

South Australian Events COVID -19 Guideline

Prepared by Events South Australia
(The events arm of the South Australian Tourism Commission)

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INTRODUCTION

Events South Australia, the events arm of the South Australian Tourism Commission, has developed this guideline document to assist the events (including festivals) and entertainment industry in South Australia to deliver COVID Safe events (that attract mass gatherings) that protect workers, patrons and the broader community.

This is the fourth update to the guideline. The guideline and other tools can be found at [Events and festival support | Tourism SA](#).

We recommend that people using this (and other COVID guidelines and tools) keep up to date with current information available on the SA Government website www.COVID-19.sa.gov.au.

KEY UPDATES

COVID Management Plan Assessment framework released

On 27 August 2021, SA Health released a framework developed by SA Health's COVID Management Committee to guide people applying for a COVID Management Plan (CMP). This COVID Management Plan Assessment Framework is provided for event organisers to help them design lower risk events, and to provide an indication of the risk tolerance of SA Health's COVID Management Committee who are responsible for assessing and approving Plans.

SA Health has indicated the framework sits as a guide and states "all plans are different and will be assessed on their own merits and subject to their own conditions".

The framework has been included on the SA.GOV COVID website. Download the Framework [here](#).

If your current CMP outlines an event that does not align with the Framework, then you may wish to consider adjusting your plans or discussing it with one of the CMP team before the CMP is submitted to the Committee.

Activity restriction levels

In relation to activities there is a list of [Activity restriction levels](#), these levels are a guide and can have additional restrictions applied that change regularly.

Generating a QR Code for your COVID Management Plan event

If submitting a COVID Management Plan you will need to complete a [COVID Safe Plan](#) for each zone that you wish to apply different QR codes – the template requires the receipt number for these COVID Safe Plans. *Note: COVID Safe Plans created to solely generate a QR code will not have a legal requirement. The details described in your COVID Management Plan will override the COVID Safe Plan acknowledgements made.*

Christmas Events

SA Health will be releasing a factsheet focusing on Christmas Pageant type events shortly.

Fireworks

Fireworks are now permitted.

WHO IS THIS GUIDE FOR?

This guide is aimed for event businesses, organisers and contractors who provide event services to assist in their planning and delivering of events in South Australia.

WHAT WILL THE GUIDE PROVIDE TO YOU?

The guide provides support and assistance to guide you on:

- understanding current government requirements;
- fulfilling your Work Health and Safety duties;
- finding sources of information;
- protecting people from coronavirus (COVID-19) at your event now under the current Declared Emergency; and
- protecting people from coronavirus (COVID-19) at your event once the declared emergency is lifted.

It allows you to review your current health and safety measures and add/apply COVID Safe measures relevant to your event, including:

- identifying what risks, you will have;
- understanding your site capabilities to safely accommodate people;
- putting in place physical distancing measures;
- what can be done as far as tracing the attendees to your event;
- understand your reporting requirements; and
- providing adequate hygiene facilities.

A mitigation strategy list has been created in [Appendix A](#) that may assist you.

Delivery of COVID Safe event mitigation strategies will vary depending on what is reasonably practicable taking into consideration:

- the likelihood of the COVID- 19 risks occurring at the event site;
- the degree of harm that might result from the COVID- 19 risks;
- what the person concerned knows, or ought reasonably to know, about:
 - the hazard or the risk;
 - ways of eliminating or minimising the risk;
 - the availability and suitability of ways to eliminate or minimise the risk; and
- after assessing the extent of the COVID- 19 risks and the available ways of eliminating or minimising these risks, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

OTHER USEFUL EVENT INDUSTRY GUIDES

LIVE ENTERTAINMENT INDUSTRY FORUM (LEIF)

LEIF, a forum of live entertainment industry personnel from across Australia, has released their set of COVID-19 guidelines [LEIF GUIDELINES](#). The guidelines break down particular activities and aspects of planning and operating an event. The guidelines are available after undergoing an industry feedback process.

FOOD STANDARDS AUSTRALIA

The statutory Authority that develops food standards for Australia and New Zealand.

[COVID FOOD SAFETY](#)

SAFework AUSTRALIA

The Australian government statutory body established to develop national policy relating to WHS and workers' compensation. They have guidance for the Live Entertainment Industry.

[SWA LIVE ENTERTAINMENT](#)

AUSTRALIAN SCREEN PRODUCTION INDUSTRY

The Guidelines were developed by the Australian Screen Sector Task Force early into the COVID-19 Pandemic to support a safe return to production in Australia.

[SCREEN AUSTRALIA COVID SAFE GUIDELINES](#)

Using relevant sections of the guides above has been useful for Events South Australia in developing COVID safe standards to be applied at the upcoming National Pharmacies Christmas Pageant. For example:

- LEIF cloaking service guide (used to develop a standard for pram parking)
- Australian Screen Production Industry Hair and Makeup guide (used to develop makeup application standards)

WHY IS THERE A DECLARED EMERGENCY?

The Worldwide pandemic COVID-19 is threatening people's health and, in some circumstances, risks the death of people. It has also disrupted essential and general services enjoyed by the community.

The declared emergency is in place to prevent and mitigate the effects of COVID-19 to the South Australian community.

In the *South Australian Emergency Management Act 2004* **Emergency** means an event (whether occurring in the State, outside the State or in and outside the State) that causes, or threatens to cause—

- (a) the death of, or injury or other damage to the health of, any person; or
- (b) the destruction of, or damage to, any property; or
- (c) a disruption to essential services or to services usually enjoyed by the community; or
- (d) harm to the environment, or to flora or fauna;"

WHAT IS COVID-19

Coronavirus disease (COVID-19) is a respiratory illness caused by a new virus. The virus can spread from person to person through close contact and droplets including:

- close contact with an infectious person
- contact with droplets from an infected person's cough or sneeze
- touching objects or surfaces (like doorknobs or tables) that have droplets from an infected person, and then touching your mouth or face

Symptoms may include fever, cough, sore throat, shortness of breath, or loss of taste or smell.

WHO IS AT RISK?

Every person has the same risk of contracting COVID-19, however some [people are at higher risk](#) of serious illness / complications if they are infected with COVID-19.

WHAT IS REQUIRED DURING THE DECLARED EMERGENCY?

When the Prime Minister makes recommendations to the states about restriction guidelines relating to COVID-19, each state must then consider how those recommendations will be applied.

They are not enforceable in South Australia until the State Coordinator, Commissioner Grant Stevens, enacts a Direction [Emergency Declaration and Directions | SA.GOV.AU: COVID-19](#). The South Australian Direction applies to everyone living in, and entering, South Australia.

COVID SAFE PLAN

Currently while under a Declared Emergency if you are organising a public entertainment event under 1,000 patrons you will need to create a **COVID Safe Plan**.

[Create a COVID-Safe Plan](#)



COVID MANAGEMENT PLAN

A **COVID Management Plan**, approved by SA Health, will be required for high risk activities. As these requirements are subject to change, you need to refer to the SA Health [Create a COVID Management Plan](#) page to understand when you will need a COVID Safe Plan, or a COVID Management Plan or both.

Ensure you refer to the new [COVID Management Plan Assessment Framework August 2021](#) as part of your planning process.

A COVID Management Plan is a more comprehensive plan than the online COVID Safe Plan. The COVID Management Plan is required to adequately describe the management of higher risks associated with hosting larger numbers of people onsite and hosting higher risk activities.

Take the time to provide a detailed description of the event so that the SA Health review team can understand:

- the nature of the event
- the spaces used for patrons and worker areas
- how patrons will move through the event
- when the event peak times will occur
- any cultural implications
- outdoor and indoor elements
- key stakeholder involvement
- higher risk activities i.e., signing, exercise, dancing etc.

This will minimise liaison time between yourself and SA Health and assist in moving more efficiently through the approval process.

You will need to have your plan available during the period the activity is occurring. If requested by an Authorised Officer or member of the public attending the event (public activity) you will need to produce the plan.

SA Health have guides and FAQ's available to assist in developing a COVID Safe Plan or COVID Management Plan.

It is important to develop and submit your COVID Management plan early (we recommend at least 12 weeks before your event) as the process of approval can take up to 6 weeks depending on the complexity of the event.

[Approved COVID Management Plans](#) are listed. The list includes upcoming one-off events as well as existing venues that have ongoing approved COVID Management Plans i.e., Adelaide Oval, SA Aquatic and Leisure Centre, Entertainment Centre and the Adelaide Showground.

WHY DO YOU NEED A COVIDSAFE OR COVID MANAGEMENT PLAN?

Plans are required by the *Emergency Management (Public Activities) (COVID-19) Direction 2020* (The Direction) under section 25 of the *Emergency Management Act 2004*.

Directions can change as the COVID environment changes so it is best to keep up to date with the current [COVID-19 related directions](#)

The Direction requires a person to complete a COVID Safe Plan or COVID Management Plan in relation to a public defined activity.

Provision of public entertainment is included as a public defined activity.

defined public activity means any of the following:

- (a) onsite purchase and consumption of food or beverages (whether occurring in an indoor or outdoor area);
- (b) sport (including sports training), fitness or recreation activities;
- (c) indoor public meetings;
- (d) ceremonies;
- (e) public assemblies;
- (f) provision of personal care services;
- (g) provision of public entertainment;
- (h) provision of recreational transport;
- (i) the operation of a nightclub;
- (j) the operation of relevant licensed premises;
- (k) the operation of a casino or gaming area (within the meaning of the Gaming Machines Act 1992);
- (l) auctions and inspections of premises for the purpose of sale or rental of any property;
- (m) driver instruction;
- (n) the provision of health care, residential care, disability support or aged care services;
- (o) the onsite purchase and consumption of shisha;

Note—A gathering of up to 1 000 persons occurring as part of a defined public activity is a permitted gathering but an approved COVID Management Plan is required for more than 1 000 persons.

Public entertainment means:

- (a) any concert, live theatre or other live performance; or
- (b) cinema; or
- (c) galleries, museums, or other public institutions; or
- (d) publicly accessible historic sites; or
- (e) zoos and other wildlife or animal parks; or
- (f) any other place of entertainment that is open to members of the public.

PENALTIES FOR NON-COMPLIANCE

Authorised Officers undertake Emergency Direction Compliance Checks regularly. Significant financial penalties could occur to an event organiser if an event is not complying with the current direction. Financial penalties can be applied to people who are found to be non-compliant. Events that have been approved under a COVID Management Plan could have their plan revoked.

