

# COVID Management Plan

## Willunga Almond Blossom Festival

### Definition of a COVID Management Plan

A COVID Management Plan is a unique and comprehensive plan that must be specific to your venue or activity. The plan sets out how a high-risk activity will be managed to reduce the risk of transmission of COVID-19 between patrons/attendees and staff.

High risk public activities that require a COVID Management Plan include:

- > Gatherings and activities of more than 1000 people.
- > Licenced premises under *the Liquor Licencing Act 1997* where both dancing and the consumption of liquor occurs.
- > The operation of a nightclub, where the principle purpose of the premise is for the consumption of liquor, the playing of loud, amplified music and dancing.

### When a COVID Management Plan is required

It is important that you familiarise yourself with the current Emergency Management Direction on Public Activities. This can be obtained from [www.Covid-19.sa.gov.au](http://www.Covid-19.sa.gov.au).

The table below provides guidance on when a COVID Management Plan and/or a COVID-Safe Plan will be required. If you already have a COVID-Safe Plan in place, it should be submitted together with your COVID Management Plan. A COVID-Safe Plan can be obtained from ([www.Covid-19.sa.gov.au](http://www.Covid-19.sa.gov.au)).

Defined public activities for under 1000 people	COVID-Safe Plan
Venues/Activities with no drinking of liquor or dancing	COVID-Safe Plan
Venues/Activities with dancing but no drinking of liquor	COVID-Safe Plan
Venues/Activities with drinking of liquor and dancing	COVID Management Plan
Venues/Activities with drinking of liquor and dancing that has multiple vendors	COVID Management Plan for the event/activity and a COVID-Safe Plan for each vendor
Activities, events, gatherings with over 1000 people	COVID Management Plan
Activities, events, gatherings with over 1000 people that has multiple individual vendors	COVID Management Plan for the event/activity, and a COVID-Safe Plan for each vendor

The responsibility for the implementation of your COVID Management Plan will belong to the venue owner/event coordinator.

### Guidance for your COVID Management Plan

Detailed guidance on how to develop your COVID Management Plan can be downloaded from [www.covid-19.sa.gov.au](http://www.covid-19.sa.gov.au).

## Section 1: COVID Management Plan Information

### Contact Information

The COVID Management Plan must be submitted by all individuals or organisations that own, operate or host defined high-risk public activities.

<b>Registered company/business name</b>	Willunga Recreation Park Incorporated
<b>Trading company/business name</b>	
<b>ABN</b>	36245022729
<b>Venue Owner / Event Coordinator name</b>	Heather Williams Event Coordinator
<b>Contact details of Venue Owner/Event Coordinator</b>	0434 069 993    events@willungarecpark.com.au
<b>Liquor license no.</b>	To be Arranged

### Venue / Activity Information

<b>Venue / Event/ Activity name:</b>	Willunga Almond Blossom Festival
<b>Location of venue/event/ activity:</b>	Willunga Recreation Park
<b>Duration of the activity:</b>	Friday November 20 <sup>th</sup> 4pm – 10pm (added to alleviate numbers) Saturday November 21 <sup>st</sup> 11am – 9pm Sunday November 22 <sup>nd</sup> 10.30am – 4pm
<b>Total venue/event/activity floor square metres:</b>	Park Area - 53000 m <sup>2</sup> Courts – 35000 m <sup>2</sup> Festival Hall ( <i>basketball stadium</i> ) – 665 m <sup>2</sup> Show Hall – 385 m <sup>2</sup> Recreation Park is fenced 1800mm high
<b>Total venue/event/activity publicly accessible floor square metres:</b>	53000 m <sup>2</sup>
<b>Maximum number of attendees at capacity:</b>	8000
<b>Proposed maximum number of attendees for the venue/activity:</b>	2500 at any given time <i>Note: Last year the numbers were 900 at any given time counted by security</i>
<b>Description of the activity:</b>	The Almond Blossom Festival is a family friendly “mini Adelaide show”. It has been run for the past 50 years and has been supported by

