

Proposed Framework

for

Managing Safe Events

Under COVID-19 Alert Level 2

Prepared by:

Entertainment Venues Association of New Zealand and
Business Events Industry Aotearoa

EXECUTIVE SUMMARY

COVID-19 Alert Level Two lockdown is the most likely restriction to reoccur in New Zealand until such time as the entire country has completed vaccination.

The assessment of the combined event sector is that this would result in an even greater impact on the already challenged events industry than the Level 3 and 4 lockdowns in 2020, affecting confidence, loss of revenue and jobs. In 2021, the Level 3 and Level 2 lockdowns resulted in at least \$100K of revenue per day being lost from a sector who were on the brink of a domestic led recovery.

It is estimated that the March 2021 lock down alone pushed recovery back by at least four months, taking into consideration confidence, availability of venues to rebook and willingness of participants to travel to events.

EVANZ and BEIA, along with other events based associations, believe there is opportunity to provide an alternative solution for Alert Level 2 which would enable **professionally** managed and controlled business and public events to proceed in **professionally** managed venues.

This would include events such as sports fixtures, conferences, meetings, trade shows and similar activities. It excludes social gatherings such as weddings, birthdays, tangihanga and funerals where there are no controls or processes as part of standard operating procedure and are typically held in local or private venues, such as homes.

EVANZ and BEIA who represent the majority of event venues in New Zealand, commissioned Andy Goodridge from Good Systems Aotearoa, an independent specialist in health and safety guidelines, to develop a framework for safe operations in venues.

The objective in developing this document is to show that a strict process can be implemented under COVID-19 Alert Level 2, which will ensure the safe delivery of an event, larger than 100 people using venue real estate as the guiding principle for numbers control. We have called this the **COVID-19 Alert Level 2 Venue Exemption**.

This initiative takes into account the existing Ministry of Health guidelines, but recognises this is a nuanced industry. The **COVID-19 Alert Level 2 Venue Exemption** would allow the sector to continue to operate in a more equitable and consistent environment, allowing businesses to stay in business and maintain employment and operational levels.

This document has been developed using an expert in the health and safety field, in collaboration with expertise from the industry. It is open for discussion and workshopping with officials.

The document authors strongly believe that the investment in creating this Framework was critical to demonstrate the viability of the Exemption and its inclusion as part of New Zealand's over-arching recovery strategy.

DEVELOPMENT, STATUS AND USE OF THE FRAMEWORK

This industry framework for event venues has been developed by the Entertainment Venues of New Zealand (EVANZ) and Business Events Industry Aotearoa (BEIA). The framework provides a guideline to allow venues to apply and operate under an exemption of the public health restrictions (easing the present restrictions) in place under COVID-19 Alert Level 2.

This framework is subject to change, in accordance with public health requirements.

Workplace health and safety risk management processes will be revisited to identify and manage any new or changed hazards that may have arisen as a result of the implementation of the industry framework for venues.

This framework for venues serves as a guide for venue operators and event organisers to gain an approved exemption by implementing the requirements of the framework based on the events to be held and gaining an **Approved COVID-19 Alert Level 2 Venue Exemption**. It sets out public health principles and provides strategies to assist venue operators and event organisers to deliver events under the context of COVID-19 Alert Level 2.

Venue operators remain responsible for adhering to all applicable public health directions and for obtaining relevant approvals pertaining to their venue. Venue Operators and event organisers will be expected to regularly monitor the effectiveness of measures as well as new public health advice, and review risk management measures accordingly.

This framework for venues will be made available to EVANZ and BEIA members and other approved operators upon request.

This framework for venues will remain in place for as long as COVID-19 safe measures are deemed necessary by the Ministry of Health and the New Zealand Government.

CONTENTS

EXECUTIVE SUMMARY.....	2
DEVELOPMENT, STATUS AND USE OF THE FRAMEWORK	3
SECTION A.....	6
A1: Purpose of this Industry Framework	6
A2. Scope of this Industry Framework.....	6
A3. Characteristics and Type of Events.....	6
A4. Event Types	7
A5. Approved COVID-19 Alert Level 2 Venue Exemption	8
A6. Workplace Health and Safety.....	9
A7. Responsibilities.....	10
A8. Compliance with the Event Venues Industry Framework.....	11
A9. Key Public Health Principles for COVID-19 Safe Events	11
A10. Event-Specific Public Health Strategies for COVID-19 Safe Events	11
A11. Event Site Maps	12
A12. Items to be included	12
SECTION B. GUIDANCE ON COVID SAFE EVENT MEASURES	15
B1. Implement Best Practice Governance Arrangements	15
B2. General Governance	15
B3. Communicate Expectations to Event Staff and Patrons	16
B4. Event Staff	18
B5. Maintain Physical Distancing.....	19
B6. Calculating Site Capacities.....	20
B7. Physical Distancing Strategies	21
B8. Enhance Public Health Measures	22
B9. Screening.....	22
B10. Facilitate Contact Tracing.....	23
B11. Regular and Thorough Cleaning	24
B12. Establish First Aid / In-Event Health Service Plans	25
B13. Event-Specific Public Health Strategies.....	26
B14. Operational Spaces	26
B15. Public transport hubs.....	27
B16. Car parks	27
B17. Entry Points	28

B18. Egress	29
B19. Indoor Spaces	29
B20. Toilet Facilities	30
B21. Food and Beverage Preparation and Service Areas.....	30
B22. Other queuing areas	31
B23. Service of Alcohol	31
B24. Grandstands and Stadium Seating.....	31
B25. Stages.....	32
B26. Market stalls and fetes.....	32
B27. Amusement rides.....	32
B28. Side-show stalls	33
B29. Weather	33
B30. Commencement and completion times	34
B31. After-dark.....	34
B32. Deliveries.....	35
B33. Disturbances and Evictions	35
B34. Security staff.....	36
B35. Emergency Services Access	37
B36. Evacuation.....	37
B37. Impact on host community	38
SECTION C. STATEMENT OF COMPLIANCE	39

SECTION A

A1: Purpose of this Industry Framework

The purpose of this framework is to set out key principles and provide strategies that will limit the transmission of COVID-19 during a range of different type of events held at Alert Level 2, and to help venue operators operate safely. The framework sets out the minimum requirements which venue operators must adhere to if they are seeking to gain an exemption to operate events under COVID-19 Alert Level 2 with numbers larger than the current limit of 100, where feasible.

There is no precise definition for an 'event', beyond saying that events in this context are generally highly managed and controlled business events, or planned public/sports events. Events come in a range of types and sizes. They take place across a variety of venues, have a range of characteristics, and involve a range of operational spaces. Events often incorporate a range of activities, such as service of food and beverages, building of trade shows/consumer expos, registration of conference delegates, gatherings for entertainment, and the movement of crowds.