HIGHER RISK EVENTS – APPROVAL

Where events provide higher risks there will be a reluctance for the SA Transition committee to approve them.

Very high risk environments include:

- night clubs
- dance venues and events
- multi-day events
- large unstructured outdoor events, such as:
- holiday celebrations where crowds gather
- music festivals
- food festivals
- school graduation festivals
- carnivals
- some community sporting events
- unticketed spectator events.

Organisers should refer to the new [COVID Management Plan Assessment Framework](#), and Australian Health Protection Principal Committee [AHPPC statement](#) and table below when designing a future event.

Higher risk factors will need a high level effective controls to manage these risks.

Higher risk	Factors
Indoor	Reduced ventilation, droplet spread, spatial distancing, surface contamination
Standing/moving	Extent of interactions, opportunity for transmission, surface contamination
Alcohol	Adherence to physical distance and hygiene, Intimate physical contact
Alcohol consumption with dancing	Adherence to physical distancing mixed with increased exhalation
Interactive/shared	Surface contamination
Increased exhalation speed and volume (e.g. exercise, singing, loud vocalisation)	Droplet spread, distance of droplet travel

Non-familiar interactions (no contact tracing)	Identification of contacts
High numbers – any event where 5,000 and more people can mix through the event site	Opportunity for transmission (increased interactions), identification of contacts, crowding and queuing
Higher density	Spatial distancing, opportunity for transmission (increased interactions), surface contamination, crowding and queuing
Multiple venues operating in a precinct	Opportunity for transmission (increased interactions)

EVENTS WITH MULTIPLE LOCATIONS

If an event is held over multiple venues/sites (where a [COVID Management Plan](#) is not required), then a COVID Safe Plan will need to be developed for each site.

For example, several events have been held across Wine regions that incorporated multiple wineries as venues. Each venue kept capacities below 1,000 attendees and ensured there was no dancing (as they had alcohol consumption as part of their event). COVID standards were set for consistency across each venue.

Organisers should develop a framework to set consistent COVID Safe standards across each site for event activities and risks, and each venues layout and design.

Having consistency across each venue where possible, will provide confidence to:

- patrons attending multiple events, and
- authorised officers monitoring COVID Safe standards.

KEY STEPS TO TAKE

- Keep up to date with current SA restrictions and recovery steps [COVID-19.sa.gov.au](https://www.sa.gov.au/covid-19). Check information regularly when planning and running your event. There is a [Public Activities Chart](#) that describes restrictions across various activity types.
- Consult with your team (and contracted services) to understand your event risks and what COVID Safe strategies are achievable.
- Decide on a location for your event – is it better to have your event at a venue that has an [Approved COVID Management Plan](#), this could reduce the work to create a new COVID Management Plan.
- Put together a COVID Marshal team. If there are over 200 attendees at your event, have a least one dedicated COVID Marshal
- Prepare and maintain a COVID Safe Plan and/or prepare a COVID Management Plan
- If you make changes (or if restrictions change) update your COVID Management Plan on the Amendment form and submit to SA Health
- Know what your event sites comfortable capacity is to provide safe physical distancing and keep within it (adjust it if required)
- Implement and maintain good hygiene facilities for workers and patrons
- Maintain a strong physical distancing and hygiene culture with your team/contracted services – it's no good having your team demonstrate unsafe practices

- Provide your team and contracted services with current information so they understand their role in providing a COVID Safe event, and:
 - Praise good examples that are being demonstrated on your event site
 - Discuss areas of improvement needed
- Record any matters of concern /incidents and how you managed them.

WHS DUTIES

Persons conducting a business or undertaking (PCBU) (including employers) have a duty to ensure, so far as is reasonably practicable, the health and safety of workers while at work. The duty extends to the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking. COVID-19 currently presents a risk to our community including people at your event, workers and other people (patrons/public).

PCBU'S IN AN EVENT INDUSTRY?

- The event promoter
- The production company
- The site owner where the event occurs
- Businesses supplying site infrastructure structures and materials i.e. site hut/office supplier
- Businesses or contractors involved with building the event site infrastructure i.e. electrical services, plumbing
- Self-employed people i.e. production managers, crew members etc.
- Contracted businesses delivering services i.e. vendors providing catering, cleaning company, security company etc.

OFFICERS

Officers include directors of the PCBU and owners of the PCBU. Officers could also include the PCBU's senior management .

Officers must ensure that their PCBU has appropriate resources in place to enable a proactive risk management approach to COVID-19. This includes complying with current COVID-19 directions.

Officers will have to demonstrate that they have put sufficient resources in place for their PCBU to:

- eliminate the risks so far as is reasonably practicable; and
- after exhausting elimination strategies, implement risk minimisation strategies that minimise risk so far as is reasonably practicable.

WORKERS

A worker is any person who carries out work in any capacity for the event.

This would include event staff, event crew, managers, contractors, self-employed workers, volunteers etc.

Workers owe a duty to take reasonable care that their acts and omissions do not adversely affect:

- their own health and safety, or

- the health and safety of other people while at work.

Workers need to comply with reasonable instructions given to them such as completing a COVID Check in (when they start work/enter the event site), applying safe physical distancing and using good hygiene principles .

Briefings, inductions, policies, guides and signage are some of the instructional tools an event will use to educate their workers.

MITIGATING THE RISKS

Applying mitigation strategies at a reasonably practicable level is important.

ASSESSING RISK

As an event organiser or contractor involved at an event, you must protect people from harm. This includes taking reasonable steps to:

- protect your workers
- protect other workers working at the event
- protect patrons/public attending the event

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- determine the realistic consequences of the exposure
- act to remove the activity or situation, or if this isn't possible, control (mitigate) the risk.

This is called a risk assessment and it will help you manage risk, protecting people (workers and patrons) and the community. A risk assessment example of a component of an event is located in [Appendix B](#)

It is best to document your assessment. It will help to show you what risks you have identified, and how you will manage the risk. It will allow you to go back, review and adjust controls and show the reasoning behind your decisions.

A list of mitigation strategies is located in [Appendix A](#)

The decision to proceed with, restrict, modify, postpone, or cancel an event should be based on:

- compliance with current [COVID-19 related directions](#) , and
- the undertaking of a detailed risk assessment of your event.

Where possible, risk assessments should be conducted in partnership with local, state, and possibly national authorities (or guidance), as well as mass gatherings experts.

The risk assessment process should include consulting the:

- [SA Health website](#)
- [SafeWork Australia website](#)
- [Government of South Australia COVID-19 website](#)

- The new [COVID Management Plan Assessment Framework](#)
- [Relevant industry guides](#)

These sites are updated regularly and will assist with understanding any changes that may have occurred and review your existing understanding of COVID Safety.

As this is an evolving situation, the advice will continually change over time.

In addition to the normal risk assessment process conducted as part of an events approval process, the following principles related to COVID-19 will need to be considered.

Consideration	Summary
Status of COVID-19 activity in SA	<ul style="list-style-type: none"> • An increase in COVID-19 activity may result in events being modified, postponed or cancelled.
Current Directions at the time of event	<ul style="list-style-type: none"> • Events must adhere to State department advice and legal directions current at the time of event.
Principle position of State / Federal Government	<ul style="list-style-type: none"> • Position will dictate the timeline, type and nature of events permitted in SA.
Ability to maintain physical distancing between patrons	<ul style="list-style-type: none"> • Physical distancing (1.5 metres) reduces the risk of transmission of COVID-19.
Ability to control access	<ul style="list-style-type: none"> • Ensuring there is control over patron capacity and patrons complete check in processes.
Physical distancing of performers at an event	<ul style="list-style-type: none"> • Performers such as singers, band (wind instruments) and dancers can produce higher aerosols than normal breathing or speaking. SA Health advice should be sought.
Anticipated crowd size	<ul style="list-style-type: none"> • Larger crowd sizes may increase the size of a potential outbreak, should a person at the event test positive for COVID-19. • Larger crowd sizes may have implications for risk mitigation strategies. • Crowd sizes must not exceed density specified in The Direction that is in place at the time of the event.
Nature and duration of contact between patrons	<ul style="list-style-type: none"> • The longer individuals are in contact, and the closer the contact is, the greater the risk of transmission of COVID-19.
Event venue	<ul style="list-style-type: none"> • Outdoor venues are lower risk for transmission of COVID-19 than indoor venues, provided physical distancing and hygiene is practised. • Indoor venues with limited or poor ventilation present the greatest risk.
Other events operating in close vicinity	<ul style="list-style-type: none"> • Patrons moving through your event and then other events could lead to increased interactions and greater risk of transmission • Increases risk to contact trace effectively if there is a reported transmission

	<ul style="list-style-type: none"> • Consultation between event organisers, landowners i.e. council and SA Health will be required.
Ability to trace patrons	<ul style="list-style-type: none"> • If you have a COVID Safe Plan a COVID Safe Check in will be required COVID Safe Check-In for patrons and staff arriving at the venue each time. • Events with effective registration (ticketing/booking) will ensure individuals can be contacted if a person attending the event tests positive for COVID-19. • Records should be retained for at least 28 days post event day.
Alcohol / Drugs (Dancing)	<ul style="list-style-type: none"> • Access to alcohol and/or drugs may result in difficulties managing physical distancing and other risk mitigation strategies. • The consumption of alcohol/drugs and dancing further enhances this risk. • Where Dancing and alcohol consumption are part of an event a COVID Management Plan will be required.
Health and age of patrons	<ul style="list-style-type: none"> • Patrons who are older and those with co-morbidities are at greater risk of more serious illness with COVID-19.
Ability to implement mitigation strategies including a focus on density, distancing and tracing.	<ul style="list-style-type: none"> • These will need to be detailed within a COVID Safe Plan, or where required a COVID Management Plan.
Maintaining COVID compliance	<ul style="list-style-type: none"> • Ensuring well trained and effective COVID Marshals monitor the event site. • Having an incident protocol for managing incidents and where compliance cannot be achieved i.e. involving SA Police to assist if a person/s refuse to comply.

DEVELOPING HEALTH EDUCATION FOR YOUR EVENT

PUBLIC EDUCATION

Providing information to patrons prior to their attendance is very important.

Provide patrons key information on what they can and can't do when attending your event. A COVID Safe "Code of Conduct" is a good way of listing patron/staff requirements when attending.

You will need to include your public education strategies within a COVID Management Plan (if required to submit one).