	<p>visitors from the Fleurieu region and other parts of South Australia. It provided fun activities and showcases local talent and activities. The event will have activities outside on the oval and surrounding areas plus market stalls inside the Festival Hall.</p> <p>These activities include:</p> <p>Outside: show rides, side shows, mini golf, target golf, camel &amp; pony rides, animal nursery, reptile interactive display, science show, free craft activities, roving circus performers, <del>giant games (Girl Guides) fireworks Saturday (evening)</del>, market stalls (inside hall &amp; outside area), food trucks &amp; catering (outside only), alcohol (outside only)</p> <p>Large marquee (24x6m) – local live music performances</p> <p>Seating in large open marquee– mix of tables &amp; chairs for families plus bales of hay for groups.</p> <p>Limited seating in Festival Hall for patrons (rest stops only)</p> <p>Almond Hub – marquee (open 12x6m) – cooking demonstrations &amp; ticketed cooking classes, meet the grower &amp; almond education.</p> <p><del>Street Parade (Sunday morning – Main Street Willunga)</del></p> <p><i>Liquor Licence covers the entire event space.</i></p>
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## Section 2: Application of Density and Distancing principles to all accessible areas

Your COVID Management Plan must apply the following infection control principles for both staff/volunteers and patrons/attendees:

- > **Density:** The maximum number of members of the public in any single room or enclosed area must not exceed 1 person per 2 square metres.
- > **Distancing:** Endeavour to ensure individuals and social groups maintain a distance of 1.5 metres apart.

Accessible areas include the following:

Functional space	Examples
Publicly accessible areas	Dining areas, bar access areas, dance floors, public toilets, corridors, lobby areas, waiting areas (including line-up space), entry and exit points.
Shared external facilities including accessing transportation	Car parking for staff and members of the public, lawns, play equipment or amusement rides. Access to free-flowing transportation such as cars, buses, taxis.

The **Guidance for a COVID Management Plan** may assist in providing you with some potential solutions that may be appropriate.

**Please outline below how you will manage people density and social distancing during the course of your activity.**

## 2.1 Publicly accessible areas

- How will you ensure each room's capacity is not exceeded, including restrooms/toilets?
- How will you monitor the number of patrons at any given time?
- How will distancing be managed in all spaces, e.g. bar, restrooms, public food service areas?
- How will distancing be managed between groups on a dance floor?
- How will you identify and separate social groups?
- How will you manage the number of people using vertical transport, e.g. lifts, escalators?
- How will distancing be managed pre-entry and on exit, e.g. line-ups, street congregations?

**UPDATE: It is noted that standing and drinking is now allowed. This will only be allowed outside. Distancing and dancing for drinking patrons will be closely monitored by the COVID Marshals spread throughout the entire event.**

### Density: Our Festival

- Engages First Response Security to manage the security aspects of the festival
- First Response Security have been working with our festival for over 5 years and know the site well
- All security staff are COVID Safe trained
- Security will be present at both entry/exit points during opening hours
- 2 roving security guards as COVID Safety Marshals will be employed to monitor exclusively the points of congestion throughout the festival; show ride area, Festival Hall, catering area and marquees for capacity numbers and social distancing at the identified points of congestion throughout the day
- Security & COVID Safety Marshals areas covered – shown on map attached 10x marshals, 7 will be the minimum number, with standby COVID Marshals raising the number to 10 if our attendance numbers increase beyond 900 patrons and any given time
- Patron numbers are counted by security at entry/exit points during opening hours, to give an accurate figure of patrons on site
- Once approved to run our festival Certificate of SA COVID 19 Marshal Training will be emailed to event coordinator prior to volunteering
- Volunteer COVID Safety Marshals on site through the festival opening hours monitoring:
  - Volunteer COVID Safety Marshal at entry/exit points during peak times to help manage congestion
  - Roving Marshal covering oval area, show rides area - rostered for 3 hourly shifts opening hours
  - Volunteer COVID Safety Marshal on site in Festival Hall exclusively during opening hours
  - Sound Technician as volunteer COVID Safety Marshal will monitor live music marquee
  - Security will monitor live music area: generally, the only dancers are small children
- Noncompliance issues will be forwarded to Security for direction; patrons will be either asked to move on, or asked to leave and removed from events space by security
- Volunteers will sign in & sign out via online registration monitored by Site manager to ensure all shifts are covered during our festival
- Security is in direct contact with event coordinator & marshals via radio and phone
- Patrons' numbers counted by security (in & out) at entry/exit gates via handheld counters
- Patron numbers supplied via email, or verbally when requested by event coordinator
- Capacity signage will be on each building, marquee and amenities room
  - Festival Hall current capacity (665m<sup>2</sup>) 332
  - Live Music marquee capacity (216m<sup>2</sup>) 108 (one long side & one short will be open as this will be held in November with warmer weather)
  - Toilets capacity (50m<sup>2</sup>) 25 (attached to basketball stadium)
  - Almond Hub (72m<sup>2</sup>) 36 (open on all sides)
- Security and roving COVID Marshal will monitor capacity outside areas
- COVID marshal assigned to Festival Hall (basketball stadium) will monitor capacity
- COVID Marshal (sound technician) will monitor capacity in live music marquee
- Security and roving COVID Marshal and cleaner will monitor capacity in toilets
- Signage: COVIDSAFE\_A4 Poster\_Instructional\_3
- Festival Hall (Basketball Stadium) will have 4m wide pedestrian space between the market stalls
- Festival Hall has three entry/exit points
- Restroom capacity via signage on entrance
- Restroom external doors will be propped open to lessen contact points and allow better line of sight for patrons
- All restrooms will contain hand washing & hygiene signage