By their nature events often involve the gathering of people in significant numbers and at high densities. Therefore, events can present risk in terms of the spread of infectious diseases such as COVID-19. In New Zealand, only one event which wasn't a private event, like a wedding or church service, has been recognised as a significant COVID-19 cluster. It is imperative that this risk is managed by venue operators seeking to conduct events.

Adherence to the principles and strategies set out in this framework for events will assist venue operators and event organisers to manage risks associated with the transmission of COVID-19. However, not all risk associated can be eliminated where there is an activity involving an assembly of people in the same place and venue operators and event organisers must constantly be mindful of this and manage this risk effectively.

Venue operators are expected to regularly monitor the effectiveness of measures outlined in their **COVID-19 Alert Level 2 Venue Exemption** as well as new public health advice accordingly.

A2. Scope of this Industry Framework

The scope of this framework applies to EVANZ and BEIA industry members and other organisations who apply to gain an **Approved COVID-19 Alert Level 2 Venue Exemption** to hold events during COVID-19 Alert Level 2 larger than 100 attendees.

Where a venue is covered by an **Approved COVID-19 Alert Level 2 Venue Exemption** the venue operator will refer to the relevant Safe Plan and liaise with the respective event stakeholders to identify the requirements that apply to each specific event.

A3. Characteristics and Type of Events

It is acknowledged that each event is unique and will have its own characteristics. The following characteristics are seen as being significant in terms of the level of risk relating to the potential spread of COVID-19 associated with an event:

Event Characteristics
Number of patrons (including patrons, staff, volunteers, contractors, and participants)
Origin of patrons
Controlled vs Uncontrolled pattern of attendance. E.g.: ticketed vs non-ticketed; defined vs undefined site boundary
Seated vs Standing / mobile
Indoor vs Outdoor
Likelihood of alcohol presence
Single site (single event) vs Multiple sites (possible multiple different type of events occurring at the same time)
Single day vs. multiple days

A4. Event Types

The following types of events are currently deemed to have a level of risk of the potential transmission of COVID-19 based on their characteristics, and therefore approval of the venue operators **Approved COVID-19 Alert Level 2 Venue Exemption** is required in order to proceed.

Event Types
Events involving more than 100 people on site at any given time (as presently limited to under Alert Level 2)
<p>The following types of events are likely to fall within this category:</p> <ul style="list-style-type: none"> • Events in stadiums / arenas / theatres • Concerts in venues with designated seating and standing areas • Expo-style events in indoor venues such as Convention Centres • Expo-style events in outdoor venues with managed access such as Showground's • Conference-style events in Conference Centres / Hotels / event and hospitality venues / Arenas • Business functions / meetings in Conference Centres / Hotels / event and hospitality venues

A5. Approved COVID-19 Alert Level 2 Venue Exemption

Presently under the COVID-19 Alert Level 2 rules, Event Facilities can operate under the following requirements: [Alert Level 2 | Unite against COVID-19 | Gatherings and Events](#)

Event Facilities at Alert Level 2

Event Facilities can operate at Alert Level 2.

*Event Facilities can have up to 100 people within any **defined space**. They also need to assess how many people can safely be inside the premises and still maintain 1 metre physical distancing.*

This could mean the facility needs to have fewer than 100 people in a defined space. If you go to an event facility, you legally must keep 1 metre physical distance from people you do not know, where possible — if you cannot, we encourage wearing a face covering.

Event Facilities include:

- *cinemas, theatres, stadiums, concert venues*
- *conference venues*
- *casinos*

Contact Tracing

We recommend you sign into a venue with either:

- *the NZ COVID Tracer app and QR codes, or*
- *an alternative contact tracing system.*

All businesses are legally required to display an NZ COVID Tracer QR code for each business location and also legally must have an alternative contact tracing system.

Defined Space

A defined space is a single indoor or outdoor space separated from other spaces.

If a place has more than 1 defined space, then people should not intermingle between the defined places. This includes when entering, leaving, or using the toilet. It does not include workers.

This also applies to separate businesses that work from the same location.

Indoors

An indoor space is a single space if there are walls that substantially divide that space from other spaces. The walls can be permanent or temporary.

Outdoors

An outdoor space is a single space if there:

- *are walls that substantially divide that space from other spaces — the walls can be permanent or temporary, or*
- *is at least 2 metres between all people in that space and any other people (outside that space).*

In order for approval to be obtained for an event to proceed with an exemption of the present COVID-19 Alert Level 2 rules, venue operators will have to successfully meet the requirements and gain approval by having a **COVID-19 Alert Level 2 Venue Exemption**.

The **COVID-19 Alert Level 2 Venue Exemption** is a plan which reflects the key principles and event specific public health strategies identified in this framework for events that the venue operators will implement in relation to the event.

It is similar to an Event Plan the venue operators may ordinarily develop, but which also addresses the management of risks associated with the potential transmission of COVID-19.

Aside from an **Approved COVID-19 Alert Level 2 Venue Exemption**, venue operators are required to obtain any permits, licenses, and approvals ordinarily required in order to conduct their event.

Approved COVID-19 Alert Level 2 Venue Exemption must be made available if requested by relevant authorities including the Ministry of Health, local Council, Police and the approval bodies.

A6. Workplace Health and Safety

Venue operators like other businesses in New Zealand must have Workplace Health and Safety Plans in place addressing health and safety risks relevant to their workforce. Venue operators need to also consider COVID-19 safe practices in their Workplace Health and Safety planning.

Information and guidance about Workplace Health and Safety requirements in regard to COVID-19 are available from Worksafe NZ ([Operating safely – what you need to think about | WorkSafe](#)). Venue operators are expected to regularly monitor the effectiveness of measures as well as new public health advice, and review risk management measures accordingly.

There are a number of overarching workplace health and safety principles that should be applied across all event planning. Specifically, these include:

1. Workplace health and safety risk management, workplace health and safety plans should include communication, consultation, instruction, training and supervision of workers.
2. The workplace health and safety plan should include managing a probable or confirmed case of COVID-19.
3. The workplace health and safety plan should include managing psychosocial risks.
4. Workplace health and safety plans should clearly show how records of the risk management process are kept. The detail and extent of records will depend on the size of the event. Records should be kept on:
 - The identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
 - How and when the control measures were implemented, monitored, and reviewed

- Relevant training records

While workplace health and safety plans are internal documents and are not required to be submitted for approval of the venue **COVID-19 Alert Level 2 Venue Exemption**, there is an expectation that plans are in place and maintained.

