SUPPORT FOR BUSINESS
COVID Safe Events

Use this form to develop your COVID Safe Event Plan. Once completed please lodge your Plan along with any supporting attachments via the COVID Safe Event Plan Submission Portal.

Event Organiser: Chris Horan

Event Category: sporting event

Event Name: Noosa River Race 2021

Event Date: 11/27/21

Unite & Recover

Queensland
Government

Background

A COVID Safe Event Plan is an Event Plan which reflects the key principles and event specific public health strategies identified in the Industry Framework for COVID Safe Events, which the Event Organiser will be implementing to manage risks associated with the potential transmission of COVID-19.

Development of a COVID Safe Event Plan is an important responsibility and is not to be taken lightly, as the Plan establishes your commitment to the safety of those persons attending your event. It also places responsibility on you as the Event Organiser to undertake the measures you have committed to in your Plan.

There is no guarantee that your event will not be attended by a person who is a carrier of the COVID-19 virus. If an Event Organiser stages an event without a COVID Safe Event Plan, or not in accordance with an approved COVID Safe Event Plan:

- this places the health of those attending the event at risk;
- the Event Organiser is in breach of the Chief Health Officer's Public Health Directions and may be liable to legal action; and
- there would be considerable loss of reputation, should an outbreak occur resulting from the event.

COVID Safe Event Plans are required for the following categories of events:

- **Indoor events with more than 500 people on site per day**
- **Outdoor events with dancing with more than 1,500 people on site per day.**

Instructions on using/completing the form

1. The form is **not** designed to be used as a "tick and flick" exercise. The information provided in the COVID Safe Event Plan must demonstrate how each requirement/COVID Safe measure will be achieved/implemented.

2. Each section of the form provides guidance on COVID Safe measures that may need to be addressed in your COVID Safe Event Plan.

3. Completing each section is **not** a "cut and paste" of the measures provided for guidance.

4. When completing "Describe how you will be implementing this measure" you will need to detail the "**what**", "**when**", "**where**" and "**how**" for each measure that is applicable to your event.

5. Once you have finalised your COVID Safe Event Plan using this form, please lodge your Plan along with your Site Map and any other supporting attachments via the COVID Safe Event Plan Submission Portal.

Example

1.3.2   Facilitate Contact Tracing

	Measure	Addressed	Describe how you will be implementing this measure
During	Records must be securely stored for 56 days, not used for any other purpose, prior to being deleted from the QR database.	✓	Records will be securely stored in a locked cupboard in our office for 56 days prior to being deleted from the QR database and will not be used for any purpose other than contact tracing if required.

You should also think "outside the square" to look at any other measures not provided in the guidance measures that may be appropriate for your specific event. Do not limit your planning to only the guidance measures.

For example, an event that includes a fun run will require additional measures addressing social distancing prior to the start of the run including possible staggered starts, social distancing at drink stations and additional protection for drink station volunteers, strategies for social distancing past the finish line, etc.

EVENT DETAILS

Event name	Noosa River Race 2021
Event description	outrigger canoe regatta
Event date	27 November 2021
Bump-in/out dates and times (when event staff, but not attendees will be on-site)	26 November
Event commencement and completion times (when event staff and attendees will be on-site)	7:00 to 15:15
Timings of key activities/performances	races commence at 7:15 and will go through until 15:15
Link to event website (if applicable)	https://drive.google.com/file/d/1seu2gPEJJxkWYezD3zW8NSXgyWdcBqku/view
Details of any approved COVID Safe Industry Plans that apply to the event *Details of measures required by approved Industry Plans should be addressed in this COVID Safe Event Plan*	not applicable

VENUE/SITE DETAILS

Venue/Site name and size	Chaplin Park Mills Street Noosaville
Site Map (including the details listed in section 3.7 of the Industry Framework for COVID Safe Events) *Include the Site Map as an attachment to this Plan*	See folder
Site capacity based on 2m²/person rule	N/A outdoor venue
Explanation of access management arrangements	

ANTICIPATED ATTENDANCE DETAILS

Anticipated total patron attendance	
Anticipated peak patron attendance (maximum number of patrons at any given time)	
Number of staff/contractors/volunteers on site at any given time	
Maximum number of people on site at any given time	
Expected crowd demographics (e.g., families, retirees)	families and individual paddlers
Attendance details from previous years if the event has been held before	

EVENT ORGANISER CONTACT DETAILS	
Key Contact 1	
Name	Paul Goldsbrough (COVID matters)
Phone Number	0475449875
Email Address	paulgolds@fastmail.com
Business Name	
ABN	
Key Contact 2	
Name	chris Horan (event matters)
Phone Number	0408113735
Email Address	gearsteward@noosaoutriggers.com.au
Business Name	
ABN	

1 KEY PUBLIC HEALTH PRINCIPLES

The following Key Public Health Principles <u>must</u> be implemented by all Event Organisers across your operations. You are expected to contextualise these to your event and integrate them into your event planning process.