## 2.1 Publicly accessible areas

- How will you ensure each room's capacity is not exceeded, including restrooms/toilets?
- How will you monitor the number of patrons at any given time?
- How will distancing be managed in all spaces, e.g. bar, restrooms, public food service areas?
- How will distancing be managed between groups on a dance floor?
- How will you identify and separate social groups?
- How will you manage the number of people using vertical transport, e.g. lifts, escalators?
- How will distancing be managed pre-entry and on exit, e.g. line-ups, street congregations?

- All Restrooms will contain hand sanitisers upon entry/exit
- Outside access points are available to these amenities
- Outside 3 mobile toilets are placed in higher traffic locations for patron's convenience
- Patrons will be encouraged via signage and accessibility to use the oval space for gathering to eat and socialise and via social media campaign

### Activities:

- Caterers & market stallholders will be given Security and COVID Safety Marshal contact details to contact them if required to monitor density and distancing guidelines
- Animal Nursery, Camel Rides and Reptile Display all have supplied their COVID Safe Plans to event coordinator which entails a strict cleaning routine following SA Health Petting Zoo Guidelines by their staff
- Each ride or activity will regularly disinfect between customers as per their Safe Plan
- Each ride or activity will supply hand sanitiser at entry/exit points to their rides
- Each ride or activity will monitor their queuing with assistance from roving security & COVID Marshal
- Craft activities
  - Sited in open marquee on the oval with required 1.5m spacing & sanitiser available on tables
  - All supplies will be once use only
  - Tables will be disinfected hourly by Girl Guide volunteers (there are no chairs)
- Mini Golf & Target Golf handles and golf balls will be disinfected between customers
  - Volunteers x 2 monitoring distancing and disinfecting equipment
- Cooking Demonstration is situated outside on the end of open marquee for shade
  - Viewing is standing only
  - Samples will be supplied as per regulations in single use containers
  - Samples will be served via volunteer COVID Marshal
- Roving Circus performers will be on stilts with minimal contact with patrons
- Roving performers on the oval will follow COVID Safe Plan disinfecting equipment used by patrons between usages and monitoring physical distancing with the assistance of security & COVID Marshals
- Science Show is demonstration only outside under open marquee on the oval
  - Volunteer COVID Marshal will monitor area during display times
- Volunteer COVID Marshals will do 3 hourly shifts on oval/outside areas
  - Saturday 11-2pm / 2-5pm / 5-9pm (4hours)
  - Sunday 10-1pm / 1-4pm
- Volunteer COVID Marshals in basketball stadium will do 4 hourly shifts on rotation during opening hours
  - Basketball Stadium will close before fireworks start approximately 8pm
- The oval area is the main area for seating

Friday November 20<sup>th</sup> 4pm – 10pm (added to alleviate numbers across the weekend)

