## COVID-19 SAFETY PLAN – Large Event - Outdoor

### Summary

The Child Health Association Tasmania (CHAT) is committed to providing a safe and happy environment for families and children to engage in positive, wellbeing boosting activities. This COVID-19 Safety plan has been developed to comply with the minimum standards for managing the risk of COVID-19 as determined by Public Health.

The situation in relation to COVID-19 in Tasmania changes regularly, for up to date information on restrictions and guidelines visit <https://coronavirus.tas.gov.au/>

This plan is to be read in conjunction with:

* [Operating Guidelines – COVID Safe Family Walking Group](https://c57ef389-131d-45d5-813e-e9152c3388ae.filesusr.com/ugd/c626fe_f6e18d820a954d219b36f21943e9beb2.pdf)
* [Operating Guidelines – COVID Safe Haven and CHAT Groups](https://c57ef389-131d-45d5-813e-e9152c3388ae.filesusr.com/ugd/c626fe_e4abe98a843140709fd2df11976a6b5b.pdf)
* [Operating Guidelines – COVID Safe State Office](https://c57ef389-131d-45d5-813e-e9152c3388ae.filesusr.com/ugd/c626fe_001f46e0dee4479fb8d155d843e3d609.pdf)
* Operating Guidelines – COVID Safe Events

### Procedures

**Managing risk to health and safety:**

In order for a CHAT event to take place, all staff and volunteers must have read this COVID-19 Safety plan, and relevant Standard Operating Procedure’s (SOP). Cleaning and hygiene procedures are implemented, appropriate signage is displayed at the location and all staff and Volunteers are to undertake a COVID Safe induction and complete the Staff and Volunteer declaration to ensure compliance. All relevant documentation is available on the CHAT [website.](http://www.chatas.com.au/)

Staff and volunteers must not attend any activities if unwell, including with fever or respiratory symptoms, or if they have been instructed to quarantine by a public health official.

**Event Activities:**

Event activities may include (subject to availability):

* Social Circus activities
* Outdoor active play equipment
* Outdoor craft activities (inc. nature play)
* Musical performances
* Welcome to Country
* Story Time
* Kids Yoga or other physical activity opportunities
* Story time
* Food and Coffee Vans

All external activity providers will be required to complete an Expression of interest process and supply their COVID safety plans (detailing their cleaning and hygiene procedures, food safety procedures and their commitment to a waste free event) to be approved by CHAT event manager. Providers will then be required to complete an induction and declaration to ensure they will abide by the CHAT COVID Safety Plan.

**Cleaning and Hygiene:**

In order to run a COVID Safe event, strict cleaning and hygiene procedures will be implemented. As follows:

* Designated Social Distancing Officers (at least 1 officer per 100 attendees) will observe event attendees, offer instructions to ensure social distancing and hygiene procedures are followed and ask attendees to leave the facility if they do not comply.
* Hand sanitizer will be available for all attendees upon entry and at each activity location.
* All high traffic areas and touch points will be disinfected hourly throughout the event, as per [Safe Work Australia cleaning guidelines.](https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf)
* Follow physical distancing guidelines at all times. Maintain a distance of 1.5 metres from others with a maximum of one person per 2 square metres applicable.
* Event volunteers will regularly wash or sanitise their hands throughout the day.
* All Volunteers will be provided with the necessary cleaning supplies and personal protection equipment.
* Relevant, government approved, COVID-19 Safe information posters will be displayed at each entry point, at toilets and throughout the event site.

**Restriction on Entry**

For all CHAT events a ticketing system will be implemented via the Eventbrite platform. Attendees must book a ticket for each member of their families and will not be granted entry if they do not present a ticket. All event advertising and promotions will clearly state that entry will not be granted without a pre-registered ticket. Ticket sales will close 5 days prior to the event. Gatherings must not exceed 1000 people, including staff, activity providers and volunteers.

On arrival, attendees will be required to complete a COVID declaration and a volunteer will scan their ticket and grant entry.

All entry points to the event location will be manned by volunteers, and/or roped off.

Staff, volunteers, attendees or guests must not attend any CHAT events if they are unwell, including with fever (or night sweats/chills) or respiratory symptoms e.g. shortness of breath, cough, sore throat, runny/blocked nose, or haven been instructed to quarantine by Public Health.

**Crowd Control:**

It is expected that ticket holders may need to line up at entry points to sign in and be granted entry to the event. Lines will be clearly marked with witches hats/cones (in consultation with council to ensure traffic flow is maintained). Signs will be displayed instructing patrons to maintain social distancing regulations and volunteer social distancing officers will monitor the lines.

Appropriate personnel will man entry desks, based on ticket sale numbers, to ensure efficient entry of patrons and limit the time spent lining up.

**Physical Distancing**

Physical distancing guidelines must be followed at all times. Attendees must maintain physical distancing of 1.5 metres with a maximum of one person per 2 square metres applicable.

Staff/Volunteers should assess the size of the space where an event is to be held and ensure the total number of people present in a single space, at any one time, does not exceed the number calculated by

dividing the total area of the space used, as measured in square metres, by 2. Gatherings must not exceed 1000 people, including staff, activity providers and volunteers. Ticketing systems will ensure events never exceed maximum numbers.

**Instruction Training and Supervision in respect to COVID-19**

All Staff/Volunteers will be provided with information, training and instruction on:

* the risks in relation to COVID-19, and
* the control measures implemented in the workplace to mitigate those risks, in relation to COVID-19.

Staff and Volunteers with be required to complete a [declaration](https://c57ef389-131d-45d5-813e-e9152c3388ae.filesusr.com/ugd/c626fe_0fa9702d5a3d40eaba92a5ba926f9cac.pdf) to ensure they have read and understand the COVID-19 Safety Plan.

Staff and volunteers must also ensure that information and instruction is provided to event attendees about the control measures in place to mitigate the risks of COVID-19 and the requirements of those people to apply the control measures. Relevant COVID-19 Safe information posters must be displayed at each location. Available [here.](http://childhealthassoctas.wixsite.com/chat/copy-of-annual-general-meeting)

The information and instructions are to be in a format that is reasonable to the circumstances.

All staff, volunteers, attendees or guests must comply, so far as they are reasonably able, with any reasonable instruction that is given by CHAT to allow the management of risks to health and safety within the workplace.

**Responding to a confirmed or suspected case COVID-19**

In the event that there is a person showing signs of COVID-19 attending the CHAT group/event or sessions, follow the below procedure:

1. **Isolate**

Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.

1. **Seek advice**

Call the CHAT CEO Liz on 0409 556 061 and/or call Tasmanian Public Health Hotline on 1800 671 738 and follow advice of public health officials.

1. **Transport**

Ensure the person has transport to their home or to a medical facility. If appropriate, ask them to leave the facility.

1. **Clean**

Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning. Discuss with CHAT CEO to arrange a deep clean if required.

1. **Identify and inform**

Consider who the person has had close contact with. **If instructed** by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.

1. **Review**

Provide information to the CHAT CEO who will review risk management controls relating to COVID-19 and review whether processes may need to change.

**Other Resources:**

The COVID-19 pandemic is affecting us all. We understand these newly implemented control measures are onerous but the Health and Safety of our Staff, Volunteers, members and attendees is our priority. If you are struggling to adapt to the new way of working, we encourage you to reach out for help. If you require additional support please advise your manager or CHAT contact.

### Review of Policy

CHAT will review this policy as required or on a month to month basis, making changes as required or as legislated by the Tasmanian Government.