A7. Responsibilities

Venue Operators have primary responsibility for staging a COVID-19 safe event. It is the venue operators responsibility to ensure that the key principles and event specific public health strategies identified in this framework for events are implemented, monitored, and reviewed regularly.

The venue operator is responsible for ensuring the strategies reflected in their **COVID-19 Alert Level 2 Venue Exemption**, and the venue operators Work Health and Safety Plan, are implemented and able to be demonstrated.

Venue operators are responsible for submitting their **COVID-19 Alert Level 2 Venue Exemption** (reflecting the public health measures that will be implemented) to the event stakeholders if required.

Venue operators are also responsible for ensuring their contractors, sub-contractors and suppliers adopt and implement the appropriate public health strategies relevant to their activities.

Venue operators need to be clear regarding the accountability for undertaking COVID-19 Safe measures. If a venue operator is relying on an approved **COVID-19 Alert Level 2 Venue Exemption**, then the venue operator must comply with all requirements specified in that approved **COVID-19 Alert Level 2 Venue Exemption** and must ensure the plan is appropriate for the type of event being held at that venue.

Venue operators are responsible for ensuring that specific public health measures applicable to their venue (as set out in legislation and **Approved COVID-19 Alert Level 2 Venue Exemption**) are understood and implemented by the event organisers / hirers operating in their venue.

Contractors, Sub-contractors, and suppliers are responsible for ensuring they adhere to the venues approved **COVID-19 Alert Level 2 Venue Exemption**, industry standards relevant to their areas of activity, and that these are reflected in their safety plans.

Venue staff are responsible for understanding their roles in providing a COVID-19 safe event. This includes safeguarding the welfare of their colleagues and attendees of the event.

Patrons, attendees, visitors and delegates have a level of responsibility for their own welfare, as well as that of others around them and are required to follow the safety measures implemented by the venue operator.

Event organisers are responsible for the communication of any actions undertaken as a result of an activation of COVID-19, to ensure attendees understand what will be required from them upon entering an event venue (QR Code, Bluetooth on, Hand hygiene, Mask Wearing (if required), general state of health) and will need to work closely with Venue Operators on the communications, delivery and execution of the event under the **COVID-19 Alert Level 2 Venue Exemption**.

A8. Compliance with the Event Venues Industry Framework

To comply with this framework for **COVID-19 Alert Level 2 Venue Exemption**, venue operators shall:

- Obtain relevant approval through the submission of a **COVID-19 Alert Level 2 Venue Exemption** plan and associated documentation.
- Implement items included in this framework for each type of event, and commit to adhering to it by signing the Statement of Compliance.
- Conduct the event in compliance with physical distancing requirements.
- Have a Work Health and Safety Plan in place which reflects appropriate public health strategies.
- Print, sign, and display on site a Statement of Compliance (**Section C**).
- Obtain usual permits, licences, and approvals.

Routine inspections of events may be conducted by the NZ Government, Ministry of Health, and the NZ Police. Non-compliance of adherence to the venues **Approved COVID-19 Alert Level 2 Venue Exemption** may lead to the approval to conduct future events at the venue withdrawn.

A9. Key Public Health Principles for COVID-19 Safe Events

There are a number of key public principles which are crucial when it comes to limiting the spread of COVID-19, and which must be implemented by all venue operators across their operations.

- **Implement best practice governance arrangements** before and regularly during the event.
- Enhance **public health measures** before, during and after the event.
- Establish **first aid / in-event health service plans** to isolate and transport possible COVID-19 patients safely during events.
- Maintain and monitor **physical distancing of 1 metre**.

Each of these key public health principles is addressed in more detail in Guidance on COVID-19 Safe Event Measures (**Section B**).

A10. Event-Specific Public Health Strategies for COVID-19 Safe Events

It is acknowledged that each event is unique and will have its own characteristics. As such, event specific public health strategies should be implemented with these characteristics in mind. It is recognised that the strategies for one event may not be directly replicated to another event.

A range of event elements that are common to many events are addressed in this framework. Venue operators should consider the strategies listed against each of the elements in the checklist for event-specific public health strategies that are relevant to their event for integration into the venue operators **COVID-19 Alert Level 2 Venue Exemption**.

Additional details are outlined in the Guidance on COVID-19 Safe Event Measures (**Section B**).

A11. Event Site Maps

All venue operators should develop a site maps for their events and shared with event organisers to ensure compliance. The following details should be noted on site maps:

- Event boundaries if applicable.
- The total size of the site, space, area the total useable area of the site, space, area and the maximum number of people permitted on the site based on physical distancing requirements.
- The maximum number of people permitted in each discrete area (a demarcated room or space within which the number of people can be managed) based on physical distancing requirements.
- The location of hand washing facilities and sanitiser stations.
- Expected queuing locations (e.g.: at ticketing booths, entrances, retail outlets, food outlets, registration desks.)
- Location of staff monitoring behaviour to ensure physical distancing is maintained.
- First aid posts and isolation areas.

Site maps should be incorporated into the venue operators **COVID-19 Alert Level 2 Venue Exemption**.

A12. Items to be included

COVID-19 Alert Level 2 Venue Exemption must be developed for all events involving more than 100 people as per a “defined space” under the guidelines for Event Facilities at Alert Level 2.

A **COVID-19 Alert Level 2 Venue Exemption** is an event plan which reflects the key principles and event specific public health strategies identified in this framework for events that the venue operators will be implementing to manage risks associated with the potential transmission of COVID-19 while under Covid-19 Alert Level 2.

The items in the table below need to be included in the venue operators **COVID-19 Alert Level 2 Venue Exemption**.

COVID Safe Event Plan

Event details:

- Event name
- Event description
- Event date
- Bump-in / out dates and times (when event staff, but not attendees will be on-site)
- Event commencement and completion times (when event staff and attendees will be on-site)
- Timings of key activities / performances
- Link to event website (if applicable)

Venue / Site details:

- Venue / Site name and size
- Site Map (including the details listed in Section 11 of the framework for COVID-19 Safe Events)
- Site capacity based on maintaining a 1 metre physical distancing requirement
- Explanation of venue entry management arrangements

Anticipated attendance details:

- Anticipated total patron attendance ensuring that physical distancing requirements are met
- Anticipated peak patron attendance (maximum number of patrons at any given time)
- Number of staff, contractors, sub-contractors, service providers on site at any time
- Maximum number of people on site at any given time
- Expected crowd demographics (e.g.: age, groups, families)
- Attendance details from previous years if the event has been held before

Explanation of COVID-19 Safe Measures (based on **Section B**)

- How are the key public health principles being addressed?
- What key event-specific public health strategies are being implemented?