- Friday afternoon /evening will be Show Rides only (marketed to the teenagers in the area)
- Limited takeaway catering will available in this area / single serve only (see map)
- Festival Hall will be closed on Friday
- Toilet amenities will be open and cleaned hourly
- 2 Security Guards will be present at both entry/exit points during opening hours
- 2 roving security guards as COVID Safety Marshals will be employed to monitor exclusively the points of congestion throughout the show ride area and catering area and physical distancing at the identified points of congestion during opening hours
- Volunteer COVID Safety Marshals x 2 will be on site through the festival opening hours monitoring:
  - Volunteer COVID Safety Marshal at entry/exit points during peak times to help manage congestion
  - Roving Marshal covering oval area, show rides area - rostered for 3 hourly shifts opening hours
- All other aspects of our festival's contact tracing, hygiene and safety will be in place as per this document

## 2.1 Publicly accessible areas

- How will you ensure each room's capacity is not exceeded, including restrooms/toilets?
- How will you monitor the number of patrons at any given time?
- How will distancing be managed in all spaces, e.g. bar, restrooms, public food service areas?
- How will distancing be managed between groups on a dance floor?
- How will you identify and separate social groups?
- How will you manage the number of people using vertical transport, e.g. lifts, escalators?
- How will distancing be managed pre-entry and on exit, e.g. line-ups, street congregations?

### Distancing:

Entry & Exit points are outside

- 1.5 m 'x' will be placed via red tape on the pavement leading to the entry points
- Bollards & bunting placed with signage to create two way pedestrian traffic flows at entry/exit points
- Patrons will be encouraged via social media marketing to purchase ticket online pre event
- payWave options will be available at the gates
- Cash transactions will be discouraged via social media campaign pre event
- One volunteer at the gate will handle cash only to minimise contact, they will be provided with gloves and hand sanitiser and mask if requested
- Security at entry points will monitor lines leading to entry/exit points at all times
- Volunteer COVID Safety Marshal will provide support at peak times

Catering areas are outside

- Security & COVID Safety Marshals areas covered – shown on map attached
- Bollards/cones will be in place to define where to line up to decrease congestion points (*catering area is dirt carpark*)
  - All food/catering services are outside around the oval with adequate room for physical distancing
  - All food options are takeaway only
  - COVID Safe Marshal and security will monitor the catering area. The tables and chairs are provided for mainly elderly and families with small children
  - COVID Safe Marshal and security will monitor alcohol consumption in the catering area
  - All patrons who buy alcohol will be required to wear a wristband
  - Patrons will have access to oval for seating and be encouraged to bring a blanket via social media campaign
  - Security will monitor the non compliance of patrons & encourage them to use the oval for eating
  - Caters & market stallholders given Security and COVID Safety Marshal contact details for noncompliance issues

Show Ride area

- Showman's Guild employees will monitor congestion as per their COVID Safe Plan
- Security & COVID Safety Marshals areas covered – shown on map attached
- Bollards/cones will be in place to define where to line up to decrease congestion points (*area is dirt carpark*)

## 2.2 Staff facilities and service areas

- How will you protect your staff and volunteers from the potential transmission of COVID-19?
- How will you ensure each room's capacity is not exceeded, including restrooms/toilets?

### Density:

- All volunteers will be required to undertake COVID Training via <https://www.clickontraining.com.au/>
- All volunteers will need to email training certificate to event coordinator prior to attending festival
- All volunteers will be encouraged to attend one of the 2 scheduled training session prior to festival
- An online training session will be supplied to volunteers if they are unable to attend personally
- Our volunteer pool includes our sporting clubs and organisation who call the Willunga Recreation Park home; these groups have a vested interest in this fundraising for the facilities: football, netball, tennis, cricket, basketball, table tennis, RSL, CWA, Cinemallunga, Girl Guides, National Trust Willunga and Quarry Market. All of these groups have trained COVID Safety Marshals and they are volunteer pool we use to help run the festival annually.
- All COVID Marshals will forward their certificate verifying their completion of SA COVID 19 Marshal Training to our event coordinator prior to event date
- Signage for volunteers 'coronavirus-covid-19-identifying-the-symptoms' at entry/exit points as reminder



## 2.1 Publicly accessible areas

- How will you ensure each room's capacity is not exceeded, including restrooms/toilets?
- How will you monitor the number of patrons at any given time?
- How will distancing be managed in all spaces, e.g. bar, restrooms, public food service areas?
- How will distancing be managed between groups on a dance floor?
- How will you identify and separate social groups?
- How will you manage the number of people using vertical transport, e.g. lifts, escalators?
- How will distancing be managed pre-entry and on exit, e.g. line-ups, street congregations?