Key information will include:

- People not to attend the event if:
 - they feel unwell or have a cough, fever, sore throat, fatigue, shortness of breath or loss of taste or smell, or
 - they have had contact with someone that is awaiting a COVID test,

- or have travelled from Overseas and any state where COVID-19 community transmission is occurring.
- Practice safe physical distancing from people outside your social group,
- You must complete a COVID Safe check in when entering the event (a parent or guardian can complete this for children, a carer for someone they are caring for that cannot complete this themselves),
- Practice good hand hygiene (wash hands and use hand sanitiser),
- Planning for how you will inform and guide people who don't have English as their first language and others who may struggle with written and verbal communication.



Figure 1

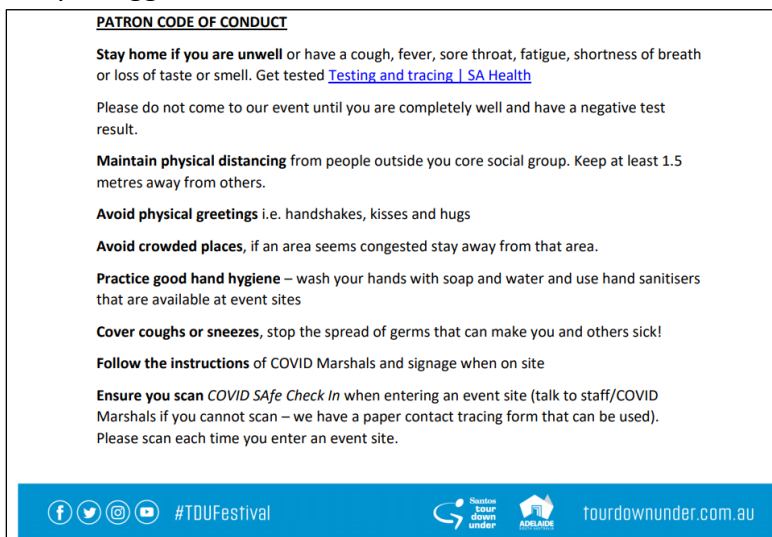


Figure 2

Figure 1 - SA Health message sent prior to Winter Reds festival.

Figure 2 - Patron code of conduct from Santos Festival of Cycling

STAFF EDUCATION

Ensuring your team are educated in COVID Safe measures allows for:

- Consistency of application, and
- Demonstrated understanding, and
- Confidence that your strategies are effective.

The following is important:

- Providing your COVID Marshal/s with an understanding of:
 - the event mitigation strategies within their area,
 - their role,
 - how to approach people to change their behaviour to be COVID Safe, and
 - what to do if they can't deal with a situation;
- Providing workers (including contractors) with information before they start work on:
 - procedures,
 - guidance or
 - ways of working that have been introduced for COVID Safety;
- If workers are required to wear face masks providing them training for [how to safely put on and take off a mask \(Detmold\)](#) webpage and [Video](#)
- Sharing relevant parts of this information with others i.e. contractors, volunteers ;

- Holding conversations with your workers to keep them updated (where changes may be required),
 - listening to workers and acting on their concerns; and
 - including a current information board at a prominent location with a daily update message or another way of regular communication.



*Performers wearing face masks during Australia Day 2021 parade
(Photo by Andrew Beveridge - asb creative)*



COVID19 TRAINING

COVID-19 Training / Awareness for you, your staff and all workers on your event site is important. It will provide consistent understanding of the risks and how to stay safe personally. It will complement the mitigation strategies you implement at your event.

A free online South Australian COVID-19 Awareness Training is available to workers in the Tourism and events industry [South Australian COVID-19 Awareness Training](#).

The training provides information to the trainee undertaking the online course and conducts a basic assessment of knowledge. A certificate is provided to the successful trainee with its own individual number. This information will provide consistent and relevant guidance for workers to protect themselves and other people.

Other industry associations may also have online training courses to educate you and your staff/workers on COVID-19.



Christmas Pageant 2020 Participant briefing set up to provide physical distancing

COVID MARSHAL TRAINING

It is mandatory to have a COVID Marshal that has completed [COVID MARSHAL ONLINE TRAINING](#)



Photo 1

Photo 1 - COVID Marshal monitoring WOMAdelaide event site (Photo courtesy of WOMAdelaide Lucy Partington Photography)



Photo 2

Photo 2 – COVID Marshal managing access to Town Square Kitchen during the 2021 Tasting Australia

Additional COVID Marshal training and instructions should be considered for your Marshals. They need to understand:

- their role at your event, and
- the actions to take if there is a non-compliance issue, they cannot manage themselves i.e. who to report to for assistance.



CONTRACTOR AND SUPPLIER MANAGEMENT

It is important to talk with contractor as early as possible i.e. when engaging them, to ensure they have adequate health and safety systems in place to protect their team from COVID-19. This would include their workers undertaking COVID-19 Awareness Training of some type. It may be beneficial for them to provide a COVID Marshal for their own operations.

Ensuring the contractor/supplier has good practices will benefit the event, it is also important to:

- Discuss your controls/requirements early so the contractor can align their COVID-19 systems to yours.
- Develop a site health and safety induction in consultation with the contractor so there is consistency in information about site safety standards
- Ensure the contractor understands that all their workers will be required to undertake an event specific induction before entering the event site
- Ensure the contractor understands they (and their workers and subcontractors) will need to follow COVID Marshals instructions
- Implement contactless deliveries e.g. by removing the requirement for a physical signature on delivery and checking that systems for e-invoicing are in place



CONTACT TRACING

If you are required to have a COVID Management Plan or COVID Safe Plan for your event, you will be required to have a QR Scan and contact tracing form available [COVID Safe Check-In](#). If there was a suspected outbreak related to the event, tracing records are important for SA Health and SA Police in tracing workers and attendees to determine close contacts relevant to your event. This reduces the risk to the wider community.

Where people do not have sufficient ability or technology to use the QR Scan application then a [Contact Tracing Record](#) is required as an alternative. These records are required to be retained for at least 28 days. Confidentiality of recording peoples information should be understood by the parties taking and retaining the information.

- There is further information available [FAQs for Businesses](#) and [FAQs for Individuals](#)

The following should be considered:

Workers/contractors Have a separate QR scan/contact tracing record so workers COVID Safe check in during bump in and out of the event site.

Deliveries – Having a delivery strategy that captures delivery drivers details i.e. name, business, registration of vehicle date/time should be implemented. It will allow tracing back to the items delivered if required.

Ticketing/Pre booking systems

Online and pre-booked tickets are more desirable as they:

- capture contact traceable details in advance
- define seating positions,
- allow for push notifications,
- better management and accessibility of data,
- management of attendance numbers, and
- reduce the likelihood of congestion at entries.

Multi-event sites

For multi-site events, a different COVID Safe Check In for each area is preferred.

Seated events

Assigned seating (whether this be in a grandstand, theatre or table) is preferred as it assists in identifying close contacts.

COVIDSafe APP – Refer to the [COVIDSafe APP information](#) at the Australian Government Department of health website for more information.



DENSITY (CAPACITY OF YOUR SITE)

Understanding your density (safe capacity) to accommodate physical distancing is an important planning step.

It's essential that measurements used for calculations of density focus on publicly accessible spaces and are based on the [current direction](#).

Where restrictions change, the density rule can alter to any of the density measurement rules below:

- 3 persons per 4m²
- 1 person per 2m²
- 1 person per 4m²

It is important to meet the current direction density requirements – these change depending on the current environment.

The direction will reflect current community COVID safety risks.

The density calculation does not require your staff and contractors to be counted.

You will need adequate measures to ensure you do not exceed your capacity. This could be through:

- Ticketing to the capacity,
- Counting people in/out at entry and exit points,
- Regular area counting,
- Set number of seats based on your capacity with a sit down rule, or
- Other measures that could reasonably ensure capacity is adhered to.

Methods to section off internal areas for density control should be considered i.e. an enclosed marquee with 60m² accessible space would have a capacity based on the current direction (at a 3 person to 4m² rule this allows 45 capacity).

When setting your capacity, presenting a site that is comfortable for patrons/public to safely enjoy the event, and for workers to undertake their role safely is extremely important. Set your capacity to allow [safe physical distancing](#).

Aside from the overall density, break down the areas of your event site to identify areas that may be congested at times. Higher risk areas will include:

- Queuing, such as food and beverage service areas, toilet facilities etc.
- Entry and exits
- Displays
- Best line of sight viewing areas

Assess these areas and apply physical distancing strategies to accommodate a comfortable distancing environment.

Overcrowding an event site will lead to adverse effects including:

- Reputational effects
- Poor publicity i.e. social media posts, mainstream media stories etc.
- Patron/public feeling unsafe
- Workers – demonstrating poor confidence in the safety systems of your event
- Stakeholder loss of confidence in the event leading to potential withdrawal of commercial relationships/contracts

WHS/Health compliance effects include:

- Investigation by regulatory bodies
- Rejection of your event approval
- Fines/court action






















Calculate the number of patrons/public you can have within your patron accessible event space areas by measuring accessible space (density).

If possible, arrange for your ticketing/pre-booking system manage the number of arrivals, and overall total numbers (consult with your ticketing/booking provider)

FIXED SEATING















In terms of determining numbers for fixed seating (i.e. such as a grandstand or theatre) the current measurement should be based on the current direction requirement:

There may be allowances set within the direction to allow additional capacity with application of additional measures at your event such as mandatory mask wearing.

ROW F	F1		F3		F5		F7
ROW E		E2		E3		E5	
ROW D	D1		D3		D5		D7
ROW C		C2		C4		C6	
ROW B	B1		B3		B5		B7
ROW A		A2		A4		A6	
	SEAT 1	SEAT 2	SEAT 3	SEAT 4	SEAT 5	SEAT 6	SEAT 7

Example of a checkerboard seating plan

ROW F							
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ROW E	NO AVAILABLE SEATS IN ROW E						
ROW D							
ROW C	NO AVAILABLE SEATS IN ROW C						
ROW B							
ROW A	NO AVAILABLE SEATS IN ROW a – THE FRONT ROW						
	SEAT 1	SEAT 2	SEAT 3	SEAT 4	SEAT 5	SEAT 6	SEAT 7

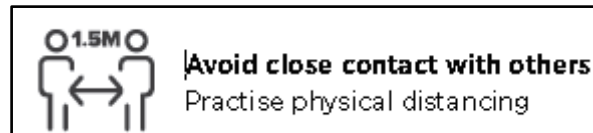
Example of a row gap seating plan



DISTANCING

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 rest of the patrons, staff and volunteers is minimised if people have been practising physical distancing.