Signed off COVID-19 Alert Level 2 Venue Exemption Safe Plan

Signed Venue Operators Statement of Compliance

Contact details (telephone and e-mail) of key event personnel

SECTION B. GUIDANCE ON COVID SAFE EVENT MEASURES

Key Public Health Principles

Venue operators are expected to contextualise the following key public health principles and strategies to the particular event and integrate these principles and strategies into their own event planning processes. The following key public health principles **must** be implemented by all venue operators across their operations.

B1. Implement Best Practice Governance Arrangements

COVID-19 Alert Level 2 Venue Exemption for safe events should be fluid based on the changing dynamics of the event. As such, governance arrangements are of high importance for every event. Venue operators should develop **COVID-19 Alert Level 2 Venue Exemption** plans that are reviewed multiple times prior to the event and regularly throughout the event.

B2. General Governance

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

What you need to do to safely operate your event

Event Stage	Requirement	Implemented
Prior to 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)	
	Identify key staff who are responsible for implementing the COVID-19 Alert Level 2 Venue Exemption including the strategies for a COVID-19 Safe Event	
	Identify key personnel who will be responsible for the review of the COVID-19 Alert Level 2 Venue Exemption	
	Ensure staff working at the event is adequately trained to manage the COVID-19 Alert Level 2 Venue Exemption requirements. This should include providing education or guidance on good personal hygiene.	
	Implement procedures to manage psychosocial risks (including patron aggressions).	

Event Stage	Requirement	Implemented
	Areas at the event must have a minimum of 1 square metre of accessible space per person. To determine the capacity of the event site, review section B4 Maintain Physical Distancing This may require monitoring to ensure that the maximum number of people in these areas is not exceeded.	
	Ensure that public health directions COVID-19 (novel coronavirus) Ministry of Health NZ and legislative requirements Unite against COVID-19 are frequently monitored for changing regulations and restrictions, and that these are adapted as necessary	
	COVID-19 Alert Level 2 Venue Exemption is approved	
During the event	Monitor COVID-19 safe event strategies during the event at regular intervals e.g.: <ul style="list-style-type: none"> at the beginning of the event hourly prior to and at the conclusion of main acts / performances during pre-determined breaks in the programme (morning, lunch, afternoon, evening) prior to expected increases in attendee movement 	
	Event patrons who have concerns about whether the venue operator is complying with their COVID-19 Alert Level 2 Venue Exemption should be referred to details of venue representative responsible for governance of plan or the event organiser.	
After the event	Document lessons learnt from the event in relation to implementing COVID-19 safe strategies and include any improvements in future safe plans	

B3. Communicate Expectations to Event Staff and Patrons

Clearly communicate expectations regarding physical distancing requirements, hand hygiene, cough / sneeze etiquette and staying home if they or someone in their family / work bubble is unwell.

Event Stage	Requirement	Implemented
Prior to event	Include information such as location of first aid posts and physical distancing measures on the event website	

Event Stage	Requirement	Implemented
	<p>For ticketed events, ensure refund policies are well defined in social media and on the event website.</p> <ul style="list-style-type: none"> • 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. 	
	<p>For business events, clear messaging on the event website and prior to the event on what to do in a situation of a COVID-19 community case and how the event organisers will manage any travel related issues</p>	
	<p>Ensure key health messages are scheduled such as:</p> <ul style="list-style-type: none"> • Stay at home if unwell • How to seek assistance if becoming unwell during the event <ul style="list-style-type: none"> ○ locate security, ○ cleaners, ○ event officials ○ 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 patrons to download the NZ Government COVID-19 app prior to attending the event • Not attending the event if: <ul style="list-style-type: none"> ○ they have been in close contact with a person who is positive for COVID-19 ○ they have tested positive for COVID-19 	
	<p>Promote good hygiene practices at key points e.g.:</p> <ul style="list-style-type: none"> • retail outlets • registration desks • entrances to conference rooms • bathrooms. <p>Posters are available here: Posters Unite against COVID-19</p>	
	<p>Communicate security requirements via social media and event websites to prevent crowding at entry points</p>	

Event Stage	Requirement	Implemented
	Place signs at entry points to the event and areas inside the venue advising: <ul style="list-style-type: none"> Patrons should not to enter if they have COVID-19 symptoms Patron who feel unwell during the event should immediately seek medical assistance from medical / event staff. 	
	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.	
	Provide messaging in various translations depending on the event target audience	
During the event	Monitor social media to ensure scheduled messages are sent	
	Monitor and respond to social media messages from patrons	
	Use public address systems, loudspeakers, venue message boards / TVs etc. to disseminate information about the public health measures implemented at the event	
	Ensure signs about enhanced public health measures are maintained and visible	
	Use of CCTV to track behaviour if required	

B4. Event Staff

For the purpose of this guideline, event staff also includes those contracted or sub-contracted to the event. First aid, medical and in-event health service staff have been addressed in the 'Key Public Health Principles.'

All employers have a duty to provide employees with a safe and healthy work environment. Under the Health and Safety at Work Act 2015 (HSWA), all employers must assess risks and implement and review control measures to prevent or minimise exposure to these risks. Venue operators must develop a Risk Management Framework which is applied at each stage of the Workplace Health and Safety risk management process, to keep workforce safe in the context of COVID-19. The Risk Management Framework should take into account communication, consultation, instruction, training and supervision of workers and their representatives.

Overall, event staff have the responsibility to ensure colleagues and patrons have the opportunity to practice physical distancing and public health measures.

Event staff are responsible for ensuring the 'Key Public Health Principles' described in this plan are implemented, monitored and maintained.

Event Stage	Requirement	Implemented
Prior to event	Refer to Worksafe NZ <u>Operating safely – what you need to think about WorkSafe</u> , ensure appropriate personal protective equipment is available for use by staff.	
	Establish communication plans with cleaners, security, and first aid / in-event health providers.	
	Be aware of methods to contact Healthline on <u>0800 358 5453</u> if a suspected case of COVID-19 is identified before, during or after the event.	
	Share COVID-19 Safe Event Plans with all staff and contractors.	
During the event	Monitor crowd behaviour and movements to ensure the key principles of this plan are maintained.	

B5. Maintain Physical Distancing

In all events contexts, event staff must facilitate practices which support appropriate physical distancing aligned to the prevailing advice from the NZ Government & Ministry of Health.

