



**Events**  
**500+**

# COVID Event Plan

Please use the following form to document your plan for how your employees and patrons will be kept safe during the COVID-19 pandemic.

Event name:

has a maximum Number: patrons and agrees to the following conditions:

a strict limit of a minimum of 2m<sup>2</sup> per person

ensure staff are informed and trained to implement safety measures

carefully manage shared spaces to ensure physical distancing

ensure patrons are informed and supported to implement safety measures

maintain hygiene standards and conduct disinfection

maintain attendance records of patrons for the purposes of contact tracing

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

**We're all  
in this  
together.**

## Event details

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

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

## 1. Physical distancing

### • What will be done to implement physical distancing guidelines?

- Please identify the following:** total number of m<sup>2</sup>
- a)** The total square meterage of the venue.
  - b)** The total number of patrons you seek approval for across the venue at any one time (which cannot be more than the number of patrons you could have at the venue if there is at least 2 square metres for each patron). total number of patrons
  - c)** The layout of the venue. A site map must be included.  

Sitemap attached: Yes      No
  - d)** Provide details of the nature and duration of contact between patrons and how these will be managed.

**e)** Provide details of the demographics of the patrons expected to attend the event

- f)** Provide details of any activities that may lead to close physical contact (e.g. dancing, moshing) and how these will be managed.
  
- g)** Provide details of any limitations of the effectiveness of physical distancing protocols described above e.g. drugs and/or alcohol consumption, and how these will be managed.
  
- h)** Indicate how many COVID Safety Marshals you will designate, and what they will do to observe, report and manage physical distancing protocols during the event.
  
- i)** Provide details of any other measures you will use to support physical distancing.

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

## 2. Hygiene and cleaning regimes

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

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

## 3. Staff management

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

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

#### 4. Staff training and education

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

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

#### 5. COVID Event Marshals

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

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

#### 6. Compliance

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

Yes      No

**Comments:**

## 7. Response planning

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

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

## 8. Communications

- How will you communicate to patrons to inform them of their safety obligations, both prior to and during the event?
- How will you contact patrons after the event if required?
- If the event must be postponed or cancelled, how will this be communicated to staff and patrons?
- Has your event been registered with WA Health - [ww2.health.wa.gov.au/Articles/A\\_E/Events-registration](http://ww2.health.wa.gov.au/Articles/A_E/Events-registration)
- Who is responsible for issuing communications to stakeholders and patrons?
- Has the COVID Event Plan been shared with all relevant stakeholders?

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

## 9. Management of staff and equipment from overseas and/or interstate

- How will you identify if staff are at your event within 14 days of arriving from overseas and/or interstate?
- How will you manage the effective self-isolation of staff at your event within 14 days of arriving from overseas and/or interstate?
- How will you manage the cleaning and disinfection of equipment that has been brought in from overseas or interstate?

## 10. Activities and/or services that require specific management

**Consider:** Consider: specific event rides / games / activities / attractions requiring attention, e.g. petting zoos, shared costumes in a sumo-wrestling contest, giant jenga, etc. Also consider referrals to relevant authorities, regular review activities etc.





**Events  
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Event name

## COVID Event Plan Certificate

Number:

**Welcome.**

**We can accommodate  patrons and agree to maintain the WA Government's safety measures**

a strict limit of a minimum of 2m<sup>2</sup> per person

ensure staff are informed and trained to implement safety measures

carefully manage shared spaces to ensure physical distancing

ensure patrons are informed and supported to implement safety measures

maintain hygiene standards and conduct disinfection

maintain attendance records of patrons for the purposes of contact tracing

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

**We're all in this *together.***

Prepared by:

Date: