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Outdoor events | COVID-19 Safety Plan

Resources and guidance on how to complete a COVID-19 Safety Plan for COVID-19 safe outdoor gatherings and events with more than 1000 people.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

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Effective 25 February 2022

Business details

Business name

North New South Wales Conference of Seventh-day Adventists

Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

112 Lake Road Wallsend NSW 2287/ 250 Grassy Head Road Stuarts Point NSW 2441

Select your business type

Controlled outdoor events

Wellbeing of staff and customers



Exclude staff, performers and attendees who are unwell from the event.

Explain how you will do this

Anyone exhibiting symptoms has been asked to leave via email communication to all registered attendees. Refunds are available on application for those that are required to leave the event early due to a positive RAT result.

Provide staff with information and training on COVID-19, including COVID-19 vaccination when to get tested, physical distancing, wearing masks, and cleaning.

Explain how you will do this

An induction with a COVID Safe element is scheduled for all staff and volunteers. This outlines the expectations that management have of the way each staff member handles their own well-being and how to access testing facilities. Hand sanitiser is provided at all stations, masks are available on request and cleaning of highly trafficked areas is scheduled twice a day.

Display conditions of entry such as requirement to stay away if unwell.

Explain how you will do this

A communique has been sent to all registered attendees outlining COVID safety protocol and how they can apply for a refund should they need to leave due to COVID unwellness.

Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.

An occupier of premises at which a music festival is being held in an indoor area must take reasonable steps to ensure that only fully vaccinated or medically exempt persons are allowed to attend the festival if there are more than 1,000 persons attending the festival.

For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance is available at: <https://www.nsw.gov.au/covid-19/business/covid-19-vaccinations-and-businesses> (<https://www.nsw.gov.au/covid-19/business/covid-19-vaccinations-and-businesses>).

Explain how you will do this

This event has not been planned for vaccinated persons only. Management will only ask people to not attend if they are unwell or exhibiting COVID symptoms.

Review the 'COVID-19 safety guidance for large events' available at <https://www.nsw.gov.au/covid-19/business/covid-safe-events/large> (<https://www.nsw.gov.au/covid-19/business/covid-safe-events/large>) and consider which risks and mitigation measures are relevant to your event before completing this COVID-19 Safety Plan.

Explain how you will do this

Intimate contact between guests is discouraged through signage and communique but cannot be enforced.

- Service of Alcohol is not applicable due to the nature of the event.
- The use of illicit drugs is not applicable due to the nature of the event.
- Poor ventilation is not applicable as the event is outdoors under the cover of large marquees with plenty of fresh air and ventilation.
- High-frequency touchpoints are scheduled for twice-daily cleaning.
- Unwell attendees are asked to vacate the premises and isolate themselves according to the NSW public health orders.

Physical distancing



Support 1.5m physical distancing where possible, including:

- at points of mixing or queuing
- between seated groups
- between staff.

Explain how you will do this

Queue points on the grounds to encourage physical distancing. Distanced seating in worship areas and dining room. Staggered eating times for staff to eliminate congestion at meal collection points.

Avoid congestion of people in specific areas where possible.

Explain how you will do this

The main congestion areas will be the amenities blocks and meal collection points. Please see the point above for reference in management.

Have strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.

Explain how you will do this

Non-smoking event - not applicable.

Where practical:

- encourage private transport options to minimise crowding on public transport
- coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.

Explain how you will do this

Public transport is not an option for the location of this event.

Ventilation



Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> (<https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance>), and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Explain how you will do this

This is an outdoor event therefore ventilation is not applicable as the fresh air is always flowing through the marquee.

Use outdoor settings wherever possible.

Explain how you will do this

Please see the point above.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Explain how you will do this

All dining room and food collection points are well ventilated with windows all around and ceiling fans to keep the air moving.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Explain how you will do this

No applicable.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Explain how you will do this

Not applicable

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Explain how you will do this

Not applicable

Hygiene and cleaning



Face masks are encouraged in indoor settings where it is difficult to maintain physical distance from others.

Businesses can require workers and customers to wear face masks in line with their face mask policy.

Note: Face masks must be worn by workers and attendees at music festivals being held in an indoor area with more than 1,000 attendees, unless exempt.

Explain how you will do this

Not a music festival - not applicable

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Explain how you will do this

Hand sanitiser at all entries and exits. Also, every attendee is provided with their own bottle for their living quarters.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Explain how you will do this

Cleaning to take place twice daily with relevant restocking and sanitising of high traffic touch zones.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Explain how you will do this

Please see the point above.

Record keeping



Consider having a record keeping method in place to support contact tracing if a person with COVID-19 visits the premises.

Note: Music festivals with more than 1,000 attendees must take reasonable steps to ensure that workers and attendees check-in using the NSW Government QR code system when they enter the premises.

Explain how you will do this

All attendees are recorded on their arrival with contact information.

Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.

Explain how you will do this

Workers are required to isolate in the event that they test positive. They will also be sent home.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify **SafeWork NSW** (<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fforms%2F9377&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C>) if a worker has tested positive and is hospitalised or dies. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> (<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef97a68e8>) for more information.

Explain how you will do this

Send email to Safe OWrk NSW via the contact@safework.nsw.au address.

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 25 February 2022