[Activity Name] COVIDSafe Event Plan

# [Event Dates] [Event Location]

The details of this COVIDSafe Event Plan have been updated to take into the account of the Public Health Orders that are in place as of **[insert effective date]**. This plan will be reviewed on **[insert date]** prior to the event commencing.

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| Event Name: | Click or tap here to enter text. |
| Location: | Click or tap here to enter text. |
| Formation: | Click or tap here to enter text. |
| Section(s): | Click or tap here to enter text. |
| Leader in Charge: | Click or tap here to enter text. |
| COVIDSafe Contact: | Click or tap here to enter text. |
| Event Date(s): | Click or tap here to enter text. |
| Participants | Click or tap here to enter text. |

**Organisation**

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| Organisation: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| ABN: | Click or tap here to enter text. |
| Contact: | Click or tap here to enter text. |

**Event Details**

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| Event Description: | *Describe the event, its structure and purpose.* |
| Location and Contact Details: | *Location Name*  *Contact Person*  *Phone:*  *Email:*  *Address:*  *Website:* |
| Site Capacity: | *Describe the site capacity in terms of sqm of usable space and how much of thi you will be using.*  *How will this space be broken up and allocated to for example, camping and activities etc.* |
| Event Setting (seated/free-standing/roaming/mixed): | *Describe how the event operates and how participants will interact over the duration. Is this a standing Unit Camp and how many people in a Unit. Is this an Activity Patrol activity and Patrols follow a rotation of activities etc.* |
| Previous experience arranging a COVIDSafe Event | *Outline the experience of the Event Organising Committee in relation to previous COVIDSafe events they have planned and run. Were there any issues previously and lessons learnt? Were there any inspections by NSW Health, Police or COVID Marshals?* |

**Attendance**

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| Attendees: | *Outline the attendee numbers and their make-up. This could be done by using the age range sections. If you plan to host a visitors’ day or similar, what does that look like in terms of numbers and on specific dates.* |
| Workers: | *Outline the types of workers you have at the event, the number of them and the types of tasks they will undertake. Are they all Scouts NSW members or Contractors etc.* |
| Ticketing: | *Outline how people register for the event and your refund policy for the event in relation to people who have COVID like symptoms or in the event you need to cancel the event.* |
| Attendance Control: | *Outline how and when you will confirm COVID Requirements with your attendees. This is, collecting information in relation to sickness, symptoms, quarantine, isolation, testing etc.*  *Outline what will happen should attendees not complete this prior to entry to the event.* |
| Medical, Security & Emergency: | *Outline if you have a team covering this area, how many and what their primary functions are in the lead up to and at the event* |
| COVID Marshals: | *Will you have COVID Marshals and what will their responsibilities be? How will you identify these people?* |

**COVID-19 Vaccinations**

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| Vaccination requirements for Leaders: | *What is the requirement for leaders to be vaccinated and will it be validated? If yes, how will it be validated.*  *If the decision is all must be vaccinated, outline why this is the case with reference to the Scouts Australia Vaccination Policy.* |
| Vaccination requirements for other Workers: | *What is the requirement for workers, other than leaders to be vaccinated and will it be validated? If yes, how will it be validated.*  *If the decision is all must be vaccinated, outline why this is the case with reference to the Scouts Australia Vaccination Policy.* |
| Vaccination requirements for Youth Members: | *What is the requirement for Youth Members to be vaccinated and will it be validated? If yes, how will it be validated.*  *If the decision is all must be vaccinated, outline why this is the case with reference to the Scouts Australia Vaccination Policy.* |
| Vaccination requirements for Visitors: | *What is the requirement for visitors to be vaccinated and will it be validated? If yes, how will it be validated.*  *If the decision is all must be vaccinated, outline why this is the case with reference to the Scouts Australia Vaccination Policy.* |