To provide an environment that allows physical distancing, consider the following:

- Capacity – what is a comfortable capacity to allow people the opportunity to have a safe distance between themselves and others
- Having capacity signage which clearly indicates areas within the event site i.e. rooms, corporate area etc.
- How do people get into and exit the event and can these be separated for 'one way' traffic?
- Can the event scheduling be structured to stagger the capacity, arrival and departures times?
- How do your event services such as food and beverage, toilet facilities, recreational components provide for safe physical distancing (for the protection of the workers and patrons)?
- Will floor markings be effective to reinforce distancing requirements?
- A method for indicating family/household/friend groups that regularly socialise.
- Are there performers at your event and do they present a higher risk based on their activities? i.e. dancers, singers, wind instrument players. Talk with SA Health if there is a performer risk.



Performers at Australia Day 2021 event (photo by David Solm)

Organise your back of house, work areas and patron accessible areas so that the current physical distancing principle is applied – currently 1.5m distance from other people. Consider:

- Arranging work areas to keep people 1.5m apart
- Designing patron areas to provide patrons with the ability to keep 1.5m apart

- Mark areas using floor paint or tape (or other methods) to help people keep a 1.5m distance (there are many examples in place in other industries such as retail that can be used to assist with design)
- Provide [signage](#) to remind people to keep a 1.5m distance; and
- Avoid people being face-to-face, for example providing spaces for people to sit side-by-side where practicable or use wide tables to separate people from being face to face.



ENTRY AND EXIT POINTS

The area's leading up to and getting into and exiting the event are important to consider as they can create congestion. Providing strategies to allow a constant flow of patrons through gates will reduce queuing points.

When planning for getting into and leaving the event, consider:

- Separating workers/contractors and patrons/public exit and entry points,
- Where public transport drop off points and car parking is located and its impact to arrival at the site (when surges may occur i.e. a train arrives near the site with hundreds of patrons),
- Where you set your ticketing precheck, (bag check if relevant) points, how are these set/supported to reduce excessive queuing,
- If using QR Scan signage for [COVID Safe Check-In](#), where you install these,
- Where possible increase the number of entry lanes and encourage 'no bag' entry points,
- Install staggered checkpoints over the "last mile" to your site, and minimise the queueing of patrons by using holding areas,
- Have dedicated personnel/ushers to guide and instruct patrons where to go, direction of flow, access and exit paths etc.



Photo 3

Photo 3 - A bar queue set up at WOMAdelaide 2021



Photo 4

Photo 4 - Patron entry point for Santos Festival of Cycling 2021

Workers/Contractors

- If reasonably practicable, install separate entry and exit point/s to where patrons/public access and exit the event (this will reduce congestion and face to face contact) to workers/contractors.
- Plan for only having necessary workers/contractors in the entry and exit areas that patrons use i.e. COVID Marshal, security, FOH manager etc.
- Include entry/exit information to your workers and your contractors through induction.
- Provide handwashing facilities or at least hand sanitising stations at the entry/exit .

Note: In the event of an emergency, ensure emergency exits are in place. Physical distancing may be of secondary importance if there is a need to evacuate a site effectively.

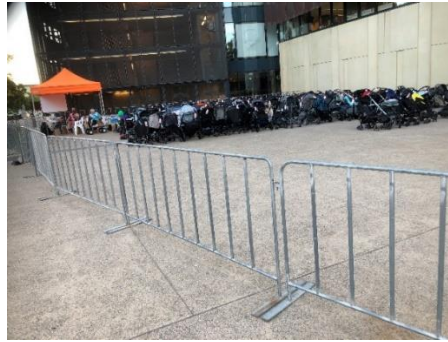


2020 Christmas Pageant staff and participant entry – express and general entry

Patrons/Public

- Include queuing methods at entry points so patrons/public can visualise safe physical distances such as markers on the ground, markers on a fence line etc. Taking a measurement of the area will assist in understanding a safe queuing number.
- If you have restrictions to queuing space, it may benefit to have earlier opening times to the event site to minimise queuing. Advertising this information to patrons will also assist.
- Provide handwashing facilities (running water, soap and paper towels) where practicable at entry/exit points. People should be able to wash their hands when they get to the event and leave. If this is not practicable, provide hand sanitiser dispensing stations.
- Include signage related to good hygiene protocols.
- Advertise the access and exit strategies of your event to patrons where practicable.
- Increase frequency of public transport or chartered vehicles related to the event (where applicable), to prevent unnecessary crowds/queues.
- Stagger the arrival and departure of patrons (possibly by staggering performance times).

Monitoring these areas is important to ensure your strategies are effective and maintained. Assess other factors related to your event that may restrict your ability to apply COVID Safe measures in your public area i.e. where an event generates lots of toddlers considering the impact of prams.



Pram parking set up for the 2020 Christmas Pageant

ATTRACTING EXTERNAL CONGREGATIONS

You will need to identify any activities related to your event that may cause additional external congregations.

If there are activities, assess how you may manage these effectively to eliminate the risk of congregations.

For example:

- Fireworks – if fireworks can be seen outside your event don't advertise these.
- Staged activities – use structures i.e. scrimmed temporary fencing to exclude any visible areas to people outside your site.



Perimeter fencing being scrimmed at Tasting Australia Town Square

Pyrotechnicians & firework displays

Pyrotechnics are permitted, we recommend that you talk with SafeWork SA, SA Police and SA Health to discuss your planned fireworks display during your early planning phase.

SafeWork SA requires the details of any approved display to be placed in local newspapers; except when it is agreed by each department that such promotion could cause the uncontrolled gathering of crowds.



STAFF/PATRON HEALTH AND WELLBEING

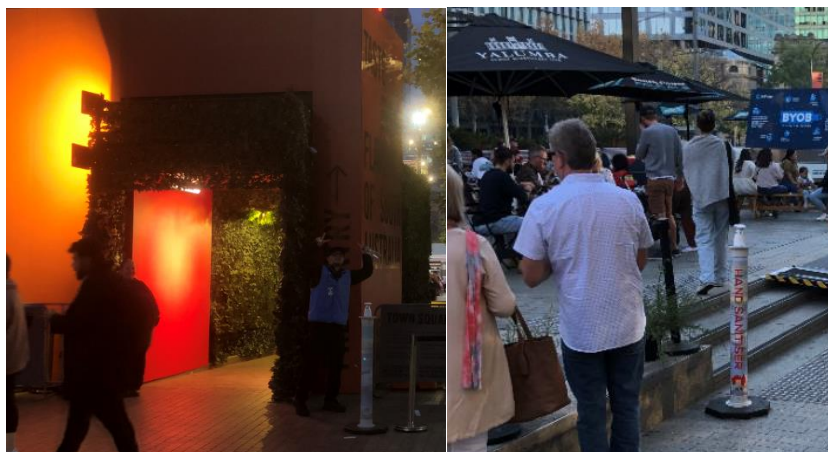
- Advise workers not to attend work if they are unwell.
- Install signage in prominent back of house locations about the symptoms of COVID-19 and inform workers who to contact / what to do if they begin feeling any of these symptoms at work.
- Encourage workers to get tested if they are showing symptoms of COVID-19 and / or in line with current health advice.

- Assign responsibility to a manager to instruct workers who present as unwell to go home and obtain medical care.
- Include mechanisms through your ticketing/pre booking (if used) agency to provide guidance to patrons that if they are unwell not to attend the event.
- Include messaging through your event information and advertising platforms to patrons that if they are unwell do not attend the event.
- Install signage at entry point/s to the event informing patrons if they are unwell not to enter the event.



HYGIENE AND CLEANING

- Have separate event staff only facilities in back of house areas.
- Have adequate numbers of facilities available to patron/public based on the capacity.
- Ensure that all bathrooms and sinks have hand wash, paper towels and a suitable waste disposal container available.
- Include hand sanitiser stations at entries and areas where handwash is not practicable. Include these locations on a site map.



Hand sanitiser stations set at Tasting Australia Town Square

- Purchase additional protective equipment – disposable gloves for workers.
- Have 2 different first aid treatment areas for first aider/s,
 - for general sprains and cuts etc.
 - for a person demonstrating flu type symptoms, include disposable masks in the treatment area for the patient to wear
- Upgrade your first aid kit with additional disposable gloves, face masks and hand sanitiser.
- Identify high touch areas for the event and design a cleaning programme to target these areas for an regular clean (if using a cleaning contractor consult with them in regard to high touch area management).
- Ensure a reasonable supply of cleaning products are available for general cleaning/high touch cleaning and if required sanitising incident related area/s.

MAINTAINING GOOD HYGIENE LEVELS

Think about:

- Ensuring available handwashing facilities with running water, soap and paper towels
- Providing hand sanitiser through the site in addition to washing facilities
- Using signs and posters to increase awareness of good handwashing technique
- Providing regular reminders on avoiding touching your face and to cough/sneeze into your arm
- Setting clear guidance on cleaning standards for toilets, showers and changing facilities – develop a cleaning program with your contracted cleaning service
- Setting clear guidance on how to handle goods, merchandise and materials.
- Undertaking regular inspection of facilities to ensure that you have delivered an appropriate level of control – adjust accordingly if this is not the case



MONITORING

- Establish a COVID Safe team that includes your COVID Marshal/s.
- Consider aspects of your event area to make it easier for people (workers/patrons etc.) to report concerns including:
- Signage that details how to report any concerns
- Worker induction describing reporting protocols
- Having clearly numbered seating/tables/structures (detail these on a site plan)

COVID MARSHAL

- You will need to have at least one nominated, [trained COVID Marshal](#) to monitor and supervise COVID strategies detailed in your COVID plan.
- COVID Marshals are required where:
 - The onsite purchase and consumption of food or beverages (indoors or outdoors) occurs, or
 - A COVID Management Plan is required.
- When your event is likely to have more than 200 attendees onsite, the COVID Marshal may have to be dedicated to that role. *(a COVID Management Plan allows flexibility to have this as a dual role i.e., the safety manager can also be the dedicated COVID Marshal)*
- If your event has multiple COVID Marshals, consideration should be given to having a Head Marshal at the event to coordinate marshal activities.
- Develop a register listing what COVID Marshals are on duty during the event.
- Check the current requirements for COVID Marshals [here](#)
- A COVID Marshal needs to be 18 years of age or over and have completed the online training. They can be anyone that understands the COVID plans and strategies for the event, including volunteers.
- COVID Marshals will need to be identifiable to:
 - Patrons and workers
 - Authorised officers.