1.1 Implement Best Practice Governance Arrangements

1.1.1 General Governance

Governance of events is of high importance. The following strategies should be implemented alongside other best practice governance strategies for events.

	Measure	Addressed	Describe how you will be implementing this measure
Before	Communicate the intent to hold the event to appropriate authorities such as land holders and/or local council, and to local health authorities, and obtain relevant approvals	✓	Noosa Council and Maritime Safety Queensland have approved the event
	Identify key times to review plans prior to the event (e.g., initial planning, the month before, a week before, a day before and an hour before commencing an event)	✓	Plans were approved before the event was promoted.
	Identify key staff who are responsible for implementing the COVID Safe Event Plan including the strategies in the Checklist for COVID Safe Events	✓	Paul Goldsbrough, site set up is consistent with COVID-19 planning for the last Noosa River Race (2020) as are COVID 19 Protocols
	Identify key personnel who will be responsible for the review of the COVID Safe Event Plan	✓	Paul Goldsbrough

	Ensure that public health directions are frequently monitored for changing regulations and restrictions, and that these are adapted as necessary	✓	Queensland Health site is being monitored for changes in the public health directives and will be adapted as required.
	Register the event for free at the Australian Tourism Data Warehouse: https://atdw.com.au/	☐	not applicable
During	Monitor COVID safe event strategies during the event at regular intervals (e.g., at the beginning of the event, hourly, prior to and at the conclusion of main acts / performances, prior to expected increases in attendee movement)	✓	Club member volunteers will monitor and ensure all canoes are wiped down with sanitiser before being used by the next crew of paddlers.
After	Document lessons learnt from the event in relation to COVID safe strategies	✓	have in place similiar arrangements to the previous regatta

1.1.2   Communicate Expectations to Event Staff and Attendees

Clearly communicate expectations regarding physical distancing requirements, hand hygiene, cough/sneeze behaviour and staying home if someone (attendee or staff) is unwell.

	Measure	Addressed	Describe how you will be implementing this measure
Before	Include information such as location of first aid posts and physical distancing measures on the event website	☑	See site map in folder
	For ticketed events, ensure refund policies are well defined in social media and on the event website. This should explicitly outline refund policies when someone is not able to attend due to illness. Ticket holders should not be penalised for not attending when unwell. Instead they should be encouraged to stay at home and not attend the event.	☐	Not applicable
	Ensure key health messages are scheduled such as: - Stay at home if unwell - How to seek assistance if becoming unwell during the event (locate security, cleaners, event officials or first aid / in-event health staff) - Location of first aid posts - Maintaining physical distancing requirements is the individual's responsibility - Enhanced public health measures that are in place at the event - Encourage attendees to download the Commonwealth Government COVID-19 app prior to attending the event.	☑	Promotional materials for the event clearly identify key health messages. See programme at https://drive.google.com/file/d/1seu2gPEJJxkWYezD3zW8NSXgyWdcBqku/view

	- Not attending the event if:
	  i. You have been in close contact with a person who is positive for COVID-19
	  ii. You are positive for COVID-19
	  iii. You have travelled overseas or to a declared COVID-19 Hotspot in the previous 14 days		

	Promote good hygiene practices at key points (e.g., retail outlets, bathrooms). Posters are available here: https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources	☑	Posters will put up
	Communicate security requirements via social media and event website to prevent crowding at entry points	☑	done
	Place signs at entry points to the event and discrete areas advising attendees not to enter if they are unwell or have COVID-19 symptoms. The up-to-date list of symptoms can be obtained from the Queensland Health website: http://conditions.health.qld.gov.au/HealthCondition/condition/14/217/838/novel-coronavirus	☑	QR Codes will be posted at access points for the event.
	Place signs at entry points stating that the event organisers have the right to refuse entry and may insist that anyone with COVID-19 symptoms needs to leave the event and obtain COVID-19 testing as per health guidelines	☑	This is specified in the online programme
	Provide messaging in various translations depending on the event target audience.	☑	not applicable

During	Monitor social media to ensure scheduled messages are sent	☑	not applicable
	Monitor and respond to social media messages from attendees	☑	messages will disseminate from the central Australian Outrigger Canoe Racing Association coordination tent.
	Use loudspeakers and/or a megaphone to disseminate information about the public health measures implemented at the event	☑	loud speakers will be used to disseminate health messages, if necessary.
	Ensure signs are maintained and visible	☑	signs will be located at venue access points

1.2   Maintain Physical Distancing

In all event contexts, event staff must facilitate practices which support appropriate physical distancing aligned to the prevailing advice from Queensland's Chief Health Officer.