Event Stage	Requirement	Implemented
Prior to event	The number of people on site and in any given area must be limited to comply with the minimum requirements of people allowing for 1metre physical distancing. Monitor strategies to distance household groups and prevent co-mingling.	
	If required establish a system to monitor the numbers of people entering and exiting the venue; to ensure the site capacity or limit is not exceeded.	
	Restrict the set-up of any business event to a maximum of 4 people seated at a round table, two people per trestle table for classroom seating or a chair with a 1 metre space around it, in theatre style seating	

Event Stage	Requirement	Implemented
	Develop and implement practices to manage the number of people in areas of the event (e.g.: toilet facilities, retail spaces, food service areas) at any given time (e.g.: using signage).	
	Place floor markings, wall markings or signs to identify 1 metre distance between persons queuing at all relevant locations (e.g.: at all entries, ticket offices, toilets, food areas, etc).	
	Use physical barriers in high foot traffic areas to separate crowds.	
	Ensure one-way flow of foot traffic is established where practical.	
	Use separate entries and exits.	
	Limit the use of cash transactions by encouraging customers to use tap and go, direct deposit or other contactless payment options.	
	Where practical, direct delivery drivers or other contractors visiting the event to do so prior to the event and to minimise physical interaction with others. Use electronic paperwork where possible.	
During the event	Ensure physical distancing is maintained across the site as a whole and in individual areas within the site.	

B6. Calculating Site Capacities

Venue operators should determine the total number of people allowed on site at any time, and the number of people allowed within each area of the site at any given time, as per the physical distancing requirements.

These areas included a room or space where a number of people can be managed.

The number of people should include event staff, event patrons and other people on site, so physical distancing can be maintained by all in attendance. It should exclude venue staff or healthcare workers, i.e; St Johns

For example:

Determining the total capacity of the event:

- Determine the entire site size in metres square.

- 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).
- Minus the non-useable area size from the entire site size.
- The metres square left = the number of staff, patrons etc. that can attend i.e., 250 metre = 250 patrons / staff. (allows for 1m physical distancing).

B7. Physical Distancing Strategies

For physical distancing, a household bubble (i.e.: people with the same residential address) will be required to maintain appropriate physical distancing (at least 1 metre) from all individuals who are not part of their household bubble. Members of household units can be closer to each other than 1 metre however there should still be enough space to ensure adherence to the physical distancing requirement and for each individual in the area to be able to physically distance from others.

Event Stage	Requirement	Implemented
Prior to event	Place floor markings, wall markings or signs to identify 1 metre distance between persons queuing at all relevant locations (e.g.: at all entries, ticket offices, toilets, food areas, etc)	
	Use physical barriers in high foot traffic areas to separate crowds	
	Where possible, ensure one-way flow of foot traffic is established	
	Where possible, use separate entries and exits to enter rooms / areas of the event	
	Ensure event evacuation plans consider COVID-19 and therefore increase evacuation exits and assembly areas where possible	
	Establish a system to monitor the number of people entering and exiting the event site	
During the event	Monitor physical distancing as per government guidelines in each discrete area (number of people per m ² , distance between household groups)	
	Monitor queues and / or seating arrangements to maintain physical distancing	
After the event	Remove signage and implemented structural changes, returning the space to the original site characteristics	

B8. Enhance Public Health Measures

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

B9. Screening

Screening of staff and patrons for COVID-19 like / related symptoms should be the key focus and 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.: an open public space).

Event Stage	Requirement	Implemented
Prior to event	Frequent event messaging should encourage event staff and patrons to stay home if they have signs or symptoms of COVID-19, such as cough, fever, sore throat, loss of taste, fatigue, or shortness of breath	
	Venue operators will implement symptom screening for staff, contractors, sub-contractors, and service providers. This will as a minimum, occur upon arrival at the venue. This will include: <ul style="list-style-type: none"> print questionnaires or electronic solutions For business events <ul style="list-style-type: none"> send out a questionnaire through the event app or an online survey or a SMS to screen attendees prior to accessing the venue. 	
During the event	At entry points that have event staff or security personnel, ask screening questions of patrons such as: <ul style="list-style-type: none"> Have you been in close contact with a person who is positive for COVID-19? Are you an active COVID-19 case? Are you currently, or have you recently experienced a cough, fever, sore throat, loss of taste, fatigue, or shortness of breath? If the answer is yes to any of the above: <ul style="list-style-type: none"> Isolate the patron in the nearest designated isolation space. Provide the affected person with appropriate PPE. 	

	<ul style="list-style-type: none"> • Refer the person to first aid, medical or in-event health services if available. • Refuse entry to the event upon recommendation from to first aid, medical or in-event health services. <p>Screening questions can be undertaken concurrently with other activities (e.g.: during ticket purchasing or bag checking)</p>	
--	--	--

B10. Facilitate Contact Tracing

Facilitating contract tracing of COVID-19 positive contacts is of utmost importance. Strategies to facilitate contract tracing should be implemented by venue operators. This may be easier to achieve for events that are ticketed (e.g.: where the ticketing organisation holds the ticket purchaser information) when compared to events that are not ticketed.

Contact information must be kept for all staff and patrons upon entry if the person cannot scan in using the venue QR code then they must sign in using a paper-based register.

Event Stage	Requirement	Implemented
Prior to event	<p>A record of all on-site staff, including contractors, sub-contractors and service providers must be established to identify the persons:</p> <ul style="list-style-type: none"> • name • contact details • areas of work (e.g.: security at front gate, cleaner in retail space) • time entered on site • time of leaving the site 	
	For ticketed events, establish relationships with ticketing administrator in case attendee information needs to be released to NZ Government / Ministry of Health.	
	Via social media and the venue / event website, encourage patrons to download the NZ government COVID-19 app prior to attend the event.	
	<p>For conference attendees, the following information is typically collected as part of the pre event registration</p> <ul style="list-style-type: none"> • Name • Address • Phone / Email • Next of kin • Medical Disclosure Form • Transportation method to the event Air / Car / Taxi / Public Transport • Accommodation information 	

	<ul style="list-style-type: none"> Confirmation that participant will download the NZ COVID Tracer App 	
During the event	Records must adhere to standards in the <i>Privacy Act</i> . Records must be securely stored for 30 days, not used for any other purpose, prior to being appropriately destroyed	

B11. Regular and Thorough Cleaning

Have a regular and thorough cleaning schedule in place before, during and after the event ensuring surfaces are disinfected, paying extra attention to high contact areas such as door handles, counters, railings, taps and food preparation areas. It should be ensured that adequate cleaning supplies are available and that hand washing, and alcohol-based sanitiser stations are re-stocked frequently.