- The role of the COVID Marshals should be made clear to them including areas of responsibility for the event. Provide your COVID Marshals with an induction.

AUTHORISED OFFICERS (SA Police, local government and SA Health)

SA Health, local government and SA Police oversee COVID Safety at events in a regulatory role. They have authorised officers that may attend an event site and monitor strategies in place under COVID Management Plans or COVID Safe Plans.

Authorised officers take an educational approach to COVID-19 compliance, to encourage and support understanding of compliance in non-compliant organisations. However, fines can be issued for breaches.



INCIDENT MANAGEMENT

It is important to have an incident procedure in place as part of your risk management. This will generally sit within your emergency management procedure/plan.

Most incidents at events will be related to general health conditions of an attendee i.e. asthma attack, slips and trips.

It is important to consider how a COVID related incident will be managed and recorded.

Determine your closest [COVID 19 testing centre](#) and include the location in your emergency management plan and promote the location to your staff and contractors.

The following information could be included in an incident management and response plan:

Isolate	<ul style="list-style-type: none"> • Immediately isolate the person from others (set up a separate first aid area for flu-type symptoms) at the site. • Provide them with a disposable surgical type of mask to wear.
Notify	<ul style="list-style-type: none"> • The Event manager/production manager/promotor. • Comply with any SA Health department requirements and / or SafeWork SA. <p style="text-align: center;">SA Health Department Helpline 1300 232 272 SafeWork SA 1300 365 255</p>
Transport	<ul style="list-style-type: none"> • Ensure that the person has a safe means of transport to their home or a medical facility (don't stick them on public transport).
Clean	<ul style="list-style-type: none"> • Clean and disinfect the areas where the person/close contacts have been. • Prohibit persons from entering those areas until the process is complete – if required, evacuate and close down those areas. • Ensure that the persons undertaking the cleaning wear appropriate PPE.
Compile	<ul style="list-style-type: none"> • Contact tracing records for the time the patient was onsite (if they signed in).
Record	<ul style="list-style-type: none"> • Detail the steps taken into your incident report.
Review	<ul style="list-style-type: none"> • Risk management controls relating to COVID-19, consider if changes can be made to prevent the transmission of COVID-19 in the workplace. • Consult workers on any WHS issue.

POST EVENT – REVIEW

- It is important to understand the success of the event by briefing your team and contracted services as well as key stakeholders.
- Set up a debrief meeting to discuss what COVID Safety measures worked well, the challenges of COVID 19 and areas of improvement for planning for future events.

REFERENCES

The following documents and websites have been used in the development of this guide.

Note: The SA Government and SA Health COVID-19 websites (links below) provide good sources of information to keep up to date with any changes here in South Australia.

Documents

[Emergency Management Act \(SA\) 2004](#)

[Emergency Management \(Public Activities\) \(COVID-19\) Directions](#)

[South Australian State Emergency-Management Plan](#)

[South Australian Public Health Emergency Management Plan](#)

[Work Health and Safety Act \(SA\) 2012](#)

[SA Health Viral Respiratory Disease Pandemic Response Plan \(including COVID-19\)](#)

[Australian Screen Production Industry COVID-Safe Guidelines](#)

[COVID-SAFE GUIDELINES – Live Entertainment Industry Forum](#)

Websites

[SA Health COVID-19](#)

[SA Government COVID-19](#)

[SA Government COVID-19 Public Activities](#)

[Australian Department of Health COVID 19 campaign resources](#)

[Australian Government - COVID-19](#)

[Safe Work Australia COVID-19 information for workplaces](#)

[Restaurant & Catering Australia coronavirus information hub](#)

[Food Standards Australia New Zealand \(FSANZ\) Coronavirus and Food Safety](#)

Consultation

This guideline and associated guideline sheets have been created in consultation between:

- South Australian Tourism Commission
- SA Health
- Adelaide Showground
- City of Adelaide
- Events Entertainment Safety Committee (SA Branch)

LEGAL – DISCLAIMER

These Guidelines and associated guide sheets are guidelines only and in no way does following this guideline provide approval to deliver your event.

These Guidelines are current to the best of the author's knowledge at the date of publication and will be reviewed and updated on an ongoing basis.

These Guidelines are not a substitute for independent legal advice and it is recommended that members of the Entertainment and Events industry obtain appropriate advice relevant to their particular circumstances.

Events South Australia is not liable for any loss resulting from any action taken or reliance made by you on any information or material contained in these Guidelines (including, without limitation, third party information).

APPENDIX A – MITIGATION STRATEGY LIST

The following list is not exhaustive for mitigation strategies that can be applied to your event. We hope that they can assist you planning a COVID Safe Event, including:

- Pre-event risk management planning
- Physical/social Distancing
- Hygiene and Cleaning
- Contact Tracing
- Health Education / Information
- Non-compliance & Incident management
- Monitoring

Pre- event risk management planning

- Safety and emergency plans include management of COVID Safe principles (physical distancing, hygiene, tracing, incident management).
- Event to review the current [COVID Management Plan Assessment Framework](#).
- Event to develop a COVID Safe Plan or COVID Management Plan through online process [Create a COVIDSafe Plan](#) or [Create a COVID Management Plan](#).
- Pre-event information to include COVID Safety for patrons/attendees including:
 - Event website,
 - Ticketing/pre-booking platform,
 - Social media platforms,
 - Press releases/media stories,
- Consultation and review of service providers who are engaged – COVIDSafe Plan.
- Consult with service providers to include COVID safety in briefings and inductions.
- Develop an incident protocol that includes patient with flu-type symptoms.
- Train and assign a COVID Safe team that includes trained COVID Marshal/s.
- Develop a COVID Marshal register and have available to authorised officers.
- Gather COVID Marshal/s training certificate and have available to authorised officers.
- Provide separation of workers areas and patron areas where practicable i.e., catering service staff contained behind service area.
- If ticketing/pre booking used for allocated seating ensure the ticketing/booking service provider captures and maintains contact of the allocated seat.
- Consult with ticketing/booking service provider and review the refund policy if people decide they are ill and can't attend the event.
- If a security provider is used (if a liquor licenced event this will be a requirement through a temporary liquor licence), consult the security provider to be part of the COVID Safety team – you can use them in dual roles (Security and COVID Marshal).
- Develop a cleaning and disinfecting program ([SafeWork Australia guide clean and disinfect your workplace COVID-19](#) could be used to assist).
- Source relevant COVIDSafe signage/posters etc to display.
- Develop a [signage plan](#) for the site.
- Provide entry/exit information to workers/contractors prior to event.
- Review opening times to stagger access for patrons to reduce queuing

Distancing

- Conditions of entry/Attendee Code of Conduct to include physical distancing principles
Add conditions of entry on website/ticketing/booking/posted at entry.
- COVID Safe physical distancing signage to be installed in prominent areas – routes prior to entry point, at the entry, within event patron area, within worker back of house (BOH) areas, toilet areas etc.
- First aid process to separate a person presenting with flu-type symptoms.
- Reduce the number of patrons allowed in spaces to reduce congestion.
- Adequately space queues by clearly indicating 1.5m distances between non-family/household (social) members.
- Stagger frequency of public transport or chartered vehicles related to the event, to prevent unnecessary crowds/queues
- Minimise congregations at toilets, food and beverage distribution areas by increasing availability to these.
- Have coloured wristbands or other means for identifying groups (families/ households/ friends) that regularly mix/socialise.
- Regular COVIDSafe physical distancing promotion through public address systems (if available), display screens etc.

Entry/exit

- 'One-way' traffic as much as possible, including separate entry and exit point for patrons that is sign posted prominently (note: emergency exits may be a beneficial exit point – dependant on alarm systems etc.).
- Take a measurement of the area to understand safe queuing numbers.
- Include queuing methods at entry points that allows patrons/public to visualise safe physical distancing such as
 - o markers on the ground,
 - o markers on a fence line,
 - o props etc.
- Separate entry and exit point for workers/contractors.
- If bag search/registration etc. requiring close interaction with staff is needed, have wider benches or if practicable install Perspex type screen.

Seated

- Where practicable have flexible seating to provide people with the opportunity to social distance.
- Signage to reiterate physical distancing to other people (outside family group/group of people that know each other).
- If fixed seating (per ticketing) consult with the ticketing service provider to determine if there is ability for family/people that know each other to be seated together.

Non-seated

- Signage to reiterate physical distancing to other people (outside family group) and retaining good hygiene practices.

Alcohol

- Have individual service points.
- Limit the number of drinks to be purchased at any one time.

- RSA staff required with extra vigilance on consumption.
- Security to be vigilant in supporting alcohol service staff re: consumption.
- Signage reiterating physical distancing and hygiene.

Hygiene and Cleaning

- COVID Safe hygiene/cleaning signage to be installed in prominent areas:
 - o entry,
 - o within event patron area,
 - o within worker back of house (BOH) areas,
 - o toilet areas etc.
- Use cashless systems at entry/service points.
- Protocol for cash handling for workers handling cash i.e., sanitising.
- Hand sanitiser units (alcohol based) at entry and exit points.
- Hand sanitiser units (alcohol based) at service points i.e., bar/caterer.
- Toilet facilities to include:
 - o adequate hand wash,
 - o hand drying method i.e., paper towels
 - o suitable waste disposal container.
- Cleaning programme includes more regular toilet and waste disposal cleaning.
- Cleaning program details high touch areas and includes a schedule of cleaning these regularly.
- Keep a cleaning log to ensure the cleaning regime is strictly adhered to.
- Additional cleaning materials are available for general clean – daily/in between shows.
- Additional disinfectant materials available for disinfecting high touch areas
- Plan in place for cleaning and disinfecting following a suspected/confirmed case of COVID-19
- PPE – face masks, disposable gloves, hand sanitiser to be available to all workers/first aiders.

Contact Tracing/COVID Safe Check in

- Submit a COVID Safe Plan to generate a QR code for the event – there can be multiple QR codes generated by submitting multiple COVID Safe Plans. i.e., The 2021 Festival of Cycling generated a QR scan for each start zone and finish zone for each day of the event.

Note: if you submit a COVID Management Plan the acknowledgements made on the COVID Safe Plan are not legally required, as the details in the COVID Management Plan override these.

- Prepare contact tracing hardcopy forms for people that cannot QR scan, ensure COVID Marshals monitor these and secure the forms so they are retained for at least 28 days.
- Site safety induction to include workers requirement
 - o "don't attend work if you are unwell".
 - o you must COVID Safe check in
 - o you must follow COVID Marshal instructions
- Post multiple QR scans in the lead into entries to reduce people congregating
- Instruct COVID Marshals to monitor the effectiveness of COVID Safe Check in measures

- If the event includes allocated seating, ensure the ticketing system captures the ticket holders details for the allocated seat.
- Detail conditions of entry/attendee code of conduct “all people to COVID Safe Check in upon entry”.
- Include COVID Check in requirements in educational details on website, social platforms et

Worker contractor training/education

- If using own staff to clean, undertake a hygiene and PPE use briefing so they understand the safety protocols i.e. when to use PPE, disposal of PPE etc. (if a cleaning contractor is engaged, ensure this is part of the contractor’s COVID Safe plans)
- Undertake safety inductions for workers and contractors in a socially distanced area – includes:
 - o general work safety,
 - o emergency and
 - o COVID Safety i.e. COVID Safe check in, safe distancing, hygiene, incident steps to take
- Require workers to undertake COVID Safe online training course (The South Australian Government has a free 30-minute COVID-19 Awareness Training course, which all workers should complete <https://www.clickontraining.com.au/>)
- First aiders to be briefed on dealing with a person presenting with flu-type symptoms including an incident protocol with the inclusion of SA COVID-19 Information Line – 1800 253 787 or other relevant contacts to assist.

Incident management

- Develop an incident report that includes general incidents and COVID-19 unsafe incidents. Include SA COVID-19 Information Line – 1800 253 787 or other relevant contacts on the report, nearest COVID-19 testing centres [Testing centres COVID-19](#) and cleaning/disinfection actions taken.
- Incident protocol considers
 - o Isolation
 - o Notifying (management, and if required SA Health/SafeWork SA)
 - o Transport (person to home/medical facility/COVID testing centre)
 - o Cleaning and exclusion measures taken for the contaminated area
 - o Support (if worker)
 - o Tracing records sourced
 - o Incident report completion
 - o Review current controls

Monitoring

- Assign COVID Marshal/s and provide training on what their role is:
 - o monitor the existing systems in place for a COVID Safe event and
 - o report on good practices/areas for improvement
- Add COVID Marshal points on the site plan, areas would include entry/exit, patron areas, BOH areas, toilet facilities
- If using security provide instructions that security support COVID Marshals (security could be engaged in a dual role)

APPENDIX B – RISK ASSESSMENT EXAMPLE

The following example describes two risk areas of an event and controls (mitigation strategies) that can be applied. It is an example of how an assessment can be structured.

Event summary

Our event has been operational for 3 years. It takes place over five days. We have mainly food and beverage service in place and draw a crowd of 'Foodie' related patrons and have well known chefs cooking at the event. Chefs will come from Australia only (unless they are willing to undertake 14 days quarantine)

We don't have a cover charge to the event site, however, have areas that are ticketed for special events.

Our projected total attendance over the five days is 10000 patrons. We traditionally don't have in excess of 1,500 patrons onsite at any one time. Peak times are around 11:30am-2pm and 4:30-7pm.

The event space for patrons is approximately 10,000m², overall and with tables, seating and other displays this is reduced to 9,200m² (accessible space).

We have a comfortable capacity of 2,500 patrons; our liquor licence aligns to capacity of 2,500 patrons.

Service areas are located around the outer edges of the patron accessible areas.

There are areas with tables and seating throughout the area.

Bar service workers undertake responsible service of alcohol training.

The ticketed areas are undertaken in a fully walled marquee, with a BOH kitchen and storage area attached to service the marquee.

Our back of house worker areas are restricted and retained behind 1800mm high temporary fencing that is scrimmed (shade cloth).

We will have around 250 workers and contractors involved in the bump in and out of the event.

We do a site safety induction and use a register to capture all workers and contractors who do work onsite. The register captures names and phone numbers as well as business details.

Risk area and Description summary	Existing Controls already considered	Risk Rating	Additional Controls / Responsibility	Residual risk score
Entry point and exit point Good open space at the entry and exit points to the event site	- Separate entry and exit point for patrons - Separate entry and exit point for workers/contractors	Medium Risk	1) Include entry and exit point management in COVID Management Plan 2) Post multiple QR scan codes at the entry point – have flexibility to move the QR signs – close to entry during	Low Risk

<p>Entry and exits points will have approx. 200 max. at any time (pax. 2,500 at any time on event site)</p> <p>Exit and entry point is outdoors</p>	<ul style="list-style-type: none"> - Signage in place to promote physical distancing of 1.5m - Security at entrance – monitoring/promoting physical distancing - COVID Marshals – monitoring entry/exits - 1.5m markings for spacing potential queuing - Ticketing system – handsfree - Hand hygiene station (handsfree sanitiser) at entry and exit points – all - Records kept for all workers (as part of induction) including name, phone number, date, business. 		<p>quiet periods – further from entry when queues forming</p> <ol style="list-style-type: none"> 3) Arrange for all Security workers to undertake COVID Safe online training 4) Instruct all entry point security and COVID Marshals – check people complete COVID Safe check in. 5) Ensure COVID Safe check in (contact tracing) form is available with pens and disinfectant wipes. 6) Retain the worker and patron COVID Safe check in records for 28 days post event (legal requirement) 7) Assess the potential to expand ticketing to cover general entry to the event 8) Train COVID Marshals to regularly monitor entry area including: <ul style="list-style-type: none"> • Ensuring people are completing check ins (scan/form) • Hand sanitiser is available/maintained • QR scan signage is effective • Securing COVID check in forms (return forms daily to office and scan and save) 	
<p>Food and beverage (F&B) service areas</p> <p>Area is quite congested – Queuing issues limiting safe physical distancing (seen at previous year’s event). Current site design shows service points are close together limiting space.</p>	<ul style="list-style-type: none"> - Service staff undertake behind service cleaning and sanitisation -Hand hygiene station (hands free sanitiser) at each service point - Contactless payment system for each service point (no cash event) - PPE – disposable gloves available - detergent and disinfectant available in spray bottles (labelled correctly) - F&B workers undertake COVID Safe awareness online training 	High	<ol style="list-style-type: none"> 1) Require and review COVID Safe plan for each F&B vendor 2) Include F&B service management in COVID Management Plan 3) Review site design to provide for opening spaces around service area 4) Move rubbish bins to other open parts of the site 5) Undertake a briefing with all service staff to undertake more regular cleaning of high touch items including: <ul style="list-style-type: none"> • Service bench 	Low

Seated areas restrict open queuing. Rubbish bin locations impact space availability.	- Cleaner allocated to maintain cleanliness of patron areas (queuing and seated areas, rubbish bins)		<ul style="list-style-type: none"> • Eftpos machine • Cash register • Handles – Fridge doors, cookers etc. <p>6) Install 1.5m markings for any potential queuing so queuing is in an open area.</p> <p>7) Research marketplace for an order ready call up system (customer can wait in an open area away from queue).</p> <p>8) Train COVID Marshals to regularly monitor F&B area including:</p> <ul style="list-style-type: none"> • Service areas have available sanitiser • Service staff are regularly cleaning touch points • Queuing 1.5 markers are working effectively. 	
<p>Interstate chefs</p> <p>Risk related to interstate and SA travel restrictions not allowing chefs into SA/back to their destination state.</p> <p>There is a possibility to get travel exemptions as essential workers if required.</p> <p>Note: depending on the current environment in Australia it is difficult to predict travel restrictions</p>	<ul style="list-style-type: none"> - Contractual arrangements in place with chefs - Accommodation is booked - Chef coordinator manages chefs arrangements/consults regularly 	High	<p>1) Develop a spreadsheet of all interstate chefs (SATC interstate people working on my event COVID safe list) include:</p> <ul style="list-style-type: none"> • Contact details of each chef • State (travelling from) • Date of travel/return to home state • Where they are staying in SA (contact details) • Regional zone they live in interstate. <p>2) Undertake regular checks of each state (that a chef is from) current COVID status and restrictions for travel into SA (Travel restrictions SA.GOV.AU: COVID-19) and return.</p> <p>3) Communicate to any chefs of travel restrictions may impact travel (if they eventuate).</p> <p>4) Arrange chefs to complete a cross border registration (SAPOL - Cross border travel) 7 days before travel.</p> <p>5) Develop a letter of support for any potential exemptions required include:</p>	Medium

			<ul style="list-style-type: none"> • Summary of the event • Importance of the chef • Details of travel and accommodation • Measures that will be applied for chefs work areas i.e., masks, isolating non- essential workers, no close contact public interaction, controlled entry/exit, limited movement of chef (hotel to event work area return). 	
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Action Plan

Risk profile	Risk identity	Action required	By whom	By when
Entry and exit	1) COVID Management Plan	Include entry and exit point management in COVID Management Plan	Head COVID/safety officer	Prior to CMP submission (3 months before event)
	2) COVID Safe check in points and records	Post multiple QR scan codes at the entry point	Head COVID/safety officer	Prior to event opening
		Have adequate pens and disinfectant wipes available	Operations manager	Prior to event opening
		Gather and retain COVID Check in forms and secure for 28 days post event	Head COVID/safety officer	Daily – ongoing.
	3) Security – COVID safe awareness	Arrange for all Security workers to undertake COVID Safe online training	Head COVID/safety officer	1 week prior
	4) COVID Safe check in measures are effective	Instruct all entry point security and COVID Marshals in requirements	Head COVID/safety officer	1 week prior
	5) Entry information to patrons	Ensure ticketing platform covers general entry requirements	Ticketing manager	Prior to ticket release
	6) COVID Marshals understand role	Develop a basic training session for COVID Marshal role	Head COVID/safety officer	3 weeks prior to event
		Train COVID Marshals to regularly monitor entry area	Head COVID/safety officer	1 week prior

Food and beverage (F&B) service areas	7) Vendors COVID safe Plans	Require and review COVID Safe plan for each F&B vendor		2 weeks prior to event
	8) COVID Management Plan	Include F&B service management in COVID Management Plan	Head COVID/safety officer	Prior to CMP submission (3 months before event)
	9) Site design accommodates COVID Safety	Review site design to provide for opening spaces around service area including queuing plan	Operations Manager	1 month prior to event
		Move rubbish bins to other open parts of the site/include on plan	Operations Manager	1 month prior to event
	10) High touch point cleaning	Create a list of high touch points	Operations manager and safety officer	2 weeks prior to event
		Undertake a briefing with all service staff to undertake more regular cleaning of high touch items	Operations Manager and safety officer	1 week prior to event
	11) Congregation at vendor service points	Install 1.5m markings for F&B service points (as per plan)	Operations crew member	Prior to opening
		Research marketplace for an order ready call up system i.e. pager/online ordering	Operations Manager	ASAP
		As per point above – arrange for system implementation – training etc.	Operations Manager	4 weeks prior
		Train COVID Marshals to regularly monitor F&B area	Head COVID/safety officer	1 week prior to event
Interstate chefs	12) National talent (COVID affected states)	Prepare the spreadsheet of all interstate chefs	Talent coordinator	Ongoing
		Undertake regular checks of each state COVID status and restrictions for travel	Head COVID/safety officer	Ongoing
	13)	Communicate to any chefs of travel restrictions may impact travel (if they eventuate).	Talent coordinator	Ongoing

	14) Legal requirement - registration	Arrange chefs to complete a cross border registration	Talent coordinator	At least 1 week before they travel
	15) Potential exemption required	Develop a letter of support for any potential exemptions required include:	Event Manager	1 month prior
		If required seek exemption for interstate chefs	Event Manager	3 weeks before event

APPENDIX C – POSTERS/SIGNS

There are resources available to download free of charge (including examples below):

South Australian Tourism Commission - Events South Australia

New posters can be found at [Events and festival support | Tourism SA](#)

The posters have been designed to be adaptable – add event logo, colour palette etc.

