



Weekend Wide Game

PO Box 200, Port Kembla NSW, 2505

www.widegame.com.au

South Coast & Tablelands Region Rovers



COVID Safe Event Plan

This document will be for all aspects relating to Weekend Wide Game's COVID Safe Plan. It will be updated where possible to comply with current NSW Health Orders.

Weekend Wide Game South 2021 is scheduled for **Saturday 4th December 2021** and will run from 8:30am until 4:30pm. The event differs from normal events as this will be a single day activity held at **Cobargo Showground, Cobargo**.

Version Control:

Version	Description
1.0 – 14 th Nov 2021	First version approved by SC&T Region Rovers' WWG Committee

Wellbeing of Staff and Visitors

Exclude staff, volunteers and visitors who are unwell from the premises.

All attendees will be required to register their attendance and show their "ticket" upon arrival. The ticket is a digital "E1" produced by Scouts NSW's ScoutEvent system. All attendees will be emailed 48hrs prior the event, ensuring nobody attends who is unwell or showing COVID symptoms. All attendees will also be provided recommendations on being tested if unwell and advised to stay home. Full refunds will be offered in the event an attendee is unwell and must stay home.

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

The WWG Committee (aka "Staff") will be briefed a fortnight prior to the event by the Chairperson and Vice-Chairperson. This briefing will cover:

- This COVID Safe Plan
- Testing recommendation/when/where
- Physical distancing
- Mask requirements (if mandated, recommended regardless).
- Cleaning schedules for common areas.
- Accepted forms of vaccination status
- Accepted forms of ID to confirm age of attendees (Drivers license/School ID Card, etc)
- NSW QR Code Check Ins

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping

COVID Marshalls at the event gate will also be checking “tickets” as well as asking each attendee if they have had any COVID related symptoms. A4 laminated signs will also be positioned at the main gate with images advising not to enter if attendees are unwell. NSW COVID Check in will also be required for all attendees.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers, visitors and contractors)

To be eligible to register for WWG South, attendees will be advised that all attendees who are aged 16 and over must be fully vaccinated against COVID-19. Posters at the entrance will show clear images and warnings that all attendees aged 16 and over **must** be double vaccinated to attend the event. All attendees will also be required to show proof of their vaccination status (or exemption) upon entry (including re-entry if they leave site). During the briefing with the committee for COVID Safe requirements, all committee will be advised on the current valid forms of evidence to check vaccination.

Physical Distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises

WWG South 2021 will be an outdoor event for all attendees. A first aid room and committee room will be limited only to committee members and those in need of first aid. This will be sign posted on the entries to this building. Cobargo Showground is estimated to be in excess of 400,000 square metres. In theory, this allows 200,000 persons under the 2 square metres per person outdoors. The event will be capped at **200 persons**. Toilet buildings will have COVID Safe person limits advertised to attendees.

Ensure 1.5m physical distancing where possible, including; at points of mixing or queuing, between seated groups, between staff

All attendees will be advised to keep 1.5m physical distancing where possible. This will be reminded throughout the event. All attendees will be briefed re queuing outside in a physical distancing manner, and this will be policed by both leaders and the WWG Committee.

Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities

The WWG Committee will monitor the event site with roaming patrols. All facilities (toilets) will be sign posted with density limits. All attendees will be briefed re queuing outside in a physical distancing manner, and this will be policed by both leaders and the WWG Committee.

Have strategies in place to manage gatherings that may occur immediately outside the premises

Prior to event start, the WWG Committee and volunteers will be monitoring the entrance to the showground. If required, attendees will be requested to move inside to a secondary area that will allow for separation and disbursement of groups of attendees.

Singing by audiences is not allowed in indoor areas

No indoor premises will be in use by attendees (excluding toilets). WWG Committee (staff) will not be allowed to sing in indoor areas.

Ventilation

Review ventilation guidelines and consider which measures are relevant to your premises

Being an outdoor based event, adequate airflow and ventilation is available, and cannot be controlled.

Use outdoor settings wherever possible

The entire event is based on outdoor activities. Indoor settings are only available for first aid, event coordination and toilet facilities.

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

Any indoor settings (limited already) will have doors and windows open where possible.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings

Any indoor settings (limited already) will have mechanical ventilation where provided.

Ensure mechanical ventilation systems are regularly maintained to optimise performance

Cobargo Show Society (body responsible for Cobargo Showground) will be requested to ensure any mechanical ventilation systems are in a maintained state.

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

All indoor settings will be limited already, and limited as per NSW Health Orders.

Hygiene and Cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt

All attendees are recommended to wear face masks when indoors (toilet facilities). All staff will be required to wear masks in the inside briefing room. All attendees who are being treated by first aid will also be required to wear a mask.

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

Hand sanitiser will be provided and setup near building entrances (toilets, HQ) as well as all activity bases. All attendees are highly recommended to bring their own hand sanitizer as well.

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

Recurring cleaning patrols of bathrooms will ensure that soap and paper towel stock will be adequate in toilet facilities.

Clean frequently touched areas and surfaces several times per day. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors to wipe down equipment after they have finished using it

Recurring cleaning patrols of bathrooms will ensure that areas are cleaned multiple times through the activity day. Shared equipment will be reduced where possible, and any remaining shared equipment will be wiped down after use, as well as requiring attendees to sanitize before and after use.

Record Keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers, visitors and contractors

All attendees will be required to check into the event (Weekend Wide Game @ Cobargo Showground) which will keep track of all attendees. Being a ticketed event, a registration list will also provide a complete list of all attendees who were present at the event.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises

COVID Marshalls checking persons vaccination status will also be ensuring that persons have both checked in via the NSW QR Code System AND are vaccinated (if aged 16 and over). Multiple QR codes will be placed around the entrance to the showground ensuring that attendees are socially distanced during the entrance process.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer

Being a ticketed Event, WWG South 2021 will have an electronic register of all attendees held by the Region Office Manager (SC&T Region), as well as the Chairperson and Assistant Chairperson. A copy of this list is also available on the registration system which Scouts NSW (aka NSW Branch) have access to. Only registered persons will be permitted to enter the showground outer gates.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises

Only one venue will be exclusively hired for the WWG Event. All persons on site will be required to have checked into the event via QR Code. No public access will be permitted to the showground during the day.