**Physical Distancing and Attendance Limits**

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| Manage accommodation areas to comply with gathering, capacity and density limits | *Outline your accommodation requirements, and how you will comply with physical distancing and density limits. Outline how you will record details of people’s location and compliance with the physical distancing and density limits.* |
| Manage areas and activities to comply with gathering, capacity and density limits | *Outline mitigation factors in place to ensure physical distancing whilst participating in activities. Consider how you will do this in indoor and outdoor areas.* |
| Queueing can lead to crowding and people in close proximity. How will you manage this | Click or tap here to enter text. |
| Provide communication and guidance to members on physical separation requirements | *Outline how you will communicate this requirement to attendees in the lead up to and whilst at the event. This could include signage at the event, and separate entry and exit points.* |

**Fitted Face Coverings and Personal Protective Equipment (PPE)**

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| Where appropriate PPE in specific situations. | *Outline where PPE will be worn at the event and what PPE that is. If disposable, outline how it will be disposed of and if recyclable, outline cleaning and process of ensuring this is upheld.* |
| All attendees must adhere to the current restrictions for wearing Face masks unless an exemption applies | *Outline the current face mask requirements and how these apply to your event. Outline how you will ensure this in enforced and any specific high-risk areas where this will be required above the Public Health order.*  *Explain supply of face coverings and cleaning processes as needed.* |
| Provide communication and guidance to members on physical separation requirements | *Outline how you will communicate, and train members as needed.* |

**Good Hygiene**

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| Provide hand cleaning facilities and ensure adequate supplies are available | Click or tap here to enter text. |
| Manage use of high-touch communal items. | Click or tap here to enter text. |
| Undertake cleaning between usage and ensure high touch surfaces are cleaned and disinfected regularly | Click or tap here to enter text. |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | Click or tap here to enter text. |
| Provide communication and/or guidance on good hygiene practices and slowing the spread of coronavirus (COVID-19). | Click or tap here to enter text. |

**Attendance Records**

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| Record the attendance of leaders, youth members, parents, visitors, etc. | Click or tap here to enter text. |
| Establish a system to screen members and visitors before attending. | Click or tap here to enter text. |

**Responding to illness**

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| How you will manage a suspected case of COVID | Click or tap here to enter text. |
| How you will manage a contact of a positive case of COVID | Click or tap here to enter text. |
| How you will manage a confirmed case | Click or tap here to enter text. |
| Extra care is required during isolation if the unwell person is a youth. | *What additional care will be provided, by whom and how will you maintain records of this care?* |
| Close areas and prepare to undertake cleaning and disinfection at the premises. Prepare to re-open the premises. | *What is the process for this and who determines if the area can be re-opened? How will you maintain records of this cleaning and decision-making process?* |
| How you will manage if a positive case is subsequently confirmed to have attended the event | Click or tap here to enter text. |

**Interactions in enclosed spaces**

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| How will you avoid interactions in enclosed spaces | Click or tap here to enter text. |
| How will you enhance airflow in encloses spaces | Click or tap here to enter text. |

**Food And Drink**

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| Provision of Food and Drink should be within Hospitality service COVID Guidelines | *Outline how food and drink is to be provisioned, prepared, and served. What supporting mechanisms are in place to maintain good healthy food hygiene. Outline how you will ensure this is followed. You may need to split this into more than one category if your food areas are difference e.g. Unit basked cooking and centralised catering.* |
| Hand Washing facilities for food preparation | *Outline the facilities available and how you will ensure these are used for food preparation* |

**Additional Areas**

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| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

The following links will assist you with completion of your COVIDSafe Event Plan:

[COVID-19 safety guidance for large events](https://www.nsw.gov.au/covid-19/business/large)

[COVID-19 guidance on ventilation](https://www.nsw.gov.au/covid-19/business/covid-safe-business/ventilation)

[COVID-19 guidance when a worker tests positive for COVID-19](https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case)

[NSW legislation](https://legislation.nsw.gov.au/information/covid19-legislation/general)