They come in pdf. and 'In Design' versions.



Australian Health Department

Australian Health Department campaign resources can be found [here](#)



SA Health Posters

A range of posters can be found [here](#)

SA Health posters displayed below can be found using the links below:

- [Sanitise your hands before entering](#)
- [Cashless payments only](#)
- [Maximum Capacity](#)
- [COVID Multi sign](#)
- [Practise physical distancing 1.5m](#)
- [Seat unavailable](#)
- [Good hand hygiene](#)



APPENDIX D – GUIDELINE CHECKLIST

If any answers are NO then we suggest that you assess the impact on your event to deliver a healthy and safe event!

Consideration	YES	NO
Have you compiled a COVID Safe Plan or COVID Management Plan for the event?		
Have you organised COVID Check in/s for your event?		
Have you arranged for COVID Marshal/s and ensured they have completed their online training and they understand their role?		
Have you determined what your capacity will be for the site that is comfortable and allows physical distancing?		
Have you recorded your risk identification and assessment ?		
Have you ensured each of your contracted services has COVID Safe work practices for their workers?		
Have you developed a safety induction to provide workers/contractors with rules of health and safety including COVIDSafety at the event		
Is there a separate entry/exit point for workers/contractors and patrons?		
Have you arranged for security (privacy) of Contact Tracing records that are gathered?		
Is there a cleaning programme developed to keep facilities clean?		
Are there adequate rubbish bins onsite to contain rubbish?		
Is there a strict security protocol in place for managing removal of poorly behaving patrons?		
Have you decided on the signs to be used and sourced them ready for your event?		
Have you developed a plan indicating where signs and hygiene materials will be located?		
Have you developed an incident procedure that includes a person presenting with flu-type symptoms?		
If you have identified any interstate staff/talent required for the event, have you prepared for gaining an exemption if needed?		

APPENDIX E – COVID RISK REGISTER

Creating a list of the tasks that may increase risk where physical contact, high touch points are likely, physical distancing will be difficult and interstate required people is important as part of your planning process.

The following list provides some risk and strategy examples:

Task/area	Risk of	Mitigation strategies
Security officer needs to restrain/remove patron	Contact	<ul style="list-style-type: none"> - Security procedure - Training (online course COVID awareness) - PPE - Incident report (name/time/date/action/PPE used etc.)
First aider/medical provider needs to apply first aid to worker or patron	Contact	<ul style="list-style-type: none"> - Emergency procedure (first aid) - Training - PPE - Separate area to treat person with flu type symptoms - Incident report (name/time/date/treatment/PPE used etc.)
Performers need to share AV equipment	Surfaces	<ul style="list-style-type: none"> - Consultation with AV contractor – review their COVID Safe plan - Review Australian Film Production COVID Guide - Cleaning programme for high touch surfaces - 1:1 microphone standard (no sharing) - COVID Marshal monitors practices - Guide and a briefing for performers undertaken to educate what standards are required
Access and entry areas where the event is under time pressure to move patrons through control points.	Distancing	<ul style="list-style-type: none"> - Security trained to promote physical distancing - Prominent signage re physical distancing - Physical distancing floor indicators installed - COVID Marshal monitors area – reports where adjustment needed

Delivery points – items are delivered by couriers and delivery drivers	Contact with items delivered	<ul style="list-style-type: none"> - Consultation with known delivery contractors prior to event - Prominent signage to indicate delivery point - Staff who receive deliveries trained – hygiene/sanitise - Set delivery point away from staff/patron areas - Deliveries disinfected where possible and/or PPR worn when unpacking/moving
Payment points	High touch surfaces	<ul style="list-style-type: none"> - Service staff instructed to sanitise regularly after use with disinfectant solution - COVID Marshal monitors area – reports where adjustment needed
Toilet facilities	High touch surfaces	<ul style="list-style-type: none"> - Regular cleaning - Prominent signage – re hygiene - COVID supervisor monitors area – reports where adjustment needed
Interstate worker/talent are required	Cross border restrictions	<ul style="list-style-type: none"> - Spreadsheet maintained for each of the people required - Support letter completed to introduce event and why people are essential - Regular revision of cross border restrictions into and out of SA <p>(If required exemption application submitted)</p>

APPENDIX F – COVID SIGNAGE LOCATIONS PLAN

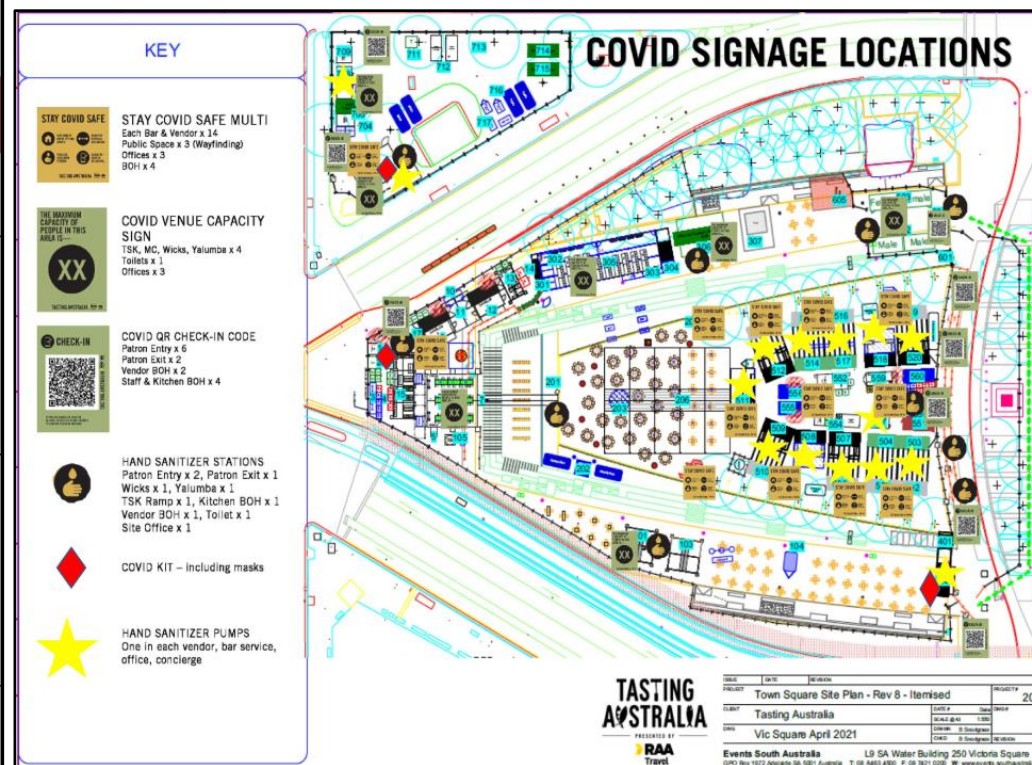
A signage plan determines where signs are located at your event. Refer to [signage examples](#) for types that can be used/adapted to suit your event. The COVID Marshal can use this as a tool during the event to ensure signage is accurate and in place.

SIGNAGE LOCATION	PATRON ENTRY EXIT	FOOD SERVICE POINTS	BOH STAFF ENTRY	SEATED AREA	TOILET CUBICLES	HAND WASHING SINK	OTHER LOCATIONS
SIGNAGE NAME							
CONDITIONS OF ENTRY							
COVID SAFE CHECK IN QR SCAN							
CAPACITY							Corporate area
CASHLESS SERVICE POINT							
GOOD HAND HYGIENE ATTENTION IF YOU ARE UNWELL							
CASHLESS PAYMENTS ONLY							
SEAT UNAVAILABLE				Selected Seats			
PRACTICE PHYSICAL DISTANCING							
WE SUPPORT GOOD HYGIENE PRACTICES							
SANITISE YOUR HANDS BEFORE ENTERING							
NO UNAUTHORISED ACCESS							Corporate area BOH areas

Tasting Australia 2021 Signage plans – examples

The following plans were used (additional to the signage plan) to list the number of signage required, type and locations detailed on the site plan. Conditions of entry and Stay COVID Safe multi sign (orange) were corflute type posted at entrances on CCB.

TOWN SQUARE		
Conditions of Entry	3	
Cover your Cough, Simple Steps to Stop the Spread, Attention If you are unwell, Practice Physical Distancing, Sanitise your hands before entering	35	
Capacity	17	
COVID Safe Check In	17	
Authorised Entry	3	



APPENDIX G – COVID HYGIENE LOCATIONS EXAMPLE

A hygiene plan identifies the different types of hygiene located at your event. The COVID Marshal would use this as a tool through the event to ensure hygiene levels are accurate and maintained.

HYGIENE LOCATION	Entry to venue	Exit from venue	Site office	Staff toilet	Patron toilet	F&B service point	Patron dining seated areas	Store
Hygiene type								
1. SINK AND TAP								
2. AUTOMATIC HAND SANITISER								
3. SANITISER WIPES								
4. 2/1 DISINFECTANT SOLUTION SPRAY AND PAPER TOWEL								
5. RUBBISH BIN								
6. DISPOSABLE GLOVES								
7. HAND SANITISER PUMP								
8. HAND SANITISER PERSONAL TUBE			Each staff member					

APPENDIX H INCIDENT REPORTING FORM – HARDCOPY EXAMPLE

Instructions:

Any Manager or supervisor involved in *[INSERT EVENT NAME]* can fill this form out.