- Signage 'if-you-are-unwell-do-not-enter' at entry/exit points as reminder
- Volunteers will be supplied with plastic gloves if they require them
- Hand sanitiser will be located at all entry/exit points and throughout the event space and entry points to marquees and Festival Hall
- Incident reporting will be supplied to volunteers, security, staff and suppliers (entertainment & caterers)
- Professional cleaning company has verified via email that all staff have COVID training
- Cleaning schedule will be hourly by professional cleaners
- Required staff numbers will be recommended by cleaning company to cover the opening hours
- Regular checking of density in restrooms will be monitored by cleaning staff & roving COVID Safety Marshal
- Cleaning staff will clean all high touch areas e.g. handrails, chairs & tables in marquee hourly
- Security will supply over sight of line ups at entry/exit points during opening hours
- Festival Hall (basketball stadium) will have dedicated volunteer COVID Safety Marshal at all times during opening hours (online roster system)
- COVID Safety Marshal will monitor capacity in Festival Hall and patrons during opening hours

### Distancing:

- COVID Safety Marshal will monitor physical distancing of volunteers/staff and patrons during opening hours
- Security monitor physical distancing during opening hours
- Patrons will be divided into lines for convenience: payWave, pre-paid and cash only
- Bag searching will be conducted by security appropriately distanced from entry/exit points

## 2.3 Shared external facilities, including accessing transportation

- For large events: How will you avoid crowding on transport to and from the events (including car parks)?
- How will you manage distancing in open areas such as lawned areas, lobby areas, designated smoking areas?

### Density:

- Security & COVID Safety Marshal monitor physical distancing of patrons at entry/exit points during opening hours
- 2 roving security guards as COVID Safety Marshals will be employed to monitor exclusively the points of congestion throughout the festival; show ride area, Festival Hall, catering area and marquees for capacity numbers and social distancing at the identified points of congestion throughout the day
- Parton car parking is on the street so the congestion would be minimal
- Public transport stops are walking distance to entrances, so the congestion would be minimal
- Oval space available over the two days for patrons to be seated
- Smoke free event – security monitor this activity
- Signage will be along the fence leading to the entrance to the entry/exit gateways
- Signage: Stop+the+Spread+--+Let's+not+undo+all+the+good+infographic+poster
- Signage: keep-your-community-safe poster
- Signage: COVIDSAFE\_A4 Poster\_General\_4
- Signage: QR Code for contact tracing details collection, for those who will be paying via payWave poster
- Signage 'if-you-are-unwell-do-not-enter' at entry/exit points as reminder
- Signage: Security will check bags and contact tracing compliance at entry

### Distancing:

- Patron's car parking in on the street only
- Patrons pedestrian only access to the oval space, allowing family/friend groups adequate physical distancing
- Families will be encouraged via social media to bring a blanket enjoy the space on the oval
- Festival is non – smoking
- No dogs allowed at festival
- Within the grounds parking available to stallholders only prior to opening to general public

## 2.1 Publicly accessible areas

- How will you ensure each room's capacity is not exceeded, including restrooms/toilets?
- How will you monitor the number of patrons at any given time?
- How will distancing be managed in all spaces, e.g. bar, restrooms, public food service areas?
- How will distancing be managed between groups on a dance floor?
- How will you identify and separate social groups?
- How will you manage the number of people using vertical transport, e.g. lifts, escalators?
- How will distancing be managed pre-entry and on exit, e.g. line-ups, street congregations?