Event Stage	Requirement	Implemented
Prior to event	Refer to (Operating safely – what you need to think about WorkSafe to ensure appropriate personal protective equipment is available for use by staff	
	Establish cleaning protocols for areas of high foot traffic (e.g.: bathrooms, lifts, handrails, etc.). This should include a frequency of cleaning for all areas dependent on usage from attendees.	
During the event	Frequent cleaning of high traffic areas is required (e.g.: toilets, retail spaces)	
	Increased frequency will be required during high usage times (e.g., at half-time in an event when more people use toilets)	
	Gloves should be recommended for specific tasks where the prospect of contact with heavily contaminated items is high, such as cleaning of toilet facilities. If gloves are worn, these should be considered single use, disposed of appropriately. Gloves should be supplied for staff clearing tables (and other tasks), though the risk of contact with contaminated parts of dishes during this process is not considered high.	
After the event	During the bump-out, complete a final clean of the event site, and facilities.	

B12. Hand Sanitiser and Hand Washing Facilities

Hand sanitiser must be an alcohol-based type. Ensure hand sanitiser and hand washing facilities are readily available and maintained throughout the event site for staff and patrons.

Event Stage	Requirement	Implemented
Prior to event	Establish hand washing / sanitising stations and practices for staff and patrons as they enter and exit the event site and areas within the site.	
	Hand washing / sanitising stations must include clean running water, liquid soap, and paper towels. If hand washing facilities are not available, an appropriate alcohol-based hand sanitiser should be made available. Hand washing facilities are required for food businesses.	
During the event	Ensure hand sanitiser and hand washing facilities are maintained / cleaned throughout the event site for staff and patrons.	

B12. Establish First Aid / In-Event Health Service Plans

Where first aid, medical and / or in-event health services are required for an event, plans should incorporate the management of suspected COVID-19 cases.

The framework does not mandate additional first aid, medical and / or in-event health services for the purpose of managing COVID-19 patients. The normal acceptable levels of first aid, medical and / or in-event health services should be applied to an event.

Event Stage	Requirement	Implemented
Prior to event	Know protocols for when and how to notify health authorities of issues or suspected COVID-19 cases, such as informing Healthline on 0800 358 5453	
	Explore options for obtaining additional personal protective equipment if additional supplies are required during the event. <ul style="list-style-type: none"> Consider how to obtain additional supplies outside of normal business hours. 	
	Establish dedicated communication plans between first aid / in-event health services and event organisers, security and cleaning staff.	
	Establish processes to screen / triage people presenting with COVID-19 like symptoms separate to other patrons presenting for first aid / in-event health care.	

Event Stage	Requirement	Implemented
	Develop plans to respond to medical emergencies in an event, while considering the movement through crowds (e.g.: it may be better to go out of the event footprint and enter via an alternative route, rather than going through a crowd).	
	Develop plans that consider COVID-19: <ul style="list-style-type: none"> Identifying unwell patrons Transport patrons throughout an event whilst maintaining distancing from other patrons (e.g.: from areas in the event to a first aid post, and a first aid post to an ambulance meeting point, or from the event to the patrons car).	
	All first aid / in-event health staff should complete training to identify and manage potential COVID-19 patients.	
During the event	If there is a confirmed or probable case of COVID-19 infection at an event, ensure the medical professional who confirms the diagnosis and the relevant testing laboratory notify the MOH Healthline team on 0800 358 5453 and notify Worksafe NZ of the incident.	
	Ensure adherence to appropriate personal protective equipment for first aid / in-event health staff and the provision of personal protective equipment to persons displaying COVID-19 related symptoms.	
	Maintain contact with event organisers, security and cleaners throughout the event.	
After the event	Keep a record of each notifiable incident for at least 5 years from the day notice of the incident is given to the regulator.	

B13. Event-Specific Public Health Strategies

Venue operators and event organisers should evaluate their event and ensure the strategies below are implemented for the elements which form part of the event.

Venue operators in conjunction with event organisers are expected to contextualise the following strategies to their particular event and integrate these principles and strategies into their own event planning process.

B14. Operational Spaces

Events are often comprised of multiple areas and / or spaces. These spaces may be external (e.g.: transport hubs, ticket offices), front of house (e.g.: toilets, retail outlets,

grandstands), back of house (e.g.: staff areas), or other spaces (e.g.: fields of play, stages, conference rooms/meeting rooms).

B15. Public transport hubs

It should be noted that arrangements relating to public transport for staff and patrons to and from event sites are not subject to plans having to be developed by the venue operators. However, the following items need to be addressed to minimise the risk.

Event Stage	Requirement	Implemented
Prior to event	Spread out key public transport set-down and pick-up zones to assist in dispersing crowds.	
	Liaise with the local contracted transport company to ensure public transport can be undertaken with physical distancing requirements.	
	Ensure physical distancing signage to / from public transport hubs are in place	
	Ensure directional signage to / from public transport is clear and easy to follow, to prevent people back-tracking in crowds	
	Use of bollards / partitions / barriers to direct crowds	
During the event	Monitor crowd movement and points of congestion	

B16. Car parks

The movement of pedestrians between car parks and the event site should ensure large groups of people do not congregate and so that co-mingling does not occur.

Event Stage	Requirement	Implemented
Prior to event	Consider spreading out car parking spaces to assist in dispersing crowds.	
	Have clearly marked ingress pathways.	
	Ensure physical distancing signage to / from car parks are in place.	
	Ensure direction signage to / from car parks is clear and easy to follow, to prevent people back-tracking in crowds.	
	Use of bollards / partitions / barriers to direct crowds	

During the event	Monitor crowd movement and points of congestion	
------------------	---	--

B17. Entry Points

Some events have a defined point of entry (such as gates or ticket check points). Defined entry points may funnel patrons to become closer than the requirements regarding physical distancing allow. In these case signages and marks should be used to indicate the requirement for physical distancing.

Event Stage	Requirement	Implemented
Prior to event	Have signage and marks on ground etc. to promote physical distancing at gate entry.	
	Promote online ticket reservations to reduce crowding at ticket boxes and at event entries.	
	Promote specific arrival times to conference attendees in 30 minute increments as part of the pre-event briefing	
	Establish an area way from other patrons, at each point of entry, for people to wait for assessment by in-event health services if suspected of COVID-19.	
	Limit size of bags (to reduce bag searches) or implement no bag rules.	
During the event	Ask screening questions of attendees as they enter the event (can be completed concurrently with other security measures, e.g.: bag checking, ticket scanning etc).	
	Ask patrons to open bags and empty contents on tables if required (security have no touch technique).	
	Avoid touching patrons / patron's property unless necessary for security enforcement purposes.	
	Provide gate entry staff with PPE, gloves, and masks.	
	Monitor queues to maintain distancing guidelines.	
	For ticketed events, use ticket scanning devices.	