Major sporting stadiums, indoor and outdoor concert venues, theatres and auditoriums are allowed to operate ticketed and seated events, with up to 100 per cent seated capacity.

Events at indoor or outdoor entertainment venues or major sporting facilities that are not ticketed are allowed to have one person per 2 square metres.

Ensure physical distancing is maintained across the site as a whole and in individual areas within the site. The number of people on site and in any given area must be limited to comply with the minimum requirements of people per square metre and physical distancing. Monitor strategies to distance household groups and prevent co-mingling.

1.2.1   Calculating Site Capacities

Event Organisers should determine the total number of people allowed on site per day, and the number of people allowed within each discrete area of the site at any given time, as per the physical distancing requirements. A discrete area is a demarcated room or space within which the number of people can be managed. The number of people includes event staff, event attendees and other people on site.

For example, to determine the event capacity under the 2m² per person requirement:

1) Determining the total capacity of the event:

   a) Determine the entire site size in metres square.

   b) Determine the size of the non-useable spaces in metres square (such as space taken up by plant equipment, storage containers and other impenetrable structures).

   c) Minus the non-usable area size from the entire site size.

   d) Divide the useable area of the site by 2.

2) Determining the capacity of discrete areas:

   a) Determine the size of the discrete area in metres square.

   b) Determine the size of non-useable spaces in metres square (such as space taken up by plant equipment, storage containers and other impenetrable structures).

   c) Minus the non-usable area size from the entire site size.

   d) Divide the useable area of the site by 2.

1.2.2   Physical Distancing Strategies

For physical distancing, a social group (i.e. people who arrive together or usually interact together) will be required to maintain appropriate physical distancing (at least 1.5m) from all individuals who are not part of their social group. Members of the social groups can be closer to each other than 1.5m however there should still be enough space to ensure adherence to the 2m² per person requirement and for each individual in the area to be able to physically distance from others.

	Measure	Addressed	Describe how you will be implementing this measure
Before	Place floor markings, wall markings or signs to identify 1.5 metre distance between persons queuing at all relevant locations (e.g., at all entries, ticket offices, toilets, food areas, etc...)	✓	signs on entry to toliets

	Use physical barriers in high foot traffic areas to separate crowds	☑	access and egress from food vendors will be in place including QR code log on points
	Where possible, ensure one-way flow of foot traffic is established	☐	not possible
	Where possible, use separate entries and exits within discrete areas of the event	☑	layout of the event site ensures attendees can socially distance
	Ensure event evacuation plans consider COVID-19 and therefore increase evacuation exits and assembly areas where possible	☑	see event folder
	Establish system to monitors number of people entering and exiting the event site	☑	all paddlers are registered for the event through AOCRA others attending the event will use QR codes
During	Monitor physical distancing as per government guidelines in each discrete area (number of	☑	outdoor event

	people per m2, distance between household groups).		
	Monitor queues and/or seating arrangements to maintain physical distancing	☑	COVID event volunteers will monitor queues and social distancing.
After	Remove signage and implemented structural changes, returning the space to the original site characteristics	☑	This is a Council requirement.

1.3 Enhance Public Health Measures

A number of public health measures should be enhanced to limit the transmission of COVID-19 and facilitate the contract tracing of event attendees who may have been in contact with a COVID-19 positive case.

1.3.1 Screening

Screening of staff and attendees for COVID-19 like symptoms should be undertaken where possible. For events with defined boundaries (e.g., at a stadium) this may be easier to facilitate when compared to events with no boundaries (e.g., in a parkland and other open public space). Temperature testing and thermal scanning are of little value in reducing the risk of people with COVID-19 entering the event, therefore temperature testing and thermal scanning are not recommended for the operation of an event. Instead, screening for COVID-19 related symptoms should be the key focus. The up-to-date list of symptoms can be obtained from the Queensland Health website: http://conditions.health.qld.gov.au/HealthCondition/condition/14/217/838/novel-coronavirus