- Volunteer car parking attendant (COVID Safety Marshal trained) will guide the parking with in the grounds 7am-10am daily

## 2.4 Other: Festival Hall – basketball stadium (market stalls) + Show Ride Area + Marquees

### Festival Hall: (basketball stadium)

#### Density:

- Capacity signage will be on entry points to building
- Monitored by roving COVID Safety Marshal during opening hours on 3 hour shifts
- Festival Hall (Basketball Stadium) will have 4m wide lanes between the market stalls
- Festival Hall has three entry/exit points
- All volunteers will be required to undertake COVID Training via <https://www.clickontraining.com.au/>
- All volunteers will need to email training certificate to event coordinator prior to attending festival
- All volunteers will be encouraged to attend one of the 2 scheduled training session prior to festival
- An online training session will be supplied to volunteers if they are unable to attend personally

#### Distancing:

- Floor marking '1.5' in front of market stalls
- Monitored by COVID Safety Marshal during opening hours on 3 hour shifts
- COVID Safety Marshal will circulate with in the Festival Hall during opening hours

### Show Ride Area:

#### Density:

- Showman's Guild employees will monitor congestion as per their COVID Safe Plan
- Security guards will monitor this area as per map
- Noncompliance issues will be forwarded to Security for direction, either asked to move on, removal from events space
- Event coordinator will sight all COVID Safe Plans from suppliers

#### Distancing:

- Showman's Guild employees will monitor lines and congestion as per their COVID Safe Plan
- Security guards will monitor this area as per map
- Noncompliance issues will be forwarded to Security for direction, either asked to move on, removal from events space
- Event coordinator will sight all COVID Safe Plans from suppliers

### Marquees:

#### Density:

- Capacity signage will be on entry points to marquees
- Security & sound technician qualified as a COVID Safety Marshal will monitor congestion in marquees
- Cleaning by professionals of tables and chairs hourly at peak times
- Marquee
  - 10 x 900mm tables with 6 chairs each
  - 10 x 400mm side table with bales of hay (seating)
- Almond Hub marquee has only two sides which will allow easier pedestrian traffic through this marquee monitored by roving security and COVID Marshals during opening times
- Noncompliance issues will be forwarded to Security for direction, either asked to move on, removal from events space

#### Distancing:

- Security, sound technician and COVID Safety Marshal will monitor congestion in marquees
- Signage: Stop+the+Spread+-+Let's+not+undo+all+the+good+infographic+poster in marquees



## Section 3: Process for contact tracing

Your COVID Management Plan must address the third infection control principle of contact tracing.

- > **Contact Tracing:** Contact tracing records must be gathered and retained for each patron/attendee in the event of a positive COVID-19 test result either by staff or patrons. Contact tracing must obtain a full name, contact number and/or email address.

Please outline below the process you will put in place to ensure each patron/attendee provides their contact details to enable contact tracing.

### 3.1 Contact tracing

- Where will details be recorded?
- How will you ensure security and privacy of data?
- For specific activities, entry and exit times would be helpful for contact tracing. This will enable SA Health to locate people more quickly, rather than contact tracing all activity participants which will take longer.

#### Process details:

- Contact tracing options: 1. Online ticket sales 2. QR code link 3. Paper copy on entry
- Online ticket sales will be encouraged via marketing campaign – this process will collect, name, phone number and email, scanning ticket at the gate will record entry digitally
- QR Code posters linking to online contact tracing data collection will be advertised at all entrances
- QR code collection will record the time of entry to festival
- Paper Copy: CONTACT TRACING RECORD – ATTENDANCE AT PUBLIC ACTIVITIES at a separate table with hand sanitiser available for those patrons who pay by card or cash. Security guard on duty will keep this folder of information and deliver to our COVID Safety Marshal/Site Manager at the end of each day. This paperwork will be locked in the Willunga Recreation Office until required by SA Health or shredded when the appropriate timeline has been finished.
- Compliance will be monitored by security
- Only two organising committee members have access to this information
- Public information (digital version) will only be downloaded if requested by SA Health from the server
- Contract Tracing information will be keep on file for 5 weeks

*'A COVID Marshal register will be maintained. This document will contain the name of the marshal, the start and finish time of their duty at the event, and the location within the event which was (or will be) their responsibility. The register will be available during events for inspection on request by an authorised officer as defined in the Emergency Management (Public Activities No10) (COVID-19) Direction 2020'*

## Section 4: Application of Operational Control Standards

Your COVID Management Plan must address each of the following five Operational Control Standards.

Operational Control Standards	Requirement
<b>Staff and patron health and wellbeing</b>	Patrons/attendees and staff must actively declare that they are well and symptom-free.
<b>Hygiene and cleaning</b>	Operators must minimise surface contamination, encourage personal hygiene, and use cleaning products that include detergent or disinfectant.
<b>Public health education/information</b>	Staff and patrons/attendees understand and are responsible for their personal distancing and hygiene practices, are educated on the potential risks of certain behaviours, and understand the event/venues COVID Management requirements.
<b>Food and beverage service</b>	Operators must take steps to minimise the risk of transmission in the preparation and serving of food and beverages.