B18. Egress

It is common for patrons to exit an event the same way in which they entered. As such, strategies should be implemented to prevent co-mingling between groups arriving and departing.

Event Stage	Requirement	Implemented
Prior to event	Ensure dedicated avenues to exit events are established, and that these exists do not promote co-mingling with patrons arriving at the event.	
	Have additional exit points to disperse crowds.	
During the event	Monitor crowd density at key exit pathways and points.	
	Direct crowds to less congested exits as required.	

B19. Indoor Spaces

Indoor spaces should have adequate ventilation. Such spaces may provide pavilions and marquees.

Event Stage	Requirement	Implemented
Prior to event	Maximise ventilation: <ul style="list-style-type: none"> • Avoid placing large objects or partitions near doors and windows • Plan to open doors and windows where appropriate, as part of the event planning process. 	
	Ensure if there is mechanical ventilation available that the system is functioning effectively. To draw in fresh air and filter air as designed.	
	Establish one-way movements throughout indoor spaces with different exit points if possible.	
During the event	Maximise ventilation: Open doors and windows where appropriate as planned in the event plan.	
	Monitor levels of ventilation and airflow.	
	Monitor movement of event attendees in in-door spaces.	

B20. Toilet Facilities

Depending on the scheduling of acts and performances, toilet facilities may become crowded, and queues may form. Toilet facilities are high touch points and therefore require additional cleaning.

Event Stage	Requirement	Implemented
Prior to event	Plan for additional portable toilets if required to reduce load in facilities and cleaning requirements (if space is available)	
	Have additional cleaning staff scheduled to ensure that toilet facilities are cleaned frequently, especially during high demand periods.	
During the event	Implement in / out regime. Set maximum numbers in the facilities at one time.	
	Ensure queues are managed and do not cross / comeingle in other foot traffic areas	

B21. Food and Beverage Preparation and Service Areas

Additional considerations for food and catering areas, to manage queues and crowding.

Event Stage	Requirement	Implemented
Prior to event	Establish one-way movements throughout area with different exit points if possible.	
	Have additional retail outlets open to spread the load on outlets and reduce queuing and crowds	
	Establish different areas for ordering and collection, and where practical, separate entry and exit paths.	
During the event	Implement in / out regime. Set maximum numbers in the facilities at one time.	
	Ensure queues are managed and do not cross / comeingle in other foot traffic areas	
	Monitor queues to maintain physical distancing. Cease food and beverage operations if distancing measures cannot be maintained.	
	For business events, implement the following:-	

	<ul style="list-style-type: none"> Lunches to be individually boxed or lunch is served by a single server to designated seating. Servers must wear gloves and masks Morning/Afternoon breaks – servers to serve attendees using tongs, and wearing gloves and masks Disposable cups or attendee uses personal water bottles to obtain water 	
--	--	--

B22. Other queuing areas

There are a number of areas at events that may result in queuing of patrons. Such areas may include retail outlets, information booths and registration desks. Venue operators should identify areas of expected queuing and monitor strategies to ensure patrons can maintain physical distancing and public health measures.

Event Stage	Requirement	Implemented
Prior to event	Plan area where queues are likely to form so they do not cross other foot traffic areas	
	Review the physical distancing strategies above in the 'Key Public Health Principles'	
	Monitor queues to maintain physical distancing. Cease operating if distancing measures cannot be maintained.	

B23. Service of Alcohol

Under COVID-19 Alert Level 2 alcohol is not to be served at events

B24. Grandstands and Stadium Seating

Grandstands at events pose challenges to ensure the key principles described in this plan are implemented, monitored, and maintained.

Event Stage	Requirement	Implemented
Prior to event	Allocate stadium and grandstand seating with plans to distance household groups, for example leaving 1 metre distance between allocated seats and leaving alternative rows empty.	
During the event	Monitor the use of stadium and grandstand seating to ensure people are not moving between allocated seating.	

B25. Stages

Stages for the purposes of performing present a number of challenges in establishing and maintain public health strategies and physical distancing measures.

Event Stage	Requirement	Implemented
Prior to event	Ensure the capacity at the front of the stage area is determined based on physical distancing requirements.	
	Employ strategies to avoid crowding if entertainers are performing (e.g.: blocking out front row of seating to maintain the physical distancing requirements).	
	Program solo performances or small groups only, based on the size of the stage and the performers' ability to maintain physical distancing.	
During the event	Monitor crowd density. Cease performances if crowds cannot maintain physical distancing requirements.	
	Ensure equipment, such as microphones have disinfectant wipe-down of equipment before and after use.	

B26. Market stalls and fetes

Crowding often results at popular stalls.

Event Stage	Requirement	Implemented
Prior to event	Provide appropriate amounts of alcohol-based hand sanitiser at each stall.	
	Establish one-way flow of pedestrian traffic at stalls (e.g.: encourage people movement from left to right of stalls).	
During the event	Ensure stall owners understand that they should stay at their stall to avoid interactions between other stall owners.	
	Monitor physical distancing measures in queues, ensuring queues do not cross foot traffic.	

B27. Amusement rides

Carnival activities, such as amusement rides, can result in high frequency of high touch points.

Event Stage	Requirement	Implemented
Prior to event	Provide appropriate amounts of alcohol-based hand sanitiser at entry and exit points to all rides.	
	Ensure one-way flow of pedestrian traffic can be achieved.	
During the event	For amusement rides, disinfectant wipe-down high touch areas (e.g.: handrails) of equipment after each use.	
	Monitor physical distancing measures in queues, ensuring queues do not cross foot traffic.	
	If an amusement device is to be operated with a reduced capacity, (to maintain physically distancing) ensure the loading and distribution of patrons on the amusement device is conducted in accordance with the instructions from the manufacturer or engineer.	

B28. Side-show stalls

Carnival activities, such as side-show stalls, can increase the density of crowds.

Event Stage	Requirement	Implemented
Prior to event	Ensure one-way flow of pedestrian traffic can be achieved.	
	Space out show stalls throughout the event (rather than having side-show stalls side-by-side) to disperse crowds.	
	Have additional stalls to spread / disperse crowds.	
During the event	Monitor crowd density. Cease operating if distancing measures cannot be maintained.	

B29. Weather

Weather influences attendee behaviour. Strategies should be planned and implemented to prevent crowding of patrons if weather conditions are not favourable or change during the course of the event.

Event Stage	Requirement	Implemented
Prior to event	For expected high temperatures and / or rainfall, have provisions for additional shelter structures.	

During the event	Monitor areas / shelters to maintain physical distancing.	
	If rainfall is imminent or commences, provide messaging of where to shelter to maintain physical distancing.	

