises, role of COVID Safety Marshal in promoting respiratory etiquette and hand hygiene, cleaning logs, supply of cleaning and sanitiser products, supply and restocking of hand washing/sanitiser stations, contactless payment available, availability of staff/volunteers to conduct cleaning and disinfection particularly during peak periods, breaks to allow for cleaning, cleaning of shared equipment such as headsets for silent discos, games and activities, waste management facilities etc.

2. Ventilation

Indoor or marquee (complete Q3)

Outdoor only (skip Q3)

- Can windows and doors be opened to increase the amount of fresh airflow into the indoor venue?
- Are all windows clear of furnishings?
- Have you engaged a qualified person to ensure ventilation meets the current ventilation standards?
- Has the ventilation system been cleaned and maintained recently?
- If hiring an indoor venue, have you discussed ventilation provisions with the venue operator?

Consider: increasing flow of fresh air from outdoors, opening windows and doors, cleaning and maintaining mechanical ventilation systems, engaging a competent person to audit existing ventilation.

3. Proof of Vaccination

- How will you reasonably check proof of vaccination for staff, volunteers and performers?
- How will you reasonably check proof of vaccination for patrons attending the event?
- How will you reasonably deny entry to individuals without proof of vaccination?

Consider: Does the event have a managed or unmanaged entry? What are the expectations for checking vaccination status for my event format? What is the escalation process for individuals not willing to provide proof of vaccination and/or comply with denial of entry.

4. Contact registers and response planning

- How will you collect and store attendance records of patrons, to assist with contact tracing if required?
- Describe the protocol for managing unwell patrons and staff at your event.
- How will you recognise illness in staff or patrons at your event?
- How will you manage an exposure or suspected exposure to COVID-19 within your premises?
- How will you escalate urgent COVID-related matters to WA Health or WAPOL before or during the event?

Consider: records of patrons, reporting illness and escalation procedures, isolation procedures, dedicated area(s) to isolate/assess unwell patrons/staff, provision of personal protective equipment for first aiders, hygiene procedures, referrals to relevant authorities, refunding policies to ensure unwell patrons don't attend, etc.

5. Staff management and training

- How will you communicate updated advice to staff and volunteers in the lead up to the event?
- Will you keep a register for staff and volunteers, and how will this be managed?
- Will staff be sharing equipment (e.g. radios)?

Consider: cleaning regimes for shared equipment, registering at start of each shift, reporting protocols should staff identify breaches of the COVID Event Plan, rostered breaks, etc.

5. Staff management and training (cont.)

- How will you ensure that your staff are informed and trained to implement the safety measures in this plan?
- How will you ensure all your employees know how to keep themselves and others safe from exposure to COVID-19?
- Have all relevant staff, including COVID Safety Marshals, completed the COVID-19 Infection Control Training (or similar?)

Consider: mandatory training; records of training; additional education; signage; guidance material, ongoing communications strategy in the lead up to the event, consider COVID Safety Marshals, etc.

6. COVID Safety Marshals

- Provide details of how you will implement COVID Safety Marshals at your event.

Consider: How many COVID Safety Marshals will you designate, what training will they undertake and can you ensure it's complete? What will be their role? How will they be identifiable? (Eg. through appropriate clothing/vests)

7. Physical distancing

- What will be done to promote physical distancing guidelines?

Please identify the following:

total number of m²

a) The total square meterage of the venue.

total number of patrons

b) The total number of patrons you seek approval for across the venue at any one time.

c) The layout of the venue. A site map must be included. Sitemap attached:

Yes No

d) Provide details of the nature and duration of contact between patrons and how these will be managed. Please also detail limitations and effectiveness of physical distancing e.g. drugs, alcohol

- e) Provide details of the demographics of the patrons expected to attend the event
- f) Provide details of any other measures you will use to support physical distancing.

Consider: addressing physical distancing protocols for staff and patrons separately; crowd management, queue management, controlled capacity in front of stage, single-flow entry and exit systems, allow for increased personal transport movement (i.e. increased parking areas), and less public transport, use of barriers; signage, supervision by COVID Safety Marshals and management of shared spaces and equipment including queuing and pinch points etc.

8. Communications

- How will you communicate to patrons to inform them of their safety obligations, both prior to and during the event?
- If the event must be postponed or cancelled, how will this be communicated to staff and patrons?
- Has your event been registered with WA Health - health.wa.gov.au/eventsregistration
- Who is responsible for issuing communications to stakeholders and patrons?
- Has the COVID Event Plan been shared with all relevant stakeholders?

Consider: communication strategies leading up to the event including proof of vaccination requirement, use of social media and apps, stakeholder engagement, signage, encouraging patrons to take responsibility for their health and safety and post-event debriefing.

9. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe, food, liquor, noise legislation, etc?

Yes

No



Events
1000+

Event name

COVID Event Plan Certificate

Welcome.

This event implements COVID-safe principles

- Manage shared space to promote physical distancing where possible
- Undertake reasonable measures to ensure staff and patrons are vaccinated
- Ensure staff and marshals are trained in COVID safety measures
- Maintain cleaning and hygiene standards
- Maintain mandatory contact registers
- Request that unwell people not attend
- Provide adequate hand sanitiser and soap
- Register event with the Department of Health at health.wa.gov.au/eventsregistration

Prepared by:

Date:

**We're doing our part to help keep you safe.
Please respect the rules and our staff.**