Operational Control Standards	Requirement
<b>Non-compliance and incident management</b>	Operators must detail how they will deal with patron/attendee/staff non-compliance, and incidents that may occur during the course of business/the event.

The *Guidance for a COVID Management Plan* may assist in providing you with some potential solutions that may be appropriate.

**Please outline below what measures you will take to implement these operational control measures.**

<p><b>4.1 Staff and patron health and wellbeing</b></p> <ul style="list-style-type: none"> <li>• How will you gain staff and patrons declaration of wellbeing?</li> <li>• Will each staff member and patron be questioned on arrival?</li> <li>• How will you provide evidence of the health declaration?</li> <li>• How will you ensure that sick staff stay home?</li> </ul>
<ul style="list-style-type: none"> <li>• Patrons will be monitored by security as they enter our event space and questioned if they appear to be showing COVID like symptoms</li> <li>• Each entry point has a room nearby (Show Hall &amp; Tennis Clubrooms) where patrons can be isolated if security deem necessary and the COVID incident plan will be initiated, and they also have exterior access if needed</li> <li>• Due to the festival being held in potentially summer weather temperature checks will be conducted by trained first aiders. St Johns will be on site during opening hours and determine if temperature check is necessary and then follow their required protocols</li> <li>• Volunteers will sign in electronically listing name, shift times &amp; health status</li> <li>• Volunteers will be requested at the time of COVID training to report if they are unwell before &amp; after festival</li> <li>• Volunteers contact details are kept by event coordinator for period of 6 months</li> <li>• If COVID Isolation required our Response Procedure will be initiated via Emergency Response procedures pg 27</li> </ul>
<p><b>4.2 Hygiene and cleaning</b></p> <ul style="list-style-type: none"> <li>• What strategies will you use to minimise surface contamination? How often will high-touch surfaces be cleaned?</li> <li>• How will you encourage personal hygiene measures (e.g. cough etiquette, hand washing)?</li> <li>• How will you ensure your cleaning materials/products include detergent and/or disinfectant?</li> <li>• Will cleaning be performed during opening hours?</li> </ul>
<ul style="list-style-type: none"> <li>• Professional COVID trained cleaning staff will be hired for festival to cover the hours required (number of staff required will be advised by cleaning company to cover times adequately)</li> <li>• Cleaning schedule will be hourly at all times</li> <li>• High-touch surfaces will be cleaned by professionals throughout the day (toilet doors/table/chairs)</li> <li>• All doors to hall and amenities in the hall will be propped open, to allow for ease of access</li> <li>• Professional cleaners will provide the correct products for use in these spaces</li> <li>• Each supplier will adhere to their COVID Safe Plan – Showman’s Guild, Roving performers, musicians, caterers</li> <li>• Signage: Stop+the+Spread+-+Let’s+not+undo+all+the+good+infographic+poster in all amenities</li> <li>• Signage: keep-your-community-safe poster in all amenities</li> <li>• Each ride or activity will supply hand sanitiser at entry and exit points as per their COVID Safe Plans</li> </ul>
<p><b>4.3 Public health education/information</b></p> <ul style="list-style-type: none"> <li>• Will you display signage to communicate infection control messages to the public?</li> <li>• What communication will be provided prior to or upon entry for all patrons?</li> <li>• How will you communicate the risks around certain behaviours (e.g. intimate personal behaviours, sharing drinks)?</li> </ul>
<ul style="list-style-type: none"> <li>• Health and hygiene signage will be placed in highly visible locations <ul style="list-style-type: none"> <li>▪ Catering area (at food trucks) all single serve</li> <li>▪ Amenities - Hand washing areas</li> <li>▪ Entry/exit points to Live Music Marquee</li> <li>▪ Entry/exit points to Festival Hall (basketball stadium)</li> </ul> </li> </ul>

#### 4.1 Staff and patron health and wellbeing

- How will you gain staff and patrons declaration of wellbeing?
- Will each staff member and patron be questioned on arrival?
- How will you provide evidence of the health declaration?
- How will you ensure that sick staff stay home?