B30. Commencement and completion times

The timing of the event may impact on the movement of event patrons to, from, and throughout the event site. Strategies maybe needed to disperse crowds in a staggered manner.

Event Stage	Requirement	Implemented
Prior to event	Stagger start times for event (e.g.: based on demographics of attendees).	
	Use online ticketing to limit number of people entering per hour.	
	Program additional activities / entertainment at the conclusion of the event to stagger exiting of attendees.	
	Have additional exit points to allow crowds to widely disperse.	
During the event	Monitor numbers of person entering and exiting. Manage movements to maintain physical distancing restrictions as per requirements.	
	Monitor crowd movement and direct crowds to less congested exits.	

B31. After-dark

Events which occur during the evening / night require additional considerations maybe needed to ensure pathways and signage is visible.

Event Stage	Requirement	Implemented
Prior to event	Ensure patrons are reminded about good COVID-19 practices as leaving the venue	
	When placing signs, ensure they will be in a well-lit area.	
	Ensure pathways are well-lit or hire lighting equipment to enhance the visibility of pathways.	

	Use visual prompts to highlight pathway entrances and exits for attendees, such as small flashing lights.	
During the event	Monitor lighting of signs.	

B32. Deliveries

Deliveries to the event site should be discouraged during the operational hours of the event. Instead, deliveries should occur prior to the commencement of the event. A COVID-19 Safe Event Plan should include management arrangements for deliveries to the event site.

Event Stage	Requirement	Implemented
Prior to event	Non-essential visits to the event site should be cancelled or postponed.	
	Direct visiting delivery drivers and contractors to remain in vehicles and use contactless methods such as mobile phones to communicate with your workers wherever possible. If this is not possible then physical distancing requirements must be maintained.	
	Direct visiting delivery drivers and contractors to use alcohol-based hand sanitiser before handling products being delivered.	
	Ask delivery drivers and contractors if it is possible to use, electronic paperwork, to minimise physical interaction. Where possible, set up alternatives to requiring signatures. If a pen or other utensil is required for signature you can ask that the pen or utensil is cleaned before use.	
During the event	Delivery drivers and other contractors who need to attend the event site, to provide maintenance or repair services or perform other essential activities, should be given clear instructions of your requirements while they are on site. These instruction should be included in the COVID-19 Safe Event Plan.	

B33. Disturbances and Evictions

Civil disturbances can cause crowding as people congregate to witness the commotion. Strategies should be implemented to reduce crowding on occasions of civil disturbances. Additionally, strategies to move evicted patrons through crowds should be implemented.

Event Stage	Requirement	Implemented
Prior to event	Ensure the Workplace Health and Safety Plan addresses the management of psychosocial risks, including patron aggression.	
	If security personnel are contacted to the event, they should have input into parameters for eviction of patrons and the security aspects of the COVID Safe Event Plan, to ensure the event is COVID-19 safe.	
During the event	When moving evicted patrons through crowds ensure a clear pathway has been established. For example, use security personnel to move ahead and clear a pathway.	
	Ensure any security holding areas are isolated from crowded spaces.	

B34. Security staff

Security staff are required to have the resources and capacity to adequately undertake security and monitoring activities.

It is often that security staff are the first to make contact with unwell or injured attendees at events; therefore, it is imperative that security staff can make rapid contact with first aid / in-event health services.

Event Stage	Requirement	Implemented
Prior to event	Refer to Worksafe NZ Operating safely – what you need to think about WorkSafe , ensure appropriate personal protective equipment is available for use by staff.	
	Establish communication plans with first aid / in-event health services.	
	Determine key areas security can monitor crowd movements and density (including static security points, CCTV monitoring, mobile patrols).	
	Monitor crowd behaviour for unwell patrons and contact first aid / in-event health services when appropriate.	
	Develop protocols for the management of aggression from patrons.	

Event Stage	Requirement	Implemented
	In particular this should include crowd management, movement of attendees throughout crowds, and liaison with police.	
During the event	Have adequate personal protective equipment at entry points to don if engaging with attendees exhibiting possible COVID-19 symptoms.	
	Monitor crowd movements and density to implement strategies to maintain crowd density as per physical distancing requirements.	

B35. Emergency Services Access

On occasion, emergency services may require immediate and / or emergency access within or peripheral to an event site.

Event Stage	Requirement	Implemented
Prior to event	Ensure individual plans are established for each emergency service as each service may have different requirements.	
	Ensure that event staff has input into emergency service access plans (e.g.: in-event health services for ambulance, security contractors for police).	
	If required communicate access plans with emergency services to ensure they are understood and aware of any COVID-19 requirements.	
During the event	Ensure key staff are aware when an emergency service has been called to attend the event.	
	Ensure strategies are implemented to ensure the 'Key Public Health Principles' are maintained during emergency service access to the events. This may include additional crowd control measures.	

B36. Evacuation

The goal of maintaining physical distancing and additional public health measures is a secondary consideration in the case of imminent danger requiring an emergency evacuation.

Event Stage	Requirement	Implemented
Prior to event	Where possible event evacuation plans consider COVID-19 and therefore increase evacuation exits where possible.	
	Establish additional assembly areas if possible.	
	Ensure evacuation plans are shared with staff / wardens.	
During the event	If an evacuation is ordered, ensure staff / wardens direct patrons to either the nearest safe or least congested exit.	
	If an evacuation is ordered, once patrons are safe in assembly areas, encourage physical distancing as practically as possible.	

B37. Impact on host community

Depending on the size of the event and the size of the event host community, events may have flow-on implications for host communities.

For example, large events in small communities can result in additional crowding at local shops, cafes, bakeries, petrol stations, hotels, and site accommodation.

Event Stage	Requirement	Implemented
Prior to event	Ensure the host community retailers (hotels, café, and tourism operators) are aware of event planning.	
	Liaise with the local council, local tourism organisation and retail societies or equivalent, to plan for additional impacts of increased crowds in the host community as a result of the event.	
During the event	Encourage event patrons to be considerate of the crowding impact on local communities.	
	Encourage event patrons to be maintain 'Key Public Health Principles' when in the host community of the event.	

SECTION C. STATEMENT OF COMPLIANCE

STATEMENT OF COMPLIANCE

Unite
against
COVID-19

**This site is operating in compliance with an
Approved COVID-19 Alert Level 2 Venue Exemption Safe
Plan**

A copy of the COVID-19 Safe Plan is available from:

details where a copy of the plan is available

This is a COVID-19 SAFE venue

- **Contact details are required for tracing purposes upon entry**
- **Practice physical distancing**
- **Wash your hands regularly**
- **Follow the rules and keep us all safe**

Signed by: _____ Date: _____

(authorised business representative)