Write factual information – do not write opinions on the form.

Capture witness contact details ASAP and add (so they can be contacted later)

Please ensure that the form is provided to the event organiser/safety officer

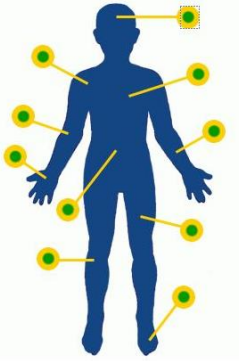
An incident is:

- any injury,
- any incident that could have resulted in injury, or
- any property damage

TYPE (tick correct type)			INCIDENT		NEAR MISS
PERSONAL DETAILS Injured party/person directly involved	SURNAME				
	GIVEN NAMES				
CONTACT	MOBILE		HOME		
	WORK				
RELATIONSHIP WITH THE EVENT (Tick correct type)		EMPLOYEE			
		CONTRACTOR			
		VOLUNTEER			
		OTHER (specify) _____			
RELATIONSHIP WITH EVENT	IF AN EMPLOYEE	WORK GROUP/UNIT			
		POSITION			

INCIDENT INFORMATION		
DATE:		
TIME:		
LOCATION:		
DESCRIPTION (an outline of the incident, covering facts – not opinions)		
COVID-19		
WERE OTHER PEOPLE POTENTIALLY EXPOSED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ARE TRACING RECORDS AVAILABLE FOR STAFF/PATRONS POTENTIALLY EXPOSED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
(Detail actions taken re COVID incident in the corrective actions section)		
ENVIRONMENTAL CONDITIONS		
WEATHER CONDITIONS AT THE TIME:		
(Tick correct type)		
<input type="checkbox"/> SUNNY	<input type="checkbox"/> OVERCAST	<input type="checkbox"/> NIGHT <input type="checkbox"/> RAINING
<input type="checkbox"/> OTHER		

WERE THERE ANY WITNESSES					<input type="checkbox"/> YES	<input type="checkbox"/> NO
WITNESS 1 PERSONAL DETAILS	SURNAME					
	GIVEN NAME					
CONTACT	MOBILE		HOME			
	WORK					
RELATIONSHIP WITH EVENT (Tick correct type)			EMPLOYEE			
			CONTRACTOR			
			VOLUNTEER			
			OTHER (specify)			
RELATIONSHIP WITH EVENT	IF AN EMPLOYEE	WORKGROUP/UNIT				
		POSITION				
WITNESS 2 PERSONAL DETAILS	SURNAME					
	GIVEN NAMES					
CONTACT	MOBILE		HOME			
	WORK					
RELATIONSHIP WITH EVENT (Tick correct type)			EMPLOYEE			
			CONTRACTOR			
			VOLUNTEER			
			OTHER (specify)			
RELATIONSHIP WITH EVENT	IF AN EMPLOYEE	WORKGROUP/UNIT				
		POSITION				

WERE THERE ANY PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, where will they be saved)	
INJURY	
DID AN INJURY OCCUR? <input type="checkbox"/> YES <input type="checkbox"/> NO	
TYPE	<input type="checkbox"/> Emotional Distress <input type="checkbox"/> Laceration <input type="checkbox"/> Bruising <input type="checkbox"/> Abrasion <input type="checkbox"/> Burn <input type="checkbox"/> Fracture <input type="checkbox"/> Sprain / Strain <input type="checkbox"/> Head <input type="checkbox"/> Shoulder / Neck <input type="checkbox"/> Upper Torso <input type="checkbox"/> Heat Stress <input type="checkbox"/> Concussion <input type="checkbox"/> COVID-19 symptoms <input type="checkbox"/> Other (detail)
BODY AREA 	<input type="checkbox"/> Elbow <input type="checkbox"/> left <input type="checkbox"/> right <input type="checkbox"/> Forearm <input type="checkbox"/> left <input type="checkbox"/> right <input type="checkbox"/> Hand <input type="checkbox"/> left <input type="checkbox"/> right <input type="checkbox"/> Lower Torso <input type="checkbox"/> Upper Leg <input type="checkbox"/> left <input type="checkbox"/> right <input type="checkbox"/> Knee <input type="checkbox"/> left <input type="checkbox"/> right <input type="checkbox"/> Lower Leg <input type="checkbox"/> left <input type="checkbox"/> right <input type="checkbox"/> Foot <input type="checkbox"/> left <input type="checkbox"/> right <input type="checkbox"/> Head <input type="checkbox"/> Shoulder <input type="checkbox"/> left <input type="checkbox"/> right <input type="checkbox"/> Other Specific Details
Initial Treatment:	<input type="checkbox"/> Nil <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> Sent for COVID-19 test Name of hospital/test centre: Other (SPECIFY)
TREATMENT DETAILS	
NAME OF PROVIDER (doctor/first aider etc.)	
Is there possibility of a lost time injury (Employee only)? <input type="checkbox"/> YES <input type="checkbox"/> NO (Injury where a full workday will be lost after the injury)	
Is there property damage? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIBE PROPERTY DAMAGE	

CORRECTIVE ACTIONS

(What are the things that were done to ensure that the incident could not re-occur?)
(If COVID-19 is suspected, detail any tracing records provided and who to, what actions were taken to clean/isolate areas, if staff/people are sent for a COVID test etc.)

COVID 19 - notification

If a report is received from a worker/contractor testing positive – then SafeWork SA 1800 777 209 and SA Health Communicable Disease Control Branch (CDCB) 24 hours, 7 days a week on 1300 232 272 must be contacted.

PERSON COMPLETING REPORT:

NAME

SIGNATURE

DATE

Please provide the hardcopy report immediately to Event organiser/safety officer

APPENDIX I COVID MARSHAL BRIEFING

Providing your [COVID Marshal/s](#) with an understanding of their role and areas of responsibility for the event is important so they can be effective in monitoring COVID Safe mitigation strategies.

Online training is mandatory for a COVID Marshal to undertake the role. This training course is designed to provide a basic general understanding of a COVID marshal role.

This training is not enough for your COVID Marshals to understand their specific role at your event.

Take the time to brief the COVID Marshal/s to explain their role on your event, your particular COVID Safe strategies and the support in place for their role.

Briefing topics and information could include:

- Providing an understanding of COVID 19 and its method of exposure.

This will help the Marshal understand the importance of

- *Physical distancing*
- *Hygiene and cleaning*

Methods of exposure include:

- *Person to person – close contact between an infected person and someone else*
- *Droplets falling onto a surface – a person touching this surface, then their face*

The importance of their COVID Marshal role at your event.

- *Helping the event to be COVID safe to reduce risk of infection/s*
- *Assisting staff and patrons in following COVID Safe practices*
- *Helping to ensure the events COVID plans are compliant*

To be recognisable while they are undertaking the role (which is required by the direction).

Methods include:

- *Clothing i.e., COVID Marshal printed vest*
- *Credential/badge*

Changing COVID Safe signage if it is not effective

- *Reposition the sign to a spot they see will be effective*
- *Talk with the events management team and/or head COVID Marshal to see if there is a better sign that can be created and installed*

Approaching people who are not being COVID Safe/haven't scanned into the event (if using COVID Safe Check In)

- *Sum up the situation*
- *Be confident with the strategies that should be in place – sometimes it is good to check the COVID plan or procedures required*
- *Respectfully ask the person/people to alter their activity – patrons and workers*
 - *"Hi there, I notice that you are pretty close to each other – if you are not a group then could you please move apart to be safe?"*
 - *"Hi there, I noticed that you are not using the hand sanitiser as part of your role, remember the importance to the safety of our event is that you use the sanitiser as per the procedure, can you go and use the sanitiser now and then each time as per the procedure?"*

Reporting Non-compliance

- *Keeping a record of any issue that they have dealt with and alerting the events management team and/or head COVID Marshal*
- *If there is a matter that cannot be dealt with alerting the events management team and/or head COVID Marshal immediately to assist (this could result in event security or SA Police involvement)*

CROSS BORDER - PEOPLE INVOLVED IN YOUR EVENT

Experience shows that this is a complicated part of managing your event. With the different approaches taken by each state to community transmission outbreaks, it is important to plan for the involvement of interstate people early in your event planning.

In this COVID-19 environment, there is always risk when bringing people to South Australia that will be out of your control. We cannot predict when and where a community transmission outbreak will occur, or what restrictions will be applied here in SA and other states.

Positive planning steps include:

- Keeping track of any outbreaks in the states where your people are coming from.
- Understanding individuals movements through the areas of their state 14 days prior to entering South Australia (SA).
- Understanding the forms required for interstate people to submit and timeframes required.
- Understanding the restriction for interstate people to return to their home state (or if they are transiting to other states).
- Understanding individuals abilities to change their plans and relocate if there is news of an outbreak in their home state – historically a state will apply a timeframe before locking down borders.
- Develop a spreadsheet of the people including the following information:
 - Name (first/last)
 - Contact number (when in SA)
 - Planned date of arrival to SA
 - Date the person requires to start work onsite
 - State travelling from
 - Regional areas of the state they are coming from
 - State they are returning to (from SA)
 - Planned date of return (interstate)
 - Registration to enter SA completed (required to be completed 7 days prior through SA Police ([SAPOL - Cross border travel \(police.sa.gov.au\)](https://police.sa.gov.au)))

NEW ZEALAND/COOK ISLANDS - PEOPLE INVOLVED IN YOUR EVENT

The Australian Government has established a Safe Travel Zone with NZ (and the Cook Islands) that allows travel to Australian Green Zones with limited restriction.

[Travel restrictions | SA.GOV.AU: COVID-19 \(covid-19.sa.gov.au\)](https://sa.gov.au/covid-19)

INTERNATIONAL - PEOPLE INVOLVED IN YOUR EVENT

International people involvement is an additional complexity that will involve state and federal government agencies.

You will need to understand the Australian Government requirements which will include applications for exemptions.

Links - cross border
List of regions of Australia wikipedia
SA cross border travel
SA Police cross border travel application
New South Wales border restrictions
Victoria border permit
Queensland border pass
Tasmania border pass
Northern Territory border travel
Australian Capital Territory travelling SA to the ACT
Western Australia Border Pass
Australia travel declaration
State by state restriction checker/hotspots and case locations
Australian Home Affairs - New Zealand safe travel zone