

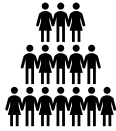



## COVIDSAFE EVENT GUIDE SHEET – CATERING SERVICE AREAS





This document is developed to assist the entertainment and events industry in South Australia to deliver COVIDSafe events that protect workers, patrons and the South Australian community. This guideline supports [‘South Australian events COVID-19 Guideline’](#).

We recommend that people using this guide sheet keep up to date with current information available on the SA Government website [www.COVID-19.sa.gov.au](http://www.COVID-19.sa.gov.au).

If you are required to develop a COVID Management Plan then detailing the management of the delivery point areas for your event will be a key consideration for SA health to approve your plan.

*Note: The strategies below are only a guide, if you determine other strategies will be adequate and applicable to your event, then proceed with them.*

<p>Density</p> 	<ul style="list-style-type: none"> <li>- Measure the area that deliveries will be received to determine a capacity for the area.</li> <li>- Install a capacity sign at the entry to the delivery point area.</li> <li>- Draw the delivery point on a site plan/delivery point plan to share with delivery drivers and courier companies.</li> </ul>
<p>Physical distancing measures</p> 	<ul style="list-style-type: none"> <li>- Design a separate delivery area that restricts drivers/couriers from entering the main areas of the event site. Have prominent signage showing this as the delivery point area.</li> <li>- Design the delivery process for quick delivery drop off and receiving in an area of low density.</li> <li>- Include a delivery point where items can be placed by the delivery driver/courier or forklift operators unloading palletised/other materials.</li> <li>- Install signage restricting unauthorised people from entering the delivery point area.</li> </ul>
<p>Tracing</p> 	<ul style="list-style-type: none"> <li>- Gather delivery workers names, who they are working for, vehicle registration, phone and/or email records and delivery time. This may be detailed through:             <ul style="list-style-type: none"> <li>- a basic document that covers details above, or</li> <li>- on delivery dockets, or</li> <li>- through a delivery App that is used by the delivery driver/courier.</li> </ul> </li> </ul>
<p>Hygiene</p> 	<ul style="list-style-type: none"> <li>- Include a hand sanitiser dispenser in the delivery point area for:             <ul style="list-style-type: none"> <li>- Delivery drivers/couriers</li> <li>- Workers who receive goods and materials.</li> </ul> </li> <li>- Install prominent signage to guide drivers/couriers and workers to use hand wash facilities. Found <a href="#">here</a>.</li> <li>- Ensure adequate rubbish bin availability for external packaging or other rubbish materials in the area.</li> <li>- Provide disinfectant spray and paper towel and/or disinfectant wipes to disinfect goods and materials if required.</li> </ul>

	<p><i>Note: A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces and should be used where there is a high volume of workers, customers or visitors that are likely to touch surfaces.</i></p> <ul style="list-style-type: none"> <li>- Provide the workers who receive goods and materials with PPE i.e. gloves to handle goods and materials, remove external packaging, disinfect goods and materials where required (if there is no clear understanding that the goods or materials are safe).</li> <li>- Programme 'out of service hours' cleaning for more robust sanitisation of delivery areas.</li> <li>- If pens or other means i.e. tablet are being used by more than one person to capture tracing details, use wipes to disinfect after use.</li> </ul>
<p>Training</p> 	<ul style="list-style-type: none"> <li>- Ensure all workers who receive goods and materials have completed an online COVIDSafe training module.</li> <li>- Develop a basic procedure with:             <ul style="list-style-type: none"> <li>- hand sanitising each time after receiving goods</li> <li>- disinfecting steps to take</li> </ul> </li> <li>- Post the procedure in the delivery point area so it is available to review.</li> <li>- Induct workers who receive goods and materials to site safety and emergency including COVID-19 safety.</li> </ul>
<p>Monitoring</p> 	<ul style="list-style-type: none"> <li>- Have a COVID-Safe supervisor monitor delivery point area and report to area manager/supervisor positives and areas for improvement.</li> </ul>
<p>Consult</p> 	<ul style="list-style-type: none"> <li>- Consult with your food and beverage, equipment, or other goods and materials providers on your site delivery requirements.</li> <li>- Consult with delivery providers to ensure they have COVID clean processes on the goods and materials delivered.</li> <li>- Consult with your cleaning provider (if using one) to develop a cleaning programme that includes delivery point cleaning requirements that includes high touch areas i.e. gates and maintenance of hygiene materials in the area.</li> </ul>
<p>Incident management</p> 	<ul style="list-style-type: none"> <li>- Have an incident management procedure.</li> <li>- Ensure first aiders apply PPE if attending an incident i.e. a laceration.</li> <li>- If a person presents with flu type symptoms have a separate treatment area to general first aid (have a mask available for the patient to wear).</li> <li>- Have an isolation/exclusion sanitising and cleaning plan for areas of contamination.</li> </ul>