- Entry/exit points to festival

- Signage: Stop+the+Spread+-+Let's+not+undo+all+the+good+infographic+poster
- Signage: keep-your-community-safe poster
- Social media marketing pre event & during event will include COVID app promotion, hygiene & community awareness & do not come if you feel unwell (because you may be turned away at the gate)

#### 4.4 Food and beverage service

- Are you compliant with the food safety standards?
- What infection control measures will you have in place regarding preparation and serving of food and beverages?
- How will you manage the flow of food and beverage service (e.g. queueing for food service)?

- Event coordinator will sight COVID Safe Plan from all suppliers plus their council food notification form
- Bollards/cones will be in place to define where to line up to decrease congestion points (*area is dirt carpark*)
- Catering areas will be monitored by security & COVID Safety Marshal points of congestion, line ups and flow
- Caterers will have Security & COVID Safety Marshal contact details should they need assistance with congestion or report any flagrant abuse of the physical distancing protocols

#### 4.5 Non-compliance and incident management

- What will your approach be in the event of:
  - Non-compliance with distancing.
  - Non-disclosure of contact tracing details.
  - Non -disclosure of symptoms.
  - A disturbance between patrons.
  - A health-related incident.
  - Exposure or suspected exposure to COVID-19.
- How will you make your non-compliance and incident management information publicly available?

- Security will verify compliance of Contact Tracing visually sighting COVID Safe App, QR code linked tracing information, or physically via hardcopy form from all patrons
- Patrons will be informed of contact tracing requirements via marketing pre event, so they are prepared in advance with this knowledge is requirement of entering our festival
- Signage at entry points will display QR code for contact tracing details collection if they have not purchased a ticket online
- Signage at entry will state that collection of contact tracing details are a requirement of entry into our festival
- Security guards will monitor this at the entry gates with contact tracing forms at a separate table near the entry points. This information will at the end of the day given to the event coordinator or COVID Safety Marshal for safe keeping daily. Storage of public information will be on site in office safe for 5 weeks
- All suppliers & volunteers will have Security and COVID Safe Marshal contact details to contact due to non-compliance of COVID Safe Management Plan
- Roving security guards are on site throughout the day to keep patrons safe, monitor and dissipate disturbances and ask anyone with COVID type symptoms to visit with our first aiders or if COVID Isolation required our Response Procedure will be initiated via Emergency Response procedures pg 27
- Security will be onsite to take the names of non-compliant attendees, they will monitor and give this information to authorities if the situation requires it
- Security and first aid personnel will manage any health related incident, with the appropriate information shared with the Event Coordinator, COVID Safety Marshal and site manager. And an incident report will be filled in and filed with Event Coordinator and shared with the appropriate authorises if required
- If COVID Isolation required our Response Procedure will be initiated via Emergency Response procedures pg 27
- Our COVID Safe Management Plan once approved will be available on our website:

#### 4.1 Staff and patron health and wellbeing

- How will you gain staff and patrons declaration of wellbeing?
- Will each staff member and patron be questioned on arrival?
- How will you provide evidence of the health declaration?
- How will you ensure that sick staff stay home?

[www.almondblossomfestival.com.au/](http://www.almondblossomfestival.com.au/)

- Our Emergency Response document will be part of the volunteer training
- Our Emergency Response document will be emailed to all suppliers for their information

## Section 5: Supporting information

Please ensure you attach any supporting information that may be helpful to illustrate aspects of your COVID Management Plan.

This could include, but not be limited to:

- > Floor Plans
- > Photos
- > Existing and/or new COVID-Safe Plans
- > Liquor licensing plan – as in map of area covered
- > Existing COVID Plan (if relevant)

X

## Section 6: Declaration

I have supplied the following information to outline how I will ensure that patrons/attendees, volunteers, and staff safety will be maintained during the course of business. I will implement these measures to ensure my operations are COVID Safe to reduce the risk of transmission of COVID-19.

<b>Full name and position title</b>	Heather Williams Event Coordinator
<b>Signature</b>	<i>Heather J Williams</i>
<b>Date</b>	28/08/2020

Map below of event space

Willunga Almond Blossom Map 2020

